

Constitution and By-laws

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Adopted May 9, 2017

Communications Policy added and adopted April 9, 2021

CONSTITUTION

SECTION I - NAME

The name of the organization shall be the WEST BAY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL ("WPAC") as per the School Act, Division 2 – Section 8.0(1). The WPAC will operate as a non-profit organization.

SECTION II – DEFINITION OF TERMS

Parents – the parent(s) or guardian(s) of a student registered at West Bay Elementary School.

West Bay Parent Advisory Council ("WPAC") – the legally recognized organization consisting of Parents and guardians of West Bay Elementary School students.

School – West Bay Elementary School.

SD45 – School District No. 45 is the West Vancouver School District

DPAC – the West Vancouver District Parent Advisory Council of SD45, which is recognized by the Board of Education of School District No. 45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local School.

DPAC Representative – the parent elected by WPAC to the DPAC of SD45.

WVBE – West Vancouver Board of Education

SECTION III - PURPOSES OF THE WPAC

The purpose of the WPAC is, but not limited to:

1. Encourage Parent participation in the educational activities and decision making at the School;
2. Promote the education and welfare of Students;
3. Advise School staff and administration on Parent's views that are communicated to WPAC with respect to School policy and procedures, programs and services, facilities and equipment, parent and community education and learning resources;
4. Contribute to a sense of community within the School and between the School, home, and neighborhood;
5. Provide Parent education, and a forum for discussion of educational issues;
6. Work with the School administration and staff to provide a healthy, safe and supportive environment at the School;
7. Organize and support activities for students and Parents;
8. Raise funds for the goals of the WPAC, as determined by the membership;
9. Advise and participate in the activities of the DPAC and any other organization of which WPAC is a member; and
10. Promote a spirit of cooperation, respect and open-mindedness within the School community.

SECTION IV - DISSOLUTION

1. The WBPAC shall be dissolved in the event that:
 - a. the School is permanently closed; or
 - b. for three consecutive years, there are less than three Parents willing to serve as Executive Officers.
2. In the event of dissolution or winding up of the WBPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the WBPAC shall be distributed to the School.
3. In the event of dissolution of the WBPAC, all records of the organization shall be placed under the jurisdiction of School District No. 45 (West Vancouver School District), British Columbia in the person of the Secretary-Treasurer of the School District.

BY-LAWS

SECTION V - MEMBERSHIP IN WBPAC

1. All Parents and guardians of students registered at West Bay Elementary School are voting members of the WBPAC.
2. Administration and staff (teaching and non-teaching) of the School may be non-voting members of the WBPAC.
3. Members of the School community who are not Parents of students enrolled in the School may be invited to become non-voting members of the WBPAC.
4. At no time shall the WBPAC have more non-voting than voting members.
5. A member should:
 - a. attend as many meetings as possible;
 - b. become knowledgeable about the educational programs and services;
 - c. support the WBPAC's written purposes and objectives.

SECTION VI - PROCEDURES OF MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. A WBPAC meeting shall not be a forum for the discussion of personal problems with individual School personnel, students, Parents, or other individual members of the School community.

Annual and General Meetings

1. There shall be an Annual General Meeting (AGM) for the purpose of the election of officers held in mid-June of each year.
2. WBPAC General Meetings shall be held not less than six (6) times per year, one of those being the AGM.
3. General Meetings are to be held at a time that permits maximum participation of members to attend as determined by a survey. The survey of members should be conducted at a minimum, annually, to canvass preferences from the members.
4. The calendar of regular general meetings for the School year shall be approved at the first regular general meeting of the WBPAC in the School year and shall be sent via written communication ("Notice") to all Parents and the Principal. Any change to meeting dates will be made upon 10 days written notice to members.

Written Notice and Dissemination of Information to WBPAC

1. The Notice providing the date and time of the annual and general meetings shall serve as written notice to all members for all the annual and general meetings of the WBPAC.
2. Any written notice, correspondence or meeting items for approval must be sent electronically to members.

Special Meetings

1. Special meetings may be called by the Chairperson(s) at the discretion of the Executive Officers.
2. Special meetings shall be called by the Chairperson at the written request of at least 15 members. The written request shall contain the reasons for the meeting and consist of the item(s) that could not be dealt with at the next regular general meeting. Only that business may be dealt with at the special meeting.
3. Written Notice of a special meeting shall be sent to all Parents and the Principal at least 15 days prior to a special meeting, except in the case of urgency as determined by the Chairperson(s), and shall contain a statement of the general nature of the business to be dealt with at the special meeting.

Executive Meetings

1. Executive meetings may be held anytime or place as deemed necessary by the Executive Officers.
2. The purpose of executive meetings is to carry on business between general meetings.

Procedural

1. The failure to receive a written notice by a parent does not invalidate proceedings at that General Meeting.
2. If procedural problems arise on an issue not covered by these bylaws, Robert's Rules of Order shall be used to resolve the issue.

SECTION VII - QUORUM AND VOTING

Quorum

The voting members present at any duly called general meeting shall constitute a quorum.

Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
2. In the event of a tie vote, the motion is defeated.
3. Members must vote personally, virtually or in person on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers and the election of the District Parent Advisory Council representative, which must be done by secret ballot (School Act, s.8(1)(6)).
5. A vote shall be taken to destroy the ballots after the election.

SECTION VIII - ELECTION OF EXECUTIVE OFFICERS and DPAC REPRESENTATIVE

The Executive Officers and the DPAC representative shall be elected by majority vote from the voting members at the Annual General Meeting.

1. Call for nominations shall be made at least one meeting before the Annual General Meeting.
2. One representative to the DPAC shall be elected annually from Parents of Students enrolled in the School.
3. Should an Executive Officer or DPAC representative resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular general meeting of the members. The executive may appoint an interim replacement officer or representative, if required, until an election is held at the next regular general meeting of members.

SECTION IX - TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
2. No person may hold any one position for more than three consecutive years.
3. The term of office for the DPAC representative shall be for one year. (School Act, s.8(4) (3)).
4. No person may hold more than one elected executive position at any one time, with the exception of the DPAC representative, where this position may be held concurrently with a position of WBPAC executive officer.
5. The Past Chairperson shall hold that office for one year.

SECTION X - EXECUTIVE

1. The affairs of the WBPAC shall be managed by the elected Executive Officers.
2. The Executive Officers will be as follows:
 - A. Chairperson or Co-Chairpersons
 - B. Vice-Chairperson(s)—optional if two Co-Chairpersons
 - C. Secretary or Co-secretaries
 - D. Treasurer or Co-treasurers
 - E. DPAC representative(s)
 - F. Member(s)-At-Large (maximum of 3, plus one position reserved to be filled by a newly enrolled family in September)
 - G. Past Chairperson (not elected)
3. The Executive Committee consists of the Executive Officers. The WBPAC Chairperson(s) may establish committees and appoint members to serve on committees and delegate tasks to those committees and whose chair will report back to the WBPAC at each General Meeting.
4. The Executive may advise Parents of the appropriate channels when communicating to School staff and district personnel.
5. There shall be three signing officers at all times, two of which shall be Chair and Treasurer and the third signing officer shall be either the Vice Chair or the Secretary.
6. 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 WBPAC's affairs.

7. All executive officers should attend 50% and not be absent for more than 3 consecutive executive and general meetings and at a minimum remain engaged with PAC business via electronic means.
8. Upon accepted nomination all exec members will sign Appendix A

SECTION XI - DUTIES OF OFFICERS

A. The Chairperson(s) shall:

1. Convene and preside at General Meetings, special meetings and AGMs, and meetings of the Executive Committee;
2. Ensure that an agenda is prepared and presented; and that members are duly notified of general meetings;
3. Know the constitution and bylaws and meeting rules;
4. Know where to find resources to assist Parents;
5. Appoint committees as required in consultation with the Executive; however in so doing, must maintain knowledge of outcomes or recommendations of each committee through the committee chairperson;
6. Communicate with WBPAC members;
7. Ensure that WBPAC activities are aimed at achieving the objectives and purposes of the organization;
8. Be the official spokesperson for the organization;
9. Submit an annual report.

B. The Vice-Chairperson shall:

1. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
2. Assist the Chairperson in the performance of his/her duties;
3. Accept extra duties as required;

C. The **Secretary** shall:

1. Record, communicate, and maintain a record of the minutes of general, special, and executive meetings;
2. Keep an accurate and up-to date copy of the Constitution and Bylaws and have copies available for members upon request;
3. Issue and receive correspondence on behalf of the organization;
4. Prepare and maintain other documentation as requested by the membership or executive;
5. Safely keep all records of the WBPAC;
6. Register the constitution and bylaws and any amendments with the WVBE and the School.

D. The **Treasurer** shall:

1. Receive all funds for the WBPAC; including sub committees
2. Disburse funds authorized by the executive or members;
3. Maintain an accurate record of all expenditures of the WBPAC;
4. Give a report of all receipts and expenditures at all general meetings and at the AGM;
5. Deposit all funds collected on behalf of the WBPAC in an account at a recognized financial institution approved by the WBPAC;
6. Make financial records available for viewing by members upon request;
7. Have the financial records ready for inspection or audit annually;
8. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XV;
9. Ensure that another signing officer has access to the financial records in the event of his/her absence;
10. Establish and maintain a separate 'PAC gaming account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements and make an application for a gaming grant to the regulatory authorities every year;
11. Submit annual gaming summary or other reports as required to regulatory authorities;

12. Submit an annual WBPAC financial statement at the Annual General Meeting of the WBPAC.

E. The **DPAC representative** shall:

1. Represent the views and positions of WBPAC to the DPAC;
2. Act as a liaison between the DPAC and WBPAC, and provide WBPAC with information about SD45 events, policies and developments;
3. Vote at DPAC as a representative of WBPAC;
4. Provide liaison with provincial parent bodies.

F. **Members-at-Large** shall:

1. Be members who have an interest in the school-wide nature of the business of the PAC;
2. Be involved in one or more committees as a member, chairperson or lead and provide reports as required.
3. Be prepared to fulfill other special functions as necessary
4. One Members-at-Large position will be reserved for Kindergarten or newly enrolled parent and filled, as needed, annually in September to provide opportunity for representation by those not part of the school community during June elections and represents the perspectives of new families

G. The **Past Chairperson** shall:

1. Assist in the transition between the old and new Executive;
2. Assist, advise and support the WBPAC;
3. Provide information about resources, contacts, and other essential information to the WBPAC;
4. Act as a consultant for the Chairperson.

SECTION XII Communications Policy

Policy pertains to Social Media, websites and blogs

1. Confidentiality. Do not post/comment about concerns, problems, or conflicts with individual teachers, administrators, students, or parents. Do not post anything that in any way puts down or discriminate against any individuals.

2. Safety, Security and Privacy. Don't post people's names, thoughts or pictures without their permission,
3. Transparency. Be open and honest about the fact that you're a PAC Exec member in any post involving the school or PAC.
4. Use Social media to inform and educate. Share information and keep discussions focused directly on or concerning the school community. Posts should highlight our community's accomplishments and constructively raise issues for discussion.
5. Accuracy. If you make a mistake, correct it. Keep to the facts and information you wish to share
6. Professionalism and respect. "If you wouldn't say it in face-to-face conversation, don't post it." Use appropriate language- don't swear, be rude, name call or point negatively to a specific person
7. Any advertising for businesses is not allowed.
8. Do not publish content as your own that has been created by others.
9. Online threats will be taken seriously, and proper authorities will be immediately notified.
10. Currently the PAC chair is the spokesperson who speaks/represents the West Bay PAC

SECTION XIII - COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. All committees must appoint a Committee Chairperson. The Committee Chairperson is responsible for communicating to the WBPAC Chairperson and, as required, any other executive officers and/or members.
3. The WBPAC Executive Officers may appoint members to committees annually.

SECTION XIV – FINANCES

Financial year

The financial year of the WBPAC will be September 1st to August 31st of the following year.

Power to raise money

The WBPAC may raise and spend money to further its purposes. The WBPAC must not borrow money without authorization of a special resolution.

Bank accounts

All funds of the WBPAC must be kept on deposit in the name of the WBPAC in a bank or financial institution registered under the Bank Act.

Signing authority

The Executive Committee will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

The Executive Committee will prepare a budget and provide it to the membership for approval annually by way of a Material Vote as defined in Section VII in Quorum. The budget must be provided in written form to the members at least fifteen (15) days prior to the general meeting date on which the budget is scheduled for approval by the WBPAC members.

Non-budgeted expenditures

The Executive Committee will present all proposed expenditures beyond the current approved budget for additional approval by providing an explanation of the proposed expenditures in writing to the WBPAC members at least fifteen (15) days prior to the meeting wherein a vote shall take place.

Treasurer's report

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

Record Keeping

The WBPAC Treasurer(s) will maintain in good standing accounting records for all funds spent by WBPAC and the committees. Accounting records will be maintained with the Treasurer and a copy of which shall be placed at the School. The WBPAC will ensure the internal control procedures for expenditures will be followed at all times.

Auditor

Members at a general meeting may request an audit of the financial records.

SECTION XV - CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, WBPAC members may, by a majority of not less than two-thirds (2/3rds) of the votes cast at a general meeting, amend the constitution and bylaws of the WBPAC.
2. Any proposed amendment to the constitution and bylaws must be submitted in writing at the previous general meeting of the WBPAC.
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the WVBE Office for safekeeping only.

SECTION XVI - REMOVAL OF AN EXECUTIVE OFFICER

Any executive officer who fails to attend a meeting in person or virtually for three consecutive months shall be deemed to have resigned their position and the position will be treated as vacant. They will be informed of the

resignation in writing from the PAC Chair. The foregoing will not apply if a leave for a specified term of greater than three months is pre-approved by majority vote of the Executive Officers.

1. Should an executive officer fail to fulfill the duties of their office in circumstances other than set out in paragraph 1, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a general meeting and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than fifteen (15) days before the general meeting.
3. The executive committee may appoint an interim officer and a replacement shall be elected by the members at the next general meeting.

SECTION XVII - PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other data kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the Chairperson when the members, executive member or committee member ceases to perform the task to which the documents relate.

ADOPTED BY WEST BAY ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL AT WEST VANCOUVER, BRITISH COLUMBIA, ON MAY 9, 2017.

REVISED April 9, 2021

-copy to board office May 26, 2021

REVISED/Voted May 12, 2023

-Copy to board office June 5, 2023

APPENDIX A- CODE OF CONDUCT

A parent who accepts a position as a WBPAC Executive Officer:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Takes direction from the members, ensuring fair and transparent representation processes are in place.
3. Performs her/his duties with honesty, integrity and, in the capacity of a WBPAC Executive Officer, always place the interests of the WBPAC before his/her own
4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the WBPAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive member or representative must avoid using his or her position on the WBPAC for personal gain.
5. Works to ensure that the well-being of students is the primary focus of all decisions.
6. Respects the rights of all individuals.
7. 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.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.

I understand that substantial breach of any part of this code may result in my removal from the position. If for any reason, I am unable to fulfill the duties of my position, I will do what is best for the West Bay PAC, even if that means resigning from my position.

SIGNED IN THE PRESENCE OF:

(SIGNATURE OF NOMINEE/APPOINTEE)

(SIGNATURE OF WITNESS)

(PRINTED NAME OF NOMINEE/APPOINTEE)

(PRINTED NAME OF WITNESS)

(E-MAIL & PHONE NUMBER)

(E-MAIL & PHONE NUMBER)

(DATE)

(DATE)