

Gleneagles Chaxay PAC Constitution & Bylaws

CONSTITUTION

Name of the Parent Advisory Council

The name of the association is “Gleneagles Chaxay Parent Advisory Council” hereinafter referred to as GEC PAC (the “PAC”).

Character of the PAC

The GEC PAC will operate as a non-profit organization with no personal financial benefit accruing to Members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Purpose of the PAC

The purposes of the GEC PAC are to support, encourage and improve the quality of education and the well being of the Gleneagles Chaxay School students.

We will work together to:

1. Advise the principal and staff on parents’ views on matters relating to School programs, policies, plans and activities;
2. Communicate with parents and promote cooperation and support with the School in providing the best education for our children;
3. Assist parents in gaining access to resources in the educational system;
4. Organize, in conjunction with the principal, volunteer PAC activities and events which support the school;
5. Contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

Dissolution of the PAC

- a. The PAC shall be dissolved in the event that:
 - i. The School is permanently closed; or
 - ii. There are too few parents willing to serve on the PAC Executive to fill the offices of Chairperson, Treasurer and Secretary.
- b. In the event of dissolution or winding up of the PAC, any assets remaining after payment of all debts shall be distributed to another Parent Advisory

Council or Councils in School District No. 45, West Vancouver, which has objectives similar to those of the GEC PAC, and which meet all requirements of the BC Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up.

- c. Upon dissolution of the GEC PAC, the records of the PAC shall become the property of School District No. 45.

BYLAWS

1. Membership

1.1 All Parents or guardians of children enrolled in the Gleneagles Chaxay School are members of the GEC PAC. Membership is free. Each Member is entitled to, and the PAC shall provide without charge, a copy of the Constitution and Bylaws of the PAC upon request.

1.2 Every member shall uphold the Constitution and comply with these Bylaws.

1.3 The School principal, vice-principal and staff are non-voting Members. They are entitled to speak and to be heard at General Meetings.

1.4 Every member is encouraged to attend as many PAC meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

2. Meetings

a. All Meetings shall be conducted efficiently and with fairness to all members present, generally in accordance with Robert's Rules of Order.

b. Resolutions or motions arising at any Regular General Meeting, Extraordinary General Meeting or at the Annual General Meeting shall be decided by a simple majority of the votes cast by the voting members who are present at the meeting, providing a quorum is reached.

c. A quorum shall consist of the voting members in attendance.

d. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.

e. Proxy voting shall be permitted at all Regular, Extraordinary and Annual Meetings.

f. A proxy vote must be submitted in writing or in electronic form and be signed by two members of the PAC Executive. A PAC Executive member must cast the vote.

g. In the case of a tie vote at any Meeting, the Chair will be accorded a second vote to break the tie.

h. Voting at any meeting may be by show of hands, by secret ballot or anonymous online poll at the discretion of the Chair or Co-Chair.

2.1 Regular General Meeting (General Meeting)

There shall be no fewer than six General Meetings a year, including the Annual General Meeting, open to all members. The Chair or Co-Chair, in consultation with the Executive, shall convene, at such time and place as he/she deems necessary or desirable.

2.2 Annual General Meeting (AGM)

a. There shall be an Annual General Meeting held in June each year, prior to the last day of school for that school year.

b. The business of the Annual General Meeting shall be to:

- I. Receive from the PAC Executive a report of its activities during the school year;
- II. Receive and adopt from the Executive a report of income and expenditures during the current school year;
- III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year;
- IV. Ratify policies;
- V. Establish the proposed priorities of the PAC for the coming year;
- VI. Receive reports from Members;
- VII. Elect the PAC Executive for the next school year;
- VIII. Transact such other business as may require the attention of the Members;
- IX. In the event of the election of a new Chair or Co-Chairs and Treasurer, articles III, IV and V may be moved to the first Regular General Meeting held after the Annual General Meeting.

2.3 Extraordinary General Meeting (Extraordinary Meeting)

a. An Extraordinary General Meeting shall be called by the Chair upon receipt of a written request by Members comprising 10% or more of the Membership setting forth the reasons for calling such a meeting.

b. An Extraordinary General Meeting can also be called by the Chair for urgent business that requires a vote.

c. The Extraordinary General Meeting shall deal only with the business stipulated in the request.

2.4 Executive Meeting

Executive meetings may be held any time or place as deemed necessary by the Chair or Co-Chairs. The purpose of executive meetings is to carry on business between Regular General Meetings.

2.5 Notice of Meetings

a. Notice of a Regular, Extraordinary or Annual General Meeting shall specify the place, day and hour of the Meeting, along with a proposed agenda, and in case of special business, the general nature of the business, and shall be emailed to all Members entitled to receive notice at least five days in advance of the Meeting.

b. The accidental omission to give notice of any Meeting to, or the non receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that Meeting.

3. Executive Officers

3.1 At the Annual General Meeting the voting Members shall elect the following Executive Officers: Chair or Co-Chairs, Treasurer and Secretary.

3.2 Additional Executive positions such as the following may or may not be filled but are not limited to:

- a. Vice-Chair;
- b. Member at Large;
- c. DPAC Representative;
- d. Hot Lunch Coordinator;
- e. After School Programs Coordinator

3.3 Candidates for the Executive shall be a Member of the Gleneagles Chaxay PAC part of the preceding year.

4. Election of Executive Officers

4.1 Nominations for Executive positions are to be opened by the PAC Chair or Co-Chairs at the Meeting prior to the Annual General Meeting, at which time a Nominations Committee is to be appointed. The Nominations Committee is to be comprised of at least 2 non-Executive members of the PAC, but may be chaired by a single individual if there are no other volunteers.

4.2 The Nominations Committee shall receive nominations for Executive positions until 10 days prior to the Annual General Meeting, at which time nominations shall be declared closed.

4.3 The Nominations Committee shall ensure that the list of nominees is distributed to all Members at least 7 days before the Annual General Meeting in June.

4.4 Election is by simple majority of eligible votes cast by secret ballot.

4.5 If only one nomination is received for an Executive position, that person is deemed elected by acclamation.

5. Term of Office

5.1 The term of office shall commence in the new school year and shall be for one year.

5.2 No person may hold any one position for more than three consecutive years.

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

6. Vacancy in Executive Officers

6.1 Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until an election for the position is held at the next Regular General Meeting.

6.2 Within three days of the vacancy opening, the Chair or a Co-Chair will open the call for nominations to fill the vacancy and will appoint a Nominations Committee Chair to receive nominations. If it is the position of the Chair that becomes vacant, the Vice-Chair will call for nominations, or in the absence of a Vice-Chair, the Secretary will open nominations and appoint a Nominations Committee Chair.

6.2 The Nominations Committee Chair shall accept nominations for the vacant Executive position for no less than 10 days, at which time, nominations shall be declared closed.

6.3 If the position is uncontested, the nominee is deemed elected by acclamation and may assume the role immediately upon the close of nominations.

6.4 If the position is contested, election will be by simple majority vote at the next Regular General Meeting, or at the discretion of the Chair or Co-Chair, at an Extraordinary General Meeting called for that purpose.

6.5 The term of the Executive Member so elected will end at the next scheduled

AGM.

7. Removal of an Executive Officer

7.1 Should an Executive Member fail to attend to the duties of office, the officer may be removed at an Extraordinary General Meeting called for that purpose, by an affirmative vote of 75% of the eligible members present.

7.2 Such action to terminate the Executive Officer's position shall require a 14 day written notice to the Board Member in question prior to the Board meeting.

8. Liability of Executives

Except for such costs, charges or expenses as are occasioned by his or her own willful neglect or default, each Executive of the PAC shall be indemnified and saved harmless from and against all expenses incurred or lawsuits brought against him or her in his capacity as an Executive of the PAC.

9. Duties of Executive Officers

Chair or Co-Chairs

9.1 The Chair or Co-Chairs shall:

- a. Give notice of, convene and preside at the Regular, Extraordinary and Annual General Meetings and at any Executive Meetings;
- b. Ensure that an agenda is prepared and presented at each Meeting;
- c. Name committees where authorized to do so by the Executive or the Membership;
- d. Support the other officers in the execution of their duties;
- e. Work with the Principal to achieve PAC goals;
- f. Speak on behalf of the PAC;
- g. Be a Signing Officer;
- h. Submit an annual report to the PAC membership.

Vice-Chair

9.2

- a. The Vice-Chair shall carry out the duties of the Chair during the Chair's absence and in the event the Chair or Co-Chairs resign(s), assume the Chair until the next Annual General Meeting;
- b. Support the Chair or Co-Chairs by heading up projects as under Section 11.

Secretary

9.3 The Secretary shall work in conjunction with the Chair or Co-Chairs:

- a. To ensure that all proceedings of the PAC are recorded;
- b. To ensure that all minutes of the PAC are recorded, filed and distributed to the PAC Membership, either in writing or through the school website;
- c. To ensure that all notices of the meetings of the PAC are issued;
- d. To keep a current copy of the Constitution, Bylaws and minutes available for Members upon request;

Treasurer

9.4 The Treasurer shall have a demonstrated ability and/or understanding of bookkeeping procedures and work in conjunction with the Chair or Co-Chairs;

- a. To receive all funds for the PAC;
- b. To Deposit all funds collected on behalf of the PAC in the PAC's account or accounts maintained at a chartered bank or registered financial institution;
- c. To disburse funds for the PAC;
- d. To maintain accurate and current accounts of the PAC's income and expenditures and to ensure a book of accounts is maintained so as to comply with the PAC Act;
- e. To review and reconcile bank statements monthly;
- f. To present a report of all income and expenditures at each PAC meeting;
- g. To ensure that an annual budget is prepared;
- h. To assess all financial undertakings to ensure they are in keeping with the

annual budget and plan of expenditures;

- i. To submit an annual financial statement and balance sheet at the AGM.

Hot Lunch Coordinator

9.5 The Hot Lunch Coordinator shall:

- a. Establish relationships with Hot Lunch vendors about our school requirements for the upcoming year/terms. When these requirements cannot be met by agreed upon or previous year's vendors, seek and establish relationships with new vendors to serve our school.
- b. Coordinate and negotiate with Hot Lunch vendors regarding menu options and prices.
- c. Be the administrator for the school ordering website by initiating order opening and closing, adding or editing lunch sessions, themes, dates, suppliers, food items, toppings and menus. Interact with the school ordering website support team as required.
- d. Communicate with the parent community about ordering dates and policies. Serve as a point of contact for all Hot Lunch related parent enquiries on the dedicated Hot Lunch email address.
- e. Ensure school administration's preferences about vendor delivery practices and protocols are communicated to vendors.
- f. Download each Hot Lunch day's work orders and food labels and send them to the vendors and school office to be fulfilled.
- g. Collect invoices from vendors, cross check invoice totals against Hot Lunch work orders, and complete associated Cheque requisition forms to facilitate the Treasurer's payment of vendors. Hot Lunch Vendors are to be paid on a monthly basis unless otherwise agreed upon.
- h. Provide Hot Lunch updates at PAC meetings as needed.

~~9.5~~ 9.6 All Executive Officers are required to assist with the handover of their respective roles to incoming replacements to facilitate a smooth transition.

10. Signing Authority

10.1 The Signing Officers shall have authority to sign any contract, banking, or legal documents and to make payment for expenditures approved in the Annual

Budget or by a resolution, on behalf of the PAC.

10.2 Any contract, banking, legal documents or expenditures shall be signed by at least two Signing Officers.

10.3 In addition to the Chair or Co-Chair, two additional Signing Officers may be appointed from the Executive.

11. Committees

11.1 The Executive may delegate any, but not all, of its powers to Committees consisting of Executive Members and/or Members of the PAC to undertake specific responsibilities and projects.

11.2 Chairpersons and Committee Members shall be appointed by motion of the Executive that is carried by simple majority vote at a Regular General Meeting.

11.3 Any Committee so formed shall report all of its activities at each General Meeting of the PAC and at any Executive Meeting upon request of the Chair or a Co-Chair or Treasurer.

11.4 The terms of reference and privileges of each Committee shall be specified by the Executive at the time the Committee is established.

11.5 The Executive must authorize expenditures by Committee Members, as under sections 12.3, 12.4 and 12.5.

12. Expenditures

12.1 The PAC may raise and spend money to achieve its purposes and objectives. All fundraising activities conducted under the auspices of the PAC must be approved by the Executive and the principal of GEC.

12.2 At the end of each school year, a proposed plan of expenditures ("Budget") for the next school year shall be drawn up by the Executive and presented for approval at the AGM. In the event that a new Executive is elected, or a new Principal is appointed, the Budget may be presented and voted on at the first Regular General Meeting of the new school year.

12.3 All expenditures of ~~\$300~~ \$500 or more must be contained in the Budget, or must be approved by a majority vote at a Regular General Meeting.

12.4 Approval of the Budget as a whole by the PAC constitutes adoption of each and all expenditures contained within it and/or required to complete each item of the Budget.

12.5 Immediately upon adoption of the Budget, the Executive may disburse funds necessary to complete the purchases of goods and services so approved, unless the expenditures exceed the amounts contained in the Budget;

12.6 If it is determined that the purchase price of a good or service approved in the Budget exceeds the amount provided for in the Budget by more than \$300 \$500, the full expenditure must be approved by majority vote at any General Meeting before the purchase can be completed;

12.7 The Executive may authorize and disburse funds of up to ~~\$300~~ \$500 without PAC approval when approved by at least two members of the Executive; such disbursements must not exceed \$600 per year in total.

12.8 The PAC shall establish and maintain a bank account or bank accounts at a chartered bank or accredited financial institution and shall keep all PAC funds on deposit in such accounts.

12.9 The Chair or Co-Chair shall be a signing officers for banking and legal documents. Two additional Executives may be appointed as Signing Officers. Two signatures shall be required on all such documents.

12.10 At each General Meeting the Treasurer shall present a statement of the PAC's income and expenditures, and a balance sheet for the prior period.

12.11 Members at a General Meeting may appoint an Auditor.

13. Constitutional and Bylaw Amendments

14.1 The Constitution and these Bylaws may not be rescinded, altered or added to except by resolution and after consultation with Gleneagles School Principal. The resolution must be approved by not less than two—thirds of the eligible votes cast.

14.2 A resolution to amend the Constitution or Bylaws shall require 14 days written notice of the proposed amendments to all Members.

14.3 The Constitution and Bylaws shall be reviewed by the Board and PAC every 5 years starting 2013.

15. Property in Documents

All documents, records, minutes, correspondence or other papers kept by a Member, Executive Member, or Committee Member ("Member") in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to a Chairperson when the Member ceases to perform the task to which the papers relate.

ADOPTED by Gleneagles Chaxay Parent Advisory Council, at West Vancouver,
British Columbia, on

These bylaws were adopted on November 19, 2013

Revisions:

May 12, 2015

September 19, 2018

June 16, 2021