

Black Mountain Elementary
School Parent Advisory
Council (PAC) Constitution
and Bylaws
(Amendments January 2024)

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Constitutions

Section I — Name

- The name of this organization shall be the School District #23 Black Mountain Elementary School Parents Advisory Council. Hereafter referred to as PAC.
- The council shall operate as non-profit organization with no personal financial benefit accruing to any members.
- The business of the Council shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II — Interpretation of Terms

- Parents — The parent/parents or guardian of a child or children at Black Mountain Elementary School.
- Parent Advisory Council — An organized group of parents recognized under the British Columbia School Act.
- PAC Executive — Elected members of the PAC who conduct day-to-day business for the interest of the PAC.
- School — Black Mountain Elementary School SD #23
- District — School District #23 Central Okanagan
- COPAC — Central Okanagan Parent Advisory Council
- BCCPAC — British Columbia Confederation of Parent Advisory Councils
- Community Members — Individuals, organizations, or groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
- BME — Black Mountain Elementary School

Section III — Objectives

1. To foster a good working relationship and open communication between teachers, staff, administration, and parents of all pupils both during and after school.
2. To organize and coordinate extra-circular activities for the students/families as mutually agreed upon by PAC and the administration.
3. To raise funds for the purpose of items deemed to be a desirable asset to the school, staff and/or children that are not otherwise supplied by the school district.
4. To help parents understand various programs and policies of the school, and to provide input and advice to the staff and administration where beneficial.
5. To act as a liaison between the community and the school.
6. To promote cooperation and enhance communication with other PACs within the district, COPAC (Central Okanagan Parent Advisory Council), BCCPAC (British Columbia Confederation of Parent Advisory Councils), School District 23 and the Board of School District 23.

Section IV— Dissolution

Should the Black Mountain Elementary School PAC, which receives charitable gaming funds from licensed direct charitable access, at any time dissolve or cease to exist, any remaining funds shall be distributed as follows:

- Pay all outstanding debts.
- Pay all dissolution costs.
- Deposited into the BME school account to be distributed by the principal, as they see beneficial to all students equally.
- In the case of school closure: distributed to the PACs of the schools where the majority of the BME children have enrolled.

Bylaws

Section I — Membership

1. All parents and guardians of students registered at Black Mountain Elementary School are members of the Parent Advisory Council.
2. Administrators and staff of BME, who are not parents or guardians of students registered at BME, shall be non-voting members of the council.
3. Every member will uphold the constitution and comply with these bylaws.
4. All Executive members will receive a copy of the BME PAC bylaws, and a copy will be available at the school office and on the school website for review by all PAC members.

Section II — Meetings

- General Meetings are to be held on a predetermined day of each month of the school year, with a minimum of 8 meetings per school year.
- The Annual General Meeting (AGM) shall be held in May of each year where a minimum of three (3) and a maximum of five (5) officers will be elected.
- Special meetings or committee meetings may be called at the request of the President, or at the request of any two members in good standing.
- Community members who are not parents, or guardians of Black Mountain Elementary students may only attend PAC meetings by invitation of the PAC Executive.

Section III — Quorum Requirements

- A quorum for any General Meeting at which decisions/vote must be made shall be five (5) members, with at least one (1) and no more than three (3) of the five being current executive members.
- A quorum for any Executive Meeting will be a majority of the persons who have been elected in any one year. Electronic Communication will be considered an appropriate mechanism for official communication for the PAC Executive between meetings dates. Online email voting among the Executive will be accepted if a time sensitive issue needs to be voted on before the next scheduled meeting.
- If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present, or the meeting is adjourned/terminated.

Section IV — Voting

- Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast (50% plus one).
- In the case of a tie vote, the president shall cast a vote to break the tie.
- Members must vote in person on all matters. Voting via video conferencing will be considered 'in-person' so long as the member is visible to all members. Voting by proxy will not be permitted.

- Voting will be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after elections.
- A maximum of one vote shall be cast per PAC member (parent or guardian)

Section V — Executive Officers

- President
- Vice-President
- Treasurer
- Secretary (can be combined with an above role)
- COPAC Representative (can be combined with an above role)

Role of Executive

- To manage all PAC affairs between General Meetings

Election Procedures

- Elections will be held at the Annual General Meeting (AGM). All parents/guardians of a student in attendance at BME shall be eligible to stand for election of any office.
- Members may nominate themselves or another member for a position.
- A call for nominations will be made at least one general meeting prior to AGM.
- Nominations may be received up to and during the AGM. Nominations shall be called for and may be given from the floor, provided the consent of the nominee is given orally or in writing.
- Elections will be conducted by the chair of the nominations committee.
- Any remaining vacancies on the Executive can be filled by election at the June or September General meeting.

Term of Office

1. No member shall hold the same executive office position for more than three consecutive years.
2. Every effort should be made to fill all five (5) Executive Officer roles. If necessary, the roles of Secretary and COPAC Representative may be co-held by the President, Vice-President or Treasurer.
3. In the event of a vacancy on the Executive during the year, the remaining executive may appoint an eligible member of the Council to fill the vacancy until the next general meeting for a Bi-Election.

Installation

The installation of the officers elected shall take place at the May AGM and they shall hold office until their successors are installed. The month of June shall be used to transition between outgoing and incoming executive members, including the transition of signing authorities as needed.

Removal of an Executive Member

- The members may, by a majority of not less than 75% of votes cast, remove an executive member before the expiration of his or her term of office if an Executive member fails to comply with the Constitution/Bylaws as set out.
- All members must be served with written notice specifying the intention to make a motion to remove the executive member not less than 14 days before the next General Meeting.

Section VI — Duties of Officers

1. President
 - a) Shall preside at membership, special and executive meetings and ensure that meetings are conducted in an orderly manner.
 - b) In consultation with the executive and administration, ensure that an agenda is prepared and presented at each meeting.
 - c) Shall be an ex-officio member on all committees.
 - d) Shall appoint committees where authorized to do so by the executive or membership.
 - e) Abstains from voting unless a tie occurs. In that instance, the president shall cast the deciding vote.
 - f) Shall prepare a monthly report for the General Meeting.
 - g) Issue and receive correspondence on behalf of the organization.
 - h) Support and assist other officers in the execution/fulfillment of their duties.
 - i) Ensure the PAC is represented in school and school district activities where appropriate or possible.
 - j) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.
 - k) Be a signing officer.
2. Vice-President
 - a) Assume the responsibilities of the President in the President's absence or upon request.
 - b) Assist the President in the performance of his/her duties.
 - c) Accept extra duties as required.
 - d) Be a signing officer.
 - e) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.

3. Treasurer

- a) Shall maintain as accurate record of all receipts and expenditures of the Council.
- b) Collect all monies owing to the council.
- c) Disburse funds as authorized by the executive.
- d) Shall prepare and present monthly reports of receipts and expenditures at all General Meetings. Reports shall be shown in comparison to closing monthly bank statements.
- e) Deposit monies in an account at an approved financial institution.
- f) Have financial records and books of account ready for inspection or audit annually.
- g) Be a signing officer.
- h) Ensure another signing officer has access to the books in the event of his/her absence.
- i) Apply for gaming grants, submit gaming grant summary report and assist with licensing.
- j) With the assistance of the Executive, draft a budget and tentative plan of expenditures to be presented for approval at the October General Meeting.
- k) Keep an accurate and up to date copy of the Constitutions and Bylaws. Assist with the constitution and bylaws as required.
- l) Make books available for viewing by members upon request. The books remain the responsibility of the treasurer. Members may view them when accompanied by the treasurer or an executive member.

4. Secretary

- a) Record the minutes of all general and executive meetings.
- b) Provide written minutes from the previous meeting for adoption.
- c) Safely keep all records of council
- d) Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the constitution and bylaws as required.
- e) Prepare and maintain other documentation as requested by the membership or executive.

5. COPAC Representative

- a) Attend monthly PAC and COPAC meetings.
- b) Seek and give input, or vote on behalf of the PAC to the COPAC
- c) Assist and keep an accurate and up to date copy of the Constitution and Bylaws.
- d) Liaison between COPAC and BME PAC. Report to PAC about COPAC meetings

Section VII — Additional Roles and Committees

The membership and Executive may appoint additional roles and committees to further the Councils purposes and carry on its affairs. Volunteer roles will include:

- Fundraising Coordinator
- Hot Lunch Coordinator(s)
- Fruit and Veggie Coordinator
- Communications Coordinator

Individuals filling these roles will be considered non-Executive PAC members for the purposes of quorum and voting at meetings.

Fundraising Coordinator:

- Responsible for arranging fundraisers throughout the year as the need arises for the PAC, and coordinate with school administration.
- Keep an accurate record of all expenses incurred and funds raised during a fundraiser.
- Act as the liaison for those who participate in fundraisers.
- Present a fundraising report at General meetings.
- Present a report at the AGM, highlighting the amount of funds raised throughout the year, discussing the most successful and least successful, making recommendations for the following year.

Hot Lunch Coordinator(s):

- This can be a large role and requires at least two dedicated individuals. Where one of the two must be one site during Hot Lunch service. They will be the main contact for parents, teachers and vendors' questions and concerns.
- Food Safe required.
- Reset the Hot lunch website. Update and maintain all vendors, teachers, students, and parents' information on the website. Create menus for ordering. Collect payment from parents. Keep track of all orders, payments & profits.
- Work with the Principal about dates for HL and student sponsorships as they are presented.
- Recruit volunteers as needed.
- Work with the Social Media Executive for social media posts.
- Schedule and submit orders to Vendors, if not preparing all food items in house (Hot Dog Day). Work with the Treasurer and obtain payment for vendors.
- Order and gather all supplies necessary to complete the HL service. Such as food items (Juice boxes, apples, yogurt...) and items needed to hand out and/or eat the food items (sandwich bags, utensils, napkins...).
- Keep PAC kitchen and locked PAC room tidy. Clean and maintain all HL bins and towels.
- Manage day of Hot Lunch service. Ensure all health and safety protocols have been adhered to by all volunteers. Prepare and sort food items as needed. Work with the Principal and HL student team to coordinate food delivery. Answer any questions and concerns from students and staff as presented. Remain on site until all concerns have been addressed.
- Present a Hot Lunch Report at General meetings.

Fruit and Veggie Coordinator:

- Oversee the Ministry's program which provides fruit, vegetables, and milk to students throughout the year.
- Food Safe required.
- Fill out a log when produce is received and take pictures of the produce to send in.
- Report at General meetings about what came, the quality and if the students enjoyed it. Let members know what is expected next and within what time frame.

Communications Coordinator:

- Maintain all social media accounts on behalf of the PAC.
- Make posts on behalf of PAC members that fall within school community guidelines.
- Shares information about the school as requested by administration.
- Ensure all messages are replied to in a timely manner on all forms of social media.
- Report at General meetings

Committees:

The terms of reference for each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting. Committee outlines may be provided. Committees are responsible to the executive and membership. All committees must submit a final report by one month after an event or after dissolution

Section VIII — Finances

- The fiscal year for Black Mountain Elementary School will be July 1st to June 30th
- The Treasurer, with the assistance of the Executive, will draft a budget and tentative plan of expenditures for the fiscal year to be presented for approval at the October General Meeting.
- A budget and tentative plan of expenditures for each PAC sponsored event shall be presented for approval to the PAC at least one general meeting prior to the event.
- The executive may spend up to and including \$200 outside of budgeted expenditures by a majority vote of the Executive. All members will be informed at the next general meeting of any outside expenditures.
- Proposals or requests from the membership regarding the expenditures of funds may be made by email to any executive member, or requested at any general meeting.
- The executive will name at least three signing officers for banking and other documents. Two signatures will be required on all banking documents required for the release of PAC funds. Electronic fund transfers will require electronic approval by two signing officers.
- Reimbursement to signing officer must be approved by two other signing officers
- The PAC shall maintain a General chequing account and a separate "Gaming Funds Account". The Gaming Funds Account shall be operated in accordance with the regulations of the Province of British Columbia Gaming Commission, and be used exclusively for receipt and dispersal of Gaming Grant funds.
- At any general meeting a PAC member may request and audit of PAC financials. Any member may be appointed as auditor.
- A treasurer's report will be presented at each general meeting.
- No Executive officer of the PAC shall in his/her individual capacity be liable for any debt or liability of the PAC.

Section IX — Property

- All documents, records, minutes, correspondence, in paper or electronic form, supplies, or other papers/goods kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be the property of the Council. This property shall be turned over to the president or executive member when the executive member, representative, or committee member ceases to perform the task to which it relates.

Section X — Code of Conduct

A member who accepts a position as a PAC Executive Member or committee member agrees to:

- a) Uphold the Constitution and Bylaws
- b) Perform his/her duties with honesty and integrity
- c) Respect the rights of all individuals
- d) Work to ensure that the wellbeing of students is the primary focus of all decisions
- e) Work to ensure that all issues are resolved respectfully through due process
- f) Uphold the BME school Code of Conduct-Rights and Responsibilities section

Section XI — Constitution and Bylaw Amendments

- Except as provided in the constitution, the members may, given a majority of not less than 75% of the votes cast, amend the constitution and bylaws.
- Written notice of a general meeting at which a resolution will be considered to amend shall be given to all members at least 14 days prior.
- The amendments are to be posted for all members to see for a minimum of 14 days.
- It is recommended that the Constitution and Bylaws be reviewed on an annual basis, as well as at any time that format or content recommendations are made by BCCPAC or COPAC.

All previous Black Mountain Elementary Parent Advisory Council Constitution and Bylaws are superseded by these Constitution and Bylaws this 22nd day of February, 2024.

Signed  (Jessica Pfitzenmaier), PAC President

Signed  (Natalie Corbett), PAC Vic-President