

Kamloops School of the Arts PARENT ADVISORY COUNCIL



CONSTITUTION & BYLAWS

Last amendments: 10 MAY 2023

This consolidation is complete and supersedes all previous versions

KSA PAC Constitution and Bylaws

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CONSTITUTION

The Council recognizes that we are fortunate to live, work, learn and play on the traditional and unceded lands of the Tk'emlúps te Secwépemc peoples.

SECTION I: NAME

The name of the Council shall be the KAMLOOPS SCHOOL OF THE ARTS PARENT ADVISORY COUNCIL (the PAC) as sanctioned by the *School Act*.

SECTION II: FOUNDATION PHILOSOPHY

The PAC is a dedicated parent volunteer team striving to support our students and school in ways that will enhance their school pride, personal growth, and community spirit. As parents and caregivers, we recognize that part of our children's success at school depends on our interest, support, and involvement in their education and the school community.

The PAC will operate as a non-profit organization with no personal financial benefits and acknowledges that all investments and property thereof, including the income there from, is, and will be, held in trust pursuant to the Constitution and By-Laws of the PAC to further the objects of PAC.

The business of the PAC shall be unbiased towards race, religion, gender, politics, sexual orientation, physical ability, or mental ability.

The PAC will function within the guidelines established by the *School Act* and policies of the Board of School Trustees of School District #73. Further, it shall endeavor to comply with any applicable PAC guidelines that are in effect.

The PAC requires that all persons volunteering for PAC are required to comply with SD73's field trip administrative procedure (as amended) with regards to obtaining a clear Criminal Record Check and completing a volunteer interest form.

SECTION III: PURPOSES OF THE PAC

1. To promote the education and welfare of students in the school;
2. To advise the school administration and staff on parental views about school programs, policies, and activities;
3. To communicate with parents, and to promote co-operation between home and school in providing for the education of children;
4. To assist parents in accessing the system, and to advocate on behalf of parents and students;
5. To organize PAC activities and events, including, but not limited to, fundraising;
6. To fundraise and apply for available grants to assist the school, staff and school community to benefit students;
7. To encourage parent/guardian/community member involvement, and to support programs that promotes involvement of parent/guardian/community members;

8. To contribute to a sense of community within the school and between the school, home and larger community;
9. To provide parent education, and a forum for discussion, of educational issues;
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood;
11. To provide a forum where administration and staff can discuss school issues, new ideas, and upcoming school news with parents;
12. To provide financial support for the goals of PAC, as determined by the membership;
13. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of the Parent Advisory Councils.

INTERPRETATION OF TERMS

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

Council – the parents organized as a group according to and recognized *under the British Columbia School Act* and operating as a Parent Advisory Council in Kamloops School of the Arts.

District – School District No.73 Kamloops Thompson

DPAC – the Kamloops Thompson District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 73, to be the umbrella group of Parent Advisory Councils formed, or to be formed, in each local school.

KSA – Kamloops School of the Arts

PAC or Parent Advisory Council – the parents organized as a group according to, and recognized under, *the British Columbia School Act* and operating as a parent advisory council in Kamloops School of the Arts.

PAC Executive – means a board of elected Officers, and the immediate Past Chair, organized as a group according to, and recognized under, *the British Columbia School Act*, and operating as a Parent Advisory Council in Kamloops School of the Arts. For clarity, can also be known as **Executive or ‘Board’**

Parent – is defined in the *BC School Act*, and is in respect of a student, or of a child, registered under section 13 of the School Act:

1. The guardian of the person of the student or child,
2. The person legally entitled to custody of the student or child, or
3. The person who usually has the care and control of the student or child,
4. And for the purposes of these by-laws, means the parent or guardian of a child or children enrolled at Kamloops School of the Arts in School District 73.

Quorum – the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are

present in a room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

School – any public elementary or secondary educational institution within School District No. 73 Kamloops Thompson.

SD 73 – School District No. 73 Kamloops Thompson

Treasurer Report – shall include, but not be limited to, year to date vs budget for the year, income statements, balance sheet, and statement of cash flow.

This Constitution and Bylaws were adopted at a General Meeting of the Kamloops School of the Arts Parent Advisory Council on the 10th day of May , 2023

The undersigned agree to act in accordance with the Constitution and Bylaws stated in this document.

Chair:

Vice-Chair:

Treasurer:

Secretary:

DPAC Rep.

Principal:

_____ (Witness)

_____ (Witness)

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BOARD OFFICE VIA
KSA ADMINISTRATION &
KSA PAC FILES

BYLAWS

SECTION I: MEMBERSHIP

Voting Members

1. All parents of students registered at KSA are Voting Members of the PAC, except those who would be considered a Non-Voting Member. Each parent shall have one (1) vote at a PAC General Meeting. For clarity, parents of children enrolled at KSA who are KSA Staff (employees) are voting members, but may not be part of the PAC Executive.

Non-Voting Members

1. KSA Administration Staff are non-voting members, regardless if they have children enrolled at KSA.
2. KSA Staff (employees) are non-voting members, except those with children enrolled at KSA.
3. Members of the school community who are not parents of students currently in School District #73 may also be non-voting members of the PAC.
4. Representatives from the School Board, District Administration, School Administration, and other community organizations with an interest in education, may be invited to attend general meetings as non-voting guests of the KSA PAC.
5. At no time shall the Council have more non-voting members than voting members.

Compliance with Bylaws

Every member, voting or non-voting, shall uphold the Constitution and comply with these Bylaws.

SECTION II: MEETINGS

General Meetings

1. General Meetings will be held no less than Five (5) times during the school year. One (1) of those meetings will be the Annual General Meeting.
2. Meetings may be held in person, teleconference, videoconference, or a combination thereof, at the discretion of the PAC Executive in order to accommodate the highest attendance, attendee engagement, or for mere convenience.
3. Voting Members will be given reasonable notice of General Meetings. Notice may be sent in various ways: by flyer, newsletter, email, Facebook or other social media, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.
4. Conduct
 1. Meetings will be conducted efficiently and with fairness to the members present.
 2. Meetings will be held to conduct current business.
 3. Members will not discuss individual school personnel, students, parents or other members of the school community in a disrespectful or slanderous nature.
 4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution & Bylaws
6. Non-voting members are guests and may, at the request of the PAC, be asked to present information, opportunities, or solicited advice

5. Quorum

1. A Quorum for any General Meeting will be Five (5) voting members.
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.
3. A quorum cannot be waived or suspended, even by unanimous consent.

6. Annual General Meeting (AGM)

1. There shall be an Annual General Meeting for the purpose of election of Executive Officers held at some point between March-June of each year. For clarity, the Executive Officers elected at the Annual General Meeting assume their roles effective July 1st for the following school year, and all existing Executive Officers continue to fulfill their Executive obligations for the current school year until June 30th.
2. At the Annual General Meeting, a proposed budget for the following school year shall be presented in conjunction with proposed committees responsible for overseeing the budgeted events and PAC commitments.

Executive Meetings

1. Executive Meetings will be held no less than Five (5) times during the school year.
2. The purpose of Executive Meetings is to carry on business between General Meetings.
3. A quorum for Executive Meetings will be a majority (50% plus 1) of the members of the Executive.
4. Executive Officers will be given reasonable notice of the Executive Meetings.
5. Executive Meetings may be held in person, teleconference, videoconference, or a combination thereof, as determined by Executive in order to accommodate the highest attendance, attendee engagement, or for mere convenience.
6. Voting may be done in person by a show of hands, by secret ballot, by proxy, by phone, by video conference or Facebook Messenger as determined by the Executive for the matters being voted upon. The Chair shall record the responses and they shall be reflected in the Executive Meeting Minutes.
7. Executive Officers will engage with each other as reasonably necessary regarding all PAC activities, obligations, requests, and commitments between Executive Meetings and General Meetings in agreed upon ways, including but not limited to: in person or virtual meetings, exchange of physical or virtual documents, Facebook groups, text messaging, or similar technology that best suits the Executive's needs. Documentation of Executive decisions shall be recorded in Executive Meeting Minutes, when applicable.

SECTION III: VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1), provided a quorum has been met.
2. In the case of a tie vote, the Chair shall have the last vote.
3. The election of Executive Officers shall be done by secret ballot in the event of 2 or more persons nominated for an Executive position or if the nominated person wishes for a vote by secret ballot.
4. A vote shall be taken to destroy the ballots after the election.

SECTION IV: ELECTION OF EXECUTIVE OFFICERS

1. The Executive Officers shall be elected from the body of Voting Members at the Annual General Meeting held between March - June each year. The current Executive shall use best efforts to openly discuss their willingness to continue to be nominated for Executive positions in advance of the Annual General Meeting.
2. No employee or elected official of SD73 or the Ministry of Education shall hold an Executive position.
3. Call for nomination shall be made at the Annual General Meeting of the same year.
4. In the event of a vacancy on the Executive during the year, the PAC shall nominate a person to be the new officer, who shall hold office until the next election. The elections of the nominated person will take place at the following General Meeting.

SECTION V: TERM OF OFFICE

1. The term of office shall commence on July 1st and cease on the following June 30th. For clarity, the Executive Officers elected at the Annual General Meeting assume their roles effective July 1st for the following school year, and all existing Executive Officers continue to fulfill their Executive obligations for the current school year until June 30th.
2. Any elected officer of the PAC may serve on the Executive for as many years as they are elected to a position, but no person may hold any One (1) position for more than Five (5) consecutive years. If an Executive position remains vacant, a past Executive that has reached their limit of consecutive terms may be considered for the position, if they are willing to continue.
3. No person may hold more than One (1) elected Executive position at any one time, with the exception of DPAC Representatives and Past Chair. For clarity, either or both of the Two (2) DPAC Representative Positions, and/or the Past Chair, may be held by the Chair, a Vice Chair, Secretary, Treasurer, a Director at Large, or the Past Chair.
4. The Past Chair shall hold that office for One (1) year. For clarity, this means some years may not have a Past Chair position.

SECTION VI: EXECUTIVE OFFICERS

The Role of the Executive:

1. The affairs of the PAC shall be managed by a board of elected Officers and the immediate Past Chair called the Executive.
2. Any voting member of the Council is eligible to serve on the Executive, except employees or elected officials of the School District No. 73, or the B.C. Ministry of Education.
3. The number of Executive Officers may vary each year with DPAC Representatives and Past Chair positions available for overlap, but there must always be a minimum of Four (4) Executive Officers (Chair, Vice Chair, Treasurer, and Secretary.)
4. The Executive Officers will be as follows:
 1. Chair
 2. Vice Chair(s) – maximum of 2

3. Treasurer
4. Secretary
5. District Parent Advisory Council Representative(s) – maximum of 2
6. Director(s) at Large – maximum of 3
7. Past Chair - if applicable

SECTION VII: DUTIES of the OFFICERS

1. The Chair:

1. Shall convene and preside at all membership, special and Executive meetings;
2. Shall consult with PAC members;
3. Shall ensure that an agenda is prepared and presented;
4. Shall appoint committees here authorized to do so by the Executive or membership;
5. Shall be an ex-officio member to all committees;
6. Shall take such actions (including, but not limited to, delegation) or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
7. Shall be the official spokesperson for the organization;
8. May be a signing officer;
9. Shall submit an annual report;
10. Shall conduct regular and ad hoc meetings with Administration to ensure open, transparent and timely communication relating to the PAC's goals, plans, events, questions, and matters brought to the attention of PAC;
11. Shall ensure that bank statements and canceled cheques are available for them to review;
12. Shall review and sign all monthly bank reconciliations for the general and gaming accounts.

2. The Vice Chair(s):

1. Shall support the Chair in the performance of their duties;
2. Shall assume the duties of the chair in the chair's absence or upon request;
3. Shall accept extra duties as required;
4. May be signing officer(s).

3. The Secretary:

1. Shall record and file minutes of all meetings;
2. Shall distribute General Meeting minutes to PAC members;
3. Shall keep an accurate copy of the Constitution and Bylaws, and, if and when changes are made, they shall be done so in tracked changes and the amended copy shall be dated and initialed, and a copy submitted to the school board office and administration for safekeeping.
4. Shall oversee & delegate electronic and written correspondence issued to PAC
5. May be a signing officer
6. Shall safely keep all records of the PAC
7. Shall create and maintain a shared calendar of PAC obligations/deadlines (e.g. BCCPAC Membership, applying and filing gaming account summary, presenting a budget)
FYI: Financial records should be kept for seven (7) years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

4. The Treasurer:

1. Shall be responsible for and report on the accounts of the organization;
2. May be the one of the Three (3) signing officers of the Executive;
3. Shall ensure all cheques are completed prior to being signed by Two (2) signing officers;
4. Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XI;
5. Shall ensure that another financial signing officer has access to the books in event of their absence;
6. Shall prepare bank reconciliations each month for the PAC general account and the gaming account and submit to the PAC Chair for signature;
7. Shall prepare a summary of revenues and expenses for each fundraising activity on completion of the activity and submitted for review to the PAC Executive within Ten (10) days of the activity closing;
8. Shall submit an annual financial statement and report;
9. Shall provide monthly financial updates with supporting records in the form of a Treasurer's Report to the Executive, based on the best practices currently recommended by BCPAC (e.g. as at 2022 reconciled bank balance, year-to-date vs budget for the year, statement of activities, balance sheet, income statements, financial statements, budgets, cleared cheques, bank statements, income statements, statement of cash flow); this Treasurer's Report shall be signed and dated by the Treasurer and approved by the PAC Executive;
10. Disburse funds as authorized by the membership or Executive;
11. Ensure that proper financial records and books of account are maintained;
12. Shall file government forms for refunds for PST and GST as applicable;
13. Shall ensure transparency to the Executive of all finance records and answer questions regarding finances in a timely manner, no later than Ten (10) days from request for information or records;
14. Report on all receipts and disbursements at General and Executive Meetings;
15. Shall prepare all necessary finance documentation to support gaming grants or other bursary/grants that are available to the PAC to request;
16. Shall provide the PAC's bank with a copy of the AGM Minutes and Constitution and Bylaws and any amendments made thereto during the year.

5. The DPAC Representative(s):

1. Shall use best efforts to attend all DPAC meetings. In the event the DPAC representative(s) are unable to attend they shall obtain the DPAC meeting minutes and relay the update to the PAC;
2. Shall represent, speak, and vote on behalf of PAC;
3. Shall report regularly to the membership and Executive on all matters relating to the DPAC;
4. Shall seek and give input to the DPAC on behalf of the PAC;
5. Receive, circulate, and post DPAC newsletters, brochures, and announcements;
6. Receive and act on all other communications from the DPAC;
7. Liaise with other parents and DPAC representatives;
8. May be a signing officer.

6. Director(s) at Large

1. Shall serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires;
2. May be a signing officer.

7. Past Chair:

1. Shall help smooth transition between chairs;
2. Shall assist and advise the PAC;
3. Shall act as a consultant for the Chair;
4. May be a signing officer.

SECTION VIII: CODE OF CONDUCT

1. The Kamloops School of the Arts Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive Officer 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 person(s) involved.
3. An Executive Officer, or representative, or member, who has a perceived or actual conflict of interest, either directly or indirectly in a proposed contract or transaction with the PAC, must disclose fully and promptly the nature and extent of their interest to the membership and Executive. An Executive Officer or representative must avoid using their position on PAC for personal gain. For clarity, the disclosure of a perceived or actual conflict is to ensure transparency and proper vetting, it is not to prevent or deter a proposed contract or transaction.
4. A parent who accepts a positions as a PAC Executive Officer shall:
 1. Uphold the constitution and bylaws, policies and procedures of the electing body;
 2. Perform their duties with honesty and integrity;
 3. Work to ensure that the well-being of all students is the primary focus of all decisions;
 4. Respect the rights of all individuals;
 5. Take direction from the members, ensuring representation processes are in place;
 6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
 7. Work to ensure those issues are resolved through due process;
 8. Strive to be informed and only passes on information that is reliable;
 9. Respect all confidential information;
 10. Support public education; and
 11. Agree to act in accordance with the Constitution and Bylaws, and must sign the Statement of Understanding attached to this document.

SECTION IX: REMOVAL OF AN EXECUTIVE OFFICER

1. The voting members may, by a majority of not less than 75% 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 following voting bylaws.
2. Written notice specifying the intention to make a motion to remove the Executive Officer must be given to the general voting members not less than fourteen (14) days before the meeting.

SECTION X: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary to further the PAC's purposes and carry on its affairs.
2. Committees are responsible to the Executive and members.
3. Officers and members may be appointed annually to committees by the Chair (after consultation with the Executive)
4. The membership or Executive may elect or appoint a member or a committee to represent the PAC on an external committee or to an external organization, such as BCCPAC.

SECTION XI: FINANCES

1. Financial year: the financial year of the PAC will be July 1st to June 30th of the following year.
2. Power to raise money: The PAC may raise and spend money to further its purposes.
3. Bank accounts: All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.
4. Signing authority: The Executive will name at least Three (3) signing officers (including the Chair) for banking and legal documents. Two (2) signatures will be required on all of these documents. Documents, including cheques, will be filled out completely prior to any officer signing. The signing authority officers shall not be related to each other by blood, marriage or cohabitation.
5. Financial Procedure: Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 30th, unless given prior approval. Receipts must be dated within that school year (i.e. from 1st July until 30th June), to ensure consideration for reimbursement.
6. Annual budget: The Treasurer or Executive may prepare a budget (including revenue and expenditures) and present it to the membership for approval at the Annual General Meeting. The approved budget covers the time of the financial year, July 1st to June 30th. The approved budget provides the Executive the authority to make the transactions included in the budget without coming back to the general membership for approval. Budgets may be amended by the Executive as needed with the approval of the membership.
7. Non-budgeted expenditures: The Executive will present all proposed expenditures not included in the current budget for approval at the next General Meeting. Any requests for additional expenditure must be submitted in writing, detailing the amount requested, reason for expenditure, anticipated date of spend and include the numbers and ways that the students would benefit.
8. Start-up Funds: Each Executive must leave start-up funds for the following year's Executive, of at least \$1000, plus funds required to meet any outstanding obligations which remain unpaid for that school year.
9. Auditor: Members at a General Meeting may appoint an auditor.
10. Any proposed expenditures above \$100 outside of the presented and approved budget must be communicated to the Executive; Anything above \$150 must first presented to, and voted on, by the Executive. If majority vote approves expenditure, the proposed expenditure must then be approved by a majority at a general meeting.
11. Monies must be counted by two (2) different individuals. One (1) of these counts must be done at the event the monies are raised at or on school grounds.
12. A Treasurer's Report should be published in the PAC or School newsletter for all members prior to the end of each school term, two (2) times per school year.

SECTION XII: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws may be made at any general meeting at which business is conducted providing:

1. Notice of the meeting has been given to all members (14 days minimum) via electronic communication on Social Media (e.g. active associated Facebook group), website, or via the school's monthly newsletter
2. The notice of the meeting includes notice of the specific amendments proposed
3. A two-thirds (2/3) majority of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office and Administration for safekeeping only.

SECTION XIII: PAC PROPERTY

1. All documents, records, minutes, correspondence, or other papers (the "Documents") kept by a member, Executive Officer, 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 Chair within Ten (10) days when requested by any member or when the member, Executive Officer, representative, or committee member ceases to perform the task to which the papers relate.
2. Additionally, the Documents shall be saved electronically to the PACs current filing system each month to ensure transparency and ease of access for all Executive Officers to efficiently conduct PAC business.
3. Similarly, items purchased by PAC become the property of KSA, and the use and maintenance shall be determined collaboratively by the Principal in consultation with PAC, unless explicitly given as a personal gift.

SECTION XIV: DISSOLUTION

1. In the event of dissolution or winding up of the Council and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be decided upon by the membership at the final general meeting.
2. In the event of winding up or dissolution of the Council, all records of the PAC shall be given to the Administration of Kamloops School of the Arts, placed under the jurisdiction of SD73.

Statement of Understanding for Executive Officers of the KSA PAC

I, the undersigned, in accepting the position of _____ on the Kamloops School of the Arts PAC Executive, have read, understood, and agree 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 of Executive Officer: _____

Signature: _____

Date: _____

Name of Witness: _____

Signature: _____

Date: _____