

**HELEN GORMAN ELEMENTARY
PATENT ADVISORY COUNCIL**

CONSTITUTION

The Helen Gorman Elementary Parent Advisory Council (“PAC”) is a volunteer organisation whose membership includes all parents and/or guardians of students attending Helen Gorman Elementary. It shall be free of any commercial, partisan, sectarian, racial or gender bias.

A. MISSION STATEMENT, PURPOSE, AIM AND OBJECTIVE

1. To be the collective voice of the parents at Helen Gorman Elementary.
2. Promoting effective communication and consultation between the home and school.
3. To provide leadership in the school community.
4. Encouraging parents to participate in meaningful educational activities and decision making within the school and school district.
5. To participate in the work of the school planning council through the PAC & SPC’s (“School Planning Council”) elected representatives.
6. Strengthen the role of families in education and schooling.

B. DISSOLUTION

Upon dissolution of the PAC, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the dissolution shall be distributed to such charitable organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

BYLAWS

A. MEMBERSHIP

1. Voting membership of the PAC is comprised of all parents and/or guardians of students of Helen Gorman Elementary.
2. No member of the PAC shall in his/her individual capacity be liable for any debts or liability of the PAC.
3. Members of the school community who are not parents of students registered in the public-school system may be invited to become a non-voting member of the PAC.

B. MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of members held in May or June of each year.
2. During the ten (10) month school year, General PAC Meetings will be held in at least six (6) of those months.
3. The Executive and Special Meetings shall be held at the discretion of the Executive Members, or upon receipt of a petition representing 50% of the voting PAC members.
4. All proceedings of any meeting shall be carried out in a responsible, orderly fashion as directed by the President or his/her designate. General Meeting will be conducted with fairness to all members. In the event of breakdown of said order, the President will refer to the "Robert's Rules of Order" currently on hand.
5. Notices of General and Special Meetings will be posted on the PAC Bulletin Board and/or Cougar Paw Newsletter and/or PAC Page to PAC members, with a minimum of one week's advanced notice given to PAC members.

C. VOTING

1. The voting member present and never less than three Executive Members, at a General PAC Meeting shall constitute a "quorum".
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. The right to vote in a tie situation is at the discretion of the President of the PAC. If the President chooses not to vote, the motion will be lost.
4. For the purpose of recording the opinion of the PAC, a majority of 51% must be reached. Failing this, the minority vote must also be recorded.
5. Voting of members on all matters must be given personally. Voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands. Election of Executive Members shall be done by secret ballot only when more than one member is nominated.
7. Votes by secret ballot shall be counted by non-voting observers.
8. A vote will be taken to destroy the ballots after every election.

D. EXECUTIVE MEMBERS

1. The affairs of the PAC shall be managed by volunteer board of Executive Members and the Immediate Past President. The Executive Members shall be as follows:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) COPAC Representative
- (f) Immediate Past President (not elected)
- (g) Hot Lunch Coordinator
- (h) Special Events Coordinator

Executive Members will not receive any remuneration or other financial benefits for their services to the PAC regardless of the type of service provided. Any Executive Member or PAC member receiving a salary or other form of remuneration from School District 23 will be allowed to vote for any business dealing with non-gaming funds, providing said Executive Member or PAC member disclose to the council when a conflict-of-interest scenario arises. For BC Gaming Commission funds or conflict of interest scenarios, the above noted Executive Member or PAC member must serve as a non-voting member (requirement of the BC Gaming Commission).

E. ELECTION OF EXECUTIVE MEMBERS

- 1. Call for nominations shall be made at the General PAC Meeting.
- 2. The Executive Members shall be elected as needed by the current PAC membership. Persons nominated for a position as an Executive Member must be a PAC member.
- 3. On election or appointment, every Executive Member will be required to sign the Helen Gorman Elementary Executive Member Code of Ethics (refer Addendum A).

F. LENGTH OF TERM OF OFFICE

- 1. The term of office shall commence in July of each year for one year. When possible, new Executive Members will shadow with the current Executive Member for the month of June.
- 2. Any elected PAC member may serve as an Executive Member for as many years she/he is elected to a position. However, no person may hold any one position for more than two consecutive

years unless no member puts their name forward for the vacant position by the September General PAC Meeting.

3. The President and Treasurer may not hold more than one elected Executive Member position at any one time.

G. EXECUTIVE MEMBERS

1. President

- (a) shall ensure the PAC activities are aimed at achieving the purposes set out in the Constitution;
- (b) shall be the spokesperson for the PAC;
- (c) shall preside at all meetings;
- (d) shall set and circulate the agenda for all meetings;
- (e) shall be one of the financial signing officers;
- (f) shall by virtue of their position have the option to be a member on all committees;
- (g) shall appoint committees and oversee committee development;

2. Vice-President

- (a) shall act in the President's position in their absence;
- (b) shall assume the position of President if for any reason the position is vacated (NOTE: in the event the VP declines the position, the VP will assume the responsibilities of the President until a vote is taken to elect a new President);
- (c) shall assist the President in the performance of their duties;
- (d) may be one of the alternate financial signing officers;
- (e) shall oversee the publication of the monthly newsletter and assist the President with providing information for the school newsletter to the school;
- (f) shall accept extra duties as required.

3. Treasurer

- (a) shall maintain an accurate record of all expenditures on behalf of the PAC;
- (b) shall be one of the financial signing officers;
- (c) shall receive all monies for and on behalf of the PAC;
- (d) shall keep all PAC financial records confidential and shall not release to any party not a member of the PAC, unless instructed to do so by the Executive Members;

- (e) shall disburse funds authorized by the Executive Members of the PAC;
- (f) shall give a report at all General PAC Meetings;
- (g) shall deposit all monies collected on behalf of the PAC in an account at a recognized financial institution approved by the Executive Members;
- (h) shall have the financial records ready for inspection and/or audit annually and present the financial report upon receipt;
- (i) shall ensure that another financial signing officer has access to the books in the event of their absence.

4. Secretary

- (a) shall keep accurate minutes of all meetings of the PAC;
- (b) shall distribute minutes to members within the week after the last meeting as follows;
 - i) draft minutes to be provided to attendees for approval within one week of meeting;
 - ii) approved minutes adopted at next General PAC Meeting;
 - iii) adopted minutes to then be posted;
- (c) shall keep a current copy of the Constitution;
- (d) shall make available upon request to any other PAC a copy of the Constitution;
- (e) shall keep accurate records of incoming and outgoing correspondence and to provide a summary of such correspondence at the regular meetings;
- (f) shall keep all papers and mail belonging to the PAC that are not specifically the responsibility of, or assigned for safekeeping to some other member;
- (g) shall be responsible for sending out appropriate acknowledgements to students, parents and /or staff when significant events occur;
- (h) shall be responsible for maintaining files;
- (i) may be an alternate financial signing officer.

5. COPAC Representative

- (a) shall attend all monthly Central Okanagan Parent Advisors Committee ("COPAC") meetings and report back at the following General PAC and /or Executive Members Meeting;
- (b) In the event that the COPAC Representative cannot attend a COPAC meeting, any Executive Member can attend on their behalf;
- (c) shall vote on behalf of the PAC at the COPAC meeting;

(d) May be an alternate financial signing officer;

6. Immediate Past President

(a) shall assist and advise the Executive Members in all matters concerning the PAC;

7. Hot Lunch Coordinator

(a) shall implement a hot lunch program in the school for the entire school year which will be part of the PAC's ongoing fundraising efforts;

(b) shall recruit assistants when necessary;

(c) May be an alternate financial signing officer.

8. Special Events Coordinator

(a) shall lead the organization of fundraising and family events at the school;

(b) shall act as a liaison between special events sub-committees and the Executive Members;

(c) shall develop and maintain accurate records of fundraising and family events;

(d) May be an alternate financial signing officer.

H. COMMITTEES

1. Committees are responsible to all members.

2. No committee shall have the authority to act without the express consent of the Executive Members.

I. FINANCES

1. The PAC's fiscal year ends June 30th each year.

2. Expenditures over \$200.00 require the approval of the membership. Expenditures under \$200.00 can be approved by a majority of Executive Members.

3. The Treasurer shall maintain an account at a recognized financial institution approved by the Executive Members. The financial signing authority shall be vested in the President, Treasurer and two additional Executive Members.

4. PAC member and designated school employees may collect money on behalf of the PAC and any such money must be deposited into the PAC drop box with 48 hours of receipt.

5. The Treasurer shall deposit monies no less than once per month.

6. Any petty cash fund shall be held by the Treasurer for miscellaneous expenses. The amount available shall be specified by the Executive Members on a yearly basis. Receipts must be kept for all expenditures. Any receipts of expenses incurred on behalf of the PAC shall promptly be turned over to the Treasurer together with a listing of the item, date of purchase and name of the purchaser. If a receipt is lost a "lost receipt form" must be filled out.
7. The financial records of the PAC shall be formally inspected bi-annually. A copy of the report shall be distributed as soon as possible to the Executive Members. The report shall be made available to member upon request.

J. CONSTITUTIONAL AMENDMENTS

1. The Constitution shall be reviewed at least every five years by a special committee consisting of minimum of three members of which at least one is a current Executive Member.
2. Any proposed changes to the Constitution shall require written notice to the Executive Members at least one meeting prior to the meeting at which the vote to adopt the changes will be taken.
3. Written notice specifying the proposed amendments must be posted on the PAC Bulletin Board not less than 14 days prior to the meeting.
4. All motions to amend shall require a 51% majority vote of the members present.

K. CODE OF CONDUCT

1. The PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the community.
2. A conflict of interest arises when an Executive Member could benefit financially from a decision of the council that they can influence or vote on. An Executive Member has a duty to report the conflict promptly to the Executive Member, and refrain from using their position for personal advantage.
3. Executive Members are expected to uphold the Constitution and Bylaws.
4. Executive Members shall make every effort to attend Helen Gorman Elementary PAC meeting.
5. If for any reason an Executive Member does not fulfill their duties they can be removed.
6. Executive Members shall perform their duties to the best of their abilities with honesty and integrity and with the best interests of the Helen Forman Elementary PAC in mind.

7. Executive Members shall ensure that the well being of students is the primary focus of all decisions.
8. Executive Members shall be willing to take direction for the PAC membership.
9. Executive Members shall respect all confidential information.
10. Executive Members shall respect the rights and opinions of all individuals.
11. Executive Members shall encourage and support parents with individual concerns to act on their own behalf by providing information about the process for taking concerns forward.

L. REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, by majority vote of not less than 75%, remove an Executive Member before expiration of their term of office and may elect a successor to complete the term.
2. Witten notice specifying the intention to make a motion to remove the Executive Member shall be given by way of a sealed confidential envelope to the PAC members not less than 14 days before the General or Special PAC meeting.

M. MISCELLANEOUS

1. A copy of this Constitution shall be forwarded to School District #23 once adopted to the attention of the Secretary-Treasurer.
2. No Helen Gorman Elementary parent will profit from selling a product of service through the PAC. If a product or service is offered by a parent with *ALL* proceeds including their profit going to the Helen Gorman Elementary PAC it can be discussed and decided on at a General PAC Meeting with a 51% approval of PAC membership in attendance.
3. The PAC Bulletin Board shall be used only for PAC business and issues concerning the PAC. The Executive Members will decide on any and all postings.

Date of last Revision: September 2025

By Dani Walls, Kacy Martin, Jacqueline Pizzey