

Holly Elementary School Parent Advisory Council

(School District #37)



Constitution & Bylaws

April 2025

CONSTITUTION

Section I NAME

1. The name of this Council is Holly Elementary School Parent Advisory Council, hereafter referred to as the PAC.
2. The PAC will operate as a non-profit organization with no personal financial benefit accredited to members.
3. The business of the PAC will be unbiased in respect of race, colour, ancestry, place of origin, marital status, family status, physical or mental disability, gender, sexual orientation, age, religion or politics, or any other ground set out in the British Columbia Human Rights Code and amended from time to time.

Section II PURPOSES

The purposes of the PAC are:

1. to support, encourage, and improve the quality of public education and the well-being of students at Holly Elementary School;
2. to advise the school principal and staff on parental views and concerns about school programs, policies and activities pertaining to the well-being of their children;
3. to communicate with parents, and to promote cooperation between the home and the school in providing for the education of children;
4. to organize and support activities and events for students and parents;
5. to encourage parent and community involvement in the school and to support programs to promote parent and community involvement; and
6. to provide financial support for educational enhancements and for the goals of the PAC be determined by the PAC's Constitution and Bylaws and by majority vote at general meeting.

Section III DISSOLUTION

1. In the event of winding up or dissolution of the PAC, and after payment of all debts and of winding up or dissolution, the assets and remaining funds of the PAC will be distributed as decided upon at the final general meeting by a majority vote of the members present.
2. In the event of winding up or dissolution, all records of the PAC will be given to the principal of Holly Elementary School or to the Delta School District.

BYLAWS

Section I MEMBERSHIP

Voting members

1. All parents and guardians of students registered at Holly Elementary School are voting members of the PAC.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Holly Elementary School may be non-voting members of the PAC.
3. Members of the school community who are not parents of students registered at Holly Elementary School may attend the general meetings of the PAC if a majority of voting members present at the meeting agrees.
4. At no time will the PAC have more non-voting than voting members.

Compliance with Constitution and Bylaws

5. Every member will uphold the PAC's Constitution and comply with the PAC's Bylaws.

Section II MEETINGS OF MEMBERS

General Meetings

1. General meetings will be held not less than five times during the school year. One of the meetings will be the annual general meeting and will be held in May for the purpose of electing the executive.
2. Dates of the general meetings will be at the discretion of the executive. If feasible, the general meetings will be held in September, October, November, January, February and April, in addition to the annual general meeting in May.
3. Additional general meetings will be held upon the receipt of a petition from 25 or more voting members of the PAC or at the discretion of the executive.
4. In the first PAC newsletter of the school year or in the minutes from the first PAC general meeting of the school year, a list of the dates of the PAC meetings for the remainder of the school year will be included. In the event that the dates of the meetings are changed, the members will be given reasonable notice, which will consist of an e-mail communication notice in the school or PAC newsletter at least one week in advance of the meeting.

Conduct

5. At general meetings, members will not discuss specific individual school personnel, students, parents, or other members of the school community.
6. General meetings will be conducted efficiently and with fairness to all members.
7. If procedural problems arise, then Robert's Rules of Order will be used to resolve the situation unless they are in conflict with the PAC's Constitution and Bylaws.

Notice

8. Members will be given reasonable notice of general meetings, which will consist of an email communication or notice in the school or PAC newsletter at least one week in advance of the meeting.

Section III VOTING

Quorum

1. The voting members present at any duly-called general meeting will constitute a quorum.

Voting

2. 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).
3. In the case of a tie vote, the motion will be lost.
4. Members are allowed to vote in person or by virtual meeting application (ie. Zoom, google meet etc). Voting by proxy will not be permitted.
5. Except as provided elsewhere in these Bylaws, voting is by a show of hands or, where it is requested by two voting members present, by secret ballot.

Section IV EXECUTIVE

Role of the executive

1. The executive will manage the affairs of the PAC.

Executive defined

2. The executive will include the following executive officers:
 - a. Chair;
 - b. Vice-Chair;
 - c. Treasurer;
 - d. Secretary;
 - e. District Parent Advisory Council Representative (DPAC Representative);
 - f. Immediate Past Chair; and,
 - g. Such other officers as the membership decides.
3. For the Chair position, two people may agree to be jointly nominated as Co-Chairs and, elected, will serve as Co-Chairs.

Eligibility

4. Any voting member of the PAC is eligible to serve as an executive officer, except employees, and elected officials of the Delta School District or the Ministry of Education. Parents/ Guardians who are crossing guards or noon hour supervisors are exempt from restriction and may be elected to serve as an executive officer.
5. No person may hold more than one executive officer position at any one time.
6. The Past-Chair may assist the incoming Chair for a smooth transition, and if so choose to remain as an executive officer for a further one year term in the position of Immediate Past Chair.

Election of executive

7. The executive officers will be elected at each annual general meeting in May.
8. Call for nominations will be made in the PAC newsletter and at the two PAC meetings immediately preceding the annual general meeting in May.
9. Elections will be conducted by the current Chair.
10. Election of executive officers will be done by secret ballot, unless only one person has been nominated for the position.
11. The ballots will be destroyed at the end of the annual general meeting.

Term of office ++++++

12. The executive officers will hold office for a term of one year beginning on July 1 and ending on June 30th of the following year.

13. Any elected PAC member may serve on the executive for as many years as he or she is elected to a position but may not hold the same position for more than two consecutive years. If a position remains vacant after the May AGM, nominations will be reopened in June. If unfilled, the incumbent may serve another year. An unopposed candidate may continue beyond the two-year limit.

Vacancy

14. If an executive officer resigns or ceases to hold office for any other reason during the year, remaining executive officers may appoint an eligible voting member of the PAC to fill the vacancy until the next PAC general meeting, at which time a replacement will be elected by a majority vote.

Removal of executive officer

15. The members may, by a majority of not less than 75% of the votes cast at a general meeting, remove an executive officer before the expiration of his or her term of office.
16. Written notice specifying the intention to make a motion to remove the executive officer must be given to all members not less than 14 days before the meeting.

Remuneration of executive officers

17. No executive officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

Section V DUTIES OF THE EXECUTIVE OFFICERS

1. The Chair will:

- a. be familiar with the PAC's Constitution and Bylaws,
- b. convene and preside at all membership, special, and executive meetings,
- c. ensure that an agenda is prepared and presented,
- d. appoint committees when necessary or suggested by the PAC membership or Executive,
- e. be an ex-officio member to all committees,
- f. take actions and encourage others to take action to achieve the purposes of the PAC,
- g. speak on behalf of the PAC,
- h. be a signing officer, and,
- i. submit an annual report with the assistance of the Vice-Chair.

2. The Vice-Chair will:

- a. assume the duties of the Chair in his or her absence,
- b. assist the Chair in the performance of his or her duties at the request of the Chair,
- c. be a signing officer; and,
- d. ensure that annual reports are provided by the executive officers and by any committees appointed during the year.

3. The Secretary will:

- a. record and file the minutes of membership, special and executive meetings and ensure that they are posted on the PAC's bulletin board and on the Holly Elementary School website,
- b. distribute minutes to PAC members as requested,
- c. keep an accurate copy of the PAC's Constitution and Bylaws and make copies available to members upon request,
- d. if, and when, amendments are made to the PAC's Constitution and Bylaws, ensure that they be dated and a copy submitted to the school office for safekeeping;
- e. be a signing officer if necessary, and,
- f. ensure all records of the PAC are filed accordingly.

4. The Treasurer will:

- a. have a demonstrated ability and/or understanding of bookkeeping procedures,
- b. be a signing officer,
- c. apply for available grants at the request of the executive or a majority of the membership at a general meeting,
- d. ensure that gaming funds are spent in accordance with any terms or conditions placed upon them,
- e. ensure all funds of the PAC are properly accounted for,
- f. disburse funds as authorized by the membership,
- g. ensure that proper financial records and books of account are maintained,
- h. report on all receipts and disbursements at general meetings,
- i. make financial records and books of account available to members upon request,
- j. with the assistance of the executive, draft an annual budget as per section X,
- k. ensure that another financial signing officer has access to the books in the event of his or her absence, and,
- l. submit an annual report.

5. The DPAC Representative will:

- a. attend all meetings of the Delta District Parent Advisory Council ("DPAC") and represent, speak, and vote on behalf of the PAC at the DPAC meetings,
- b. maintain current registration of the PAC in the DPAC,

- 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 PAC,
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements,
- f. receive and act on all other communications from the DPAC, and,
- g. submit an annual report.

6. The Immediate Past Chair will:

- a. advise and support the membership and the executive, and,
- b. provide information about resources, contacts, and other matters.

Section V EXECUTIVE MEETINGS

Meetings

- 1. Executive meetings will be held as agreed by the executive officers. At least one meeting must be held before each PAC 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 officers will be given reasonable notice of executive meetings, which will constitute an e-mail or a phone call or a phone message at least one week in advance of the meeting. Notwithstanding the foregoing, the executive officers can hold meetings on shorter notice if they waive the notice requirement.

Voting

- 4. All matters requiring a vote at executive meetings will be decided by a simple majority of votes cast (50% plus 1).
- 5. In the case of a tie vote, the motion is defeated.

Section VII COMMITTEES

- 1. The membership and/or the executive may appoint committees to further the PAC's purpose and carry on its affairs.

2. The terms of reference of each committee will be specified by the membership and/or the executive at the time the committee is established.
3. Committees will report to the membership and executive as required by the executive or the membership.
4. Committees will submit an annual report to the executive by the end of the school year in which they are formed.

Section VIII CONDUCT OF EXECUTIVE OFFICERS AND COMMITTEE MEMBERS

Code of ethics

1. On election or appointment, every executive officer and committee member must sign and agree to abide by the Code of Ethics attached as Appendix A to these Bylaws.

Confidential Information

2. Any information received in confidence by an executive officer or a committee member regarding school personnel, a student, parent, or other member of the school community is considered confidential information and must be treated with discretion, protecting the confidentiality of the people involved.

Disclosure of interest

3. An executive officer or PAC member who is interested, either directly or indirectly, in accepting a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and to the other executive officers. Such a person must abstain from any vote on the proposed contract or transaction.

Conflict resolution

4. If a parent expresses a concern to an executive officer, the executive officer will recommend that whenever possible and appropriate, that the parent first approach the person directly responsible, including the teacher or staff member involved. If resolution is not reached or the parent is not comfortable doing this, then the executive officer may assist the parent in bringing the concern to the Vice-Principal, Principal or District Official.

Section IX FINANCIAL MATTERS

Financial year

1. The financial year of the PAC will be July 1 to June 30th of the following year.

Power to raise money

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

Annual budget

3. A draft budget for the following school year will be drawn up by the executive and presented at the annual general meeting in May. This draft budget will be finalized and voted on for approval at the general meeting in September.
4. The annual budget will include an amount for "PAC-general", which can be spent by the executive officers at their discretion during the year subject to the following:
 - a. The Treasurer or another executive officer will report to the members on the expenditures made at the next general meeting after they have been made, and
 - b. Expenditures of more than \$150 must be approved by majority vote at a general meeting.
5. All PAC expenditures will be made in accordance with the approved budget, unless approved by a majority vote at a general meeting.

Bank accounts

6. All funds of the PAC will be kept on deposit in the name of the PAC in a bank or financial institution registered under the *Bank Act*.

Signing authority

7. The Treasurer and at least two members of the executive will be signing officers for bank and legal documents. Two signatures will be required on all of these documents.

Treasurer's report

8. A treasurer's report will be available to all members at every general meeting.

Review

9. Members at a general meeting may vote to appoint someone to conduct a review of the financial records to ensure that the financial statements presented to the membership fully reflect the PAC's financial position.

10. A review does not have to be done by a professional accountant or bookkeeper. It can be done by one or more parents who do not have signing authority on the PAC's bank account and are not members of the PAC executive. The parent(s) must be appointed by a motion by the membership.
11. The person(s) conducting the review will obtain all the financial records from the treasurer should conduct their work at a neutral location without the treasurer present.

Money Counting Policy

12. All executive officers and individuals involved in counting money must sign and agree to abide by the Money Counting Policy attached as Appendix B to these Bylaws.

Section XI PROPERTY IN RECORDS

All documents, e-mails, electronic data, records, minutes, correspondence, or other papers kept by a member, executive officer, representative, or committee member in connection with the PAC will be deemed to be property of the PAC and will be turned over to the Chair, at the Chair's request, when a member, executive officer, representative, or committee member ceases to perform the task to which the papers relate.

Section XII CONSTITUTION AND BYLAW AMENDMENTS

1. At a general meeting, the members may, by a majority of not less than two-thirds of the votes cast, amend the PAC's Constitution and Bylaws.
2. Members will be given written notice specifying the proposed amendments, which will either be: a notice in the school or PAC newsletter, or, a written letter distributed to each family's child in the school at least two weeks in advance of the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member but must be posted on the PAC's bulletin board in the school or made accessible to all members.

Section XIII APPENDICES

The following appendices form part of these Bylaws:

1. Appendix A - Code of Ethics
2. Appendix B - Money Counting Policy

Adopted by the Holly Elementary School Parent Advisory Council at Delta, British Columbia, on April 10, 2012.

Chair _____

Vice-Chair _____

Appendix A CODE OF ETHICS

In accepting a position with the PAC as _____, I agree to:

1. uphold and abide by the PAC's Constitution and Bylaws;
2. perform my duties with honesty and integrity and in the interests of the PAC;
3. work to ensure that the well-being of students is the primary focus of all decisions;
4. respect the rights of all individuals;
5. take direction from the PAC membership and the PAC executive;
6. strive to be informed and only pass on information that is reliable;
7. respect all confidential information;
8. support public education; and
9. be unbiased in regards to race, colour, ancestry, place of origin, marital status, family status, physical or mental disability, gender, sexual orientation, age, religion or politics, or any other ground set out in the British Columbia Human Rights Code, as amended from time to time.

By signing below, I agree that I have read, understood, and agree to abide by this Code of Ethics:

Name (Printed) _____

Witness (Printed) _____

Name (Signed) _____

Witness (Signed) _____

Date _____

Date _____

Phone Number _____

Phone Number _____

Appendix B MONEY COUNTING POLICY

1. The purpose of this policy is to ensure that all funds received for Holly Elementary School Parent Advisory Council (PAC) purposes, and all floats provided by the PAC for PAC purposes, are subject to a set of procedures that make certain that all funds are accounted for and submitted to the Treasurer for deposit without any discrepancies.
2. If the fundraiser or other activity involves the sale of goods or services, then the individual(s) volunteering at the event will only sell or provide such goods and services in exchange for cash, electronic payment (ie card reader, etransfer etc) or a cheque hereby referred to as "funds". There will be no "IOU's" issued.
3. No students or children will be involved in the handling or counting of funds at any time.
4. For the duration of the fundraiser, or any activity that involves the collection of money, and funds received during a day will be counted in accordance with the following counting procedures:
 - a. Two people (the "Counters") will count the Funds at the end of the event.
 - b. The Counters will complete the "Daily Money Count" sheet provided by the Treasurer.
 - c. Counters will deposit the Daily Money Count sheet along with the Funds into the Safe or to the Funds Recipient if they are going immediately to the bank.
 - d. If, at any time during a count, one of the Counters needs to leave the counting area, the Funds must be locked in a room and the remaining Counter must stand outside until the other Counter returns. At no time should only one person be left alone with the Funds.
5. Notwithstanding the requirements above to count funds at the end of each day, in a situation where there is no opportunity to count the Funds at the end of a day (for example, if the event takes place late at night or if two appropriate people are not available), then two people should place the Funds into an envelope, & seal the envelope. The funds should be placed in the Safe until two Counters can count the Funds together, at which time the envelope will be opened in the presence of both Counters. If there are Funds for more than one activity, a separate envelope will be used for each set of Funds. For example, for a Parent Dance, there will be one envelope for 50/50, one envelope for silent auction, etc., and the counting procedures set out above will then apply.

6. The Treasurer will recount the Funds prior to depositing the Funds into the bank account. If there is a discrepancy, the Treasurer will contact the Counters and the PAC Chair in order to correct the discrepancy.

Float procedures

7. When received, the float must be counted and verified by signature by the Treasurer (or alternate PAC executive) and the recipient.
8. The float must be returned to the Funds Recipient at the end of the fundraiser or event in the same way in which it was received. Ie: Rolled coins, small denomination bills.

By signing below, I agree that I have read, understood, and agree to abide by this Money Handling Policy.

Name (Printed) _____

Witness (Printed) _____

Name (Signed) _____

Witness (Signed) _____

Date _____

Date _____

Phone Number _____

Phone Number _____