



# **WESTSYDE ELEMENTARY SCHOOL**

Parent Advisory Council

## **CONSTITUTION AND BYLAWS**

Adopted: **May 27, 2026**

School District No. 73 (Kamloops-Thompson)

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# PART I — DEFINITIONS

## Section 1 - Definitions

1.1 In this Constitution and Bylaw,

**“Annual General Meeting”** or **“AGM”** means the meeting held once per school year for the purposes set out in these Bylaws.

**“Available Non-Reserve Funds”** means the total balance of the PAC’s General account excluding designated reserve funds and the required start-up funds retained for the following school year.

**“Conflict of Interest”** means when a Member has an actual or potential personal, financial, or other interest that could influence, or reasonably be perceived to influence, their participation in PAC decision making.

**“Executive Officer”** means a Member elected to a position listed in these Bylaws and recorded in the minutes of the meeting at which the election occurred.

**“Executive”** means all elected Executive Officers as defined in these Bylaws.

**“General Meeting”** means a regular meeting of the PAC held in accordance with these Bylaws.

**“Member”** means a parent or guardian, as defined by the School Act, of a student currently enrolled at the school.

**“Quorum”** means the minimum number of Voting Members required to conduct business as defined in these Bylaws.

**“Simple Majority”** means more than fifty percent (50% plus one) of the votes cast by Voting Members present at a duly convened meeting.

**“Special Meeting”** means a meeting convened in accordance with Section 6 for the purpose of addressing specific business between General Meetings.

**“Voting Member”** means a Member who is eligible to vote under these Bylaws.

**“Westsyde Elementary Parent Advisory Council”** or **“PAC”** means the name of this organization.

**“Written Notice”** means notice delivered by email or other direct electronic communication to Members. Where electronic delivery is not possible, written notice may be delivered in hard copy.

## **PART II — CONSTITUTION**

### **Section 2 — Name**

2.1 The name of this organization is the Westsyde Elementary Parent Advisory Council, hereafter referred to as the PAC.

### **Section 3 — Purpose**

3.1 Under Section 8 of the BC School Act, the PAC advises the principal, staff, and the Board of Education on matters relating to the school.

3.2 The PAC represents the collective views of parents and guardians and supports meaningful involvement in the school community.

3.3 The PAC works to:

- (a) Support student well-being, success, and a positive learning environment.
- (b) Promote respectful and effective communication between home and school.
- (c) Foster a safe, inclusive, and equitable school community.
- (d) Strengthen parent and guardian participation in public education.

### **Section 4 — Authority and Independence**

4.1 The PAC operates under Section 8 of the BC School Act and within this Constitution and its Bylaws.

4.2 The PAC acts in an advisory capacity only and does not have authority over school administration, staffing, or operational decision-making.

4.3 The PAC is a voluntary, independent, non-profit, and non-partisan organization. Funds raised or received by the PAC will be used for the benefit of the school community.

4.4 The PAC does not endorse political parties or candidates.

4.5 The PAC is committed to an inclusive, equitable, and welcoming environment and operates in compliance with the BC Human Rights Code and all applicable human rights legislation.

## **PART III — BYLAWS**

### **Section 5 — Membership**

5.1 All parents and guardians, as defined by the BC School Act, are Members of the PAC.

5.2 School staff who are also parents or guardians of a child enrolled at the school are Members of the PAC and may vote, except on matters where an actual or perceived conflict of interest exists.

5.3 All Members must uphold the Constitution and comply with these Bylaws.

5.4 School staff may serve as Members-at-Large but may not serve as signing officers of the PAC.

5.5 Members may make motions, vote, stand for election, receive notice of meetings, and request reports.

5.6 Membership is automatic upon enrollment of the Member's child at the school.

5.7 Membership ends when the Member no longer has a child enrolled at the school.

5.8 The Chair or Executive may verify attendee identity to confirm voting eligibility.

### **Section 6 — Meetings**

#### **Meetings**

6.1 The PAC holds meetings to conduct official business, approve expenditures, receive reports, and support collaboration among Members.

6.2 There are three types of PAC meetings: General Meetings, Special Meetings and Annual General Meetings.

(a) General Meetings are the regular meetings of the PAC.

(b) Special Meetings are meetings convened to address specific, urgent, or time-sensitive business between General Meetings.

(c) The Annual General Meeting is governed by Section 7 of these Bylaws.

#### **Format and Participation**

6.3 Meetings may be held in person, online, or in a hybrid format.

6.4 Members participating online are considered present for the purposes of quorum, discussion, and voting.

6.5 Where an in-person meeting is not possible, voting may be conducted using an online or electronic platform approved by the Executive.

6.6 The results of any online or electronic vote will be recorded in the minutes.

### **Scheduling and Notice — General Meetings**

6.7 The PAC will hold a minimum of six (6) General Meetings per school year.

6.8 General Meetings will follow a regular and predictable schedule established by the Executive at the beginning of each school year and communicated to Members. Any changes to the published schedule will be communicated with reasonable notice.

6.9 General Meetings will be called by the Chair, or in the Chair's absence, the Vice Chair.

6.10 The agenda will be prepared by the Chair in consultation with the Executive and distributed to Members in advance of the meeting whenever possible.

6.11 All Members may attend General and Special Meetings. Guests may be invited at the discretion of the Chair or Executive.

6.12 Notice of General Meetings will be provided to Members at least seven (7) days in advance using commonly used school or PAC communication methods.

### **Quorum and Voting**

6.13 Quorum for General and Special Meetings has three (3) Voting Members, two (2) of which must be members of the Executive.

6.14 If quorum is lost during a meeting, discussion may continue, but no motions may be voted on. Any matters requiring a vote will be deferred to a subsequent General Meeting or Special Meeting.

6.15 Each Voting Member present is entitled to one vote. Decisions are made by a Simple Majority of votes cast, unless otherwise specified in these Bylaws.

6.16 At a General Meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, two (2) or more voting members request a

secret ballot or a secret ballot is directed by the Chair of the meeting, voting must be by a secret ballot

6.17 Voting by proxy will be permitted only in special cases where a request for funds and a deadline for funds for the same item occur in between PAC meeting times or if a requested PAC sponsored event occurs in between PAC meeting times. All proxy voting will be carried out via email, in which each voting member's vote will be added to the PAC's minutes. The only members eligible to participate in a proxy vote will be those members who attended at least one of the past two PAC meetings in which a quorum was present.

6.18 Voting by E-Vote is permitted only in special cases where a request for funds and a deadline for funds for the same item occur in between PAC meeting times or if a requested PAC sponsored event occurs in between PAC meeting times. All members are eligible to participate in an E-Vote. Notice of E-Vote and details pertaining to the vote will be given on the PAC Facebook page 24 hours prior to the vote commencing.

6.19 In the event of a tie vote under any circumstance, the motion is defeated.

6.20 Meetings, including the Annual General Meeting, of the Westsyde PAC may be conducted online, and members are permitted to vote electronically, in accordance with any procedures or guidelines outlined by the Westsyde PAC.

### **Conduct and Chairing of Meetings**

6.21 Meetings will be conducted in a manner that promotes inclusivity, fairness, respect, and orderly discussion, using procedures approved by the membership and appropriate to the size and function of the PAC.

6.22 The Chair will preside over General and Special Meetings. In the absence of the Chair, the Vice Chair will preside. If neither is available, another Executive member designated by the Executive will preside.

### **Minutes and Record Keeping**

6.23 Minutes will be recorded for all General and Special Meetings.

6.24 Draft minutes will be posted on the PAC website within fourteen (14) days following the meeting.

6.25 Draft minutes will be shared prior to approval and, once approved, will be made available to Members using established communication methods.

6.26 Draft minutes of the previous meeting, including the Annual General Meeting, will be presented for approval at the next General Meeting.

### **Special Meetings**

6.27 A Special Meeting may be called to address urgent or time-sensitive business between General Meetings.

6.28 A Special Meeting may be called by the Chair or by any three (3) Voting Members submitting a request to the Chair.

6.29 Only the business stated in the notice may be discussed at a Special Meeting.

6.30 Notice of a Special Meeting will be provided to Members at least seven (7) days in advance, unless circumstances require a shorter notice period and the urgency is clearly stated.

## **Section 7 — Annual General Meeting (AGM)**

### **Annual General Meeting**

7.1 The Annual General Meeting (AGM) will be held once per school year at a time determined by the Executive.

7.2 At least fourteen (14) days' Written Notice of the AGM will be provided to all Members.

7.3 The purposes of the AGM are to elect the Executive Officers for the upcoming school year and to receive annual reports from the outgoing Executive, including the financial report for the preceding year.

7.4 Quorum for the AGM will be the same as the quorum required for General Meetings set out in Section 6 of these Bylaws.

7.5 The Chair will preside over the AGM and must step aside from presiding during the election for any Executive position for which they are a candidate.

7.6 Newly elected Executive Officers assume office immediately upon election at the AGM.

7.7 Only business stated in the notice of meeting may be considered at the AGM. Elections must proceed even if no other business is conducted.

7.8 If quorum is lost, the meeting will be adjourned and rescheduled. If all Executive positions remain vacant, a Special Meeting for elections will be held within thirty (30) days.

7.9 The accidental omission to send notice of a General Meeting to a member, or the non-receipt of notice by a Member, does not invalidate any proceedings at the meeting.

## **Section 8 — Elections**

### **Eligibility**

8.1 Only Voting Members, as defined in Section 5 of these Bylaws, may stand for election to the Executive.

8.2 Eligibility to vote or stand for election will be determined at the time of voting.

8.3 No two Members of the same household may hold signing officer positions at the same time.

### **Election Timing and Notice**

8.4 Elections will occur at the meeting designated as the AGM in the General Meeting schedule posted at the beginning of the school year.

8.5 The PAC will include the AGM and election date on the annual meeting schedule posted at the beginning of the school year. Written Notice of the election will be provided to Members at least fourteen (14) days in advance of the AGM.

### **Nomination and Voting Procedures**

8.6 Nominations may be made in advance of the AGM or from the floor at the AGM. Self-nominations are permitted. No person may be nominated without their consent. Nominations will close immediately prior to the commencement of voting for each position.

8.7 Elections for Executive positions will be conducted by secret ballot when there is more than one nominee for a position.

8.8 Where permitted by these Bylaws, elections may be conducted electronically when Members participate online, provided voter identity and eligibility can be reasonably verified.

8.9 Each Voting Member is entitled to one vote per position. Voting by proxy is not permitted.

8.10 If a position is uncontested, the nominee is elected by acclamation.

8.11 In the event of a tie vote, the election will be repeated once. If the vote remains tied, the result will be decided by draw.

8.12 Executive positions will be elected in the following order: Chair, Vice-Chair or Co-Chair, Treasurer, Secretary, and other Executive positions.

8.13 The AGM will appoint an election chair to conduct the election of Executive Officers.

8.14 The election chair will oversee the nomination process, voting, and the counting of ballots. The election chair may appoint one or more scrutineers to assist with voting and counting, will announce the voting results once counting is complete, and the decision of the election chair regarding election procedures will be final.

8.15 Ballots used in elections will be destroyed following the announcement of results unless otherwise required to resolve a challenge under these Bylaws. Where electronic voting is used, records will not retain individual voter identities.

8.16 Any challenge to an election result must be raised during the AGM before adjournment.

### **DPAC Representatives**

8.17 In accordance with sections 8(5)(c) and 8(6) of the School Act, the PAC will elect two (2) DPAC Representatives. Where more than one nominee stands, the election must be conducted by secret ballot. Where only one nominee stands, the nominee is elected by acclamation.

8.18 The PAC may also elect one (1) Alternate DPAC Representative using the same process.

### **Terms of Office**

8.19 Executive Officers serve one (1) or two (2) year terms as follows. Terms begin on or after the Annual General Meeting, unless otherwise expressly voted on at a General or Annual Meeting:

- (a) Chair - 2 year term, vacant in odd numbered years.
- (b) Co-Chair - 2 year term, vacant in even numbered years.

- (c) Treasurer - 2 year term, vacant in odd numbered years.
- (d) Secretary - 2 year term, vacant in even numbered years.
- (e) DPAC Representative - 1 year term, vacant in odd numbered years.
- (f) Additional Executive Officers - 1 year term, vacant in even numbered years.

8.20 Officers may serve consecutive terms if re-elected, subject to a maximum of five (5) consecutive years in the same position.

8.21 Executive Officers take office immediately following the election.

8.22 In the event an Officer cannot fulfill their term, Appointed Officers fill the remainder of the existing term.

### **Vacancies**

8.23 If an Executive Officer is removed from office under Section 11, the position is deemed vacant.

8.24 An Executive Officer may resign by providing Written Notice to the Executive.

8.25 The resignation takes effect upon receipt, unless a later date is specified.

8.26 A vacancy on the Executive occurs when an Executive Officer resigns, is removed in accordance with Section 11, ceases to be eligible for membership, or when a position is not filled at an election.

8.27 If a vacancy occurs during a term, the Executive may appoint a Voting Member, as defined in Section 5 of these Bylaws, to fill the position on an interim basis until the next General Meeting, at which time the position will be filled by election in accordance with this Section.

8.28 An election to fill the vacancy will be held at the next General Meeting unless the vacancy occurs within one hundred and twenty (120) days of the AGM and the Executive determines it can continue to function until that meeting.

8.29 If a vacancy occurs and there is no remaining Executive, a Special Meeting will be called for the purpose of electing an Executive.

8.30 An Executive member appointed to fill a vacancy holds office until the position is filled by election.

## **Eligibility Restrictions**

8.31 Employees of School District No. 73 may not serve in the roles of Chair, Vice-Chair, Treasurer, or Secretary. A Voting Member who is also an employee of School District No. 73 may serve in other Executive roles, subject to the conflict-of-interest requirements set out in these Bylaws.

## **Section 9 — Executive Officers**

### **Executive Composition**

9.1 The Executive will consist of the following required officers: Chair, Co-Chair, Secretary, and Treasurer.

9.2 The PAC may also elect additional supportive roles, and one or more Members-at-Large, Fundraising Coordinator, Communications Officer, DPAC Representatives, Social Media Coordinators, and Past Chair.

9.3 Additional Executive positions and their terms may be created by the membership as needed. All Executive positions must be elected and recorded in the minutes of the election meeting.

9.4 Executive positions are filled by election, unless these Bylaws explicitly provide otherwise.

9.5 The Hot Lunch or Food Program Coordinator may, by resolution of the membership, be elected as an Executive Officer or appointed to a non-Executive role.

### **District Parent Advisory Council Representative**

9.6 The PAC must elect two (2) District Parent Advisory Council (DPAC) Representatives in accordance with the School Act, one of whom may be considered the Alternate DPAC Representative.

9.7 The DPAC Representative is a voting Executive Officer and sits as a member of the Executive.

9.8 The DPAC Representative will be elected for a one-year term and may serve consecutive terms if re-elected.

## **General Executive Governance Duties**

9.9 Executive members will carry out their duties in accordance with the Constitution and Bylaws.

9.10 PAC records and communications are held in trust for the membership and will be managed to support transparency, continuity, and accountability.

9.11 Executive Officers will ensure that matters raised by Members relating to PAC business are brought forward for Executive or General Meeting consideration, as appropriate.

## **Executive Meetings**

9.12 The Executive Officers may meet as required to conduct PAC business.

9.13 Executive meetings may be called by the Chair. If the Chair is unavailable, any two Executive members may call a meeting.

9.14 A quorum for Executive meetings will be a majority of the Executive members.

9.15 Decisions of the Executive will be made by a Simple Majority of the votes cast.

9.16 Minutes will be recorded for all Executive meetings and retained with PAC records.

9.17 Executive members will maintain confidentiality regarding matters discussed at Executive meetings when appropriate, unless the information is intended to be shared publicly.

## **Past Chair**

9.18 The Past Chair position is optional.

9.19 If established, the Past Chair will serve a one-year advisory term following service as Chair.

9.20 The Past Chair is not a voting Executive Officer.

## **Section 10 — Election and Duties of Executives, Representatives and Committees**

### **Election of Executive**

10.1 The Executive will be elected at each Annual General Meeting.

10.2 Elections will be conducted by the current Chair, unless the Chair position is being voted on, then it will be conducted by the Co-Chair.

10.3 To become an Executive Member, an individual must be elected or appointed in accordance with the Constitution and Bylaws listed herein.

10.4 A designation, election or appointment of an individual as part of the Executive is only valid if the individual consents in writing or the designation, election or appointment is made at a meeting the elected individual attends and the individual does not refuse, at the meeting, to be an executive.

10.5 An Executive, other than the Chair, may hold more than one Executive position.

10.6 On election or appointment, every executive member and representative must sign and agree to abide by the code of ethics listed in Section 14.

### **Duties of Executives, Representatives and Committees**

10.7 The Chair will:

- (a) speak on behalf of the Council;
- (b) consult with Council members;
- (c) preside over membership and executive meetings, general meetings and special 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 and bylaws;
- (h) be a signing officer;
- (i) submit an annual report;
- (j) serve as primary liaison between the PAC and school administration;
- (k) ensure PAC processes and decisions are communicated to the membership; and
- (l) ensures transparency by maintaining shared access to PAC communication tools, such as email accounts and shared documents.

10.8 The Co-Chair or Vice-Chair will:

- (a) support the Chair;
- (b) assume the duties of the Chair in the Chair's absence or upon request;

- (c) assist the Chair in the performance of their duties;
- (d) accept extra duties as required; and
- (e) be a signing officer.

10.9 The Secretary will:

- (a) ensure that members are notified of meetings;
- (b) record and file minutes of all meetings and maintain official records of agendas, minutes, and correspondence;
- (c) post draft minutes on the PAC drive within a reasonable time after each meeting and posts approved minutes once they are adopted;
- (d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- (e) prepared maintain other documentation as requested by the membership or executive;
- (f) issue-and receive correspondence on behalf of the Council ensure safekeeping of all records of the Council; and
- (g) be a signing officer.

10.10 The Treasurer will:

- (a) Be a signing officer;
- (b) Ensure all funds of the Council are accurate and properly accounted for;
- (c) Disburse funds as authorized by the Membership or Executive;
- (d) Ensure that proper financial record and books of account are maintained;
- (e) Report on all receipts and disbursements at general and executive meetings;
- (f) Make financial record and books of account available to members upon request;
- (g) Have the financial record and books of account ready for inspection or audit annually;
- (h) With the assistance of the executive, draft an annual budget;
- (i) applies for the annual Gaming Grant and completes the required reporting;
- (j) obtains any required Gaming Licences for events and completes the associated reporting; and
- (k) ensures all disbursements follow PAC financial controls, including the requirement for dual signatures.

10.11 The DPAC Representative will:

- (a) attend all meetings of Kamloops District PAC 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) liaise with other parents and DPAC representatives; and

(h) submit an annual report.

10.12 Members-at-Large 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.

10.13 The Immediate Past Chair will:

(a) advise and support the membership and executive as requested

(b) provide information about resources, contacts, and other matters

10.14 The Social Media Coordinator will:

(a) expedite and approve appropriate posts in the school's Facebook group;

(b) deliver school relevant information to parents in an efficient and appropriate manner; and

(c) perform annual housekeeping of the school's Facebook group to ensure that all members of the group are legitimate.

10.15 The Fundraising Coordinator will:

(a) create a fundraising plan for the upcoming school year;

(b) communicate to parents what Westsyde's fundraised dollars are being used to oversee and coordinate fundraising activities and the promotion of those activities; and

(c) ensure that all vendors are paid promptly and that Westsyde is in good standing with all fundraising vendors.

10.16 The Hot Lunch Coordinator will:

(a) Begin planning the following year's hot lunch menu in March;

(b) Confirm all vendors and finalize scheduling for the upcoming year's hot lunch program by the end of Spring Break;

(c) Input vendor details and menu offerings into the hot lunch website, including order open and close dates;

(d) Submit weekly orders to vendors in accordance with the established schedule;

(e) Purchase groceries and supplies for in-house lunch programs;

(f) Coordinate and communicate with volunteers to support the hot lunch program;

(g) Respond to inquiries and resolve issues related to student lunches; and

(h) Record and track payments within the hot lunch system.

10.17 The Bylaw Committee will:

(a) be formed by members of the Council;

(b) review, alter, and adjust Bylaws as needed; and

(c) ensure that alterations of existing bylaws are approved by the members of Council that are not on the bylaw committee.

10.18 With respect to additional Committees and Sub-Committees:

- (a) The Membership and Executive may appoint committees to further the Council's purposes and carry on its affairs;
- (b) The terms of reference of each committee will be discussed by the membership of the executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide; and
- (c) Committees report to the membership and executive as required.

## **Section 11 — Removal of Executive Officers**

### **Removal of Executive**

11.1 An Executive Officer may be removed from their position only by the membership, in accordance with this Section.

11.2 An Executive Officer may be removed for reasons including, but not limited to:

- (a) Failure to fulfill the duties of the position;
- (b) Acting contrary to the purposes of the PAC;
- (c) Breach of confidentiality; or
- (d) Breach of the Code of Conduct.

11.3 Any Voting Member may submit a written motion to remove an Executive Officer.

11.4 Written Notice of the proposed removal must be included in the notice of a duly called General Meeting or Special Meeting and must be provided to the membership at least fourteen (14) days in advance.

11.5 An Executive Officer may be removed by a two-thirds (2/3) vote of the Voting Members present at the General Meeting or Special Meeting.

11.6 When a motion to remove an Executive Officer is being considered:

- (a) The meeting will be chaired by a Member who is not the subject of the motion and who is selected by a majority vote of the Members present; and
- (b) The Executive Officer who is the subject of the motion will be given an opportunity to speak to the motion before a vote is taken.

11.7 If an Executive Officer is removed, the position becomes vacant and will be filled in accordance with Section 8 of these Bylaws.

## **Section 12 — Finances**

### **Fiscal Framework**

12.1 The fiscal year of the PAC will run from July 1 to June 30.

12.2 Gaming reporting follows the requirements set by the BC Gaming Policy and Enforcement Branch.

12.3 The PAC will maintain one General account in its name at a financial institution registered under the Bank Act.

12.4 The PAC will maintain one separate Gaming account in its name, as required by the BC Gaming Policy and Enforcement Branch.

12.5 All PAC funds will be held in trust pursuant to this Constitution and Bylaws.

12.6 Bank accounts must be titled in the full legal name of the PAC.

### **Banking and Signing Authority**

12.7 All funds must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Account.

12.8 The PAC will have a minimum of three (3) signing officers for its bank accounts.

12.9 All cheques and electronic transactions require two authorized signatures or approvals.

12.10 Signing officers will be designated by the Executive and recorded in the meeting minutes.

12.11 No person may sign a cheque or approve a transaction payable to themselves.

12.12 Signing authority must be reviewed and updated following each Annual General Meeting or any change in Executive.

### **Budget Authority**

12.13 The PAC must leave a minimum of five hundred dollars (\$500) in start-up funds for the next year's Executive, in addition to any funds required to meet outstanding obligations.

12.14 The membership retains final authority over all PAC spending, except where limited authority is expressly delegated to the Executive under these Bylaws.

12.15 Approval of the annual budget authorizes expenditures only for the categories and purposes outlined within it.

12.16 Any amendments to the approved budget require approval by the membership.

12.17 The Treasurer, in collaboration with the Executive, will prepare a proposed annual budget before the current budget expires.

12.18 The proposed annual budget must be presented to the membership for approval at the first General Meeting following the Annual General Meeting.

12.19 A draft budget may be presented for information and discussion purposes at the Annual General Meeting. However, the incoming Executive is responsible for preparing the finalized proposed budget for membership approval.

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

### **Treasurer Reporting**

12.21 The Treasurer's report will include:

- (a) A year-to-date summary compared to the approved budget or funding decisions;
- (b) Current balances for the General and Gaming accounts;
- (c) A summary of funds received and spent since the last report; and
- (d) The current status of all PAC Gaming licence(s).

12.22 The Treasurer's report will be presented at all General Meetings and be included in the meeting minutes.

### **Voting and Expenditure Approval**

12.23 All financial matters will be decided by a Simple Majority of the votes cast at a duly called meeting.

12.24 Voting must be given by an individual Member.

12.25 In the event of a tie vote, the motion is defeated.

12.26 All non-budgeted expenditures must be presented to the membership for approval at a General Meeting.

12.27 Requests must be submitted in writing and include:

- (a) The amount requested;
- (b) The purpose of the expenditure;
- (c) The intended timing; and
- (d) Which groups and how students will benefit.

12.28 The Executive may approve extraordinary expenditures up to one hundred fifty dollars (\$150) outside the approved budget.

12.29 Any proposed expenditure exceeding this amount must be approved by the membership at a General Meeting.

### **Reserves and Safeguards**

12.30 Reserve funds are monies set aside by the PAC for future or unplanned needs and are separate from start-up funds.

12.31 The PAC may maintain reserve funds in addition to the required start-up funds.

12.32 Use of reserve funds outside the approved budget requires approval by the membership at a General Meeting.

12.33 No single payment of fifty percent (50%) or more of the available non-reserve PAC funds may be approved without explicit and unanimous vote of approval by the membership at a General Meeting.

### **Compliance and Records**

12.34 Receipts for General account spending must be submitted in line with the school year in which the spending was approved.

12.35 Gaming account expenditures will comply with all rules and timelines set by the BC Gaming Policy and Enforcement Branch.

12.36 Money collected must be counted by two individuals and documented.

12.37 Financial records must be kept in electronic form.

12.38 An annual financial statement will be presented at the Annual General Meeting.

12.39 Requests to review financial records may be made to the Treasurer or Chair.  
Executive Transition

12.40 Following the Annual General Meeting or any changes in the Executive, financial records, bank access, and account signing authority must be transferred within fourteen (14) calendar days.

12.41 The outgoing Treasurer will provide the incoming Treasurer with current financial records and account information to support continuity of operations.

## **Section 13 — Property and Records**

### **Property and Records**

13.1 All documents, records, minutes, correspondence, and other materials created or maintained by any Member, Executive member, representative, or committee member in the course of PAC business are the property of the PAC.

13.2 All records and materials related to PAC business must be transferred to the Chair or designated when a Member, Executive member, representative, or committee member ceases to perform the role to which the records relate. Transfer must occur within fourteen (14) calendar days of the end of the role to support continuity of PAC operations.

13.3 Records may only be provided to external bodies when required by law, with authorization of the Executive, or as directed by the membership at a General Meeting.

13.4 Records must be stored in the PAC's designated electronic filing system in a timely manner to support continuity, transparency, and effective governance.

13.5 Records must be made available to Members upon reasonable notice, subject to confidentiality, privacy obligations, and applicable law.

13.6 Ownership of items purchased by the PAC remains with the PAC. Use, maintenance, and disposition will be determined by the PAC in consultation with the Principal.

## **Section 14 — Code of Conduct**

## **General Standards of Conduct**

14.1 All Members must conduct themselves with respect, fairness, and integrity.

14.2 All Members must uphold the PAC Constitution and comply with the PAC Bylaws and duly adopted policies.

14.3 All Members must act in the collective best interests of the students and families served by the school community.

14.4 All Members must avoid using PAC membership, authority, or influence for personal, professional, political, or financial benefit.

14.5 Members must participate in ways that support respectful listening, balanced participation, focused discussion, and the effective conduct of PAC business.

14.6 Members must not engage in conduct that obstructs, undermines, or disrupts PAC processes or decision making. Harassment, intimidation, discriminatory language, or exclusionary behaviour is prohibited in all PAC spaces.

## **Confidentiality and Privacy**

14.7 Members must not disclose identifiable information about individual students, parents, or staff in PAC meetings or forums. General experiences may be discussed only when individuals cannot be reasonably identified.

14.8 Information received in confidence through PAC roles is considered privileged and must not be disclosed through written, electronic, or verbal communication without consent, unless required by law or unless written permission from the person giving the information is supplied.

## **Conflict of Interest**

14.9 Members must declare any actual, potential, or perceived conflict of interest when participating in PAC business.

14.10 A Member with an actual or potential conflict of interest that is not common to other parents must refrain from participating in related discussion and voting. Declarations of conflict of interest or perceived bias must be recorded in the meeting minutes.

14.11 Failure to disclose an actual conflict of interest constitutes a breach of this Code of Conduct. A perceived conflict of interest or perceived bias on its own does not require abstention but must be disclosed.

### **Non-Partisanship and Equity**

14.12 PAC activities and decisions must remain non-partisan and do not endorse or oppose any political party or candidate.

14.13 Discrimination, exclusion, or differential treatment on the basis of protected or intersecting social identities is not permitted in any PAC activity or communication.

### **Executive Authority and Representation**

14.14 Executive members and PAC representatives may not present personal views as positions of the PAC unless authorized by motion of the PAC.

14.15 Executive members act collectively and do not hold individual authority to commit, bind, or represent the PAC in decisions, agreements, or public positions unless formally authorized by the PAC.

14.16 Executive members and representatives must share information received through PAC roles that is relevant to PAC governance, oversight, or decision making, except where disclosure is restricted by confidentiality or law.

### **Limits of PAC Roles**

14.17 Members must not use PAC spaces to pursue personal grievances or to adjudicate matters relating to individual students, families, or staff, as such matters fall outside the mandate of the PAC.

14.18 Members may support families by sharing information about appropriate school or district processes for raising individual concerns, without advocating for or against specific cases within PAC forums.

### **Complaint and Resolution Process**

14.19 Any Member may raise a concern or complaint regarding conduct governed by this Code. Concerns must relate to conduct under this Code and must not be used to challenge decisions made under these Bylaws.

14.20 Concerns will be received and addressed by the Executive or a designate appointed by the Executive. Where a member of the Executive is the subject of a

complaint or has a conflict of interest, that member must not participate in receiving or addressing the concern.

14.21 The Member whose conduct is raised must be informed of the concern and provided with the opportunity to respond.

14.22 Concerns will be addressed in a fair, impartial, and timely manner, with due regard for confidentiality. No Member shall be subject to retaliation for raising a concern or participating in a complaint process.

14.23 Where a matter cannot be resolved through this process, it may be addressed in accordance with the applicable provisions of these Bylaws.

### **Public Representation and Information Accuracy**

14.24 Members representing the PAC in public or private settings must do so accurately, transparently, and in a manner consistent with this Code.

14.25 When a Member becomes aware that information shared through PAC meetings, communications, or materials is inaccurate, the Member is expected to take reasonable steps to support timely correction.

### **Accessibility and Acknowledgement**

14.26 The PAC will make its Constitution, Bylaws, and Code of Conduct reasonably accessible to Members.

14.27 Executive members must acknowledge their responsibilities under this Code of Conduct upon assuming office.

### **Scope and Enforcement**

14.28 This Code of Conduct applies to all Members participating in PAC activities, whether or not a Member was aware of or had reviewed it, and applies to all PAC-related communications, including email, newsletters, social media, messaging platforms, and online forums.

14.29 A serious or repeated breach of this Code of Conduct may constitute grounds for removal of an Executive Officer in accordance with Section 11 of these Bylaws.

14.30 Nothing in this Code of Conduct limits the rights of the membership to bring forward motions related to Executive conduct or removal in accordance with these Bylaws.

14.31 The Chair will administer this Code impartially. Where the Chair is directly involved in a complaint or alleged breach, responsibility must be delegated to another Executive member or neutral designate.

14.32 The PAC does not discipline students or intervene in student behaviour. Student safety concerns are referred to school administration or appropriate authorities.

## **Section 15 — Rules of Order**

### **Governing Authority**

15.1 The Rules contained in the latest edition of Robert's Rules of Order shall govern all matters of procedure not covered in these Bylaws.

15.2 In the event of a conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall prevail.

### **Meeting Conduct Standards**

15.3 Meetings shall not be a forum for discussing personal concerns regarding individual school personnel, students, parents, or community members.

15.4 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.

15.5 A quorum cannot be waived or suspended, even by unanimous consent.

15.6 The Chair's procedural rulings must be followed unless overturned by the membership.

15.7 The Chair may limit debate or speaking time in order to ensure orderly conduct of meetings.

### **Points of Order and Procedural Rulings**

15.8 Any Voting Member may raise a Point of Order when they believe that these Bylaws are not being followed.

15.9 A Point of Order is the mechanism by which breaches of these Bylaws are raised.

15.10 A Point of Order may interrupt a speaker and must be addressed by the Chair before business continues.

15.11 The Chair shall rule on a Point of Order promptly.

15.12 The ruling of the Chair on a Point of Order may be appealed by the membership in accordance with Robert's Rules of Order.

## **Section 16 — Freezing and Dissolution**

### **Freezing**

16.1 If the PAC consists of less than two (2) Executive Officers and one (1) supporting member, the PAC and its property become frozen until the minimum standard of two (2) Executive Officers and one (1) supporting member can be reached.

16.2 If the PAC is frozen for two (2) consecutive years, the PAC must formally dissolve.

### **Dissolution**

16.3 The PAC may be dissolved at any time by a special resolution passed by a three-quarters (3/4) majority of the votes cast by Voting Members present at a duly convened General Meeting or Special Meeting.

16.4 If the PAC is frozen, any three (3) members of the most recent goodstanding PAC may vote on and carry out dissolution procedures.

16.5 Written notice stating that dissolution will be considered must be provided to all Members at least fourteen (14) days prior to the duly convened meeting at which the dissolution vote is to take place.

16.6 Where a Special Meeting is convened for the purpose of dissolution, no other business may be conducted at that meeting.

16.7 In the event of winding up or dissolution, and after payment of all debts, liabilities, and costs of winding up, the remaining General funds of the PAC must be distributed to one or more Parent Advisory Councils within the same school district having purposes similar to those of the PAC. Any remaining Gaming funds must be distributed only in accordance with applicable British Columbia Gaming Policy and Enforcement Branch requirements.

16.8 No Member, Executive member, or representative of the PAC may receive any personal benefit from the assets or funds of the PAC upon winding up or dissolution.

16.9 Upon winding up or dissolution, all records, documents, and financial statements of the PAC shall be placed under the jurisdiction of School District No. 73, in the person of the Secretary-Treasurer of the School District. The school administration and the District Parent Advisory Council shall be notified of the dissolution.

16.10 The dissolution resolution and the final distribution of assets must be recorded in the minutes of the meeting at which dissolution is approved.

## **Section 17 — Constitution and Bylaw Amendments**

### **Constitution and Bylaw Amendments**

17.1 Amendments to the Constitution or Bylaws require approval by a three-quarters (3/4) majority of the votes cast by Voting Members present at a duly called General Meeting or Special Meeting of the PAC.

17.2 Written notice of any proposed amendment to the Constitution or Bylaws must be provided to Members at least fourteen (14) days prior to the General Meeting or Special Meeting at which the amendment is to be considered.

17.3 Notice of proposed amendments must include the specific wording of each proposed amendment. Where proposed amendments exceed one page, the full text must be made available to Members in advance, and the notice must clearly state where and how the full text may be accessed.

17.4 Proposed amendments must be listed as a stated agenda item and presented to the membership for discussion before a vote is taken. The Chair must ensure that Members are given a reasonable opportunity to ask questions and speak to the proposed amendments prior to the vote.

17.5 Approved amendments must be recorded in the minutes of the meeting at which they are adopted and reflected in the Constitution and Bylaws of the PAC.

## **Section 18 - Property in Documents**

### **Property in Documents**

18.1 All documents, records, minutes, correspondence, or other papers kept physically or digitally by a member, executive member, representative, or committee

member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform the task to which the documents relate.

## **Signatures:**

Adopted by Parents' Advisory Council of the Westsyde Elementary School at 3550 Westsyde Road, Kamloops, British Columbia on \_\_\_\_\_ 20\_\_\_\_.

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*Signed By Chair*

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*Signed by Secretary*