

# **Quigley Elementary School**

## **Parent Advisory Council**

### **Constitution**

#### **Section 1: Name**

The name of this Council is "Quigley Elementary School Parent Advisory Council" (PAC).

#### **Section 2: Purposes of the Council**

The purposes of the council are:

- To facilitate communication between parents and the school administration, staff
- To encourage parental involvement in the school
- To promote a sense of community within the school, homes, and neighbourhood
- To undertake fundraising activities

#### **Section 3: Interpretation of Terms**

**"community organizations"** means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

**"district"** means School District No. 23

**"COPAC"** means the Central Okanagan Parent Advisory Council, organized according to the School Act and operating as a district parent advisory council in School District No. 23

**"PAC"** or **"parent advisory council"** means the parents organized according to the School Act and operating as a parent advisory council in Quigley Elementary School

**“parent”** is as defined in the School Act and means

(a) the guardian of the person of the student or child,

(b) the person legally entitled to custody of the student or child, or

(c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 23

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 23

# **Quigley Elementary School**

## **Parent Advisory Council**

### **Bylaws**

#### **Section 1: Membership**

##### **Voting members**

1. All parents and guardians of students currently registered in Quigley Elementary School are voting members of the Council.

##### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of Quigley Elementary School may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

##### **Compliance with bylaws**

5. Every member will uphold the constitution and comply with these bylaws.

#### **Section 2: Meetings of Members**

##### **Rules of order**

1. The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered by these bylaws.

##### **General meetings**

2. General meetings will be conducted with fairness to all members.
3. General meetings will be held not less than 4 times during the school year. One of those meetings will be the annual general meeting (AGM).
4. General meetings may be held in person or electronically through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or

permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Board shall be subject to all rules adopted by the Board, or by the Society, to govern them, which may include any reasonable limitations on, and requirements for, Board members' participation. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

#### **Conduct**

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interests of the school of the public school system.

#### **Notice of meetings**

7. Members will be given reasonable notice of general meetings.

### **Section 3: Proceedings at General Meetings**

#### **Quorum**

1. A quorum for general meetings will be 60% of PAC Executives.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

#### **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 chair does not have a second or casting vote and the motion is defeated.
5. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by 2 voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

## **Section 4: Executive**

### **Role of executive**

1. The executive will manage the Council's affairs between general meetings.

### **Definition of executive**

2. The executive will include the President, Vice-president, Secretary, Treasurer, immediate past President, and such other members of the Council as the membership decides.

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 23 or the Ministry of Education.

### **Election of executive**

4. The executive will be elected at each annual general meeting (AGM).
5. Elections will be conducted by the chair of the AGM.

### **Term in office**

6. The executive will hold office for a term of 1 year beginning on September 1st.
7. No person shall hold more than 2 offices at any time.
8. No person may hold the same executive position for more than 3 consecutive years.

### **Vacancy**

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

### **Removal of executive**

10. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term in office, and may elect an eligible member to complete the term.
11. 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**

12. 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.

## **Section 5: Executive Meetings**

### **Meetings**

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

### **Quorum**

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

3. Executive members will be given reasonable notice of executive meetings.

### **Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section 6: COPAC, and External Committee Representatives**

### **District Parent Advisory Council (COPAC) representative**

1. One representative to the Council may be elected annually from among the voting members who are not employees or elected officials of School District No 23 or the Ministry of Education.

### **Election of COPAC representatives**

2. The election of representatives to COPAC must be by secret ballot.

### **Term of office**

3. COPAC representatives will hold office for a term of 1 year.

### **Vacancy**

4. If a COPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such an election must be by secret ballot.

### **External committees**

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 23 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

## **Section 7: Conduct of Executive and Representatives**

### **Code of ethics**

1. Meeting Guidelines and Agreements will be written at the top of the agenda for all Executive meetings.

### **Representing the Council**

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

### **Privilege**

3. Any information received in confidence by an executive member 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.

### **Disclosure of interest**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

## **Section 8: Duties of Executive and Representatives**

1. The **President** will
  - a. Speak on behalf of the Council
  - b. Consult with Council members

- c. Preside at membership and executive meetings
- d. Ensure that an agenda is prepared
- e. Appoint committees where authorized by the membership or executive
- f. Ensure that the Council is represented in school and district activities
- g. Ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. Be a signing officer
- i. Submit an annual report

2. The **Vice-President** will

- a. Support the president
- b. Assume the duties of the president in the president's absence or upon request
- c. Assist the president in the performance of his or her duties
- d. Accept extra duties as required
- e. May be a signing officer
- f. Submit an annual report

3. The **Secretary** will

- a. Ensure that members are notified of meetings
- b. Record and file minutes of all meetings
- c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. Prepare and maintain other documentation as requested by the membership or executive
- e. Issue and receive correspondence on behalf of the Council
- f. Ensure safekeeping of all records of the Council
- g. May be a signing officer
- h. Submit an annual report

4. The **Treasurer** will

- a. Ensure all funds of the Council are properly accounted for
- b. Disburse funds as authorized by the membership or executive
- c. Ensure that proper financial records and books of account are maintained
- d. Report on all receipts and disbursements at general and executive meetings
- e. Make financial records and books of account available to members upon request
- f. Have the financial records and books of account ready for inspection or audit annually
- g. With the assistance of the executive, draft an annual budget



- h. Ensure that another signing officer has access to the financial records and books of accounting the treasurer's absence
  - i. Be a signing officer
  - j. Submit an annual financial statement at the annual general meeting (AGM)
- 5. **Members-at-large** (Directors) will
  - a. Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- 6. The immediate **Past President** will
  - a. Advise and support the membership and executive
  - b. Provide information about resources, contacts, and other matters

## **Section 9: Committees**

- 1. The membership and executive may appoint 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 will report to the membership and executive as required.

## **Section 10: Financial Matters**

### **Financial year**

- 1. The financial year of the Council will be September 1 to August 31.

### **Power to raise money**

- 2. The Council may raise and spend money to further its purposes.

### **Bank accounts**

- 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.

### **Signing authority**

4. The executive will name at least 3 signing officers for banking and legal documents. 2 signatures will be required on all of these documents.

#### **Annual budget**

5. The executive will prepare a budget and present it to the membership for approval by November 1st of each year.

#### **Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. The executive shall have the authority to pay accounts up to the amount of \$100 without the consent of the general meeting if these two conditions are met before the payment is made:
  - a. A second executive must approve of for the payment
  - b. The names of both executives and the amount paid must be emailed to the PAC

#### **Treasurer's report**

8. A treasurer's report will be presented at each general meeting.

#### **Auditor**

9. Members at a general meeting may appoint an auditor.

### **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.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

### **Section 12: Property in Documents**

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 winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No 23 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Quigley Elementary School.

**Adopted by Quigley Elementary School Parent Advisory Council at Kelowna, BC,  
on June 13, 2023.**

A handwritten signature in black ink, appearing to read 'Amanda', written over a horizontal line.

Amanda Davies, President

A handwritten signature in black ink, appearing to read 'David Steele', written over a horizontal line.

David Steele, Vice President

