

**TRAFALGAR ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL**

**CONSTITUTION AND BYLAWS**

ADOPTED AS OUTLINED HEREIN BY VOTING MEMBERS  
AT THE PARENT ADVISORY COUNCIL MEETING HELD  
ON JUNE 1, 2009  
AMENDED 15 MAY 2015  
AMENDED 20 APRIL 2016  
AMENDED 5 JUNE 2018

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A copy of the Constitution & Bylaws shall be submitted to the Vancouver School Board for safe-keeping purpose only.



**SECTION III INTERPRETATION OF TERMS**

<b>Term</b>	<b>Interpretation</b>
Community Organisation	Means groups that demonstrate an interest in education and are not already included in the scope of the PAC’s constitution and bylaws
District	Means the Vancouver School District (No. 39)
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 the Vancouver School District (No. 39)
PAC or Parent Advisory Council	Means the parents organized according to the School Act and operating as a parent advisory council in Trafalgar Elementary School
Parent	Is as defined in the School Act and means: <ul style="list-style-type: none"> <li>a) the guardian of the person of the student or child</li> <li>b) the person legally entitled to custody of the student or child,</li> <li>c) the person who usually has the care and control of the student or child</li> </ul> and for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in Trafalgar Elementary School.
School	Means any public elementary or secondary educational institution as defined in the School Act operating within the Vancouver School District (No. 39)

## **BYLAWS**

### **SECTION I MEMBERSHIP**

#### Voting Members:

1. All parents and guardians of students registered at Trafalgar Elementary School are voting members of the group to a maximum of 2 adults per family.

#### Non-voting Members:

1. Administration and staff (teaching and non-teaching) of Trafalgar Elementary School are non-voting members of the group.
2. At no time shall the PAC have more non-voting than voting members.

### **SECTION II MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of Officers each year. Additional general meetings shall be held on an ongoing basis, usually one per calendar month during the school year, to conduct current business.
2. Notice of general meeting shall be given to the members of the PAC by issuing at least one written notice of such scheduled meeting to the PAC designated bulletin board or attempted to be given to all member households via email.
3. Executive meetings and additional general meetings shall be held at the discretion of the board of elected officers as outlined in Section VI herein, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
4. Meetings shall be conducted efficiently and with fairness to all members.
5. In general, meetings will be conducted according to a simplified version of Robert's Rules of Order. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

### **SECTION III VOTING**

1. A minimum of 8 voting members at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally – voting by proxy shall not be permitted.
5. 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.
6. The election of officers shall be done by secret ballot as set in Section VI herein.
7. The Chairperson shall not be eligible to vote on a motion at a general meeting called by the board of elected officers as outlined in Section VI herein, except whereby the Chairperson relinquishes his/her position (temporarily or otherwise) to another member of the executive and stands down to vote in his/her place.

### **SECTION IV EXECUTIVE OFFICERS**

#### **Role of the Executive**

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

#### **Executive Defined**

1. The executive officers will include the Chairperson, Secretary, Treasurer and other members of the PAC as the membership decides. In any year, two persons may choose to share the position's duties as "Co" officers. Each co-officer shall be considered an executive member.
2. The affairs of the PAC shall be managed by a board of elected officers and will be assisted by members-at-large. Members-at-large may be elected; however, if none are nominated or elected, the members-at-large may be appointed by the elected officers.
3. The executive may invite the immediate past Chairperson to serve on the executive for one year.

### **Election of Officers**

1. Call for nominations shall be made at a general meeting prior to the annual general meeting each year, except as required by Item 3 below.
2. Elections shall be conducted by the Nominating Committee chairperson, or in his/her absence the current PAC Chairperson, using a paper ballot given to each member attending the meeting. In the event that only one person is nominated for a PAC position, no vote is required and the person acclaims the position.
3. In the event of a vacancy on the executive during the year the PAC shall, at any general meeting, elect the new officer who shall hold office until the next election.
4. Scrutineers shall be appointed at the time of the elections as required by the chairperson conducting the elections.
5. A vote shall be taken to destroy the ballots.

### **Vacancy**

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 PAC to fill the vacancy until the next annual general meeting.

### **Removal of executive**

- a. 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 PAC member to complete the term.
- b. 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**

- c. No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonable and necessarily incurred while engaged in the PAC's affairs.

## **SECTION V TERM OF OFFICE**

1. The term of office shall commence September 1 and shall be for one year.
2. No person may hold the same executive position for more than three consecutive years.
3. No person may hold more than one elected executive position at any one time.

4. No family may hold two executive positions at any one time.

## **SECTION VI EXECUTIVE MEETINGS**

1. Executive meetings will be held at the call of the chairperson.
2. A quorum for executive meetings will be a majority (50%+1) of the members of the executive.
3. Executive members will be given reasonable notice of the meetings.
4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50%+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 VII CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

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

### **Representing the PAC**

When representing the PAC, every executive member and representative must act solely in the interests of the parent membership of the PAC.

### **Privilege**

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**

An executive member or representative who is interested, either directly or indirectly, in 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 executive. Such an executive member or representative must avoid using his or her position on the PAC for personal gain or specific gains for their child(ren). An executive member or representative finding themselves in a conflict of interest may choose to withdraw themselves from the issue at hand.



## **SECTION VIII DUTIES OF THE OFFICERS**

### **A. CHAIRPERSON**

- a) shall convene and preside at all general, special and executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall appoint committees where authorized to do so by the executive or membership
- d) shall be an ex-officio member to all committees except the Nominating Committee
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organisation
- f) shall be the official spokesperson for the organisation
- g) shall be a signing officer
- h) shall submit an annual report.

### **B. SECRETARY**

- a) shall record the minutes of general, special, and executive meetings
- b) shall make available minutes to PAC members by posting a copy of the minutes at the school on the PAC designated bulletin board and posting on the school's website prior to the next occurrence of a similarly convened meeting
- c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made shall indicate so in red ink and the copy so amended shall be dated and initialed and submitted to the school board office for safekeeping
- d) shall issue and receive correspondence on behalf of the PAC
- e) may be a signing officer
- f) shall safely keep all records of the PAC

### **C. TREASURER**

- a) shall be responsible for, and report on, the General, Gaming and GIC accounts of the PAC
- b) shall be one of the three signing officers of the executive as per Section X
- c) shall prepare a financial report and report on the current financial status of the aforementioned accounts at each general meeting
- d) shall, with the assistance of the Budget Committee, draft a budget and tentative plan of expenditures as per Section X
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report.

**D. MEMBERS AT LARGE**

- a) shall serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC might require.

**E. PAST-CHAIRPERSON**

- a) shall help smooth transition between Chairpersons
- b) shall assist and advise the PAC
- c) shall act as a consultant for the Chairperson

**SECTION IX DPAC, EXTERNAL COMMITTEE REPRESENTATIVES AND INTERNAL COMMITTEES**

**DPAC (District Parent Advisory Council) Representative**

1. One representative to the Vancouver DPAC may be elected, or appointed by the executive annually from among the voting members who are not employees or elected officials of the Vancouver School Board (District No. 39) or the Ministry of Education.

**Election of DPAC Representatives**

2. The election of representatives to the DPAC, if held, must be by secret ballot.
3. DPAC representatives will hold office for a term of one year.
4. If a DPAC representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term or the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

**External Committee Representatives**

1. The membership or executive may elect or appoint a PAC member who is not an employee or elected official of the Vancouver School Board (District No. 39) or the Ministry of Education to represent the PAC on an external committee or to an external organisation.
2. The representative will report to the membership or executive as required.

**PAC Committees**

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. A Budget Committee shall be appointed annually at the beginning of the fiscal year to develop the budget for PAC approval. The Budget Committee shall be chaired by the Treasurer, and comprise of the Treasurer(s), the PAC Chairperson(s), the school Principal, and the school Vice-Principal.

4. Committees are responsible to the executive and members.
5. Members may be appointed annually to committees by the Chairperson (after consultation with the executive).

## **SECTION X FINANCES**

1. The fiscal yearend for Trafalgar Elementary School PAC is August 31.
2. A budget and tentative plan of expenditures should be drawn up by the Budget Committee and presented for approval at a general meeting at the beginning of each fiscal year.
3. All funds of the organisation will be on deposit in a bank or financial establishment registered under the Bank Act.
  4. The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for all banking and legal documents such as for cheques and the purchase and renewal of GICs.
5. Where the PAC is reimbursing the school administrator or staff, cheques will be signed by two of the PAC signing officers. Where the PAC is reimbursing a PAC member, cheques will be signed by at least one of the school administrators. Where the PAC is paying or reimbursing a third-party, such as a vendor, cheques will be signed by at least one PAC signing officer.
6. No individual shall be a signatory on his/her own reimbursement cheque.
7. All money spent above and beyond a pre-determined petty cash amount (\$500) will be presented to and voted on by the Executive, and then approved by a majority at a general meeting. Monies spent below the petty cash amount must be approved by a simple majority of the Executive.
8. A Treasurer's Report to all members shall be prepared regularly, including a yearend financial statement and made available to all members. Financial records shall be made available regularly to members, or upon request; the Treasurer will provide the records within seven calendar days of the request.
9. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.

## **SECTION XI      CONSTITUTION & BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the Trafalgar Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been posted to the PAC designated bulletin board or attempted to be given to all members households via students, the latter with (14 days minimum) notice.
2. The notice of the meeting includes notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **SECTION XII      DISSOLUTION**

Upon winding up or dissolution of Trafalgar Elementary School the assets of the Parent Advisory Council which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to another parent advisory council or councils in the Vancouver School Board (No. 39) based on a percentage distribution of displaced students to alternate schools (with a minimum of 10% of the students) as determined by the current PAC Executive in consultation with the Trafalgar School Principal.

All records of Trafalgar PAC shall be given to the principal of Trafalgar Elementary School.

Amendments contained in this Constitution  
& Bylaws (altering the version dated 20 April 2018)  
were voted on and accepted by members at the  
Trafalgar Elementary School Parent Advisory  
Council Meeting on 5 June 2018.

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Jacquie Lavoie, Principal  
Trafalgar Elementary School

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Sean Rupert, Vice Principal  
Trafalgar Elementary School

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Jessie Chen, PAC Co-Chairperson  
Trafalgar Elementary School

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Tracey Macleod, PAC Co-Chairperson  
Trafalgar Elementary School

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Alison Scarlett, PAC Co-Treasurer  
Trafalgar Elementary School

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Annie Li, PAC Co-Treasurer  
Trafalgar Elementary School



**APPENDIX A      CODE OF CONDUCT**

1. The Trafalgar Elementary School Parent Advisory Council will not be considered the appropriate forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member:
  - a) Upholds the constitution and bylaws, policies and procedures of the PAC
  - b) Performs her/his duties with honesty and integrity.
  - c) Works to ensure that the well-being of students is the primary focus of all decisions.
  - d) Respects the rights of all individuals.
  - e) Takes direction from the members, ensuring that representation processes are in place.
  - f) 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.
  - g) Works to ensure that issues are resolved through due process.
  - h) Strives to be informed and only passes on information that is reliable and correct.
  - i) Respects all confidential information.
  - j) Supports public education.

Signed by: \_\_\_\_\_

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

For the duration: \_\_\_\_\_

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

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_