



École Doncaster Elementary School – Parents’ Advisory Council Constitution

Section 1 – Name and Business

1. The name of this Council is the Doncaster School Auxiliary Society (the “Council”).
 - a. The Council is established pursuant to s. 8 (1) of the *School Act*, RSBC 1996 c 412, and as a non-profit organization with no personal financial benefit accruing to members.
2. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
3. The Council is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

Section 2 – Purpose and Objectives

The purpose of the Council is to support and encourage the welfare and education of students at École Doncaster Elementary School (“Doncaster”), to encourage and promote meaningful parent and staff involvement in the educational experiences of students, and to strengthen the sense of community within Doncaster. The objectives of the Council include:

1. **Fostering Positive Relationships:** Building and maintaining positive relationships among parents, teachers, staff, students, and the broader school community to create and strengthen a supportive, inclusive, diverse, and welcoming environment.
2. **Supporting Student Success:** Collaborating with educators and parents to identify ways to enhance the educational experiences of all students.
3. **Advocacy:** Advocating on behalf of students and families to promote safe, inclusive, and equitable school environments. Supporting policies, programs, and resources that enhance student well-being and learning.
4. **Communicating and Engaging:** Facilitating open and effective communication between parents, teachers, school administration, and the community. Encouraging parental involvement in school activities and decision-making processes.



5. **Fundraising and Resource Allocation:** Planning and organizing fundraising initiatives to provide financial support to benefit students, ensuring the transparent and equitable allocation of resources.
6. **Community Building:** Organizing events and activities that promote a sense of belonging and community within Doncaster, including family-oriented events, workshops, and social gatherings.
7. **Health and Safety:** Collaborating with the Doncaster principal and staff to address health and safety concerns, and to promote the physical and emotional well-being of students.
8. **Collaboration with School Administration:** Working closely with Doncaster administration, teachers, and staff to align the Council's activities and initiatives to better serve the needs of Doncaster.
9. **Broad School Community Engagement:** Advising and participating in the activities of VCPAC and the BC Confederation of Parent Advisory Councils.
10. **Continuous Improvement:** Acting as a forum for parents to share feedback, concerns, and ideas related to Doncaster and to regularly assess and refine the Council's initiatives to better serve the needs of Doncaster and its community.
11. **Enriching Educational Experiences:** Enhancing students' learning experiences through strategic allocation of PAC resources, including funding initiatives that complement Doncaster's educational priorities.

Section 3 – Interpretation of Terms

“**district**” means School District No. 61

“**Doncaster**” means École Doncaster Elementary School

“**PAC**” or “**council**” means the parents' advisory councils organized pursuant to s. 8 (1) of the *School Act* at École Doncaster Elementary School

“**parent**” is defined at s. 1 of the *School Act*, RSBC 1996 c 412, and means:

- (a) a parent or other person who has guardianship or custody of the student or child;
or
- (b) a person who usually has the care and control of the student or child.

“**school**” means any public elementary, middle, or secondary educational institution as defined in the *School Act* operating within School District No. 61



École Doncaster Elementary School – Parents’ Advisory Council Bylaws

Section 1 – Membership

Voting Members

1. All parents of students registered at Doncaster are voting members of the Council.

Non-Voting Members

2. Staff members of Doncaster, either in a teaching or non-teaching role, who are not a parent of a student attending Doncaster, are non-voting members of the Council.
3. At no time will the Council have more non-voting than voting members.

Compliance

4. Voting and non-voting members are collectively referred to as “Members”.
5. Every Member will strive to uphold the Doncaster PAC Constitution and comply with the bylaws.

Section 2 – Meetings of Members

1. General meetings will be conducted in the spirit of fairness to all members with reasonable measures taken to ensure the same.
2. General meetings will be held not less than four (4) times per school year.
3. Members will be given reasonable notice of general meetings.
4. One of the meetings between January and May will be the Annual General Meeting (AGM) for the purpose of election of Executive Officers.
5. If procedural problems arise on an issue not covered in these bylaws, Robert’s Rules of Order, most current edition, will be used to resolve the issue.
6. A special meeting may be called at the request of no less than five (5) members. A special meeting is called to discuss, and as necessary to decide, a specific matter and no other business may be dealt with during the special meeting. Special meetings require five (5) instructional days’ notice to the membership.

Section 3 – Proceedings at Meetings

Quorum

1. A quorum for general meetings will be a minimum of ten (10) voting members, including Executive Members, and a minimum of two (2) Executive Members.



2. A quorum for the AGMs will be a minimum of ten (10) voting members, including Executive Members. The required quorum for Executive Members will be a majority (50% plus one) of the outgoing executive.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the President does not have a second or casting vote and the motion is defeated.
5. Members must vote personally on all matters. Voting by proxy is not permitted. In circumstances when remote videoconference or teleconference capabilities have been enabled, remote attendance and voting are permitted.
6. Regular voting is by a show of hands and/ or by a voice vote of the voting members present.
7. If requested by two voting members present, a vote may be conducted through secret ballot. After the vote, the ballots will be destroyed.

Section 4 – The Executive

Role of the Executive

1. The Executive shall manage the Council's affairs between general meetings.
2. The primary functions of the Executive shall be communication, coordination, implementation, and community building as follows:
 - a. **Communication:** The Executive shall facilitate communication of the affairs of the Council to the membership and school administration through various means (newsletters, social media, website, and email).
 - b. **Coordination:** The Executive shall coordinate and connect volunteers for Council activities and Doncaster's activities requesting the Council's assistance.
 - c. **Implementation:** The Executive shall provide accountability to the membership to ensure that the Council's commitments are fulfilled, and shall control the Council's finances to ensure that raised funds are properly accounted for, managed, and spent in accordance with an approved budget. Wherever possible, funds will be spent to equitably benefit all Doncaster students.
 - d. **Community Building:** The Executive shall contribute to a sense of community within Doncaster and between the school, home and neighbourhood through the activities and initiatives they support.



Election of Executive Members

3. The Executive Members shall be elected by voting members at the AGM.
4. Any voting member may apply to be an Executive Member.
5. Any employee or elected official of SD61, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an Executive position. If they are a voting member (i.e. parent of a registered Doncaster student) they are eligible for an Executive position.
6. Calls for nominations shall be made by the Executive at the general meeting before the AGM.
7. If any Executive Member position is contested, voting will be conducted by secret ballot. After the vote, the ballots will be destroyed.

Term of Office

8. The term of office for Executive officers of the Council shall commence two weeks following election at the AGM and shall be for one year; however, if mutually agreed upon by the incoming Executive and outgoing Treasurers, the Treasurer role cycle may match the DPAC fiscal year September 1 - August 31.
9. There shall be no maximum term for holding an Executive position. However, a person wishing to fill the same Executive position for consecutive years must continue to be an eligible voting member (i.e. parent of a registered Doncaster student), put forward their nomination and be re-elected at each AGM.
10. No person may hold more than one elected Executive position at any one time.
11. If an Executive officer ceases to be a voting member of the Council during their term (i.e. they no longer are a parent of a registered Doncaster student), their position shall be immediately vacated. The remaining Executive members may through a majority vote (50% +1) appoint an eligible member of the Council to fill the vacancy until the next AGM or call an election to fill a vacant position.

Removal of Executive

12. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of their term of office, and may elect an eligible member to complete the term.
13. Written notice specifying the intention to make a motion to remove the Executive member must be given to all members not less than 14 days before the meeting.

Remuneration of Executive

14. No Executive member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the approved budget.



Section 5 – Composition and Duties of Executive Officers

Composition

1. The Executive will include the President, Vice-President, Secretary, Treasurer and one Member-at-large.
2. Any Executive Officer may voluntarily step down at any time.

Roles, Responsibilities, and Qualifications

3. President

a. Roles and Responsibilities:

- i. *Leadership*: Provide overall leadership to the Council and assist in furthering its Purposes and Objectives.
- ii. *Meeting Facilitation*: Preside over Council meetings, set the agenda, and maintain order during discussions. This role may be delegated on a meeting-by-meeting basis in accordance with these by-laws.
- iii. *Communication*: Act, alongside the Vice President, as the primary liaison between the Council and the school administration, teachers, and parents.
- iv. *Strategic Planning*: Work with the Executive Members and Members to develop and implement strategies to support Doncaster's objectives.
- v. *Advocacy*: Advocate for the needs and interests of the school community, both within Doncaster and to external stakeholders.
- vi. *Decision-Making*: Collaborate with the Executive Members to make decisions on behalf of the Council and seek input from Members when necessary.
- vii. *Represent the Council*: Attend school-related meetings and events as a representative of the Council whenever possible.
- viii. *Committee Coordination*: In collaboration with the Vice-President, oversee and coordinate the work of the Council committees and sub-committees.

b. Qualification Requirements:

- i. Active member with a strong commitment to the school community.
- ii. Leadership experience and effective oral and written communication skills.
- iii. Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position.



4. Vice-President

- a. Roles and Responsibilities:
 - i. *Support President*: Assist the President in their duties and assume their responsibilities in their absence or specific duties on delegation.
 - ii. *Committee Coordination*: In collaboration with the President, oversee and coordinate the work of the Council committees and sub-committees.
 - iii. *Special Projects*: Lead special projects or initiatives as assigned by the President.
- b. Qualification Requirements:
 - i. Active member with a willingness to take on leadership roles
 - ii. Strong organizational teamwork skills.
 - iii. Leadership experience and effective oral and written communication skills.
 - iv. Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position.

5. Secretary

- a. Roles and Responsibilities:
 - i. *Record Keeping*: Maintain accurate records of Council meetings, including minutes and attendance as well as records of votes.
 - ii. *Communication*: Assist the President and Vice President in preparing and distributing meeting agendas and announcements.
 - iii. *Documentation*: Retain digital copies of the Council's Constitution and bylaws, as well as any other important documents as determined by the Executive Members.
 - iv. *Correspondence*: Send and receive general correspondence and communication as directed by the Executive Members.
- b. Qualification Requirements:
 - i. Detail-oriented and well-organized.
 - ii. Excellent written and oral communication skills.
 - iii. Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position.



6. Treasurer:

- a. Roles and Responsibilities:
 - i. *Financial Management*: Oversee the Council's finances, including budgeting, bookkeeping, banking, and financial reporting ensuring transparency and accountability. Be a signing officer.
 - ii. *Financial Records*: Maintain accurate financial records and provide regular reports to the Members and Executive Members.
 - iii. *Resource Allocation*: Work with the Executive Members to allocate funds for school-related initiatives that align with the Council's Purposes and Objectives.
 - iv. *Reporting*: Submit a year-to-date financial statement with forecasts for the remainder of the year at the AGM. With the assistance of the Executive, draft an annual budget.
 - v. Provide day to day financial support as needed to Council-led events and operations, including accounts payable, accounts receivable, reimbursements, cash floats, and mobile payment systems.
 - vi. The Treasurer role can be fulfilled by one or two people, if needed.
- b. Qualification Requirements:
 - i. Strong financial management skills.
 - ii. Familiarity with budgeting and financial reporting.
 - iii. Computer literacy with abilities to create and update spreadsheets and conduct online banking.
 - iv. Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position.

7. Member-at-Large

- a. Roles and Responsibilities:
 - i. Liaison: Acting as the bridge between the Executive officers and the general members
 - ii. There is only one Member-at-large on the Executive.
- b. Qualification Requirements:
 - i. Active member with a strong commitment to the school community.
 - ii. Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position.



Section 6 – Non-Executive member positions

1. Fun Lunch Coordinator:

- a. Role: The Fun Lunch Coordinator is responsible for overseeing and managing the Fun Lunch program and website for the School community.
- b. Responsibilities:
 - i. *Vendor Selection:* Collaborate with current and prospective vendors to provide diverse and nutritious lunch options for students on scheduled days. The duration of any contract with a vendor may only be for one (1) year. While a vendor may hold sequential contracts, the FunLunch Coordinator must evaluate the performance of the current vendor(s) prior to entering into a new contract. The FunLunch Coordinator should provide opportunities for local businesses to become involved in the FunLunch program as appropriate.
 - ii. *Menu Planning:* Work with vendors to create menus, taking into consideration dietary restrictions, allergies, and preferences of the School community.
 - iii. *Ordering and Distribution:* Manage the ordering process, including collecting orders, and payments from parents, placing orders with vendors, and coordinating the distribution of hot lunches to students.
 - iv. *Communication:* Maintain clear and timely communication with parents regarding FunLunch program details, including menu changes, order deadlines, and pickup/delivery schedules.
 - v. *Financial Management:* Keep accurate financial records of all FunLunch transactions, including income and expenses to maintain transparency in financial reporting to the Council.
 - vi. *Volunteer Coordination:* Recruit and organize volunteers, as needed, to assist with FunLunch distribution or other related tasks.
 - vii. *Problem Resolution:* Promptly and effectively address any issue or concerns raised in relation to the FunLunch program, working closely with vendors and parents to find solutions.
 - viii. *Event Support:* Supports Council events through facilitating event ticket sales through the FunLunch website. This support includes the generation of reports regarding ticket sales.
 - ix. *Evaluation:* Regularly assess the viability and success of the FunLunch program, gathering feedback from parents and students and making improvements based on this feedback.



2. VCPAC Representative:

- a. Role: The VCPAC Representative (Victoria Confederation of Parent Advisory Councils) serves as a liaison between Council and the broader VCPAC organizations, representing the interests and concerns of the School community at the regional level.
- b. Responsibilities:
 - i. *Attendance at VCPAC Meetings:* Attend VCPAC meetings and events to stay informed about regional education policies, initiatives, and developments.
 - ii. *Information Sharing:* Share relevant information, updates, and resources from VCPAC meetings with the Council.
 - iii. *Feedback Collection:* Collect feedback and input from Council Members on local and regional educational issues important to the School community.
 - iv. *Advocacy:* Advocate for the needs and concerns of the School community at the regional level, assisting parents and students in communicating their perspectives in discussions and decisions that affect the School District.
 - v. *Collaboration:* Collaborate with other VCPAC Representatives and regional stakeholders to address common challenges and work towards shared goals.
 - vi. *Information Dissemination:* Share information, updates, and resources from VCPAC meetings at Council General Meetings and through other communication channels.
 - vii. *Reporting:* Provide periodic reports to Council Members and Executive Members about the activities, discussions, and outcomes of VCPAC meetings and initiatives.

3. Newsletter Coordinator:

- a. Roles: Design, write, and edit the Council's digital newsletter. This includes gathering information from various school stakeholders and creating a digestible format that keeps the parent and staff community engaged.
- b. Responsibilities:
 - i. *Content Curation:* Collect and edit updates, photos, and announcements from Council members.
 - ii. *Layout and Design:* Use digital platforms (e.g. Canva) to create a visually appealing and easy-to-read newsletter.
 - iii. *Distribution:* Coordinate with the Executive and the School for the distribution of the newsletter.



- iv. *Attend Meeting*: Attend Council meetings to stay current on upcoming events and initiatives.

4. Social Media Coordinator:

- a. Roles: The Social Media Coordinator is responsible for communicating Council and School information and updates through various social media outlets, most notably via FaceBook. The Social Media Coordinator is responsible for maintaining, and where necessary, creating social media profiles that represent the Council.
- b. Responsibilities:
 - i. *Social Media Presence*: Maintain or create Council social media profiles and regularly update the information found thereon.
 - ii. *Attendance at Council Meetings*: Attend Council meetings and events, as appropriate, to stay informed about Council policies, initiatives, and developments.
 - iii. *Information Sharing*: Share relevant information, updates, and resources from Council via social media sites.

5. Website Coordinator:

- a. Roles: The Website Coordinator is responsible for maintaining the Council's official website. They ensure that all static information—such as bylaws, meeting minutes, and the annual calendar—is accurate, accessible, and up to date.
- b. Responsibilities:
 - i. *Website Maintenance*: Perform regular updates to the website's content, including posting meeting minutes, updating event dates, and ensuring all links are functional.
 - ii. *Document Management*: Act as the digital archivist by uploading PDF versions of financial reports, agendas, and approved minutes after each meeting.
 - iii. *Attendance at Council Meetings*: Attend Council meetings to understand which policies or documents have been updated and need to be reflected on the public site.

Section 7 – Committees

1. The membership and Executive may appoint standing and ad hoc committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the membership or Executive decide.



3. Committees are responsible to and will report to the membership and Executive as required.

Section 8 – Code of Ethics

1. The Code of Ethics applies to all members, Executive and non-Executive, when conducting business of the Council.
2. Uphold the Constitution and bylaws, policies and procedures of the Council.
3. Perform duties with honesty and integrity and in the interests of the Council.
4. Work to ensure that the interests and well-being of all Doncaster students are protected.
5. Refrain from using their position on the Council for personal gain.
6. Fully and promptly disclose to the Council any conflict of interest, either direct or indirect with any proposed contract or transaction with the Council.
7. Demonstrate respect for themselves and others by encouraging diverse perspectives, supporting the rights of all individuals, practising inclusivity and fostering an environment that engenders trust, confidence, collaboration and mutual cooperation.
8. Take direction from the members, ensuring representation processes are in place.
9. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
10. Work to ensure that issues are resolved through a fair process (i.e. with advance notice, time to prepare and the right to appear and be heard).
11. Strive to be objectively informed and only share information that is reliable.
12. Respect confidentiality of sensitive information discussed within the Council.
13. Handle the Council's funds and resources with care and transparency, following proper financial procedures. Use the Council's resources with an emphasis on maximizing the benefit to the full student populations.

Section 9 – Financial Matters

1. The financial year of the Council will be September 1st to August 31st.
2. The Council may raise and spend money to further its purpose and objectives.
3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the *Bank Act*, SC 1991, c 46.
4. The Executive will name at least three signing officers, who must be executive members, for banking and legal documents, one of whom will be the Treasurer. Two signatures will be required on all these documents.



5. The Executive will prepare a budget and present it to the membership for approval at a general meeting before the current budget expires.
6. The Executive will present any proposed expenditures beyond the approved budget for approval at the next general meeting.
7. The Executive can approve expenditures under \$500 through a simple majority vote (50% plus 1) of the Executive members without a general meeting.
8. A treasurer's report will be presented at each AGM.
9. The treasurer(s) will approve expenditures listed in the approved annual budget. Any expenditure not in the annual budget must be approved at a general meeting by members, unless it is approved pursuant to Section 9.7.

Section 10 – Conflict Resolution

1. Conflicts arising between Members involving matters concerning the Council will first be addressed at an Executive Meeting which includes the parties involved. The purpose of this meeting is to seek resolution of these matters through open and respectful dialogue, with the intent to further the Purposes and Objectives of the Council.
2. If a conflict is not resolved through an Executive Meeting, an unbiased third party agreed to by all parties, will be asked to mediate the dispute.
3. The Code of Ethics provides further details on a fair resolution of a concern or conflict that may arise.

Section 11 – Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's Constitution and bylaws at a general meeting.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member but must be posted in a conspicuous place in the school or made accessible to all members.
4. A constitution or bylaw amendment shall be dated, signed and deposited with the Doncaster Administration for safekeeping.

Section 12 – Property in Documents

1. All documents, records, minutes, correspondence, or other papers kept by a member, Executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the President when the member, Executive member,



representative, or committee member ceases to perform the task to which the papers relate.

Section 13 – Dissolution

1. In the event of dissolution or winding up of the Council, the remaining funds of the Council shall be held in the Doncaster account for 5-years until another Council is established.
2. If no Council is established after 5-years, the assets and remaining funds of the Council shall be distributed in the following order:
 - a. To Greater Victoria School District No.61 to be spent for the sole benefit of Doncaster.
 - b. Or in the event Doncaster is no longer a school, to another parent advisory council, in Greater Victoria School District No. 61 having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up.
3. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of Greater Victoria School District No. 61 in the person of the principal of the school.

Adopted by the Council at the April 7, 2026 AGM