

# QUEEN ELIZABETH ANNEX PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

## CONSTITUTION

1. The name of this council is the Queen Elizabeth Annex Parent Advisory Council (the “Council”).
  
2. The purposes of the Council will be:
  - (a) To promote the education and welfare of students in Queen Elizabeth Annex (the “School”);
  - (b) To encourage parent involvement in the School, and to support programs that promote parent involvement;
  - (c) To advise the school board, principal, and staff on any matter relating to the School;
  - (d) To promote the interests of public education and, in particular, the interests of the School;
  - (e) To provide leadership in the the School community;
  - (f) To contribute to a sense of community within the School and between the School, home, and neighbourhood;
  - (g) To provide parent education and professional development, and a forum for discussion of educational issues;
  - (h) To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns;
  - (i) To assist the principal and staff in ensuring the highest safety standards are maintained in the School and its neighbourhood;
  - (j) To organize and support activities for students and parents;
  - (k) To provide financial support for the goals of the Council, as determined by the Council’s members; and
  - (l) To advise and participate in the activities of the DPAC and the BC Confederation of Parent Advisory Councils.

## BYLAWS

### SECTION I – INTERPRETATION OF TERMS

1. In these Bylaws, unless the context otherwise requires:

“AGM” means the Council’s annual general meeting.

“Constitution” means the Council’s constitution.

“Council” means the Queen Elizabeth Annex Parent Advisory Council established pursuant to the *School Act*.

“District” means Vancouver school district no. 39.

“DPAC” means the Vancouver District Parent Advisory Council established pursuant to the *School Act*.

“DPAC Representative” means the Member elected to represent the Council on the DPAC.

“Executive Committee” means the Council’s executive committee.

“Member” means a member of the Council.

“Parent” has the meanings given to it in the *School Act*.

“Participate Remotely” means participating by telephone, video conference, or other electronic means that permits simultaneous communication.

“School” means the Queen Elizabeth Annex school.

“Representative” means a Member of the Council who represents the Council, the Members, or the Council’s Executive Committee on an external committee or with respect to an external organization, and includes a DPAC Representative.

2. Words importing the singular include the plural and vice versa.

### SECTION II – CONDUCT OF THE COUNCIL

3. Every Member will uphold the Constitution and comply with these Bylaws.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the School or the public-school system.
5. The Council will operate as a non-profit organization with no personal financial benefit accruing to the Council’s members.
6. The Council will conduct its business in an unbiased manner that upholds the value of equality for all Members.

## 7. SECTION III - MEMBERSHIP

### **Voting Members**

8. All parents of students registered in the School are voting Members of the Council. A person ceases to be a Member of the Council if they are no longer the parent of a student registered in the School.

### **Non-Voting Members**

9. Administrators and staff, teaching and non-teaching, of the School may be invited to become non-voting Members of the Council.
10. Other people in the School community who are not parents of students registered in the School may be invited to become non-voting Members of the Council.
11. At no time will the Council have more non-voting than voting Members.

## SECTION IV – MEETINGS OF MEMBERS

### **General Meetings**

12. General meetings will be held at the time and place the Executive Committee determines.
13. General Meetings will be held not less than four (4) times during the school year. One of those meetings will be the AGM to be held in the month of May or June.
14. Members will be given reasonable notice of general meetings.

### **Proceedings at General Meetings**

15. General meetings will be conducted efficiently and with fairness to all Members.
16. General meetings will be chaired by the Chair. If the Chair is unable to chair the general meeting, the Executive Committee may appoint another Executive Committee member to act as chair of the general meeting.
17. If the Executive Committee has not appointed someone to chair the general meeting or the person so appointed is unable to chair the general meeting, any other member of the Executive Committee may chair the general meeting.
18. The purpose of general meetings is to discuss and address matters of general interest to the School community. Members will not raise personal grievances concerning individual School personnel, students, parents, or other people in the School community at general meetings.

## **Quorum**

19. A quorum for general meetings will be eight (8) voting Members, with at least one (1) of those voting Members being an Executive Committee Member.
20. No business other than the adjournment or termination of a general meeting may be transacted without a quorum.
21. 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.
22. The Chair, or other person chairing the general meeting, may permit a Member to Participate Remotely at a general meetings and, in such a case, that Member will be considered present and in person for the purposes of quorum and voting.
23. If within 30 minutes of the time set for holding a general meeting a quorum is not present, the meeting stands adjourned generally. The meeting may be continued on reasonable notice at a time and place determined by the Executive Committee and, if within 30 minutes of the time set for the continuation of the general meeting a quorum is not present, the voting members present constitute a quorum for that general meeting.

## **Voting**

24. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
25. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.
26. Members must vote in person on all matters. Voting by proxy will not be permitted.
27. Except as provided elsewhere in these Bylaws, voting is by a show of hands, oral vote, or any other method that adequately discloses the intention of the voting Members. If a Member is permitted to Participate Remotely, that Member may indicate their vote by any means acceptable to the Chair or other person chairing the meeting that discloses the intention of the voting Member.
28. A vote at a general meeting will be held by secret ballot if requested by at least two (2) voting Members present at the general meeting. If a vote is held by secret ballot, a Member permitted to Participate Remotely may deliver their vote by text, email, or other private electronic communication that the Chair or other person chairing the meeting considers appropriate.
29. A vote will be taken to destroy the ballots after every election in which a vote was taken by secret ballot.

## **SECTION V – EXECUTIVE COMMITTEE**

### **Role of Executive Committee**

30. The Executive Committee will manage the Council's affairs between general meetings.

### **Executive Committee defined**

31. The Executive Committee will include the Chair, the Secretary, and the Treasurer.

32. The Executive Committee will also include any of the following who are willing and able to act as an Executive Committee Member:

- a. the DPAC Representative; and
- b. the Immediate Past Chair, or one or both of the Immediate Past Co-Chairs, as the case may be.

33. The Executive Committee may include a Vice-Chair, if one or more people stand for that position, and one or more Members-at-Large.

34. The Members may elect two Members to share the office of the Chair as Co-Chairs, in which case all references in these Bylaws to the Chair will be taken to mean the Co-Chairs and any duty, obligation, or responsibility placed on the Chair may be carried out by either of the Co-Chairs. However, any duty, obligation, or responsibility placed by these Bylaws on all Members or all Executive Committee Members must be carried out by both Co-Chairs.

### **Eligibility**

35. Any voting Member of the Council is eligible to serve on the Executive Committee, except employees or elected officials of the District or the Ministry of Education.

### **Election of the Executive Committee**

36. The Executive Committee will be elected by the voting Members at each AGM.

37. An additional election may be held at the first general meeting following the AGM to elect one or more Members-at-Large, regardless of whether one or more Members-at-Large were previously elected at the AGM, and to fill any Executive Committee position left vacant following the AGM. This election does not end the office of any Executive Committee Member previously elected at the AGM.

38. Elections at the AGM will be conducted by the chair of the Nominating Committee. Subsequent elections will be conducted by the Chair or other person chairing the general meeting.

39. A Member may not simultaneously hold more than one Executive Committee position, unless the second position is DPAC Representative, in which case the Member will participate in the business of the Executive Committee as a single Executive Committee Member and may vote only once on any matter.

## **Term of Office**

40. The term of office for the Executive Committee will run from the July 1<sup>st</sup> immediately following the AGM to the following June 30<sup>th</sup>. The office of an Executive Committee Member elected after July 1<sup>st</sup> will run from the date of their election to the immediately following June 30<sup>th</sup>.
41. No person may hold the same Executive Committee position for more than four (4) years.

## **Vacancy**

42. If an Executive Committee Member other than the DPAC Representative resigns or ceases to hold office for any other reason, the remaining Executive Committee Members may appoint an eligible Member of the Council to fill the vacancy until the next AGM.

## **Removal of Member from Executive Committee**

43. The Members may, by a majority of not less than 2/3 of the votes cast, remove an Executive Committee Member before the expiration of their term of office, and may elect an eligible Member to complete the term.
44. Written notice specifying the intention to make a motion to remove the Executive Committee Member must be given to all Members not less than 14 days before the meeting.

## **Remuneration of Executive Committee Members**

45. No Executive Committee Member may be remunerated for serving on the Executive Committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

## **SECTION VI – EXECUTIVE COMMITTEE MEETINGS**

### **Meetings**

46. Executive Committee meetings will be held at the call of the Chair or at the request of two or more other Executive Committee Members.
47. Executive Committee meetings will be chaired by the Chair or another Executive Committee Member appointed by the Chair. If the Chair or other Executive Committee Member chairing the meeting is unable to act, or if no one has been appointed to chair the Executive Committee meeting, any other Executive Committee Member present may chair that meeting.
48. At least one Executive Committee meeting will be held before each general meeting.
49. Class representatives may attend Executive Committee meetings at the invitation of the Chair, but will not be permitted to vote on any matter.

## **Quorum**

50. A quorum for an Executive Committee meeting will be not less than half the Executive Committee Members.
51. With the permission of the Chair, or other Executive Committee Member chairing the Executive Committee meeting, an Executive Committee Member may Participate Remotely, and in such a case, that Executive Committee Member will be considered present and in person for the purposes of quorum and voting.

## **Notice**

52. Executive Committee Members will be given reasonable notice of Executive Committee meetings.

## **Voting**

53. All matters requiring a vote at Executive Committee meetings will be decided by a simple majority of the votes cast.
54. Executive Committee Members must vote in person on all matters. Voting by proxy will not be permitted.
55. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

## **SECTION VII – COUNCIL REPRESENTATIVES**

### **DPAC Representative**

56. A DPAC Representative may be elected from among the voting Members who are not employees or elected officials of the District or the Ministry of Education.
57. A Member may be the DPAC Representative while simultaneously holding another Executive Committee position.

### **Election of DPAC Representative**

58. The election of the DPAC Representative must be by secret ballot.
59. The DPAC Representative will be elected at the AGM unless no Member runs for the position, in which case a DPAC Representative may be elected at the next general meeting following the AGM.

### **DPAC Representative Term of Office**

60. The DPAC Representative's term of office runs from the July 1<sup>st</sup> immediately following the AGM, or if the DPAC Representative is elected after July 1<sup>st</sup>, the day the DPAC Representative is elected, until the following June 30<sup>th</sup>.

## **Vacancy**

61. If the DPAC Representative resigns or ceases to hold office for any other reason, the Members may elect an eligible Member to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

## **External committees**

62. The Members or the Executive Committee may elect or appoint a Member who is not an employee or elected official of the District or the Ministry of Education to represent the Council on an external committee or with respect to an external organization.
63. Representatives will report to the Members or Executive Committee as required.

## **SECTION VIII – CONDUCT OF EXECUTIVE COMMITTEE MEMBERS AND REPRESENTATIVES**

### **Code of Ethics**

64. On election or appointment, every Executive Committee Member and Representative must sign and agree to abide by a code of ethics acceptable to the Members.

### **Representing the Council**

65. Every Executive Council Member and Representative must act solely in the interests of the parent Members of the Council.

### **Privilege**

66. Information received in confidence by an Executive Committee Member or Representative from school personnel, a student, parent, or other person in the School community is confidential and will not be divulged without the permission of the person giving the information unless failing to divulge the information could reasonably be expected to result in serious harm to any person or the interests of the School.

### **Disclosure of Interest**

67. An Executive Committee 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 Members and the Executive Committee.
68. Executive Committee Members and Representatives must avoid using their position on the Council for personal gain.

## **SECTION IX – DUTIES OF EXECUTIVE COMMITTEE MEMBERS AND REPRESENTATIVES**

### **The Chair**

69. The Chair will:

- (a) speak on behalf of the Council;
- (b) consult with Members;
- (c) preside at general meetings and Executive Committee meetings;
- (d) ensure that an agenda is prepared;
- (e) appoint committees where authorized by the Members or Executive Committee;
- (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; and
- (i) deliver an annual report in writing or orally at the AGM.

### **The Secretary**

70. 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) prepare and maintain other documentation as requested by the Members or Executive Committee;
- (e) issue and receive correspondence on behalf of the Council;
- (f) ensure safekeeping of all records of the Council; and
- (g) deliver an annual report in writing or orally at the AGM.

71. If the Secretary is absent from any meeting, the person chairing the meeting must appoint another Member to act as Secretary at that meeting.

### **The Treasurer**

72. The Treasurer will:

- (a) be a signing officer;
- (b) ensure all funds of the Council are properly accounted for;
- (c) disburse funds as authorized by the Members or Executive Committee;
- (d) ensure that proper financial records and books of account are maintained;
- (e) report on all receipts and disbursements at general and Executive Committee meetings;
- (f) make financial records and books of account available to Members upon request;
- (g) have the financial records and books of account ready for inspection or audit annually;
- (h) with the assistance of the Executive Committee, draft an annual budget;

- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- (j) Submit an annual financial statement for the Council at the AGM.

### **The DPAC Representative**

73. The DPAC Representative will:

- (a) attend meetings of the Vancouver DPAC and represent, speak, and vote on behalf of the Council;
- (b) maintain current registration of the Council;
- (c) report regularly to the Members and Executive Committee 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) deliver an annual report in writing or orally at the AGM.

### **The Vice-Chair**

74. If the Members elect a Vice-Chair to the Executive Committee, the 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) deliver an annual report in writing or orally at the AGM.

### **Members-at-Large**

75. If the Members elect one or more Members-at-Large to the Executive Committee, the Members-at-Large will serve in a capacity to be determined by the Members or the Executive Committee.

### **Immediate Past Chair or Immediate Past Co-Chairs**

76. If the Immediate Past Chair or one or both Immediate Past Co-Chair is a Member of the Executive Committee, they will:

- (a) advise and support the Members and Executive Committee;
- (b) provide information about resources, contacts, and other matters.

## **SECTION X – COMMITTEES**

### **Ad Hoc Committees**

77. The Members and Executive Committee may appoint committees to further the Council's purposes and carry on its affairs.
78. The terms of reference of each committee will be specified by the Members or Executive Committee at the time the committee is established, or by the committee at its first meeting, as the Members or Executive Committee decide.
79. Committees will report to the Members and Executive Committee as required.

### **The Nominating Committee**

80. A Nominating Committee will be appointed annually before the AGM.
81. The Nominating Committee will publicize and make known to the Members the positions to be filled in the election, assist in explaining the function and duties of those positions, and help identify Members interested in standing for election to those positions.
82. A call for nominations will be made in a manner deemed appropriate by the Nominating Committee at least one month before the AGM, however a failure to do so does not impugn the results of the election.

## **SECTION XI – FINANCIAL MATTERS**

### **Financial year**

83. The financial year of the Council will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Power to raise money**

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

### **Bank accounts**

85. 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 Act.

### **Signing authority**

86. The Executive Committee will name at least three signing officers for banking and legal documents. The Treasurer and the Chair must be signing officers. The Chair may select any other Executive Committee Members to be signing officers.
87. Two signatures will be required on all banking and legal documents.

### **Annual budget**

88. The Executive Committee will prepare a budget and present it to the Members for approval before the current budget expires.

### **Non-budgeted expenditures**

89. The Executive Committee may make up to \$500 in non-budgeted expenditures without the prior approval of the Members in any one-year term of office. The Executive Committee will report any non-budgeted expenditures to the Members at the next general meeting. All non-budgeted expenditures beyond this amount must be approved by the Members at a general meeting.

### **Treasurer's report**

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

### **Auditor**

91. The Members at a general meeting may appoint an auditor.

## **SECTION XII – CONSTITUTION AND BYLAW AMENDMENTS**

92. The Members may, by a majority of not less than 2/3 of the votes cast, amend the Constitution and Bylaws.
93. Written notice specifying the proposed amendments must be given to the Members not less than 14 days before the meeting.
94. 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 XIII – PROPERTY IN DOCUMENTS**

95. All documents, records, minutes, correspondence, or other papers kept by a Member, Executive Committee 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 Chair when the Member, Executive Committee Member, Representative, or committee member ceases to perform the task to which the papers relate.

## **SECTION XIV – DISSOLUTION**

96. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in the District having purposes similar to those of the Council, as the Members of the Council may determine at the time of winding up or dissolution.

97. In the event of winding up or dissolution, all records of the Council shall be given to the principal of the School.

Adopted by the Queen Elizabeth Annex Parent Advisory Committee at Vancouver British Columbia, on \_\_\_\_\_.

\_\_\_\_\_  
Kate Hood, Co-Chair of the Council

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Rebecca Pitfield, Co-Chair of the Council