



**Constitution and Bylaws**  
Westsyde Elementary Parent Advisory Council  
*Est. 2019*

**CURRENT BYLAWS**

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CURRENT BYLAWS

# BYLAWS

## SECTION 1- MEMBERSHIP

### Voting members

1. All parents and guardians of students registered in Westsyde Elementary School are entitled to be voting members of the .

### Non-voting members

1. Administrators and staff (teaching and non-teaching) of Westsyde Elementary School may be invited to become non-voting members of the Council.
2. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
3. At no time will the Council have more non-voting than voting members.

### Compliance with bylaws

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

## SECTION 2 -MEETINGS OF MEMBERS

### General meetings

1. General meetings will be conducted with fairness to all members.

General meetings will be held not less than six times during the school year. One of those meetings will be the annual general meeting. **Conduct**

1. At all general meetings and the annual general meeting, members will not discuss individual school personnel, students, parents, or other members of the school community.

### Notice of meetings

1. Members will be given at least fourteen (14) days notice of general meetings.
- 2.

## SECTION 3- PROCEEDINGS AT GENERAL MEETINGS

### Quorum

1. A quorum for general meetings will be four voting members two of which must be members of the executive.
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.

### Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. 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.

4. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by a voting member present, by secret ballot.
5. A vote will be taken to destroy the ballots after every election.

#### **E-Voting**

1. 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.

## **SECTION 4· EXECUTIVE**

### **Role of executive**

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

### **Executive defined**

1. The executive will include the chair, vice-chair, secretary, treasurer, immediate past chair, and such other members of the Council as the membership decides.

### **Eligibility**

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 57 or the Ministry of Education.

### **Election of executive**

1. The executive will be elected at each annual general meeting.
  - a. Elections will be conducted by the chair of the Nominations Committee.

### **Term of office**

1. The following positions will become vacant in even years (i.e. 2004, 2006 etc.):
  - a. Chairperson;
  - b. Treasurer;
  - c. Member(s) at Large (as designated);
2. The following positions will become vacant in odd years (i.e. 2005, 2007 etc.):
  - a. Vice-Chairperson;
  - b. Recording Secretary
  - c. Members(s) at Large (as designaled),
3. The executive will hold office beginning immediately following the election
4. No person may hold the same executive position for more than four years.

### **Vacancy**

1. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until completion of that term.
2. If an executive position is not filled during the AGM, the current executive may remain in the position for an additional term, if willing to do so, until the next AGM.

### **Removal of executive**

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
2. 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**

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

## **SECTION 5 - EXECUTIVE MEETINGS**

### **Meetings**

1. Executive meetings will be held at the call of the chair.

### **Quorum**

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

Executive members will be given reasonable notice of executive meetings.

### **Voting**

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second casting vote and the motion is defeated.

## **SECTION 6 - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **District Parent Advisory Council representative**

1. Two representatives to the Kamloops District PAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 73 or; the Ministry of Education

### **Social Media Coordinators**

1. Up to two voting PAC members may be elected annually to hold the non-executive position of a Social Media Coordinator. A PAC executive member may also be the Social Media Coordinator.

### **Fundraising Coordinators**

1. Up to two voting PAC members may be elected annually to hold the non-executive position of a Fundraising Coordinator. A PAC executive member may also be the Fundraising Coordinator.

## **Election of DPAC representatives, Social Media and Fundraising Coordinators**

1. The election of representatives to the DPAC must be by secret ballot. ???
2. The Social Media and Fundraising Coordinators will be at each annual general meeting.

### **Term of office**

1. DPac representatives will hold office for a term of two years.
- ~~2. SPC representatives will hold office for a term of one year.~~
3. Social Media and Fundraising Coordinators will hold office for a term of one year, however there will be no limit on the amount of terms served consecutively.

### **Vacancy**

1. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such an election must be by secret ballot.

### **External committees**

1. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 73 or the Ministry of Education to represent the Council on an external committee or to an external organization.
2. The representative will report to the membership or executive as required.

## **SECTION 7 - CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

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

### **Representing the Council**

1. Every executive member and representative must act solely in the interests of the parent membership of the Council

### **Privilege**

1. 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**

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of **his or her** interest to the membership and executives.
2. Such an executive member or representative must avoid using **his or her** position on the Council for personal gain

## SECTION 8 - DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The Chair will:
  - a. speak on behalf of the Council
  - b. consult with Council members
  - c. preside at membership and executive meetings
  - d. ensure that an agenda is prepared
  - e. appoint committees where authorized by the membership or executive
  - f. ensure that 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
  - h. be a signing officer
  - i. submit an annual report
2. The Co-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
  - e. be a signing officer
3. The Secretary will:
  - a. ensure that members are notified of meetings
  - b. record and file minutes of all meetings
  - c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
  - d. prepared maintain other documentation as requested by the membership or executive
  - e. issue-and receive correspondence on behalf of the Council ensure safekeeping of all records of the Council
  - f. be a signing officer
4. The Treasurer will
  - a. Be one of the signing officers
  - b. Ensure all funds of the Council are properly accounted for
  - c. Discourse fund as authorized by the membership of 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
5. 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

- h. submit an annual report
- 6. Members-at-Large will
  - a. serve in a capacity to be determined by the Council at the time of election, and at other time as the Council requires
- 7. The Immediate Past Chair will
  - b. advise and support the membership and executive as requested
  - c. provide information about resources, contacts, and other matters
- 8. The SocialMedia 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
  - c. perform annual housekeeping of the school's Facebook group to ensure that all members of the group are legitimate
- 9. 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 for
  - c. oversee and coordinate fundraising activities and the promotion of those activities
  - d. ensure that all vendors are paid promptly and that Westsyde is in good standing with all fundraising vendors

## **SECTION 9 - COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be special 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.
3. Committees report to the membership and executive as required.
4. A Bylaw Committee will be formed by members of the Council. Any alterations to existing Bylaws must be approved by members of the Council that are not on the Bylaw Committee. Motions for alterations may occur at any general meeting.

## **SECTION 10 - FINANCIAL MATTERS**

### **Financial year**

1. The financial year of the Council will be September 1 -August 31 (currently July 1- Jun30 GASR).

### **Power to raise money**

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

### **Bank accounts**

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

### **Signing authorityPAC**

1. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on these documents.

### **Annual budget**

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

### **Non-budgeted expenditures**

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

### **Treasurer's report**

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

### **Auditor**

1. Members at a general meeting may appoint an auditor,

## **SECTION 11- CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

## **SECTION 12 - PROPERTY IN DOCUMENTS**

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## **SECTION 13 - DISSOLUTION**

1. In the event of a dissolution of the PAC - WESTSYDE, any assets remaining after payment of debts and liabilities shall be placed in the trust of the principal of the WESTSYDE Elementary School and the secretary treasurer, for the school district. Any disbursement of assets by the school principal and district secretary treasurer shall be done in accordance with the purposes of this society. This Constitutional Clause cannot be altered or amended in any way.

### **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

## Amendments:

May 25, 2022 AGM - Section 4 EXECUTIVE - Vacancy (Continuation of role)

April 20, 2022 General Meeting- SECTION 3 PROCEEDINGS AT GENERAL MEETINGS -  
Voting (E-Voting)

CURRENT BYLAWS