



# École Willows School Parents Advisory Council (PAC)

## Constitution

### Section 1: Name

The name of the organization shall be École Willows School Parent Advisory Council/ (PAC), as per the *School Act* RSBC 1996 s.8(1).

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

The business of the PAC will be unbiased in respect of race, ethnicity, culture, religion, sex, sexual orientation, gender identity or expression, politics, social or economic status and physical or mental ability.

### Section 2: Purpose of the PAC

1. To enhance communications between parents, students and the school community, and school staff and administration.
2. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
3. To advise the principal, and staff on any matter relating to the school including: policy and procedures, programs, plans and activities, facilities and equipment and extracurricular programs.
4. To provide leadership in the school community.
5. To encourage parent involvement in the school, and to support programs that promote parent involvement.
6. To provide parent education and professional development, and a forum for discussing educational issues.
7. To facilitate parents obtaining information and communicating with the principal and staff about their child's progress or other concerns.
8. To support and enrich the activities of students at École Willows School through school financial assistance, by direct involvement in extra-curricular or extended school or classroom projects.
9. To provide financial support for the activities of the PAC, as determined by the membership.
10. To advise and participate in the activities of the Victoria Confederation of Parent Advisory Councils (VCPAC) and the BC Confederation of Parent Advisory Councils.



## École Willows School Parents Advisory Council (PAC)

### Section 3: Interpretation of terms

“Parent” – is as defined in the *School Act* and means:

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these Bylaws, means the parent or guardian of a child or children enrolled in SD 61

“Parent Advisory Council” or “PAC” – the parents organized according to the *School Act* and operating as a parent advisory council in École Willows School

“School” – any public elementary, middle or secondary educational institution within Greater Victoria School District No. 61

“SD 61” – Greater Victoria School District No. 61



# École Willows School Parents Advisory Council (PAC)

## Bylaws

### Section 1: Membership

1. All parents and guardians of children registered at École Willows School are voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of École Willows School may be non-voting members of the PAC.
3. Members of the school community who are not parents or guardians of students registered at École Willows School may be invited by Executive members to become non-voting members of the PAC.
4. At no time will the PAC have more non-voting than voting members.
5. Every member will uphold the Constitution and comply with these Bylaws.

### Section 2: Meetings of Members

1. General meetings will be conducted in the spirit of fairness to all members with reasonable measures taken to ensure the same.
2. General meetings will be held not less than six (6) times per school year.
3. One of the meetings between January and May will be the Annual General Meeting (AGM) for the purpose of election of Executive Officers.
4. A general meeting will not be a forum for discussing individual school personnel, students, parents or other members of the school community.
5. If procedural problems arise on an issue not covered in these Bylaws, Robert's Rules of Order (edition as held by the Executive) will be used to resolve the issue.
6. A special meeting may be called by the Chair at the request of no less than twenty-five (25) members. A special meeting is called to discuss, and as necessary to decide, a specific matter and no other business may be dealt with thereat. Special meetings require five (5) instructional days notice to the membership.
7. Members will be given reasonable notice of general meetings.



## École Willows School Parents Advisory Council (PAC)

8. Meetings may be in person or by video conferencing using a program such as Zoom, as long as each participant is able to communicate and vote (if entitled) as needed. Hybrid meetings may also be held as needed, to allow members to join in person or electronically.

### Section 3: Proceedings at General Meetings

#### *Quorum*

1. A quorum for general meetings will be a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member.

#### *Voting*

1. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided at a general or special meeting or at the AGM, by a simple majority of the votes cast (50% plus one).
2. In the case of a tie vote, the Chair **does not** have a second or casting vote and the motion is defeated.
3. Members must vote personally on all matters. Voting by proxy shall not be permitted.
4. Regular voting shall be done by a show of hands and/or by a voice vote of the voting members present, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. Regular voting will be used to decide any motions that are raised at an Executive or general meeting.

### Section 4: The Executive

#### *Role of the Executive*

1. A volunteer board of elected members (the Executive) will manage the PAC's affairs between general meetings.
2. The primary functions of the Executive will be as follows:
  - a. *Communication*: Facilitate communication of the affairs of the PAC to the membership and school administration.
  - b. *Coordination*: Coordinate and connect volunteers for PAC activities and school activities requesting PAC assistance.
  - c. *Control*: Demonstrate accountability to the membership to ensure that PAC commitments are fulfilled, and will control PAC finances to ensure that PAC-raised funds are appropriately accounted for, managed and spent in accordance with an approved



## École Willows School Parents Advisory Council (PAC)

budget. Wherever reasonably possible, funds will be spent to equitably benefit all École Willows School students.

- d. *Community building*: Contribute to a sense of community within the school and between the school, home and neighbourhood through the activities and initiatives they support.

### *Election of Executive Officers*

1. Any voting member of the PAC is eligible to serve on the Executive, except employees or elected officials of SD 61 or the Ministry of Education.
2. Executive officers will be elected at the AGM. Calls for nominations will be made by the Executive at the general meeting prior to the AGM.
3. If an Executive officer resigns or ceases to hold office for any other reason, the remaining Executive officers may appoint any eligible member of the PAC to fill the vacancy until the next AGM.
4. The current Chair or designate will conduct elections.

### *Term of Office*

1. Executive officers will hold office for a term of one year beginning two weeks after the AGM.
2. No person may hold more than one elected Executive officer position at any one time.
3. If an Executive officer ceases to be a voting member of the PAC during their term (e.g. they no longer have a child at the school), their position shall be immediately vacated.

### *Removal of Executive*

1. The members of the PAC may, by a majority of not less than 75% of the votes cast, remove an Executive officer before the end of term in office, and may appoint an eligible member to complete the term.
2. 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 meeting.
3. The following may be grounds for removal of Executive officers:
  - ceases to be a parent of a student registered at the school
  - is absent from three (3) consecutive meetings of the PAC without prior notice
  - fails to abide by the PAC Constitution, Bylaws and Code of Conduct
  - is convicted of criminal or other serious offenses



## École Willows School Parents Advisory Council (PAC)

### *Remuneration of Executive*

1. 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 PAC's affairs.

### *Executive Meetings*

1. *Meetings:* At least one Executive meeting shall be held before each general meeting. Any additional Executive meetings shall be decided by a majority (50% plus one) of the Executive officers.
2. *Quorum:* A quorum for Executive meetings shall be a majority (50% plus one) of the members of the Executive.
3. *Notice:* Executive members shall be given a minimum of four (4) days notice of Executive meetings that are not regularly scheduled unless otherwise agreed by a majority (50% plus one) of the Executive.
4. *Voting:* All matters requiring a vote at Executive meetings will be decided by a simple majority of the votes cast (50% plus 1). Any time-sensitive matters arising that require decision outside of regularly scheduled Executive meetings may proceed by way of electronic vote. Electronic voting will be initiated by the PAC Chair or designate if a time-sensitive matter needs to be voted on before the next Executive meeting. The final decision about whether a matter is time-sensitive or not will be at the discretion of the Chair or designate.
5. In the case of a tie vote, the Chair **does not** have a second or casting vote and the motion is defeated.

### Section 5: Composition and Duties of Executive Officers

1. The Executive shall consist of no fewer than three (3) elected officers which will be the Chair, Treasurer and Secretary. The Executive may also include up to five (5) additional members, including Members at Large and a Vice-Chair, as well as one or more Outgoing Executive Members.
2. The following duties shall be fulfilled by the Executive officers according to their elected position, except where there is agreement to reassign them among the Executive officers (as in the case where a role is shared between two Executive officers):

#### **The Chair or Co-Chairs will:**

- Preside at all general, Executive and special meetings of the PAC.
- Ensure that an agenda is prepared and presented.
- Appoint committees where authorized by the membership or Executive.
- Ensure that actions are taken to achieve the goals and purpose of the PAC.
- Speak on behalf of the PAC.



## École Willows School Parents Advisory Council (PAC)

- Be a signing officer.
- Submit an annual report.

### **The Vice-Chair will:**

- Support the Chair/Co-Chair
- Assume the duties of the Chair or Co-Chair in their absence or upon request.
- Assist the Chair as requested.
- Be a signing officer.

### **The Secretary will:**

- Ensure all members are notified of meetings.
- Record and file minutes of all general, Executive and special meetings and the AGM.
- Be a signing officer.
- Safely keep all records of the PAC.
- Issue and receive correspondence on behalf of the PAC.
- Prepare and maintain other documentation as requested by membership or the Executive.
- Keep an accurate copy of the Constitution and Bylaws and make copies available to members upon request.

### **The Treasurer will:**

- Be a signing officer.
- Receive and receipt all funds belonging to or payable to the PAC.
- Disburse funds authorized by the Executive or members.
- Maintain an accurate record of all expenditures of the PAC.
- Reimburse members in a timely manner for approved expenses.
- Provide a report of all receipts and expenditures at every general meeting.
- Draft an annual budget, with the assistance of the Executive, to be ratified by the members at the AGM.
- Perform other duties as required.
- Ensure financial records and books of accounts are maintained and all funds of the PAC are accounted for.
- Prepare and submit applications for PAC Gaming Grant.
- Ensure that another signing officer has access to the books in the event of absence.
- Make books of account available to members upon request and ready for inspection or audit as requested
- Submit an annual report.

### **The Members-at-Large may:**

- Assume the responsibilities of the Chair or Co-Chairs upon request.



## École Willows School Parents Advisory Council (PAC)

- Assist the Chair or Co-Chairs as requested.
- Be a signing officer.
- Serve in any capacity determined by the PAC as needs require.

### **The Past Chair will:**

- Ensure a smooth transition between Chairs or Co-Chairs.
- Assist and advise the PAC.
- Accept extra duties as needed.
- Chair a Nominating Committee prior to the AGM.
- Preside over the election of officers.

### Section 6: Committees

1. The membership and Executive may appoint standing and *ad hoc* committees to further the PAC's purposes and carry on its affairs.
2. The terms of reference of 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.
3. Committees will report to the membership and Executive as required.

### Section 7: Financial Matters

1. The financial year of the PAC will be Sept 1st to Aug 31st.
2. The PAC may raise and spend money to further its purpose.
3. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the *Bank Act* SC 1991.
4. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on each of these documents.
5. The Executive will present any proposed expenditures beyond the current budget for approval at the next general meeting.

### Section 8: Conflict Resolution

1. Conflicts arising between members of the PAC involving matters concerning the PAC will first be addressed at a meeting of the Executive and the parties involved. The PAC will only engage in





## École Willows School Parents Advisory Council (PAC)

this process if the parties experiencing conflict choose to participate in the conflict resolution process.

2. If such a meeting fails to find a resolution, an unbiased third party, that all parties agree to, will be asked to mediate the dispute.
3. If such mediation fails, a special resolution meeting will be requested through the VCPAC. The PAC will then follow their recommendations.

### Section 9: Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's Constitution and Bylaws.
2. Written notice specifying the proposed amendments must be given to the 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 made accessible to all members.
4. A Constitution or Bylaw amendment shall be dated, signed and deposited with the École Willows School administration for safekeeping.

### Section 10: Property in Documents

1. All documents, records, minutes, correspondence, or other papers kept by a member, Executive officer, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the Chair or Co-Chairs when the member, Executive officer, representative, or committee member ceases to perform the task to which the papers relate.

### Section 11: Dissolution

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council, or councils, in SD 61 having purposes and objectives similar to those of the PAC, as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of SD 61 in the person of the principal of the school.



## École Willows School Parents Advisory Council (PAC)

Adopted by École Willows School Parent Advisory Council at Victoria, British Columbia, on May 18, 2022.

Signatures of Chair or Co-Chair and one other Executive Officer.

---

Shona McLaren, Co-Chair, 2021-22

---

Megan Stewart, Secretary, 2021-22



## École Willows School Parents Advisory Council (PAC)

### Code of Conduct

A member who accepts a position as a École Willows School Parent Advisory Council (PAC) Executive officer, signing officer, or representative pledges to:

1. Uphold the Constitution and Bylaws, policies and procedures of the PAC.
2. Perform duties with honesty and integrity and in the interests of the PAC.
3. Work to ensure that the interests and well-being of all École Willows School students are protected.
4. Refrain from using their position on the PAC for personal gain.
5. Fully and promptly disclose any conflict of interest, either direct or indirect with any proposed contract or transaction with the PAC
6. Demonstrate respect for themselves and others by encouraging diverse perspectives, supporting the rights of all individuals, practising inclusivity and fostering an environment that engenders trust, confidence, collaboration and mutual cooperation.
7. Take direction from the members, ensuring representation processes are in place.
8. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
9. Work to ensure that issues are resolved through a fair process (ie. with advanced notice, time to prepare and the right to appear).
10. Strive to be objectively informed and only share information that is reliable.
11. Respect confidentiality.

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ of the École Willows School PAC have read, understood, and agree 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 \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_