

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COMMITTEE

“Welcome to the ODYSSEY”

TABLE OF CONTENTS

A. CONSTITUTION¹	
1. NAME	3
2. PURPOSE	3
3. INTERPRETATION OF TERMS	4
B. BYLAWS	5
MEMBERSHIP	5
MEETINGS OF MEMBERS	5
PROCEEDINGS AT GENERAL MEETINGS	5
EXECUTIVE OFFICERS	6
EXECUTIVE MEETINGS	7
SCHOOL PLANNING COUNCIL REPRESENTATIVES	7
DISTRICT PARENT ADVISORY COUNCIL	8
EXTERNAL COMMITTEE REPRESENTATIVES	8
CONDUCT OF EXECUTIVE AND REPRESENTATIVES	8
DUTIES OF EXECUTIVE OFFICERS AND REPRESENTATIVES	9
COMMITTEES	11
FINANCIAL MATTERS	12
CONSTITUTION AND BY LAW AMENDMENTS	13
PROPERTY IN DOCUMENTS	13
DISSOLUTION	13
C. SIGNATORY PAGES	14
D. APPENDIX A	15
CODE OF ETHICS	16
ADMINISTRATION OF CODE OF ETHICS	17
PROCESS	17

A. CONSTITUTION

1. NAME

- 1.1 The name of this committee shall be Pacific Heights Elementary Parent Advisory Committee “PHPAC”

2. PURPOSE

- 2.1 To promote the education and welfare of students in the school.
- 2.2 To encourage parent involvement in the school, and to support programs that promote parent involvement.
- 2.3 To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.
- 2.4 To participate in the work of the School Planning Council through the Council’s elected representatives.
- 2.5 To promote the interests of public education and, in particular, the interests of Pacific Heights Elementary.
- 2.6 To provide leadership in the school community.
- 2.7 To contribute to a sense of community within the school and between the school, home, and neighbourhood.
- 2.8 To provide parent education and professional development, and a forum for discussion of educational issues.
- 2.9 To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns.
- 2.10 To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
- 2.11 To organize and support activities for students and parents.
- 2.12 To provide financial support for the goals of the Parent Advisory Committee, as determined by the membership.
- 2.13 To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

3. INTERPRETATION OF TERMS

“community organizations” means the groups that demonstrate an interest in education and are not already included in the scope of the Pacific Heights Elementary Parent Advisory Committee’s constitution and bylaws.

“district” means School District No. 36.

“DPAC” or **“District Parent Advisory Council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 36.

“school” means any public elementary or secondary educational institute as defined in the School Act.

“SPC” means the school planning council created for Pacific Heights Elementary according to the School Act

B. BYLAWS

1. MEMBERSHIP

- 1.1 All parents and guardians of students registered in Pacific Heights Elementary are voting members of the Pacific Heights Elementary Parent Advisory Committee.
- 1.2 Every member will uphold the constitution and comply with these bylaws.

2. MEETINGS OF MEMBERS

- 2.1 General meetings will be conducted with fairness to all members.
- 2.2 General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting to be held in June.
- 2.3 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- 2.4 The PHPAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- 2.5 Notice of general meetings will be communicated through the school newsletter and a direct email to parents with a minimum of 2 weeks notice.

3. PROCEEDINGS AT GENERAL MEETINGS

- 3.1 Meetings may be held in person or by electronic means such as internet video based conference platforms.
- 3.2 Quorum for general meetings will be 5 voting members.
- 3.3 If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 3.4 All matters that require a vote will be decided by a simple majority of the votes cast.
- 3.5 In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.

- 3.6 A motion that has been defeated shall not be reconsidered within the same school year unless two-thirds of the voting members approve a motion that “the question be reconsidered.” This motion to reconsider shall not be debatable and shall call for an immediate vote.
- 3.6.1 A previously defeated motion that has been reconsidered and defeated, shall not be further considered in the same school year.
- 3.7 Members must vote on all matters either in person or present in a meeting held electronically.
- 3.8 Voting by proxy will not be permitted.
- 3.9 Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot.
- 3.10 A vote will be taken to destroy the ballots after every election or secret ballot vote.

4. EXECUTIVE OFFICERS

- 4.1 A board of elected officers will manage the Committee's affairs between general meetings.
- 4.2 The executive officers will include the president, vice-president, secretary, treasurer, fundraising coordinator, DPAC Representative and such other members of the Committee as the membership decides. In any year, up to three persons may share the fundraising coordinator position duties. Each person serving as a fundraising coordinator shall be considered an executive member.
- 4.3 Any voting committee member is eligible to serve on the executive, except employees of Pacific Heights Elementary.
- 4.4 The executive officers will be elected at each annual general meeting.
- 4.5 Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
- 4.6 The executive officers will hold office for a term of one year beginning July 1st. The fiscal year for reporting purposes will be from September 1st to August 31st each year. The outgoing executive officers may provide transitional support for a period of time agreed upon by the incoming executive officers.
- 4.7 If an executive officer resigns or ceases to hold office for any other reason, the remaining executive officers may appoint an eligible member of the Committee to fill the vacancy until the next annual general meeting.

- 4.8 The members may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration of his or her term of office, and elect an eligible member to complete the term. Prior to this vote, written notice specifying the intention to make a motion to remove an executive officer must be given to all members not less than 14 days before the vote.
- 4.9 No executive officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Committee's affairs.

5. EXECUTIVE MEETINGS

- 5.1 Executive meetings will be held at the call of the president. At least one meeting will be held before the annual general meeting.
- 5.2 A quorum for executive meetings will be a majority of the executive officers.
- 5.3 Executive officers will be given reasonable notice of executive meetings.
- 5.4 All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast from each executive role. Where the fundraising coordinator role is being shared by more than one executive member, the fundraising coordinator role remains entitled to only one vote. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

6. SCHOOL PLANNING COUNCIL REPRESENTATIVES

- 6.1 Up to three representatives to the School Planning Council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the Committee executive.
- 6.2 The election of representatives for the School Planning Council may be done by secret ballot.
- 6.3 The School Planning Council representative will hold office for a term of one year from July 1st.
- 6.4 If a School Planning Council representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such an election may be done by secret ballot.

7. DISTRICT PARENT ADVISORY COUNCIL

- 7.1 One representative to the School District No. 36 District Parent Advisory Council may be elected from the voting members.
- 7.2 The District Parent Advisory Council representative will hold office for a term of one year starting July 1st.
- 7.3 If the District Parent Advisory Council representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term.

8. EXTERNAL COMMITTEE REPRESENTATIVES

- 8.1 The membership or executive may elect or appoint a member to represent the Committee on an external committee or to an external organization.

9. CONDUCT OF EXECUTIVE AND REPRESENTATIVES

- 9.1 On election or appointment, every executive officer and representative must agree to, and abide by, a code of ethics acceptable to the membership. See APPENDIX A.
- 9.2 Every executive officer and representative must act solely in the interests of the membership and of the Committee.
- 9.3 Any information received in confidence by an executive officer or 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 that information.
- 9.4 An executive officer or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.
- 9.5 An executive officer or representative must avoid using his or her position on the Committee for personal gain.

10. DUTIES OF EXECUTIVE OFFICERS AND REPRESENTATIVES

10.1 The President:

- (i) Will speak on behalf of the Committee.
- (ii) Will consult with committee members.
- (iii) Will preside at general and executive meetings.
- (iv) Will ensure that an agenda is prepared and presented for all meetings.
- (v) Will appoint committees where authorized by the membership or executive.
- (vi) Will ensure that the Committee is represented in school and district activities.
- (vii) Will ensure the Committee activities are aimed at achieving the purpose set out in the constitution.
- (viii) Will be a signing officer.
- (ix) Will submit an annual report.

10.2 The Vice-President:

- (i) Will support the president.
- (ii) Will assume the duties of the president in their absence or upon request.
- (iii) Will assist the president or other executive officers in the performance of their duties.
- (iv) Will accept extra duties as required.
- (v) May be a signing officer.

10.3 The Secretary:

- (i) Will ensure that members are notified of meetings.
- (ii) Will record and file minutes of all meetings.

- (iii) Will keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
- (iv) Will prepare and maintain other documentation as requested by the membership or executive.
- (v) Will issue and receive correspondence on behalf of the committee.
- (vi) Will ensure the safekeeping of all records of the Committee in accordance with district policy.
- (vii) May be a signing officer.

10.4 The Treasurer:

- (i) Will be a signing officer.
- (ii) Will ensure all funds of the Committee are properly accounted for.
- (iii) Will disburse funds as authorized by the membership or executive.
- (iv) Will ensure that proper financial records and books of accounts are maintained.
- (v) Will report on all receipts and disbursements at general and executive meetings.
- (vi) Will make financial records and books of accounts available to members upon request.
- (vii) Will have financial records and books available for inspection or audits annually.
- (viii) Will draft an annual budget with the assistance of the executive.
- (ix) Will ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence.
- (x) Will submit an annual financial statement at the annual general meeting.

10.5 The Fundraising Coordinator:

- (i) Will plan and execute the PHPAC fundraising activities.
- (ii) Will ensure compliance, in consultation with the Treasurer, to the handling and reconciliation of monies received from fundraising activities.
- (iii) Will produce a Fundraising Report for each fundraising activity upon its completion.

- (iv) Will be responsible, in consultation with the Treasurer, for ongoing audits of the PHPAC financial records to ensure all fundraising funds collected are accounted for and recorded accurately.
- (v) May be a signing officer.

10.6 The District Parent Advisory Council representative:

- (i) Will attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the Committee.
- (ii) Will maintain the Committee's council registration.
- (iii) Will report regularly to the membership and executive on all matters relating to the District Parent Advisory Council.
- (iv) Will receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements.
- (v) Will receive and act on all other communications from the District Parent Advisory Council.
- (vi) Will liaise with other parents and District Parent Advisory Council representatives.

10.7 The School Planning Council representatives:

- (i) Will attend all meetings of the School Planning Council.
- (ii) Will represent, speak, and vote on behalf of the Committee at School Planning Council meetings.
- (iii) Will request and take direction from the membership and executive.
- (iv) Will be strong advocates for meaningful parent involvement in the school and school planning.
- (v) Will provide a report to all general and executive meetings.
- (vi) Will attend the general and executive meetings as directed by the membership and executive.

10.8 Members at large:

- (i) Will serve in a capacity to be determined by the Committee at the time of election, and at other times as the Committee requests.

11. COMMITTEES

- 11.1 The membership and executive may appoint committees to further the PHPAC purposes and carry on its affairs.
- 11.2 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, as the membership or executive decide.
- 11.3 Committees will report to the membership and executive as required.

12. FINANCIAL MATTERS

- 12.1 The financial calendar year of the PHPAC will be September 1st to August 31st.
- 12.2 The Committee may raise and spend money to further its purposes.
- 12.3 All funds of the Committee must be kept on deposit in a bank or financial institution registered under the Bank Act or legislated under the BC Financial Institutions Act (FIA) and the Credit Union Incorporation Act (CUIA).
- 12.4 The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents. No two members of the same family may serve as signing officers at the same time.
- 12.5 The executive will prepare a budget and present it to the membership for approval before the current budget expires.
- 12.6 The executive will present all proposed expenditures outside of the current financial calendar year budget for approval with the following considerations:
 - 12.6.1 A proposed expenditure outside of the current financial calendar year budget will not be voted on at the meeting it was presented and;
 - 12.6.2 A meeting agenda for the subsequent general meeting will clearly reference a vote on the proposed expenditure
- 12.7 The executive may authorize expenses up to \$500.00 without approval from the membership.
- 12.8 A treasurer's report will be presented at each general meeting.
- 12.9 Members at a general meeting may appoint an auditor.
- 12.10 An executive officer, representative or member who incurs an expense while engaged in the affairs of the Committee shall be reimbursed promptly and no later than 14 days after the expense has been incurred. These terms of

reimbursement may be extended only through mutual agreement of both the member, representative or executive officer who incurred the expense and the PHPAC.

13. CONSTITUTION AND BYLAW AMENDMENTS

- 13.1 The members may, by a majority of not less than 75% of the votes cast, amend the Committee's constitution and bylaws.
- 13.2 Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
- 13.3 Where the proposed amendments exceed one page, they shall be posted in an accessible and prominently visible location in the school and be made available to all members digitally.

14. PROPERTY IN DOCUMENTS

- 14.1 All documents, records, minutes, correspondence, or other papers kept by members, executive officers, representatives, or committee members in connection with the PHPAC shall be deemed to be the property of the PHPAC and shall be turned over to the president when the member, executive officer, representative, or committee member ceases to perform the task to which the papers relate.

15. DISSOLUTION

- 15.1 In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.
- 15.2 In the event of winding up or dissolution, all records of the Committee shall be given to the principal of Pacific Heights Elementary.

A. SIGNATORY PAGES

Adopted by Pacific Heights Elementary Parent Advisory Committee at Surrey, B.C. on this ___ day of June, 2024.

President

Vice President

Secretary

Treasurer

Pacific Heights Elementary Principal

APPENDIX "A"

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COMMITTEE CODE OF ETHICS

A parent who accepts a position as a committee executive officer, committee member, or representative shall;

1. Uphold the constitution and bylaws, policies, and procedures of the electing body.
2. Perform his or her duties with honesty and integrity and in the interests of the Committee.
3. Work to ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the membership and executive.
6. Encourage and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. Work to ensure that issues are resolved through due process.
8. Strive to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Support public education.

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____ of the Pacific Heights Elementary Parent Advisory Committee have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

(Name)

(Date)

(Signature)

(Phone Number)

APPENDIX “A”

ADMINISTRATION OF THE CODE OF ETHICS

The following is a process for dealing with a concern that an executive officer, committee member, or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner and to facilitate a fair resolution, agreeable to all parties. Any person bringing forward a concern will be advised of this process.

1. All complaints and information surrounding complaints will be dealt with in confidence.
2. Those directly involved in the complaint will be given access to all relevant information.
3. All parties will be dealt with respectfully.
4. Any person involved may have a support person.
5. There will be a fair review of the concern to protect volunteers, executive officers, and representatives from harassing, frivolous or vexatious claims.

PROCESS

1. All complaints, verbal and written, will be received by the president. The president may appoint another executive officer to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the president, the complainant will be directed to the vice-president. If the president and vice-president are involved, any executive officer may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If a resolution is not reached between the parties, the chairperson will mediate a discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive officers in the process.

8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.

9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the council executive within 30 days of being notified of the decision.

Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC, local DPAC Advocacy Project, BCCPAC, or the BCCPAC Advocacy Project.