

**KOOTENAY ORCHARDS ELEMENTARY
SCHOOL
PARENT ADVISORY COUNCIL
(KO PAC)**

Bylaws

Amended May 2024

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Section 1 — Membership

Voting members

1. All parents and guardians of students registered at Kootenay Orchards Elementary School are voting members of the council.

Non-voting members

2. Administrators and staff of Kootenay Orchards Elementary, and administrators or elected officials of School District No. 5, shall be non-voting members of the Council.
3. Members of the school community who are not parents of students currently registered in the public school system of School District No. 5 shall be non-voting members of the Council.
4. At no time shall the Council have more non-voting members than voting members.

Compliance with bylaws

5. Every member will uphold the Constitution and comply with these bylaws.

Section 2 — Meetings of Members

General Meetings

1. General meetings will be conducted with efficiency and fairness to all members.
2. The number of General Meetings will be set by Council with no less than four per year.
3. There will be an Annual General Meeting (AGM) for the purpose of election of the KO PAC executive to be held in May or June of each year, during which nominations for the executive will be put forth.
4. Executive meetings may be held as deemed necessary for the purpose of carrying on business between General Meetings.

Conduct

5. If procedural problems shall arise, “Roberts Rules of Order”, located in the KO PAC Constitution and Bylaws binder, will be used to resolve the situation, unless they are in conflict with the KO PAC Constitution or Bylaws.
6. At General Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
7. The Council will not partake in partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

8. Members will be given reasonable notice of general meetings via posting on any or all of the following: KO PAC bulletin board, Facebook page, KOES website, and/or school newsletter.

Section 3 — Proceedings at General Meetings

Quorum

1. A quorum(50% +1) for General Meetings will consist of a minimum of four voting members. Two must be executive members, one of them being the Chair or Co-Chair; the remaining two will be voting members of the PAC not on the KO PAC executive.
2. If at any time during a General Meeting a quorum ceases to be present, any business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated; any business completed beforehand will stand.

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.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority vote (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote, and the motion is defeated.
5. Members must vote in-person or via videoconferencing on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. Election of the executive members must be by secret ballot. Ballots will be destroyed after each election.

Section 4 — Executive

Role of the Executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the
 - I. PAC Chair
 - II. Co-Chair (filled if there is a KO PAC member available)
 - III. Treasurer
 - IV. Secretary
 - V. Past PAC Chair will serve in an advisory capacity for a period of at least three months

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees of Kootenay Orchards Elementary School or elected officials of School District No. 5 or the Ministry of Education.

Election of executive

4. Nominations will be made at the General Meeting prior to the AGM in May or June of each year.
5. Election of the executive will be held at the Annual General Meeting.

Term of office

6. The term of office will commence immediately following the election at the AGM and will be for one year.
7. The KO PAC reserves the right to elect an executive for a two-year term if the conditions deem it beneficial and the motion is passed by 75% vote at either AGM or a General Meeting.
8. No person may hold the same executive position for more than four consecutive years.

9. No person may hold more than one elected executive position at any one time except in the event of an unforeseen occurrence and a position needs to be filled for an interim period.
10. The Past PAC Chair will serve in an advisory capacity to the PAC executive for at least three months and up to one year.

Vacancy

11. 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 KO PAC to fill the vacancy until the next AGM.

Removal of executive

12. KO PAC voting members may, by a majority vote of not less than 75%, remove an executive from their position before the expiration of his or her term, if they are not fulfilling their duties as determined by KO PAC bylaws, and may fill the now vacant position by appointment or election of an eligible PAC member.
13. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen days prior to the meeting.

Remuneration

14. 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 5 — Executive Meetings

Meetings, quorum, notice, voting

1. Executive meetings will be held at the call of the PAC Chair when deemed necessary.
2. A quorum for executive meetings will be by simple majority (50% plus 1) of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. Motions for vote may be prepared at executive meetings but voting must be done at a general meeting when a quorum is present (unless the matter is for the executive only.)

Section 6 — Distinct Parent Advisory Council and External Committee Representatives

DPAC Representative

1. One representative to the School District No. 5 DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 5 or the Ministry of Education.

Election, Term and Vacancy

2. Election of DPAC representatives must be by secret ballot or acclamation.
3. Term of office is one year.
4. If a representative resigns or ceases to hold office for any other reason, the membership must elect an eligible member of the Council to fill the vacancy for the remainder of the term, by secret ballot.

External Committees

5. The membership or executive may elect or appoint a member who is not an employee of Kootenay Orchards Elementary School, or elected official of School District No. 5, or the Ministry of Education 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 7 — Conduct of Executive and Representatives

Code of Ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a Code of Ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the interest of the parent membership of the Council.

Privilege

3. Any information received in confidence by an executive member or representative of school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission from the person giving 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 his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section 8 — Duties of Executive and Representatives

The PAC Chair will:

1. Convene and preside at all general meetings, annual general meeting, and executive meetings, and any other special meetings as required
2. Ensure that an agenda is prepared and presented
3. Know the Constitution, bylaws, and meeting rules
4. Know where to find the resources to assist members and committees
5. Appoint committees where authorized to do so by the executive or membership
6. Consult PAC members regularly
7. Ensure that Council activities are aimed at achieving the objectives and purposes set out in the Constitution
8. Be the spokesperson of the Council
9. Be a signing officer
10. Ensure the Council is represented in school and school district activities
11. Ensure applicable grants are applied for in a timely manner

The Co-Chair will:

1. Assume the duties of the PAC Chair when necessary
2. Take on other responsibilities as necessary

The Treasurer will:

1. Receive all funds for the Council
2. Deposit all funds collected on behalf of the Council at a recognized financial institution approved by the council
3. Disburse funds as authorized by the Council
4. Maintain an accurate record of all expenditures and deposits for the Council

5. Make a report of all expenditures and receipts at the general meetings
6. Provide most recent bank reconciliation at every general meeting
7. Make books available for viewing by members upon request
8. Have the books ready for inspection or audit annually
9. Be a member of the budget committee and disbursement committee
10. Ensure that another signing officer has access to the books in the event of his or her absence
11. Submit an annual set of financial statements at the AGM of the Council

The Secretary will:

1. Ensure that members are notified of the meetings
2. Record the minutes of general meetings, annual general meetings, executive meetings, and any other special meetings
3. Issue and receive correspondence on behalf of the Council
4. Keep an accurate and up-to-date copy of the Constitution and bylaws, and prepare copies for members upon request
5. May be a signing officer
6. Safely keep all records of the Council organized and accessible within the school
7. Provide the School Board with up-to-date copies of the Constitution and bylaws and prepare copies for members upon request
8. Assist the PAC Chair with agenda
9. Post the minutes of the meetings on the KOES website and or Facebook page
10. Assist members with access to Facebook and/or the website

The DPAC Representative will:

1. Attend PAC and DPAC meetings
2. Seek and give input on behalf of the PAC and DPAC
3. Report to the Council at general meetings

The Past PAC Chair will:

1. Assist, advise, and support the Council
2. Provide information regarding resources, contacts, and other essential information to the council
3. Act as a consultant for the Chairperson

Section 9 — Committees

1. The Council may appoint KO PAC members to committees to further the Council's purposes and carry on its affairs.
2. Committees are accountable to the executive and members and will report to the Council as required.
3. Standing and ad hoc committees will be formed as necessary.
4. The executive will establish specific guidelines for each committee.
5. All committees will adhere to all KO PAC's bylaws, policies, and procedures when in operation.

A standing committee exists every year and may be described in the bylaws. Examples are budget, nominating, programs, hot lunch, etc.

An ad hoc committee is created to do a specific task within a certain period of time.

Section 10 — Financial Matters

1. The financial or fiscal year of the Council is September 1 to August 31.
2. A budget will be drawn up by the Executive, with the input of the Disbursement/Budget committee, in September and presented to the membership for approval at the general meeting in October.
3. The Council may raise and spend money to further its purposes.
4. 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.
5. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on every document.
6. Any proposed expenditures beyond the current budget or exceeding \$100.00 must first be presented at the next general meeting for approval by a majority vote.
7. A treasurer's report will be presented at each general meeting.
8. Members at a general meeting may appoint an independent auditor.
9. The Council's financial records may be reviewed by a committee of three voting (non-executive) members of the KO PAC before June 30th of each year.
10. The Council will budget for an agreed upon sum of money to be set aside for the start-up operating costs of the next fiscal year.

Section 11 — Constitution and Bylaw Amendments

1. The members of the KO PAC may, by majority vote of no less than 75%, amend the Council's Constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than thirty 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. (KO PAC bulletin board, school website, Facebook page, etc.)
4. Amendments will be dated, signed, and forwarded to the School Board Office for safekeeping only.

Section 12 — Property in Documents

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 President when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section 13 — 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. 5 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 Kootenay Orchards Elementary School to be held for 5 years.

Adopted by Kootenay Orchards Elementary School Parent Advisory Council at Cranbrook, BC on this
day _____ of this month _____ of this year _____

Signed

KO PAC Chair

Co-Chair

Treasurer

Secretary