

BEIRSTO ELEMENTARY
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS
2023-2024

MISSION STATEMENT

École Beirsto Parent Advisory Council represents a welcoming and positive platform that promotes a supportive and positive open forum for parents and caregivers to express their concerns on an influential level.

**BEIRSTO ELEMENTARY
PARENT ADVISORY COUNCIL
CONSTITUTION**

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Section I – NAME

The name of this Council is Beirsto Parent Advisory Council, or “BPAC”.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

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

Section II – PURPOSES OF THE COUNCIL

1. To promote the education and welfare of students in the school
2. To contribute to a sense of community within the school and between the school, home, and neighbourhood
3. To advise the principal and staff of the school and the district school board respecting any matter relating to the school, including parent/community education, and learning resources
4. To, at the request of the School Planning Council, assist the School Planning Council in carrying out its functions
5. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
6. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
7. To organize and support activities for students and parents
8. To provide financial support for the goals of the Council, as determined by the membership
9. To advise and participate in the activities of Beirsto Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Beirsto Parent Advisory Council is not a forum to discuss individual staff/student/parent problems or conflicts

Section III – INTERPRETATION OF TERMS

“District” means School District #22

“DPAC” or **“District Parent Advisory Council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District #22

“PAC” or **“Parent Advisory Council”** means the parents organized according to the School Act and operating as a parent advisory council in Beirsto

“Parent” is 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 purpose of these bylaws, means the parent or guardian of a child or children enrolled in Beirsto

“CPF” means the Canadian Parents for French created for all French students and their families

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District #22

**BEIRSTO ELEMENTARY
PARENT ADVISORY COUNCIL
BYLAWS**

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Section I – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Beairsto are voting members of the Council.

Non-voting Members

2. Administrators and staff (teaching and non-teaching) of Beairsto may be invited to become non-voting members of the Council.
3. Members 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.
5. A non-voting member will be permitted to address a meeting as per arrangements made at least three days prior to the meeting with any PAC Executive member and at the discretion of the president.

Compliance with the Bylaws

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

Section II – GENERAL MEETINGS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting for the purpose of election of officers, held in June of each year.

Conduct

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

Notice of meetings

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

Quorum

6. A quorum for general meetings will be not less than five (5) members of the BPAC.
7. 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

8. 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).
9. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
10. Members must vote in person on all matters. Voting by proxy will not be permitted.
11. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
12. A vote will be taken to destroy the ballots after every election.

Section III—EXECUTIVE

Role of Executive

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

Executive Defined

2. The executive will include the president, vice president, secretary, treasurer, 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 22 or the Ministry of Education.

Term of Office

4. The executive will be elected at each annual general meeting, held in June.
5. Elections will be conducted by the Nominating Chair.
6. The president, vice president, treasurer, and secretary will hold office for a term of two years beginning immediately following the election. These elections should be staggered to allow consistency within the Council.
7. All other executive members will hold office for a term of one year beginning immediately following the election.
8. No person shall hold more than one elected position at any one time on the BPAC with the exception of the DPAC representative.
9. An elected member may not serve in the same position on the executive for more than three (3) consecutive terms.

Vacancy

10. 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

11. 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 of office, and may elect an eligible member to complete the term.
12. 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

13. 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.

14. At no time shall money be paid to any members for their services to BPAC unless a reason for exception is presented and voted on at an executive meeting.
15. Any funds used to purchase items for BPAC use will be reimbursed by cheque by the treasurer upon receiving the receipt from members.

Section IV—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 votes (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 V—DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council Representative

1. One representative to the School District #22 DPAC may be elected annually from among the voting members who are not employees or elected officials of School District #22 or the Ministry of Education.

Election of SPC and DPAC Representatives

2. The election of a representative to the DPAC must be by secret ballot.

Term of Office

3. DPAC representatives will hold office for a term of one year.

Vacancy

4. If a DPAC 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 election must be by secret ballot.

External Committees

5. The membership or executive may elect or appoint a member of BPAC who is not an employee or elected official of School District #22 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 VI—CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

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 VII—DUTIES OF EXECUTIVE AND REPRESENTATIVES

PAC Executive Members

President

Vice-President

Secretary

Treasurer

Event Coordinator - to a maximum of two (2)

Fundraising Coordinator – to a maximum of two (2)

Social Media and Communications Representative – to a maximum of two (2)

DPAC Representative

Members at Large - to a maximum of four (4)

Immediate Past President

A. 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 Council activities are aimed at achieving the purposes set out in the constitution
- (g) meet regularly with the Principal to maintain communication between the staff and the Council
- (h) be a signing officer
- (i) submit an annual report

B. 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) be a signing officer
- (f) submit an annual report

C. 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 written and/or electronic correspondence on behalf of the Council, including monthly newsletters
- (f) ensure safekeeping of all records of the Council

D. The Treasurer will

- (a) be a signing officer
- (b) ensure all funds of the Council are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure that proper financial records and books of account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

E. The Event Coordinators will

- (a) prepare and submit an annual event proposal to members
- (b) coordinate non fundraising event activities
- (c) keep a record of expenditures
- (d) submit an annual event coordinator report at general meeting

F. Fundraising Coordinators will

- (a) prepare and submit an annual fundraising event proposal to members
- (b) coordinate fundraising activity events
- (c) keep a record of expenditures and income

- (d) coordinate payments and deposits with the treasurer in regards to fundraising events
- (e) submit an annual fundraising coordinator report at the general meeting

G. Social Media and Communications Representatives will

- (a) prepare and distribute news and updates to the BPAC newsletters, bulletins, and approved social media platforms for informational purposes
- (b) arrange guest speakers and workshops that are of interest to parents
- (c) distribute DPAC news and updates to all informational platforms for parents' knowledge
- (d) design and print flyers, posters and other marketing items for BPAC events

H. The DPAC Representative will

- (a) attend all DPAC meetings and represent, speak, and vote on behalf of the Council
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liase with other parents and DPAC representatives
- (h) submit an annual report

I. Members at Large will

- (a) sit on as a committee lead for fundraising and event coordinators for events put on by BPAC during the current school year
- (b) will be responsible for putting together a subcommittee for each event put on by the event coordinators and fundraising coordinators throughout the year
- (c) attend BPAC executive and general meetings as required
- (d) will submit a record of event plans, including financial account, activities and volunteer requirements for BPAC event binder

J. Immediate Past President

- (a) help make smooth transition between presidents
- (b) act as a consult for the president
- (c) chair the nominating committee
- (d) Is a non voting executive member

Section VIII—COMMITTEES

1. The membership and executives 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.
4. A Nominating Committee will be appointed annually before the annual general meeting.

Section IX—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 three signing officers for banking and legal documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted Expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's Report

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

Auditor

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

Section X—CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Councils' constitution and bylaws.
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.

Section XI—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 XII—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 Beirsto School intended for 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 Beirsto.

Adopted by BPAC at Vernon, British Columbia.

Two signatures will be required on all of these documents

(Name)

(Signature)

(Name)

(Signature)