

**Watson Road Elementary  
Parent Advisory Council Society**

**Constitution & Bylaws**

*Revised June 2023*

## **CONSTITUTION**

### **Article 1      Name**

- 1.1.    The name of the organization shall be the Watson Road Elementary Parent Advisory Council Society. It shall also be recognized as WAT PAC, or in this document PAC.

### **Article 2      Purpose**

- 2.1.    To enhance communication among parents, students, school administration and staff, and community members.
- 2.2.    To review and make recommendations to school staff and administration (the School Board and /or Ministry of Education if required) on:
  - 2.2.1.   Student progress reporting, discipline issues, and extra-curricular activities
  - 2.2.2.   School policy and procedures
  - 2.2.3.   Programs and services
  - 2.2.4.   Facilities and equipment
  - 2.2.5.   Parent/community education
  - 2.2.6.   Learning resources
  - 2.2.7.   Classroom visitations and volunteer activities
- 2.3.    Contributing to the effectiveness of the school by promoting volunteer involvement and cooperation between the home, the school and the community relative to educational issues.
- 2.4.    Fundraising in order to assist with extra-curricular and/or school programs or resources.

### **Article 3      Mission Statement**

- 3.1.    The Society is dedicated to the education and well-being of the child. The primary mandate of the Society shall be to promote and support education, to contribute to a sense of school community, to encourage effective communication between home and school, to foster meaningful parent participation, and to strengthen the role of families in educational activities and decision making in our school. *This provision is alterable.*

### **Article 4      Finances and Remuneration**

- 4.1.    The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. *This clause is unalterable.*

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- 4.2. No Executive member of the Society shall be remunerated for services rendered to the Society but may be paid his or her reasonable expenses in acting as an officer. *This clause is unalterable.*

**Article 5      Dissolution**

- 5.1. Upon dissolution of the Society, the assets remaining after the payment of all costs, charges and debts incurred, shall be transferred to another organization having similar objectives or purposes, which will be decided by the members at the final General meeting, with consideration given to the School District #23 and the Principal of Watson Road Elementary School. *This clause is unalterable.*

## **BYLAWS**

### **Section 1      Membership**

- 1.1. Criteria for membership are parents and legal guardians of students currently registered at Watson Road Elementary (WAT).
  - 1.1.1. *Voting members*  
Parents and legal guardians of students currently registered at WAT have the right to vote.
  - 1.1.2. *Non-voting members*  
Administrators, teachers, and full-time staff of WAT who are parents or legal guardians of students currently registered at WAT are invited to be non-voting members of the WAT PAC.
- 1.2. Administrators, teachers, and full-time staff of WAT and elected officials of School District #23 and the Ministry of Education who are parents and legal guardians of students currently registered at WAT cannot run for an Executive or Council position.
- 1.3. All members in good standing have the right to attend all General and Extraordinary meetings; voting members must be in good standing in order to exercise their right to vote.
- 1.4. All members must follow the Code of Conduct to remain in good standing.
- 1.5. All Executive and Council members must follow the Code of Conduct and the Code of Ethics for Executive and Council Members to remain in good standing.
- 1.6. Cessation of membership is when a parent or legal guardian no longer has a child registered at WAT.

### **Section 2      PAC Executive**

- 2.1. The business of the PAC will be managed by a volunteer board of elected officers (the PAC Executive). Executive officers are accountable to the membership.
- 2.2. The PAC Executive is as follows:
  - 1) President
  - 2) Vice President
  - 3) Treasurer
  - 4) Secretary
  - 5) Central Okanagan Parent Advisory Council (COPAC) Representative
  - 6) Member at Large (*this is an optional executive role*)
- 2.3. Role of the Executive

2.3.1. The Executive will manage PAC affairs between General meetings.

2.4. Election of the Executive

2.4.1. The Executive officers shall be elected by the voting members at the Annual General Meeting (AGM) in June.

2.4.2. The term of office is two years and shall take effect on July 1<sup>st</sup> and end June 30<sup>th</sup>.

2.4.3. Any PAC member, with the exception of those listed in section 1.2, may serve on the Executive for no more than two (2) consecutive years in one specific position.

- i. EXCEPTION: In the case where the position remains vacant, a motion may be made at a General meeting to re-elect the officer who vacated the position for a one year extended term, to a maximum of three consecutive years in that position and/or so long as they have not been elected into another Executive or Council position.

2.4.4. No person may hold more than one elected position at any one time.

**Section 3      Executive Officers' Duties**

3.1. To encourage a smooth transition between retiring Executive officers and their replacements, provisions shall be made for appropriate knowledge transfer.

3.2. Financial signing authority must be vested in three (3) of the five (5) Executive officers, and one of them must be the Treasurer.

3.3. All Executive officers must have a current criminal record check on file at WAT.

**3.4. President**

- Convene and preside at all meetings of the PAC.
- Determine if a quorum is present and call the meetings to order.
- In consultation with PAC Executive, Council, and WAT administration, prepare and present an agenda to be used at each meeting to bring business before the meeting according to the order of business.
- Put all legitimate motions before the group.
- Enforce the rules of debate, and grant all members who want to speak the opportunity to do so.
- Conduct the vote on all questions/motions; determine and announce the results.
- Rule improper motions out of order.
- Conclude the meeting by calling it adjourned and setting the next meeting date and time.
- Appoint committees where/when required, with the consultation of the Executive.

- Be the official spokesperson for the PAC; may liaise with and/or delegate public relations duties to the Communications Coordinator.
- Act as a liaison between the PAC and the WAT administration, other school PACs, and the community.
- Ensure that the PAC is represented within the school and community.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Be an ex officio member of all committees; this duty may be delegated to/shared with the PAC Vice President.
- Appoint one committee member where authorized to do so by the Executive.
- In the event that there are vacant Executive positions, the President shall reassign those duties to other Executive officers until the position is filled.
- Perform all duties generally empowered to the President.

### **3.5. Vice President**

- Assume the responsibility of the President position in case of their absence or removal from office. If the position of President is vacated for any reason, the Vice President will become acting President until a by-election can occur.
- Act as an assistant to the President.
- Be responsible for promoting the purpose of the PAC and for sending appropriate acknowledgements to students, parents, and/or WAT staff when significant events occur.
- Oversee the publication of the PAC newsletter in conjunction with the Communications Coordinator.
- Chair the Constitution and Bylaws revision committee and be responsible for filing amendments to the Constitution and Bylaws and for filing the PAC Annual Report with the registrar of the BC Society Act.
- Be responsible for ensuring all election procedures are completed in accordance with the Constitution and Bylaws of the PAC. This duty may be delegated to/shared with other members of the PAC.
- Accept extra duties as required.

### **3.6. Treasurer**

- Serve as custodian of the funds of the WAT PAC organization.
- Maintain an accurate record of all expenditures of the PAC.
- Receive all monies for and on behalf of the PAC.
- Deposit all monies collected on behalf of the PAC in an account at a recognized financial institution approved by the membership.
- Disburse funds authorized by the Executive or the PAC.
- Keep all PAC financial records confidential and not release information to any party not a member of the PAC, unless authorized to do so by the Executive.

- Prepare financial statements and report to the Executive and WAT Principal.
- Prepare and present monthly reports at each General meeting; for months where no meeting is held, the monthly report will be presented at the next General meeting. Monthly reports will include the account, open balance, close balance, credits, debits, the date, who completed the report, and any relevant financial information.
- Present an annual financial statement at the AGM.
- Present a proposed budget for the following year at the AGM.
- Make financial records and books available to members upon request and in consultation with the PAC President.
- Have the financial records ready for inspection and/or audit.
- Keep all reports in a separate binder with the associated receipts, deposit slips, and any original information. Copies should be made in the event the originals are misplaced.
- Must be one of the financial signing officers.
- Ensure that all signing officers have access to the financial records and books of accounting in the Treasurer's absence, and that they know what to do.
- Have a transaction sheet available to be filled out for any/all cash transactions (this is separate from the deposit slip).
- Ensure all cheques have two (2) signatures.
- Order cheques/deposit books.
- Ensure that gaming and grant applications are completed if applicable.
- Take responsibility for reports required by tax, gaming, or other authorities.
- May be bonded, at the expense of the PAC, in an amount large enough to protect it from loss.
- Assist with the Constitution and Bylaws Committee as required.
- Perform all duties generally empowered to the Treasurer.
- Accept other duties as required.

### **3.7. Secretary**

- Keep the records of the PAC including minutes, Executive, Council, and Committee reports, official correspondence, and resignation letters.
- Keep accurate and official minutes of all meetings of the PAC and Executive.
- Have minutes consist only of facts, actions, and motions of business that the PAC has done or is going to do; there will be no thoughts, opinions, or comments in the minutes.
- Have all Executive meeting minutes completed and distributed to meeting attendees within ten (10) days after the meeting.
- Have all General meeting minutes completed and made publicly available to PAC members within ten (10) days after the meeting in which the minutes were approved.

- Give reasonable notice of all General and Extraordinary meetings.
- Be responsible for maintaining PAC files.
- Take attendance at all meetings and, in conjunction with the President, ensure a quorum is met.
- Be responsible for all papers and mail belonging to the PAC that are not specifically the responsibility of another officer.
- Keep a current copy of the Constitution and Bylaws and make sure they are publicly available.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Accept extra duties as required.

### **3.8. COPAC Representative**

- Attend COPAC meetings and represent, speak, and vote on behalf of the PAC.
- Ensure current registration of the WAT PAC with the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
- Report back regularly to the membership and Executive on all matters relating to the COPAC.
- Seek input from the COPAC when required.
- Receive, circulate, and post COPAC newsletters, brochures, and announcements as appropriate.
- Receive and act on all other communications from the COPAC.
- Assist with the Constitution and Bylaws Committee as required.
- Accept other duties as required.

### **3.9 Member at Large**

- Serve in a capacity to be determined by the executive at the time of the election, and at other times as the executive requires.
- Assist with council member duties in the event there are council vacancies.
- *This is an optional executive position.*

## **Section 4 PAC Council**

- 4.1. The PAC Council exists to further the PAC's purposes and carry on its affairs as the needs of the PAC may require.
- 4.2. Council members will be elected officers of the WAT PAC.
- 4.3. Council members are accountable to the Executive and the membership.
- 4.4. Council members will present and report on their activity to the Executive and membership at all General meetings, and upon request at Executive meetings. When Council members have information to report at an Executive meeting they should, wherever possible, notify the President 48 hours in advance to have their Council report included on the Executive meeting agenda.



- 4.5. The Executive may create, remove, and/or adjust the duties of Council positions at their discretion in order to further the PAC's purposes and carry on its affairs as the needs of the PAC may require. These changes will be ratified by a majority vote of the Executive at any Executive meeting.
  - 4.5.1. Once a new Council position has been approved by the Executive, a by-election will be called if the Executive deem the position to be immediately necessary; otherwise new Council members will be voted into office at the AGM.
  - 4.5.2. Removal of a Council position will occur at the end of term of office (June 30<sup>th</sup>), and the membership will be notified upon the call for nominations that the position is being removed from Council.
  - 4.5.3. Adjustment of Council position duties will take effect immediately and will be reported on by the President or Vice President at the next General meeting.
- 4.6. PAC Council positions may include:
  - 1) Lunch Program Administrator
  - 2) Special Events Coordinator
  - 3) Fundraising Coordinator
  - 4) Volunteer Coordinator
  - 5) Communications Coordinator
- 4.7. *Election of the Council*
  - 4.7.1. Council members shall be elected by the voting members at the AGM in June.
  - 4.7.2. The term of office is two years and shall take effect on July 1<sup>st</sup> and end June 30<sup>th</sup>.
  - 4.7.3. Any PAC member, with the exception of those listed in section 1.2, may serve on the Council for no more than two (2) consecutive years in one specific position.
    - i. EXCEPTION: In the case where the position remains vacant, a motion may be made at a General meeting to re-elect the officer who vacated the position for a one year extended term, to a maximum of three consecutive years in that position and/or so long as they have not been elected into another Executive or Council position.
  - 4.7.4. No person may hold more than one elected position at any one time.

## **Section 5      Council Members' Duties**

- 5.1. **Lunch Program Administrator**
  - Ensure that the government Food Safe Program regulations are followed.

- Coordinate and oversee Lunch Program volunteers to help organize and maintain a regular lunch program by:
  - Scheduling volunteers are required
  - Creating and distributing a menu
  - Collecting and organizing classroom orders
  - Ordering and arranging food delivery to the school
  - Serving and distributing food
  - Submitting all receipts and expenditures to the Treasurer
- Use proper accounting practices to record transactions, which will include:
  - Bringing all purchases to the attention of the executive for approval
  - Keeping record of total amounts paid as well as names of individual payees so as to keep a record in case of discrepancies
  - Having a second person count the money and verify the cash slip; this may be the PAC Treasurer, WAT administration, any Executive officer, or PAC member
- Accept other duties as required

## **5.2. Special Events Coordinator**

- Present special event ideas to the Executive and membership at PAC meetings.
- In conjunction with the Treasurer, submit a detailed breakdown of income and expenditures for each event at the required PAC meeting.
- Coordinate and oversee Special Events volunteers to help organize events by:
  - Scheduling volunteers as required
  - Gathering event information
  - Arranging special events by coordinating committees for these events
  - Coordinating with WAT administration for use of space and school equipment
  - Keeping accurate records of events in conjunction with the Secretary and the Treasurer
- Accept other duties as required.

## **5.3. Fundraising Coordinator**

- Present fundraising ideas to the Executive and membership at PAC meetings.
- In conjunction with the Treasurer, submit a detailed breakdown of income and expenditures for each fundraiser at the required PAC meeting.
- Coordinate and oversee Fundraiser volunteers to help organize fundraisers by:
  - Scheduling volunteers as required

- o Gathering fundraiser information
  - o Arranging fundraisers by coordinating committees for these events
  - o Coordinating with WAT administration for use of space and school equipment
  - o Keeping accurate records of fundraisers in conjunction with the Secretary and the Treasurer
- Accept other duties as required.

**5.4. Volunteer Coordinator**

- Create and maintain master lists of PAC members interested in volunteering on an ad hoc basis.
- Coordinate with Executive, Council, and Committee Chairs as appropriate to expedite completion of PAC business; this may include sharing volunteer lists and assisting in assigning volunteer duties.
- Coordinate and oversee Volunteer Team Leaders to organize programs such as Kiss & Ride, Safety Patrol, and Lost & Found.
- Accept other duties as required.

**5.5. Communications Coordinator**

- Oversee all public PAC communications to ensure consistent voice and messaging.
- Publish a PAC newsletter in conjunction with the Vice President.
- Coordinate with Executive, Council, Committee Chairs, and WAT administration to promote PAC, WAT, COPAC, and SD23 business.
- Coordinate and oversee Communications volunteers to maintain accuracy and consistency of messaging across all official PAC communication platforms, including but not limited to the PAC email and social media accounts, the PAC webpage and, when necessary, paper bulletins.
- Collaborate with the Secretary to ensure emails are sent to the school community.
- Accept other duties as required.

**Section 6      Code of Conduct**

**6.1.      *General***

- 6.1.1. PAC meetings are not a forum for the discussion of individual school personnel, students, parents, or other members of the school community.
- 6.1.2. All members must discuss issues in a respectful manner. Any form of misconduct (verbal or physical abuse) will not be tolerated.
- 6.1.3. Any Executive or Council member who is approached by a parent, student, or school personnel 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.

- 6.1.4. Any information received in confidence by an Executive or Council member by a representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information or their guardian.

6.2. *Code of Ethics for Executive and Council Members*

- 6.2.1. On election or appointment, every Executive and Council member must sign and agree to abide by a Code of Ethics acceptable to the general membership.
- 6.2.2. The Code of Ethics will be reviewed by Executive and Council members each April and suggested revisions, should there be any, will be voted on at the May General meeting.

6.3. *Standing*

- 6.3.1. All members must follow the Code of Conduct to remain in good standing.
  - i. Members who violate the Code of Conduct will lose their good standing for a period of one month, will be asked to leave any PAC meeting that occurs during that month, and will lose their right to vote for the duration of the one month “cooling off period.”
- 6.3.2. All Executive and Council members must follow the Code of Conduct and the Code of Ethics for Executive and Council Members to remain in good standing.
  - i. Executive and Council members who violate the Code of Conduct and/or the Code of Ethics for Executive and Council Members must leave their Executive or Council position, will not be able to run for PAC elected office for a period of one year, and must abide by the conditions laid out in section 6.3.1.

6.4. *Electronic communication etiquette*

- 6.4.1. Electronic communication/electronic media will be understood to include email, social media, internet, and any other form of online communication.
- 6.4.2. Email correspondence will be considered an appropriate mechanism for official communications between the PAC Executive and Council and PAC members or school personnel.
- 6.4.3. Text messaging, group chat, and/or other online media may be used as an appropriate mechanism for communication between Executive and Council members, if agreed on by all Executive and Council members.
- 6.4.4. PAC members should direct PAC inquiries to the official WAT PAC email account.

- i. All Executive members and the Communications Coordinator should have access to the official WAT PAC email account.
- 6.4.5. Email, internet, messenger, social media, and other online media are not guaranteed to be confidential; confidential information should be conveyed personally or, if necessary, by phone.
- 6.4.6. Never say anything in email or online media that you would not say in person.
- 6.4.7. The use of email or online media to harass, be abusive, defame, or disclose information about or to another PAC member is prohibited.
- 6.4.8. Using email or online media, or replying to messages using email or online media, should be genuinely useful, on topic, and needs to be seen and shared by all Executive members; council members should be included in any communication relevant to their position.
- 6.4.9. Keep messages concise, structured, and to a minimum length.
- 6.4.10. If forwarding a private email or other message that was sent to you electronically, you must get the sender's permission, in writing, to forward it to others; this permission may be through any electronic communication medium.
- 6.4.11. Avoid using email or other online media to resolve or react to items of high emotion or stress.
- 6.4.12. Online messages are void of body language, voice tone, other visual cues, and accountability. They are prone to misinterpretation. Consider more personal communication.
- 6.4.13. It is illegal to use email or other online resources to create or transmit offensive, obscene, or indecent images, data or other material.
- 6.4.14. It is unacceptable to create or send messages that could be construed as harassment by others.
- 6.4.15. All PAC-related communications are considered confidential and will not be posted, photographed, or otherwise reshared without the permission of the Executive.
- 6.4.16. All social media pages will be monitored; the PAC may decide how and who will do this.
- 6.4.17. Any minor child of a PAC member will be identified by first name only in any public PAC communication; images of any minor child of a PAC member will only be shared with the permission of the parent or legal guardian.
- 6.4.18. All communications will be done in a courteous and professional manner, keeping the intention of the PAC Constitution and Bylaws in mind.
- 6.4.19. All PAC Executive and the Communications Coordinator will have access to PAC messages, email, online pages, and any other electronic communication media; the PAC Executive and Communications Coordinator are responsible for keeping these

platforms active and up to date, and for responding to messages received through them.

6.4.20. Any PAC member who fails to follow electronic communication etiquette will be considered not in good standing.

6.5. *Disclosure of interest*

6.5.1. An Executive or Council member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC or WAT must disclose fully and promptly the nature and extent of their interest to the membership and Executive in order to avoid conflict of interest.

6.5.2. Such an Executive or Council member must avoid using his or her position on the PAC for personal gain or to influence a decision in their personal favour.

## **Section 7      Committees**

7.1. Committees are responsible and accountable to the PAC.

7.2. The PAC President is an ex officio member of all committees. This duty may be delegated to/shared with the PAC Vice President.

7.3. The Executive may appoint one member to sit on a committee.

7.4. School staff will be afforded representation on committees but may not chair.

7.5. PAC members may be appointed to committees by a majority vote of the PAC.

7.6. No committee has the authority to act without the express consent of the Executive.

7.7. The committee Chairperson will be determined by the committee members.

7.8. Extraordinary meetings called by the committee must follow the Constitution and Bylaws of the PAC.

7.9. Committee recommendations must be brought forward to PAC members for voting, in accordance with the PAC's Constitution and Bylaws.

7.10. Committee Chairs will present and report on their activity to the Executive and membership at all General meetings, and/or upon request at Executive meetings; when Committee Chairs have information to report at an Executive meeting they should notify the President 48 hours in advance to have their Committee report included on the Executive meeting agenda.

## **Section 8      Meetings**

8.1. *Notice of meetings*

8.1.1. Meetings will be arranged (preferably) on a pre-determined day each month during the school year.

8.1.2. Members will be given reasonable notice of meetings. In the event of an Extraordinary General meeting, notice will be given to the

members with as much advance notice as possible. The date of the AGM will be published as soon as it has been determined.

- 8.1.3. Notice of meetings may occur via email, newsletter, website, social media, and/or any other appropriate communication medium.

8.2. *Quorum*

*A quorum is the minimum number of members at a meeting necessary to conduct the business of that group.*

- 8.2.1. A quorum for any General meeting will consist of five (5) members, where at least three (3) of these members are of the current executive.
- 8.2.2. A quorum for any Executive meeting will be three (3) members who have been elected to the executive in any one year.
- 8.2.3. 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; if quorum is not possible, the meeting is adjourned or terminated.

8.3. *Conduct and Procedures*

- 8.3.1. Meetings will be conducted efficiently and with courtesy, respect, and fairness towards all.
- 8.3.2. Individual concerns involving WAT personnel, students, parents, or other members of the community will be directed to the principal, district, or another appropriate problem-solving body outside the PAC.
- 8.3.3. The PAC will refrain from partisan political action or other activities that do not serve the interests of WAT or the public school system.
- 8.3.4. The most current version of Robert's Rules of Order will be used to resolve procedural problems unless they conflict with the PAC Bylaws or the BC Society Act.
- 8.3.5. Meeting attendees must identify themselves by full first and last name; in the case of electronic meetings, attendees must have their device camera turned on until after meeting attendance has been taken and members are notified that cameras may be turned off.

8.4. *Executive Meetings*

- 8.4.1. Executive meetings should be held once a month, with a minimum of five (5) Executive meetings held during the school year.
- 8.4.2. An Executive meeting may be called whenever necessary for the welfare of the school.
- 8.4.3. The meeting Chair may reschedule and/or table any topic at an Executive meeting with the approval of at least two (2) Executive members.
- 8.4.4. Executive meetings are open to Executive members. Council members may attend any Executive meeting but are only obligated

to do so when they have something to report. Individuals of the general membership may attend at the invitation of the Executive.

- 8.4.5. Executive meetings may be conducted in person or electronically; in-person meetings may be held outside of the school property. These meetings may be less formal but fall under the rules of Section 8.3.

8.5. *General Meetings*

- 8.5.1. General meetings will be held monthly, with the exception of December and March, unless otherwise decided by a majority vote at a General meeting; one of these meetings will be the AGM.
- 8.5.2. General meetings, when possible, should be scheduled when the Treasurer is available.
- 8.5.3. The AGM will be held in June.
- 8.5.4. The meeting Chair may reschedule and/or table any topic at a General meeting with the approval of at least two (2) voting members.
- 8.5.5. General meetings may be conducted in person or electronically; in-person meetings must be held on the school property.

8.6. *Extraordinary General Meetings*

- 8.6.1. Extraordinary General meetings may be called by the Executive and/or Council, a committee Chairperson, or by a formal request to the President from 10% of the membership.
- 8.6.2. The meeting Chair may reschedule and/or table any topic at an Extraordinary meeting with the approval of at least two (2) voting members.

8.7. *Annual General Meeting(AGM)*

- 8.7.1. The PAC's AGM shall be held in June of each school year.
- 8.7.2. The date of the AGM will be published as soon as it has been determined; the date of the AGM should be determined in time to be advertised at the May General meeting.
- 8.7.3. The Secretary shall present a copy of the minutes from the previous year's AGM.
- 8.7.4. The Treasurer shall present annual financial statements, which include a balance sheet and an income statement, at the AGM.
- 8.7.5. The Treasurer shall present a proposed budget for the upcoming school year.
- 8.7.6. The election of Executive officers and Council positions occurs at the AGM.
- 8.7.7. A motion to transfer signing authority to the new Executive officers occurs at the AGM; if signing authority must change during the school year, a motion to transfer signing authority may be made at any General meeting.



## **Section 9      Special Resolutions**

- 9.1.    The PAC shall pass Special Resolutions for changes to the Constitution and Bylaws, for borrowing funds, and as otherwise required by the Society Act.
- 9.2.    The PAC shall follow the Society Act guidelines for passing Special Resolutions; these guidelines state that 75% of the members present must vote in favor of the resolution and that members will be notified of the resolution at least fourteen (14) days prior to the meeting.
- 9.3.    The PAC shall send a copy of the Special Resolution to the registrar of the BC Society Act for certification.

## **Section 10     Voting**

- 10.1.   All voting members of the PAC have one vote.
- 10.2.   All voting members of the PAC must be in good standing in order to exercise their right to vote.
- 10.3.   Voting by proxy will not be permitted; members must be present to vote on any/all matters as an assurance that no vote has been manipulated.
- 10.4.   Voting will be done by a show of hands.
  - 10.4.1. EXCEPTION: election of Executive and Council will be done by secret ballot.
  - 10.4.2. In the event that a secret ballot is used, a vote shall be taken to destroy the ballots.
- 10.5.   All matters requiring a vote, with the exception of Special Resolutions (see Section 9), will be decided by a simple majority of the votes cast.
- 10.6.   In the case of a tie vote, the motion is defeated.
- 10.7.   A quorum must be present to allow a vote to proceed and be passed or defeated.
- 10.8.   *Electronic Voting*
  - 10.8.1. When a meeting is held electronically, voting may still continue and will be governed by the rules of Section 10.1-10.7.
  - 10.8.2. When a meeting is held electronically, attendees must identify themselves by full first and last name and have their device camera turned on in order to have their vote counted.
  - 10.8.3. In the case of an electronic secret ballot, appropriate and secure voting software will be used and every effort will be made to validate the identity of each voting member; this includes requiring members to attend the meeting individually on their own device, at least for the voting portion of the meeting, to have turned on their video and audio, and to be accessing the meeting through a stable internet connection.

## **Section 11     Nomination and Election Procedures**

- 11.1. Elections will be held at the AGM in June.
- 11.2. In the event that any position becomes vacant during the school year, a by-election will be held at the next general meeting following a call for nominations.
- 11.3. Nominations are accepted starting two (2) months prior to the date of the AGM, until one (1) week before the AGM.
- 11.4. Members in good standing may nominate themselves or another member in good standing for a position; nominations must be submitted in writing to the official WAT PAC email account. In the case where a member is nominated by someone other than themselves, the member must be notified, in writing, of their nomination and must accept the nomination, also in writing.
- 11.5. All nominees must provide, in writing and within one (1) week of confirmation of their nomination, a brief biography and statement of intent (i.e. why they want the position and what they will bring to the role). This information will be shared with the PAC membership no less than 48 hours ahead of the AGM.
- 11.6. In the event that no one stands for a position, that position will remain open and nominations from the floor of the AGM will be taken.
  - 11.6.1. The nominator and nominee must be physically present at the AGM to make this nomination.
  - 11.6.2. If nominations for positions have been accepted prior to the AGM, no nominations from the floor will be accepted for those positions.
  - 11.6.3. Members nominated during the AGM, and who accept the nomination, must verbally present a brief biography and statement of intent at the time of their nomination.
- 11.7. The election for all Executive and Council positions will be done by secret ballot; paper votes will be tallied by a member who has not been nominated for an Executive and/or Council position.
- 11.8. If only one (1) nominee is standing for a position, they will be appointed by acclamation, an election of unanimous consent.
- 11.9. In cases where a person has held a role for two consecutive years, and no replacement nomination is put forward, WAT members in attendance may, by a majority vote of not less than two thirds (2/3), vote to extend the term for another year until the next AGM, provided the person holding the position is willing to continue to hold the position and remain a parent or guardian of a student enrolled in Watson Road Elementary for the duration of the term of office. The maximum consecutive years any person can hold the same executive position, including extensions, is three (3) consecutive years.
- 11.10. Upon election or appointment, Executive and Council members will be required to sign a copy of the WAT PAC Code of Ethics for Executive and Council Members.

## **Section 12     Removal/Resignation of an Elected Officer**

- 12.1. The following are grounds for removal of any Executive officer or Council member:
  - 1) Theft in or outside of the school.
  - 2) Misconduct of a physical threat or sexual nature in or outside of the school.
- 12.2. Any theft or misconduct is to be brought to the attention of the other Executive and Council members, the school principal, COPAC, and, if required, the RCMP; at no time should this information be spread as gossip.
- 12.3. The following may be grounds for the removal of any Executive officer or Council member:
  - 1) Failing to observe the Constitution, Bylaws, or Code of Ethics for Executive and Council Members.
  - 2) Missing two (2) or more consecutive meetings without notifying the President.
  - 3) Not fulfilling the duties of their elected position.
  - 4) Misrepresenting the WAT PAC or its members.
- 12.4. When a complaint is brought to the attention of the Executive it will be addressed in a timely manner; the subject of the complaint will have the opportunity to respond to the grievance.
  - 12.4.1. With respect to confidentiality, see clauses 6.1.3 and 6.1.4.
- 12.5. A resignation is a personal decision to leave the PAC. Resignation letters must be submitted to the PAC President; all resignation letters will be held by the Secretary.

### **Section 13     Remuneration of Executive and Council**

- 13.1. No Executive or Council member will be paid for serving on the PAC.
- 13.2. Executive and Council members may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC business; expenditures must be approved by the Executive in advance of purchasing items and requesting reimbursement.
- 13.3. Any reimbursement request must have original receipts showing the items purchased and the total amount.
- 13.4. Reimbursement will be done only by cheque for the amount accounted for; all cheques will be provided to the Executive or Council member within a reasonable time period of seven (7) to fourteen (14) days.
- 13.5. Any non-Executive or non-Council member must first receive approval from the Executive before purchasing items and requesting reimbursement.

### **Section 14     Finances of a Non-Reporting Society**

- 14.1. The fiscal year shall commence June 1<sup>st</sup> and end May 31<sup>st</sup> of each year.
- 14.2. The Executive must ensure a minimum balance of \$1000.00 of unallocated total funds in the PAC general bank accounts.
- 14.3. Expenditures over \$300.00 require the approval of the membership.

- 14.4. The Treasurer shall maintain an account at a recognized financial institution approved by the membership.
- 14.5. The financial signing authority shall be vested in the Executive officers, with two signatures required on all cheques; there must be three signing officers.
- 14.6. Any monies shall be turned over to the Treasurer as quickly as possible for the member's own protection.
- 14.7. The Treasurer is responsible for keeping all funds belonging to the PAC secure, and depositing the funds as quickly as possible.
- 14.8. Receipts must be kept for all expenditures; any receipts for expenses incurred on behalf of the PAC shall promptly be turned over to the Treasurer together with a listing of the item, date of purchase, and name of purchaser.
- 14.9. The financial records of the PAC shall be audited annually. A copy of the audit report shall be distributed as soon as possible to the Executive; the audit report shall be made available to members upon request.
- 14.10. A person with bookkeeping experience shall audit the accounts of the PAC.
- 14.11. No current Executive or Council member or relative shall audit the accounts of the PAC.
- 14.12. In the event that a signing officer resigns or forfeits their position, their signing authority must be terminated immediately.
- 14.13. The PAC may borrow, raise, or secure the payment of monies in such manner and amount as sanctioned by a Special Resolution of the membership; no debenture shall be issued without authority of a Special Resolution.
- 14.14. All PAC minutes and financial records must be retained properly for seven years.

## **Section 15     Constitution and Bylaw Amendments**

- 15.1. General review of the Constitution and Bylaws will be done every three (3) years at minimum, or as necessary, by the executive.
- 15.2. The Constitution and Bylaws may be amended by Special Resolution at any General meeting.
- 15.3. Any amendments to the Constitution and Bylaws must be sent to the Secretary/Treasurer of School District #23 and the government body that regulates the BC Society Act.

## **Section 16     Documents and Property**

- 16.1. All documents, records, minutes, correspondence, papers, equipment, or other PAC items kept by a committee member, Executive officer, or Council member in connection with the PAC shall be deemed to be property of the PAC and will be turned over to the President when the

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*Revised June 2023*

member, Executive officer, or committee member ceases to perform the task to which the papers relate.

**Section 17    Rules of Order**

- 17.1. When problems arise that cannot be resolved in consultation with the PAC Constitution and Bylaws, the School Act, or the BC Society Act, the most current version of Robert's Rules of Order will become the final authority used to resolve this situation.

Adopted by the Watson Road Elementary Parent Advisory Council  
Kelowna, British Columbia

On the        15th    day of June, 2023

|                      |       |                    |
|----------------------|-------|--------------------|
| PAC President        | _____ | Leslie Atwell      |
| PAC Vice President   | _____ | Courtney Ball      |
| PAC Treasurer        | _____ | Nancy Schofield    |
| PAC Secretary        | _____ | Cheryl Kuyvenhoven |
| COPAC Representative | _____ | Mina Petersen      |