

GEORGE T CUNNINGHAM ELEMENTARY
SCHOOL

PARENT ADVISORY COUNCIL (PAC)

CONSTITUTION AND BYLAWS

AMENDED June 2024

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Section 1 – General

NAME

George T Cunningham Elementary School Parent Advisory Council; commonly known as the "Cunningham PAC".

DEFINITIONS AND INTERPRETATIONS

"Administration" means the Principal, Vice-Principal or an official acting on behalf of the Vancouver School Board.

"Annual Budget" means the budget for a fiscal year as adopted or amended by the members.

"AGM" means an annual general meeting at which all members have the right to attend, annual reports are communicated, the budget for the upcoming year is approved and elections to the executive committee are held.

"By-laws" means the rules governing the section and activities of the PAC's internal affairs.

"Chair" means the person who presides over a meeting, committee or board.

"Committee" means a person or group of persons appointed or approved by the executive committee to perform a service, function or specific task.

"Cunningham Adult" means any person associated with the school, including voting and non-voting members of the PAC.

"DPAC" or "district parents' 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. 39.

"Executive Committee" means a group of persons elected to perform the management functions of the PAC.

"Member" means a person who is part of the PAC, who becomes and remains a member in accordance with these by-laws.

"Officer" means an elected or appointed member of the executive committee.

"PAC" means the parent advisory council organized according to the School Act and operating as a parent advisory council in George T Cunningham Elementary School.

"Parent" means, in respect to a child or children registered at George T Cunningham Elementary School, the parent(s) or other person(s) who have guardianship or who usually have the care and control of the student or child.

"Regular PAC Meeting" means a general meeting at which the executive committee provides an update on activities and where all members have the right to attend and to express or raise their opinions, views or concerns.

"Special Meeting" means a meeting that is called for the sole purpose of bringing forward a specific motion or discussion and voting on that specific motion.

"Staff" means the administrators, teachers, support staff, and other individuals employed by the Vancouver School Board and ordinarily working at George T Cunningham Elementary School.

"Term" means the period of time between each election held to elect the Executive Committee.

PURPOSES

Section 8 of the British Columbia School Act gives parents of school age children attending a school in any district in British Columbia, the right to establish and belong to a Parents' Advisory Council ("PAC") for that school.

The purposes of the Cunningham PAC are:

- To provide a forum where Cunningham Adults may safely express their opinions and reactions to education and other matters related to the education of the students at George T Cunningham Elementary;
- To provide opportunities for Cunningham Adults to actively contribute and participate in ways that enhance the school and complement each child's school experience;
- To advise the school principal and staff regarding parental views about Cunningham programs, policies and activities;
- To assist in carrying out the school's mission statement, philosophy and goals as set by the administration;
- To communicate with Cunningham Adults, and to promote cooperation between the home and school as it relates to the education of the children;
- To encourage parental involvement and to support programs that promote parental involvement;
- To contribute a sense of community within the school and *between* the school, home and neighbourhood;
- To determine and implement fundraising activities or programs to financially assist, on a charitable basis with projects that benefit the school and the members of the PAC as a whole; and
- To assist Cunningham adults in accessing the school system and to advocate on behalf of the Cunningham adults and students.

SECTION 2 - Membership

MEMBERS

All parents of students enrolled at George T Cunningham Elementary School are voting members of the PAC and are entitled to attend meetings.

Administration and staff of George T Cunningham Elementary School are non-voting members of the PAC. Other Cunningham Adults are non-voting members of the PAC.

It is the duty of each member, to remain in good standing with the PAC, to comply with the by-laws of the PAC.

TERMINATION OF MEMBERSHIP

Membership in the PAC ceases when the parent no longer has a child enrolled at George T Cunningham Elementary School.

Staff membership ceases when the staff are no longer staff members of George T Cunningham Elementary School.

No member may be expelled from the PAC.

SECTION 3 - Meetings

Annual General Meeting (AGM)

One (1) AGM shall be held each year at George T Cunningham Elementary School on a date and time to be set by the Executive Committee; the AGM should be held every calendar year and not more than fifteen (15) months after the adjournment of the previous AGM.

The AGM shall consist of the Chair's report, the Treasurer's report, the Principal's report (if available), a proposed budget and an election of the Executive Committee.

Regular PAC Meetings

The PAC shall strive to have no less than four (4) regular meetings held throughout the school year at George T Cunningham Elementary School, on dates and times to be set by the Executive Committee, in order to conduct current business.

Executive Committee Meetings

The Executive will carry out the business of the organization and only a minimum of business will be represented to the general membership in order that Regular PAC meetings may be devoted to programs related to the purpose and objectives of the PAC, rather than to the administrative business of the organization.

Meeting Guidelines

PAC meetings (AGM, regular and special) shall be open to all Cunningham Adults.

Reasonable notice of any AGM, regular PAC or special meeting shall be published in as many of the following places as is possible: the PAC website, the VSB George T Cunningham School website, included in the school's newsletter and/or on the George T Cunningham PAC Kiosk.

Meeting formats will strive to follow the Robert's Rules of Order model at every opportunity unless they are in conflict with the guidelines of this Constitution and By-laws.

Meetings will be conducted efficiently and with fairness to the members present.

Meeting attendees are expected to conduct themselves in a respectful manner, in keeping with the George T Cunningham Elementary Code of Conduct.

Attendance shall be taken at meetings and kept on record.

SECTION 4 – Quorum and Voting

Quorum

For PAC General Meetings (regular, special or AGM) a quorum shall be three (3) voting members. If quorum is not met within 10 minutes of the meeting's scheduled start time, any votes will be brought forth to the next meeting. Agenda items not requiring votes (i.e. reports and updates) may proceed without quorum.

For Executive Meetings a quorum shall be the majority (50% + 1) of the current Executive Committee.

Voting

Election of the Executive Committee shall be by a simple majority vote of the members present at the AGM.

Motions arising at any meeting shall be decided upon by a simple majority vote of the members present.

Special resolutions shall be decided upon by a 2/3 majority vote of the members present.

Amendments to the PAC Constitution and by-laws shall be decided upon by a 2/3 majority vote of the members present.

Decisions and resolutions passed at Executive Meetings shall be decided upon by a majority vote of the Executive Committee.

Unless otherwise decided, voting shall be by a show of hands or, where requested by two voting members present, by secret ballot.

In the case of time sensitive issues an online vote of all members participating in the PAC discussion group will be held and shall be decided upon by a majority vote and recorded in the minutes of the next PAC meeting.

In the case of a tie vote at any meeting, the Chair does not have the deciding vote and the motion will be lost.

SECTION 5 – Governance and PAC Executive Committee

The Executive Committee may exercise all the powers of the PAC provided that such powers do not contravene legal statute or are not otherwise lawfully directed or prohibited.

A voting member may hold any executive position if they are voted into that position at the AGM or appointed by the Chair.

No employee of the Vancouver School Board working at George T Cunningham Elementary School (whether permanent/temporary, full or part time) shall hold an executive position.

The executive committee shall be elected for one term by members at the AGM and shall hold office beginning the first day after the last day of school. No person shall hold more than one elected Executive position at any time.

The Executive Committee shall strive to consist of a Chair, a Secretary and a Treasurer, and may have Members at Large, Fundraiser(s) or any other positions by whatever name for the purposes of carrying out the duties of the PAC.

The number of Members at Large with voting rights on the Executive Committee shall be limited to three (3) elected positions.

At no time shall the Executive Committee be less than two (2) in numbers.

The Executive Committee shall name at least three (3) and no more than four (4) signing officers for banking and legal documents, one of which must be the Treasurer.

Executive Committee members are volunteers and shall receive no remuneration for their duties.

Executive Committee members shall cease to hold office upon they cease to be members of the PAC.

If a position on the Executive Committee is vacant, the position may be filled by appointment by the Chair, or the duties of the position may be shared by other Executive Committee members.

Executive Committee members who wish to resign their position before their term is up must do so in writing to the Secretary. At that time, the resigning Executive Committee member shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer all records to the Chair.

Executive Committee members may be removed by a majority vote of the Executive Committee. The removed member will remain as a member of the PAC.

Executive Committee members will be given reasonable notice of executive meetings.

If an Executive Committee member is temporarily unable to perform his/her duties, as in the case of illness, travel or personal matters, it is the Executive Committee

member's responsibility to ask other Executive Committee members to temporarily cover their duties.

The term of office shall commence in September of each year and shall be for one year. With the exception of at least one PAC Executive member who will remain until the end of November to assist with the transition of newly elected members. Any elected member of *the* Council may serve on the Executive for as many years as he/she is elected to a position.

SECTION 6 - Duties and Powers of the Executive Committee

It is the duty of the PAC Executive Committee to guide PAC members in school-enhancing activities, to set agendas for meetings, to manage PAC funds in accordance with Section 7 of this Constitution and to act in an advocacy role on behalf of Cunningham Adults, in school decision-making.

Executive members shall endeavour to attend all PAC meetings.

The Chair

The Chairperson shall be the Chief Officer of the PAC and shall:

- Convene and preside meetings of the PAC and ensure that all decisions are carried into effect;
- Ensure that all duties of Executive Committee members are properly performed;
- Oversee all committees and subcommittees;
- Receive and review all correspondence including bank statements and distribute or cause to be distributed as necessary;
- Ensure at least one (1) Chair has signing authority for banking and other documents;
- Be the official spokesperson for the PAC but may appoint a designate when necessary;
- Consult with the school's Administration and other staff as needed in preparation of the Annual budget for the upcoming year, and assist in the preparation of the Annual budget for approval at the AGM by a quorum of members;
- Report of the year's proceedings and activities at the AGM;

- Apply for the Gaming Grant or designate an Executive Committee member to do so; and
- Serve in an advisory capacity to the incoming Executive Committee, if called upon to do so.

If the Chair is unable to attend a meeting, the Secretary shall call the meeting and another appointed member will assume the duties of the Chair for that meeting or, in the absence of a Chair, the members shall choose by a simple majority vote from those present.

If there is a requirement to fill the Chair position prior to the end of the term, the position must be filled by another Executive Committee member by a majority vote of the Executive Committee.

The Secretary

The Secretary shall:

- Post the agenda as proposed by the Chair for all PAC meetings;
- Record, prepare and distribute the minutes of any meeting;
- Send the minutes to the Chair and/or other Executive Committee member for review; and
- Post the adopted and unadopted minutes to the PAC website and PAC kiosk.

In the event that the Secretary is unable to attend a meeting, the Chair shall appoint or approve another member to record minutes of that meeting. Any other duties required of the Secretary for the meeting shall be filled by another Executive Committee member.

The Treasurer

The Treasurer shall:

- Act as custodian of the funds of the PAC and take direction from the Executive Committee;
- Keep an accurate accounting of all money received and disbursed;

- Be responsible for depositing all PAC funds into the appropriate bank account on behalf of the organization, and pay any and all bills as required;
- Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices;
- Keep the financial records of the organization;
- Assist in drafting the Annual budget for the upcoming school year, with the assistance of the Executive Committee, for approval at the AGM;
- Give a financial report/update at each PAC meeting and submit an annual financial report at each AGM;
- Complete and file the annual Gaming Account Summary Report (if the gaming grant was received); and
- Ensure that another financial signing officer has access to the books and accounts in the event of the Treasurer's absence.

The Member at Large (*Optional*)

The Member at Large shall:

- Post the adopted and unadopted minutes to the PAC website and PAC kiosk;
- Serve as a liaison between the Executive Committee and the Membership;
- Assist with collections directly from the classrooms;
- Post notices, when required, for activities and/or fundraising events;
- Assist with the planning and/or facilitation of certain activities;
- Perform any other duties as determined by the Executive Committee; and
- Actively encourage and recruit other parent volunteers from within the PAC.

SECTION 7 - Financial Matters

General Financial Guidelines

The Executive Committee shall name at least three (3) and no more than four (4) signing officers for banking and legal documents. Two signatures will be required on all documents and cheques.

The fiscal year of the PAC will be September 1 to August 31, until such time as the Executive Committee deems it necessary to change the dates of the fiscal year.

All funds of the PAC must be kept on deposit in the name of the George T Cunningham PAC.

The Executive Committee will prepare a budget and present it to the members for approval before the current budget expires.

The Executive Committee shall prepare and present to the members at an AGM, a financial statement showing the income, expenditures, assets and liabilities, of the PAC during the preceding fiscal year. The financial statement shall be signed by two or more members of the Executive Committee and/or by an auditor appointed by the Executive Committee.

Discretionary Spending by PAC Executive Committee

The Executive Committee may approve a maximum dollar amount of up to \$300 without prior approval of the membership, for any one item and/or request.

For a single expenditure in excess of \$300, the request will be brought forward to a PAC General Meeting, for consideration and approval by the general membership.

For a single expenditure in excess of \$5,000, the Executive must develop project criteria and demonstrate that a broad consultation and approval process was carried out with Cunningham Adults and Staff. Approval for such an expenditure requires a 2/3 majority vote of the members present at a regular PAC meeting.

SECTION 8 – Documents and Records

Maintenance, Inspection and Transfer of Records

The Executive Committee shall see that the minutes of any meeting and all other necessary books and records of the PAC are regularly and properly kept.

The books and records of the PAC shall be open to inspection by any member within five (5) business days, upon request.

The outgoing Executive Committee shall arrange for the orderly transfer of records and information to the incoming Executive Committee. At least one (1) meeting will be scheduled prior to the end of the school year or within 30 days of the AGM, *whichever* is sooner.

Property in Documents

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

Address of Service

The PAC's physical address is that of George T Cunningham Elementary, 2330 East 37th Avenue, Vancouver, BC, V5R 2T3 to which all communications and notices may be sent.

SECTION 9 – Altering the By-laws

Bylaws of the Society may be amended at any special meeting or AGM of the Society by a special resolution adopted by at least three-quarters (3/4) of the members present at the meeting.

Bylaws which are under review shall be posted a minimum two (2) weeks prior to the meeting with the understanding that they are subject to review and final revision by the members during the special meeting or AGM.

SECTION 10 - Dissolution

Upon winding up or dissolution of the PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up, shall be distributed to George T Cunningham Elementary School. In addition, all records of the

PAC shall be turned over to the current Principal of the school. This provision shall be unalterable.