



École Qayqayt Elementary School Parent Advisory Council (PAC)
85 Merivale Street New Westminster, BC V3L 0G2
Tel: 604-517-6050

Ecole Qayqayt Elementary PAC Constitution

The name of the Council is the Ecole Qayqayt Elementary Parent Advisory Council

The Council will operate as a non-profit organisation with no personal financial benefit or liabilities accruing to members.

The business of the Council will be unbiased towards Indigenous identity, race, ancestry, place of origin, colour, religion, caste, age, sex, sexual orientation, gender identity, gender expression, marital status, family status, genetic characteristics, physical ability, or mental ability. Or toward any other personal characteristics as listed in the BC Human Rights Code.

PURPOSES OF THE COUNCIL

1. To promote the education and welfare of students in Ecole Qayqayt Elementary School.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To review, discuss and advise the school board, principal, and staff on any matter relating to the school including:
 - a. school policy and procedures,
 - b. programs and services,
 - c. parent/community education,
 - d. learning resources,
 - e. facilities and equipment.
4. To participate in the work of the school planning council through the Council's elected representatives.
5. To provide leadership in the school community.
6. To communicate with parents, and to promote cooperation and sense of community between the home and the school in providing support for the education of the children.
7. To provide parent education and development and a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about their child's education or other concerns.
9. To advocate and support in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support meaningful activities for the school community throughout the school year.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of New Westminster District Parent Advisory Council.



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INTERPRETATION OF TERMS

“Community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.

“Conflict of Interest” refers to a situation in which an individual or their immediate family could benefit monetarily from a decision of this Council, which that individual can influence or vote upon.

“District” means School District No. 40.

“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. 40.

“Executive” or **“executive members”** members of the PAC who are elected at the AGM to represent and speak on behalf of Qayqayt parents, and carry out the operations and activities of the PAC.

“PAC” or **“Parent Advisory Council”** means the parents organized according to the School Act and operating as parent advisory council in Ecole Qayqayt Elementary.

“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 School District No. 40.

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 40.



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Bylaws for Ecole Qayqayt Elementary PAC

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Section I MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Ecole Qayqayt Elementary School (Qayqayt) are voting members of the Council.
2. Administration and staff (teaching and non-teaching) who are parents and guardians of students registered at Qayqayt shall be voting members of the council provided they are not perceived to be in a conflict of interest by the membership.

Non-voting members

3. Administrators and staff (teaching and non-teaching) of Qayqayt may be invited to become non-voting members of the Council.
4. Members of the school community who are not parents of students registered in the public school system 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.

Compliance with bylaws

6. Every member will uphold the constitution and comply with these bylaws.

Section II MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held monthly during the school year with the exception that one or two meetings may be cancelled during the school year if there is no pertinent business.
3. One Annual General Meeting (AGM) will be held during the school year.

Conduct

4. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community without their permission.
5. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
6. Meeting attendees will engage in a respectful, kind and compassionate manner towards guest speakers, school administration, volunteers that make up the executive and with members.



Notice of Meetings

7. Members will be given one week notice to attend monthly general meetings and at least 30 days notice for the Annual General meeting.
8. A calendar of meetings for the following school year will be determined in collaboration with the school administration before the next school year.

Section III PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.
2. A quorum for general meetings will be three voting members.
 - a. The quorum must contain at least 2 officers (Chair, Vice Chair, Secretary, Treasurer, DPAC Representative).
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.

Voting

4. 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). While consensus will be sought in all votes, a simple majority will carry the vote to pass. A majority will be calculated based on the number of actual voters, not the eligible number of votes.
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. Voting members must be present to vote on all matters. Voting by proxy will not be permitted, except for electronic meetings. Voting may still occur in person by a show of hands during in-person or in-person attendance at hybrid meetings.
7. One vote per family attending Qayqayt may be cast.
8. Upon request by two voting members, a secret ballot can be called. A vote will be taken to destroy the ballots after every election.
9. The election of the PAC DPAC representative will be by secret ballot, as per the School Act.



Section IV EXECUTIVE

Role of executive and its members

1. The executive will manage the Council's affairs between general meetings, acting for the benefit of the school on the direction of members, within the framework of the Council's mission, vision and goals.
2. Executive members will participate in the business of the PAC including attending executive meetings, and will give advance notice of absence from meetings.
3. The Officers include chair, vice-chair, secretary, and treasurer.
4. The executive will include Officers, immediate Past Chair, CPF Representative, and up to 10 members at large.
 - a. Members at Large may take on specified coordinator roles as deemed required by the executive.

Eligibility

5. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 40 or the Ministry of Education and Child Care.
6. No person may hold more than one elected executive position at any one-time.
7. Only one parent per family/household may hold an elected executive position at any one-time.

Perception of Bias

8. Perceived bias may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. Members who hold positions as school board or Ministry of Education and Child Care employees, or who are elected government officials, may be perceived as having bias, or a conflict of interest, and not speaking or acting solely on behalf of Qayqayt parents.
9. The Council must represent, and advocate for parents of Qayqayt in good faith and without bias while upholding the integrity of the membership.

Election of executive

10. The executive will be elected at each annual general meeting.
11. Elections will be conducted by the chair.



Term of office

12. The executive will hold office for a term of one year beginning immediately following the election. Former Officers, Representatives, and Coordinators may be asked to support the incoming executive team for a transition period.

Vacancy

13. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

14. The members may, by a majority of not less than 75% 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.
15. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.
16. An executive member who fails to attend two consecutive general meetings without notice to the executive will be asked in writing by the chair or another officer to confirm their intent to continue or resign from their role. If the absentee executive member fails to respond within 10 days, they may be removed from their role on the executive at the discretion of the remaining executive members.

Remuneration of executive

17. No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.



Section V EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chair. Meetings will be held as needed.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

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

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

Section VI DPAC & EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council (DPAC) representative

1. One representative to the New Westminster DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 40 or the Ministry of Education and Child Care.

Election of DPAC representatives

2. The election of representatives to the DPAC must be by secret ballot.

Term of office

3. DPAC representatives will hold office for a term of one year.

Vacancy

4. If a DPAC representative 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.



External committees

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 40 or the Ministry of Education and Child Care to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section VII CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

1. A parent who accepts a position as a Council executive member, committee member, or representative must:
 - a. uphold the constitution and bylaws, policies, and procedures of the electing body;
 - b. performs their duties with honesty, integrity, compassion and in the interests of the Council;
 - c. works to ensure that the well-being of students is the primary focus of all decisions while also advocating in good faith for the best interest of the parent community; and
 - d. respects the rights of all individuals.
2. On election or appointment, every executive member and representative must sign and agree to abide by the Statement of Understanding.

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of their interest to the membership and executive.
5. Such an executive member or representative must avoid using their position on the Council for personal gain.



Section VIII DUTIES OF EXECUTIVE AND REPRESENTATIVES

DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The Chair will:
 - (a) speak on behalf of the Council,
 - (b) consult with Council members,
 - (c) preside at membership and executive meetings,
 - (d) ensure that an agenda is prepared,
 - (e) appoint committees where authorized by the membership or executive,
 - (f) ensure that the Council is represented in school and district activities,
 - (g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution,
 - (h) be a signing officer, and
 - (i) provide an annual summary at the AGM.

2. The Vice-chair will:
 - (a) support the chair,
 - (b) assume the duties of the chair in the chair's absence or upon request,
 - (c) assist the chair in the performance of their duties,
 - (d) accept extra duties as required, and
 - (e) be a signing officer.

3. The Secretary will:
 - (a) ensure that members are notified of meetings,
 - (b) record and file minutes of all meetings,
 - (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request,
 - (d) prepare and maintain other documentation as requested by the membership or executive,
 - (e) issue and receive correspondence on behalf of the Council,
 - (f) ensure safekeeping of all records of the Council, and
 - (g) may be a signing officer.

4. The Treasurer will:
 - (a) be one of the signing officers,
 - (b) ensure all funds of the Council are properly accounted for,
 - (c) disburse funds as authorized by the membership or executive,
 - (d) ensure that proper financial records and books of account are maintained,
 - (e) report on all receipts and disbursements at general and executive meetings,
 - (f) make financial records and books of account available to members upon request,
 - (g) have the financial records and books of account ready for inspection or audit annually,



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- (h) with the assistance of the executive, draft an annual budget,
 - (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence, and
 - (j) Prepare a monthly statement of revenue and expenditures. These provide the current status of accounts, which are used to inform decisions related to budget changes. They also provide transparency and accountability of our activities to the PAC and parent community.
 - (k) submit an annual financial statement at the annual general meeting.
5. The DPAC Representative will:
- (a) attend meetings of (New Westminster DPAC) and represent, speak, and vote on behalf of Ecole Qayqayt Council,
 - (b) maintain current registration of the Council,
 - (c) report regularly to the membership and executive on all matters relating to the DPAC,
 - (d) seek and give input to the DPAC on behalf of the Council,
 - (e) receive, circulate, and post DPAC newsletters, brochures, and announcements,
 - (f) receive and act on all other communications from the DPAC, and
 - (g) liaise with other parents and DPAC representatives.
6. Members-at-Large will:
- (a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.
7. The immediate Past President will:
- (a) advise and support the membership and executive, and
 - (b) provide information about resources, contacts, and other matters.
8. Coordinator roles will be defined as needed by the executive. Coordinator role profiles and duties will be generated by the executive as needed.



Section IX COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. Committees such as PAC lunch, Fundraising, Parent Education, Special Events, and other committees may be formed by the membership and report to the executive and membership.
3. 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.
4. Committees will draft a budget for the membership approval.
5. A Nominating Committee may be struck in April for the May AGM. Nominations may be received up to and during the AGM, until declared closed by the Chair.

Section X FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be September 1 to August 31.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

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.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on these documents.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. There shall be no less than the greater of \$1050 or 10% of the previous year's gaming grant amount in the PAC general account at the beginning of the school year to allow for general operating expenses.
7. The executive must have an approved budget for the current fiscal year in order to raise and spend PAC funds.
8. A budget may not cover the time period of more than one fiscal year.



Non-budgeted expenditures

9. If there are available funds, the executive may spend up to \$200 without an express vote for items in keeping with those generally approved in the budget.
10. The annual budget may be amended by a vote by members at a general meeting.

Treasurer's report

11. A treasurer's report will be presented at each general meeting.

Auditor

12. Members at a general meeting may appoint an auditor.

Section XI CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council'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 posted in a conspicuous place in the school or made accessible to all members, and on a virtual platform available to all members.

Section XII PROPERTY IN DOCUMENTS

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.

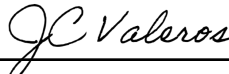
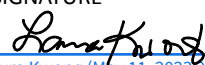



Section XIII DISSOLUTION

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 School District No. 40 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.



- In the event of winding up or dissolution, all records of the Council shall be given to the principal of Qayqayt.

This Constitution and Bylaws are adopted by Ecole Qayqayt Elementary PAC, of New Westminster, British Columbia, Canada on this 10 day of the month May of the year 2023 .

JC Valeros	
CHAIRPERSON'S NAME	SIGNATURE
Laura Kwong	 Laura Kwong (May 11, 2023 21:45 PDT)
PAST CHAIRPERSON	SIGNATURE
Michelle Kennedy	 Michelle Kennedy (May 11, 2023 21:43 PDT)
VICE CHAIRPERSON	SIGNATURE
Grace Steyn	 Grace Steyn (May 12, 2023 05:35 PDT)
SECRETARY	SIGNATURE
Andrea Arnold	 Andrea Arnold (May 13, 2023 09:07 PDT)
TREASURER	SIGNATURE

Revision & Review History

May 10, 2023 Amendments to modernize and add clarification