

MCBRIDE PAC BY-LAWS

I. INTRODUCTION

1. The name of this Council is the Sir Richard McBride Elementary Parent Advisory Committee, or alternately the McBride PAC (the "Council").
2. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The Council conducts its business in a way that does not discriminate on the basis of race, country of origin, religion, disability, sexual orientation, gender identity, family status, or socio-economic status.

II. PURPOSES OF THE MCBRIDE PAC

1. The purposes of the Council are:
 - a. To support programs to advance the educational, social and emotional well-being of students at Sir Richard McBride Elementary in Vancouver, British Columbia (the "School").
 - b. To foster a sense of community among the students and families at the School, and to provide a forum for the discussion of educational issues.
 - c. To support the inclusion of all students and to reflect the rich diversity of our School community in the Council's events and activities.
 - d. To advise the principal, staff and School District No. 39 (the "District") on any matter relating to the School, and to advocate on behalf of students with the District and the Ministry of Education (the "Ministry").
 - e. To fundraise and provide financial support for the goals of the Council, as determined by the membership.

III. MEMBERSHIP

1. All parents and guardians of students registered at the School are voting members of the Council.
2. The term "parent" is defined in the School Act and includes:
 - a. A parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order

made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

- b. A person who usually has the care and control of the student or child;
- 3. The principal of the School is a non-voting member of the Council.
- 4. Administrators and staff (teaching and non-teaching) of the School may be invited to become non-voting members of the Council.
- 5. At no time will the Council have more non-voting than voting members.
- 6. Every member must comply with these bylaws.

IV. EXECUTIVE

- 1. An executive of the Council (the "Executive") will be elected at the first meeting that is held following the start of the school year.
- 2. The Executive will include a chair (the "Chair"), vice chair (the "Vice Chair"), secretary (the "Secretary"), treasurer (the "Treasurer"), and such other members of the Council as the membership decides.
- 3. The Executive will manage the Council's affairs between meetings.
- 4. Any voting member of the Council is eligible to serve on the Executive, except employees of the School.
- 5. Candidates for the Executive must disclose to the members if they are employees of the District, the Ministry, or if they have any other interest that may possibly impact their role.
- 6. No person may hold the same Executive position for more than two consecutive years, unless no other person is willing or available to hold the position.
- 7. At least one member of the Executive should be someone who has not held an Executive position the previous year, unless no such person is willing or available to hold the position.
- 8. Executive members will hold their position for approximately one year until another Executive is elected at the start of the next school year, unless they are removed, resign, or otherwise cease to hold office.

9. The members may, by a majority of not less than two-thirds of the votes cast, remove an Executive member before the expiration of their term of office, and may elect an eligible member to complete the term. Reasonable notice of such a motion must be provided to the Executive not less than 14 days before the meeting, and the Executive must provide reasonable notice to the membership of such a motion at least 7 days before the meeting.
10. An Executive member will cease to hold office if they are no longer the parent of a child at the School, such as where the child graduates or transfers to another school.
11. If an Executive member resigns or ceases to hold office for any reason, the members may appoint an eligible member of the Council to fill the vacancy for the remainder of the school year.
12. No Executive member may be remunerated for serving on the Executive, but they may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

V. DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The Chair will
 - a. Speak on behalf of the Council;
 - b. Consult with members and School staff, including the principal;
 - c. Preside at meetings;
 - d. Ensure that an agenda is prepared for the meetings;
 - e. Ensure that the Council's activities are achieving the purposes set out in the by-laws;
 - f. Be a signing officer; and
 - g. Submit an annual report.
2. The Vice-Chair will:
 - a. Undertake any of the duties that the Chair undertakes at the request of the Executive;
 - b. Be a signing officer; and
 - c. Ensure that the Chair completes the annual report.
3. The Secretary will
 - a. Ensure that members are provided reasonable notice of meetings;
 - b. Prepare and circulate minutes of all meetings;
 - c. Retain and store copies of the minutes and bylaws in accordance with Part XI; and

d. Be a signing officer if requested.

4. The Treasurer will

- a. Disburse funds as authorized by the membership or Executive;
- b. Ensure that proper financial records and books of account are maintained and submit an annual financial statement;
- c. Report on all receipts and disbursements at Council meetings;
- d. Retain and store financial records in accordance with Part XI;
- e. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
- f. Apply for the gaming grant where eligible; and
- g. Be a signing officer.

5. Members-at-Large will serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.

VI. MEETINGS OF MEMBERS

1. Meetings will normally be held once a month throughout the school year, and will be held at least six times during the school year.

2. The first meeting should be held within one month of the start of the school year, except where there are extenuating circumstances such as a strike, lockout, or natural disaster.

3. Meetings will be held at a time and location to be determined by the Executive.

4. Members will be given reasonable notice of meetings, and of the cancellation of meetings. Reasonable notice includes notice by flyer posted the School, by newsletter, by e-mail, via a calendar on a public website, or through an electronic mailing list maintained and updated by the Council.

5. Meetings will ordinarily involve the following business:

- a. Adoption of the agenda;
- b. Adoption of the prior meeting's minutes;
- c. Report from the Executive on Council activities and finances;
- d. Report from the School principal; and
- e. Other business.

6. A quorum for meetings will be five voting members, including at least one member of the Executive. If, at any time during a meeting, a quorum ceases to be present, the meeting must be suspended until there is a quorum present

or until the meeting is terminated. If no quorum is present within 30 minutes from the time set to hold the meeting, the meeting is terminated.

7. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1). The Chair does not normally vote, but in the case of a tied vote, the Chair can vote to break the tie.
8. Members must vote in person. Voting by proxy will not be permitted.
9. Except where otherwise specified, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

VII. COMMITTEES

1. All parent councils are members of the District parent advisory council ("DPAC") organized according to the School Act. The Council's members may elect one representative to DPAC, who is not an employee or elected official of the District or the Ministry. Voting must be done in accordance with the School Act, which requires a secret ballot.
2. The Chair can appoint members to other committees at any meeting, as needed. If any member objects to such an appointment, an election will be held for positions on the committee.
3. Committee members, including DPAC representatives, will hold office until the new Executive is elected at the first meeting of the next school year, unless the members vote to remove them by a majority of not less than two-thirds of the votes cast.
4. If a Committee member resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term.
5. All committee members shall report to the members on the activities of their respective committees on their own initiative, or at the request of the members.

VIII. CONDUCT OF MEMBERS

1. Every Executive member and committee member must agree to abide by the Code of Ethics, which is contained at Appendix "A" of these bylaws.

2. When voting or making decisions, members, including Executive and committee members, must act solely in the interests of the parent membership of the Council.
3. If a member is involved in decision-making on a matter where they have a conflict of interest or a potential conflict of interest, they shall advise the Executive immediately and recuse themselves from any vote or decision-making on the matter, unless the membership unanimously determines that there is no conflict or potential conflict of interest.
4. A member shall be considered to have a conflict of interest where they, or one of their family members, may incur a direct or indirect financial benefit as a result of a decision, and where the member could influence or appear to be able to influence a decision. The only exception shall be where benefit is accruing to a group of students at the School, including the member's own child.

IX. FINANCES

1. The financial year of the Council will start on September 1st of each calendar year.
2. The Executive will prepare a budget and present it to the membership for approval annually. The Executive will present all proposed expenditures beyond the current budget for approval at the next meeting.
3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act or the Credit Union Incorporation Act.
4. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's report will be presented at each meeting. Another member of the Executive may present the Treasurer's report if the Treasurer is unable to attend.
6. The Council may raise and spend money to further its purposes.
7. Members of the Council who handle cash must comply with the Cash Handling Policy set out in Appendix "B".
8. Members at a meeting may appoint an auditor.

X. CONSTITUTION AND BYLAW AMENDMENTS

1. Members of the Council may, by a majority of not less than 75% of the votes cast, amend the Council's bylaws and/or its policies.
2. Reasonable notice specifying the proposed amendments must be given to members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the School or made accessible to all members.

XI. RECORDS

1. All documents, records, minutes, correspondence, or other papers kept by a member, Executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair when the member, Executive member, representative, or committee member ceases to perform the task to which the papers relate.
2. The Council will store and keep the following records in hard copy in the School office, and a second copy in such other place as the Council decides, which may include an electronic storage location.
 - a. Meeting minutes that include the date, resolutions passed, and a list of members present; and
 - b. Adequate accounting records for each of the society's past seven (7) financial years, including a record of each transaction materially affecting the financial position of the Council.

XII. DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in the District having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of the School, or if the School ceases to exist, to the

principal of any successor school. If no successor school exists, then they will be provided to the District.

Adopted by the Council at Vancouver, on 31, December 2018.



Hilary Thomson (Chair)

Appendix "A"

CODE OF ETHICS

A parent who accepts a position as a Council Executive member, committee member, or representative promises to:

1. Uphold the bylaws, policies, and procedures of the electing body.
2. Perform their duties with honesty and integrity and in the interests of the Council.
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 support parents and students with individual concerns to act on their own behalf, and provide 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 pass on information that is reliable.
9. Respect all confidential information.
10. Support public education.

Appendix "B"
CASH HANDLING POLICY

1. Where the Council is collecting cash from the general public in excess of \$100, or such other amount as is decided by Council, at least two members shall count the cash. The amount shall be provided to the Treasurer, or another member with signing authority, who will record the amount and retain the record in accordance with Part XI of the bylaws.
2. Cash collected by or for the Council must be deposited to the Council's financial institution within two (2) business days, or placed in the School safe for safekeeping, until such time that it can be deposited. If the amount is over \$1000, it must be deposited within one (1) business day.
3. If cash collected by or for the Council is temporarily taken to a member's home, it must be placed in a secured, locked cabinet. Under no circumstances is cash to be left in a car or other unsecured location.
4. A float may only be used to provide change as a result of a cash transaction, and should not be used for purchasing, reimbursing members or any use other than providing change. A float should not exceed \$200, or such other amount as the Council may authorize. Multiple cash floats may be necessary for large events, but the total float for an event shall not exceed \$500 or such other amount as the Council may authorize.
5. All members who handle cash on behalf of, or in the name of, the Council are responsible for ensuring that the cash handling policy is complied with.