

General Wolfe Elementary Parent Advisory Council Constitution and Bylaws

Ratified February 2000
Amended November 2001
Further Amended January 2021

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A COPY of these Bylaws shall be submitted to the school board for safekeeping purposes only.

CONSTITUTION

SECTION I NAME

The name of the Association shall be the General Wolfe Elementary School PARENT ADVISORY COUNCIL (School District No. 39), hereinafter referred to as "Wolfe PAC".

The Wolfe PAC will operate as a non-profit organization with no personal financial benefit **accruing to members**.

The business of the Wolfe PAC shall be unbiased towards race, **colour, ancestry, place of origin**, religion, **marital status, family status, sex, physical or mental ability, sexual orientation, gender identity or expression, age or politics**.

SECTION II PURPOSES

1. **To promote the education and welfare of students in the school.**
2. To advise the school principal and staff on parental views about school programs, policies and activities
3. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
4. To assist parents in accessing the **public education** system, and to advocate on behalf of parents and students
5. To organize Wolfe PAC **community and fundraising** activities and events
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION IIA DISSOLUTION

1. Upon the winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.
2. In the event of dissolution of the Wolfe PAC all records of the organization shall be placed under the jurisdiction of Vancouver School Board in the person of the principal of General Wolfe Elementary.

BYLAWS

SECTION III MEMBERSHIP

1. All parents and guardians of students registered at general Wolfe Elementary School are entitled to be voting members of the Wolfe PAC.
2. Administration and staff (teaching and non-teaching) of General Wolfe Elementary School may be non-voting members of the Wolfe PAC.
3. Members of the school community who are not parents of students currently in the system may also be **invited to be** non-voting members of the **Wolfe PAC**.
4. At no time shall the Council have more non-voting than voting members.
5. **Every member shall uphold the constitution and comply with these bylaws.**

SECTION IV MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year and additional General Meetings shall be held generally once a month during the school year to conduct current business.
2. The executive meetings and additional General Meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting members.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used.

SECTION V VOTING

1. The voting members present at any duly called General Meeting shall constitute a quorum, the minimum which is four.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election or removal of officers, which shall be done by secret ballot.

SECTION VI ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold an executive office. Only one member from each household or family may hold a position of the Wolfe PAC Executive at the same time.
2. Call for nominations shall be made at the meeting in May.
3. In the event of a vacancy on the executive during the year the Wolfe PAC executive may appoint a new officer to be ratified at the next scheduled Wolfe PAC meeting.
4. Elections shall be conducted by the Nominating Committee chairperson.

5. Scrutineers can be appointed as required by a Nominations Committee chairperson at the time of the elections.
6. A vote shall be taken to destroy the ballots.

SECTION VII TERM OF OFFICE

1. The term of office shall commence in July of each year and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as s/he is elected to a position.
3. No person may hold more than one elected executive position at any one time
4. The Past Chair shall be the immediate past Chair. If the Past Chair is unable to continue in that position for any reason the Wolfe PAC executive may appoint any previous member of the executive to that position.

SECTION VIII EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair. This board shall be known as the “executive Officers of Wolfe PAC.”
2. 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 business.
3. The executive Officers will be as follows:
 - a. Chair
 - b. Vice-Chair
 - c. Treasurer
 - d. Secretary
 - e. Past Chair

SECTION IX DUTIES OF THE OFFICERS

1. Chair
 - a. shall convene and preside at all membership, special and executive meetings
 - b. shall ensure that an agenda is prepared and presented
 - c. shall appoint committees where authorized to do so by the executive or membership

- d. shall be an ex-officio member to all committees except the Nominating Committee
- e. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- f. shall be the official spokesperson for the organization
- g. shall be a signing officer
- h. shall submit an annual report at the AGM
- i. may attend DPAC meetings or appoint another Executive
- j. member to do so
- k. Chair (or other attending Executive members) shall report back to PAC on DPAC meeting and shall seek input from PAC.

2. Vice Chair

- a. shall assume the responsibilities of the Chair in the Chair's absence
- b. shall accept extra duties as required
- c. shall be a signing officer
- d. may submit an annual report at the AGM

3. Secretary

- a. shall record the minutes of membership, special and executive meetings
- b. shall distribute minutes to WOLFE PAC members
- c. shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the offices of the Vancouver School Board office for safekeeping
- d. shall receive and distribute correspondence on behalf of the organization
- e. may be a signing officer
- f. shall safely keep all records of the Wolfe PAC
- g. may submit an annual report at the AGM

4. Treasurer

- a. shall be responsible for a report on the accounts of the organization
- b. shall be one of the signing officers of the executive as per SECTION XI
- c. shall prepare a financial report for publication in the Wolfe newsletter as per SECTION XI
- d. shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per SECTION XI
- e. shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f. shall submit an annual report

5. Past Chair
 - a. shall help smooth transition between Chairs
 - b. shall assist and advise the Wolfe PAC
 - c. shall act as a consultant for the Chair
 - d. shall chair the nominating committee
 - e. may submit an annual report at the AGM

SECTION X COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary
2. A Nominating Committee shall be appointed annually before the Annual General Meeting
3. Committees are responsible to the executive and members.
4. Members may be appointed annually to committees by the Chair (after consultation with the executive).

SECTION XI FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act **or a credit union insured under the Credit Union Deposit Insurance Corporation of British Columbia.**
3. The executive shall name at least two signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond the budget and a pre-determined petty cash amount (\$100.00) will be first presented to and voted on by the executive, and then approved by a majority at a General Meeting.
5. A Treasurer's Report to all members should be published in the Wolfe school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed by an ad hoc Audit committee formed for that purpose.
7. The fiscal year end of the Wolfe PAC shall be June 30th.

SECTION XII CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Wolfe PAC may be made at any General Meeting at which business is conducted, providing

1. Written notice of the meeting has been given to all members (14 days minimum)
2. The notice of the meeting included notice of the specific amendments(s) proposed
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws

SECTION XIII RECALL OF OFFICERS

Any Executive officer may be removed, by secret ballot, by a 2/3 majority of the Wolfe PAC at any General Meeting of the Wolfe PAC, provided there is 14 days written notice of the motion.

SECTION XIV CODE OF CONDUCT

1. The Wolfe PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Officer:
 - a. Upholds the constitution and bylaws, policies and procedures of the PAC
 - b. Performs her/his duties with honesty and integrity
 - c. Works to ensure that the well-being of students is the primary focus of all decisions.
 - d. Respects the rights of all individuals.
 - e. Takes direction from the members, ensuring that representation processes are in place.
 - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.

- g. Works to ensure that issues are resolved through due process.
- h. Strives to be informed and only passes on information that is reliable and correct
- i. Respects all confidential information
- j. Supports public education

Amended Constitution & Bylaws adopted by the Wolfe PAC at Vancouver, British Columbia, on January 19, 2021

Signatures of Chair and one other executive member:

Claire Wilson (Secretary) *Hope Awas* (co-chair)

Prior Amendments

- **SECTION XV DISSOLUTION (SECTION revised, deleted and moved into SECTION IIA November 13, 2001 - reference Wolfe PAC minutes)**