

# Montecito

# Parent Advisory Council

## Constitution & Bylaws



# Forward Statement

This document has been prepared and revised with the intention that it serve as a tool within the Parent Advisory Council (PAC) in particular and for all parents and guardians in general:

- to empower parents and guardians and offer them guidance in the role that they play within the education system;
- to provide ideas for the health, well-being, and education of our children;
- to promote open communication and strong relationships with our peers; and
- to help parents be an effective voice for our School Community.

It is also the general will of the PAC that we allow the spirit of the Constitution to guide us, unhindered by strictness, but tempered by understanding.

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# Constitution

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## 1. Name of the Organization

The name of the organization shall be the MONTECITO PARENT ADVISORY COUNCIL (Montecito PAC, School District No. 41 – Burnaby School District).

The PAC shall operate as a non-profit organization with no personal financial benefit.

The business of the PAC will be unbiased with respect to race, religion, gender, politics, sexual orientation, and physical or mental ability.

## 2. Purpose of the PAC

The PAC is a group of volunteer parents and guardians whose primary focus is to strengthen our school community and support the school through various committees and projects. Working with the Montecito administration and staff, the PAC aims to foster a positive and engaging learning atmosphere, connect parents/guardians, as well as promote participation in PAC decision-making, activities, and events.

## 3. Dissolution

In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be placed under the jurisdiction of Burnaby School District 41 in the possession of the principal of Montecito Elementary School.

## 4. Definition of Terms

**Parents** – the parent/parents or guardian of a child or children enrolled in Montecito Elementary School.

**Parent Advisory Council (PAC)** – any organized group of parents and guardians recognized under the British Columbia School Act.

**School** – any public elementary or secondary educational institution within the Burnaby School District.

**District** – Burnaby School District No. 41.

**DPAC** – the Burnaby District Parent Advisory Council, under the BC School Act, is the umbrella group of Parent Advisory Councils.

**Hybrid Meeting** – any method of holding meetings additional to in-person meetings (e.g. Zoom, Skype, Google Meet or telephone conference calls). The selected method should be moderated to allow members to provide comments, ask questions, and vote during the meeting.

**Robert's Rules of Order** – a framework that is a set of codes and rules of ethics that helps groups hold orderly meetings that allow the majority to rule while allowing minority voices to be heard. [\[document link\]](#)

**School Community** – any person who attends or lives in the catchment area of Montecito Elementary School.

**Community Organization** – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

# Bylaws

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## 1. Membership

- a. All parents or guardians of students registered at Montecito Elementary School are voting members of the PAC.
- b. Administration and staff (teaching and non-teaching) of Montecito Elementary School may be non-voting members of the PAC.
- c. Members of the School Community who are not parents or guardians of students currently enrolled in the school may be invited to become non-voting members of the PAC.

## 2. Meetings

- a. Meetings will be conducted efficiently and with fairness to the Members present.
- b. There shall be an Annual General Meeting (AGM) held in May of each year for the purpose of the election of PAC Executive Officers.
- c. The Montecito Parent Advisory Council will meet a minimum of eight times from September to June of each academic year, one of those being the AGM.
- d. General Meetings shall be held at the time and place that the Membership decides.
- e. Notices and agendas for all meetings shall be shared with Members at least one week prior to the meeting.
- f. Executive Meetings and additional General Meetings shall be held at the discretion of the Executive, with appropriate notification of PAC Members. The purpose of Executive Meetings is to carry on business between General Meetings.
- g. New business not included on an adequately advertised agenda may be motioned for discussion but will require a quorum to vote on as a resolution.
- h. All members must follow the Montecito Parent Advisory Council Code of Ethics during meetings (see page 14). Meetings shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the School Community.

- i. Meetings shall be held in person and/or online. The selected Hybrid Meeting method shall allow all members participating in the meeting to communicate with each other during the meeting. If an online meeting platform is chosen, alternatives for Members without a computer could include attending by phone.

### **3. Quorum**

A minimum of five (5) voting members present at any duly-called meeting shall constitute a quorum.

### **4. Voting at a General Meeting**

- a. Unless otherwise provided in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% +1).
- b. In case of a tie vote, the motion is defeated.
- c. Voters must be present and vote in person or via hybrid platform on all matters.
- d. Voting shall be done by:
  - a show of hands from in-person participants
  - a “yay” or “nay” by hybrid participants
- e. To ensure all votes are counted, in whatever participation method, the number of votes and abstentions will be recorded in the minutes.

### **5. Meeting Procedures**

- a. Meetings may be conducted in an informal manner, with open discussions, and voice acclamation for voting but must include:
  - Welcome to all participants, including hybrid Members
  - Adoption of the Agenda
  - Adoption or Adoption with Changes of the previous minutes
  - Chair Report
  - Time for Principal’s Report
  - Time for Head Teacher’s Report
  - Treasurer Report
  - Time for Committee Reports

- Time for new business, including presentations – not in excess of 10 minutes, or a motion for consideration of the PAC by any Member.
- b. If procedural problems arise on an issue not covered in these bylaws, [Robert's Rules of Order](#) shall be used to resolve the issue and the meeting will be formalized.
- c. Formalized meetings must be chaired by the Chairperson, the Vice-Chair or another Executive Officer in the Chairperson's absence or upon request. The Chair shall:
  - Take brief presentations of motions.
  - Carry or postpone a motion that is seconded by another voting Member.
    - A carried motion is open for debate and voting may not be withdrawn from the floor.
    - A postponed motion must be carried by the Chair at the next meeting.
- d. Each Member present will be allowed to speak one time on the topic uninterrupted and must be permitted to speak by the Chair.
  - After each Member has an opportunity to speak, the motion may be presented to the Chairperson with or without changes to be voted on as a resolution.
  - The Chair shall only cast a vote in the case of an otherwise equality of votes in favour of and against the motion.

## **6. Election of Executive Officers**

- a. The Executive Officers will be elected at each annual general meeting (AGM).
- b. Any voting Member of the PAC is eligible to serve on the Executive. An employee or elected official of the Burnaby School District No. 41 or BC Ministry of Education shall not hold the position of Chairperson, Vice-Chairperson, or Treasurer.
- c. Call for nomination shall be made at the meeting prior to the AGM. Nominations will also be accepted from the floor at the Annual General Meeting.
- d. In the event of a vacancy on the Executive during the year, the Executive can appoint a new Officer who shall hold office until the next election.



## **7. Executive Officers**

The Executive Officers of the Montecito Parent Advisory Council shall consist of:

- Chairperson or Co-Chairs
- Vice-Chairperson(s)
- Secretary(s)
- Treasurer(s)
- Any number of Members at Large
- Past Chairperson

## **8. Term of Office**

- a. The Term of Office shall commence in September of each year and shall be for one year.
- b. Any elected Member of the PAC may serve on the Executive for as many years as they are elected to the position. It is not recommended that a person hold any one position for more than four consecutive years.
- c. The past Chairperson may hold that office for as long as deemed necessary by the PAC.
- d. In the event any Officer resigns, or is unable to fulfill, or is removed from their duties during their term, the Members shall appoint someone to fill the vacancy until the next election. In the event that the Chairperson is unable to fulfill their duties during their term, the Vice-Chairperson shall be declared interim Chairperson.
- e. A member may hold only one position as Chairperson, Vice-Chairperson, Secretary or Treasurer during the year. If there are a number of Members at Large positions vacant and representatives are needed for the various committees, an Officer can take no more than two additional committee positions.
- f. No Member shall be Chairperson or Vice-Chairperson unless he or she has had a child attend Montecito for no less than one year.

## **9. Duties of Executive Officers**

**The Chairperson shall:**

- Convene and preside at general, special, and executive meetings.
- Speak on behalf of the Council.
- Consult with PAC Members.

- Be familiar with and knowledgeable about the Constitution, Bylaws, and meeting rules and ensure that business is transacted according to the rules and guidelines as set out in the Constitution and Bylaws.
- Ensure that the agenda is prepared.
- Appoint or establish committees where authorized by the mMembership or Executive.
- Ensure that the Council is represented in school and district activities.
- Help find resources to assist Members.
- Be a signing officer.
- Shall, upon completion of their term, release all pertinent records and correspondence to the Montecito Parent Advisory Council.

**The Vice-Chairperson shall:**

- Assist the Chairperson in the performance of their duties.
- Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
- Help with extra duties as requested.
- Have a working knowledge of the rules and guidelines as set out in the Constitution and Bylaws.

**The Secretary shall:**

- Ensure that Members are notified of meetings.
- Record the minutes and attendance of general, special, and executive meetings.
- Be responsible for the clarification of the wording of all motions before a vote is taken.
- Make available a publication of the minutes of the previous General Meeting before each PAC Meeting.
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- Issue and receive correspondence on behalf of the PAC as needed.
- Assist in accessing and storing records.

**The Treasurer shall:**

- Be one of the signing officers of the Executive.
- Keep, or cause to be kept, an accurate and up-to-date record of all funds, receipts and expenditures.
- Disburse funds authorized by the Executive or Members.
- Ensure that all transactions meet the guidelines as set out in Section 11 – Finance, of the Montecito Parent Advisory Council Constitution and Bylaws.

- Provide a report at each General Meeting that shall consist of a balance forward from the previous report and a list of all current receipts and expenditures.
- Oversee the deposit of all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC.
- Coordinate the submittal of any gaming applications and/or tax refunds.
- Be responsible for ensuring tax donation receipts are distributed to the appropriate donors.
- Make financial records available for viewing at PAC Meetings or by Members upon request.
- Have the financial records ready for inspection or audit annually.
- With the assistance of the Executive, draft a budget and tentative plan of expenditures.
- Ensure that another signing officer has access to the financial records in the event of their absence.
- Submit the financial statement to the Membership annually.

The Members at Large shall serve in a capacity to be determined by the PAC at the time of their election or at other times. Some examples are:

**The District Parent Advisory Council (DPAC) Representative shall:**

- Attend PAC and DPAC meetings.
- Seek and give input on behalf of the PAC to the DPAC.
- Report back to the PAC.

**The School Communications Committee shall:**

- Collect and organize information from Executive and Committee Leads.
- Maintain a monthly PAC newsletter.
- Maintain PAC website.
- Share PAC information with parents and guardians.

**The Fundraising Committee Lead shall:**

- Liaise with the treasurer for the handling and distribution of money.
- Can serve as correspondent for the committee.
- Organize and chair all meetings of the committee.
- Report to the Montecito PAC.
- Ensure that fundraising activities follow the best practices as outlined in Montecito PAC Fundraiser Guidelines.

**The Emergency Preparedness Committee Lead shall:**

- Serve as correspondent for the committee.
- Organize and call all meetings of the committee.
- Report to the Montecito PAC.
- Liaise with the school principal regarding emergency preparedness supplies, procedures, and drills.

**The Immediate Past Chairperson shall:**

- Advise and support the Membership and Executive.
- Provide information about resources, contacts, and other essential information to the PAC.
- Act as a consultant for the Chairperson.

## **10. Ad Hoc Committees**

- Standing and ad hoc committees shall be formed when necessary.
- Committees are responsible to the Executive and Members.
- Committees may be co-chaired if agreed upon by the Executive. Committee meetings will be open to any mMember.

## **11. Finances**

- The financial year of the Council will be September 1 to August 31.
- A budget and tentative plan of expenditures shall be drawn up and brought to the Membership for approval at a General Meeting prior to the end of October of each year.
- Not fewer than twenty thousand dollars (\$20,000.00) shall be held over for the start up costs for the following year. It is suggested that no more than thirty-five thousand dollars (\$35,000) be carried over to next school year unless there is a future planned expenditure.
- The Executive Officers will present, for approval at a General Meeting, all proposed expenditures above and beyond the budget.
- All funds of the PAC shall be held on deposit in a Chartered Bank or Credit Union or any financial institution registered under the Bank Act.
- The Executive Officers shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents and signing officers cannot sign cheques to themselves.

- g. All expenditures shall be presented and approved by a majority at a meeting. In cases where this is not possible, the Treasurer and one other Officer may approve expenditures.
- h. All money spent above and beyond a predetermined petty cash amount of \$250.00 shall be first presented to and voted on by the Executive Officers, and then approved by a majority at a General Meeting.
- i. Members at a General Meeting may appoint an auditor.

## **12. Constitution and Bylaw Amendments**

Amendments to the Constitution and Bylaws of the PAC may be made at any meeting at which business is conducted, provided:

- a. Written notice of the meeting including specific proposed amendments have been given to Members at least 14 days in advance.
- b. A two-thirds (2/3) majority vote of those voting Members present at the meeting will be required to amend the Constitution and Bylaws.

## **13. Removal of an Executive Officer**

The Members may, by a majority of not less than three-fourths (3/4) of the votes cast, remove an Executive Officer before the expiration of their term of office, and may elect a successor to complete the term.

Written notice specifying the intention to make a motion to remove the Executive Officer shall be given to the Members not less than 14 days before the meeting.

## **14. Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a Member, Executive Officer, or Committee Member in connection with the PAC shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the Member, Executive Officer, or Committee Member ceases to perform the task to which the documents relate.

Adopted by Montecito Elementary PAC at Burnaby, British Columbia, on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairperson Signature

\_\_\_\_\_  
Other Executive Member Signature

\_\_\_\_\_  
Chairperson Print Name

\_\_\_\_\_  
Other Executive Member Print Name

## Code of Ethics

- a. On election or appointment, every Executive Officer and representative must sign and agree to abide by a code of ethics acceptable to the membership found on page 13.
- b. On election or appointment, every Executive Officer and representative must review the school code of conduct found [here](#), on the Montecito Elementary website.
- c. The Montecito PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- d. Every Executive Officer and representative must act solely in the interests of the PAC.
- e. Any information received in confidence by an Executive Officer or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

### **A parent member who accepts a position as a PAC Executive Officer:**

- Upholds the constitution and bylaws, policies and procedures of the PAC.
- Performs their duties with honesty and integrity.
- Works to ensure that the well-being of students is the primary focus of all decisions.
- Respects the rights of all individuals.
- Takes direction from the Members, ensuring representation processes are in place.
- Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
- Works with the school to ensure those issues are resolved through due process.
- Strives to be informed and only passes on information that is reliable.
- Respects all confidential information.
- Supports public education.

### **Statement of Understanding**

I, the undersigned, in accepting a formal position with the Montecito PAC Executive have read, understood, and agreed to abide by the Code of Conduct set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email : \_\_\_\_\_

Note: This page should be photocopied and used yearly for incoming executives. The PAC Secretary will hold this signed final page on file. All officers should keep a copy of the Constitution and Bylaws for reference.