

## Code of Ethics

A parent who accepts a position as a KO PAC executive member, committee member or representative

1. Upholds the constitution and bylaws, policies and procedures of the electing body
2. Performs his or her duties with honesty and integrity and in the interest of the Council
3. Works to ensure that the well-being of students is the primary focus of all the decisions
4. Respects the rights of all individuals
5. Takes direction from the membership and executive, ensuring representation processes are in place
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. Works to ensure that the issues are resolved through due process
8. Strives to be informed and only passes on information that is reliable
9. Respects all confidential information
10. Supports public education

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Kootenay Orchards School PAC, have read, understood, and agreed to abide by the 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 of the Executive Member, Committee Member or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

## **Section V- Executive Meetings**

### **Meetings, quorum, notice, voting**

1. Executive meetings will be held at the call of the president 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 VI- School Planning Council, Distinct Parent Advisory Council and External Committee Representatives**

### **SPC Representatives**

1. Three representatives to the school planning committee (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education

### **DPAC Representative**

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

### **Election, Term and Vacancy**

3. Election of SPC and DPAC representatives must be by secret ballot or acclamation.
4. Term of office is one year

### **External Committees**

6. The membership or executive may elect or appoint a member who is not an employee of Kootenay Orchard 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.
7. The representative will report to the membership or executive as required.

## **Section VII- 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 from school personnel, a student, parent or other member of the school community if privileged and must not be divulged without permission of 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 must 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 VIII- Duties of Executive and Representatives**

### **A. The president will**

- a) Convene and preside at all general meetings, annual general meeting, and executive meetings, and any other special meetings as required
- b) Ensure that an agenda is prepared and presented
- c) Know the constitution and bylaws and meeting rules
- d) Know where to find the resources to assist members and committees
- e) Appoint committees where authorized to do so by the executive or membership
- f) Consult PAC members regularly
- g) Ensure that Council activities are aimed at achieving the objectives and purposes set out in the constitution
- h) Be the spokesperson of the Council
- i) Be a signing officer
- j) Ensure the Council is represented in school and school district activities

### **B. The Vice-president will**

- a) Assume the duties of the President when necessary
- b) Take on other responsibilities as necessary
- c) Oversee fundraising teams

### **C. The Treasurer will**

- a) Be one of the signing officers of the executive
- b) Receive all funds for the Council
- c) Deposit all funds collected on behalf of the Council at a recognized financial institution approved by the council
- d) Disburse funds as authorized by the Council
- e) Maintain an accurate record of all expenditures and deposits for the Council
- f) Make a report of all expenditures and receipts at the general meetings
- g) Provide most recent bank reconciliation at every general meeting
- h) Make books available for viewing by members upon request
- i) Have the books ready for inspection or audit annually
- j) Be a member of the budget committee and disbursement committee
- k) Ensure that another signing officer has access to the books in the event of his or her absence
- l) Submit an annual set of financial statements at the AGM of the Council

**D. The Secretary will**

- a) Ensure that members are notified of the meetings
- b) Record the minutes of general meetings, annual general meetings, executive meetings and any other special meetings
- c) Issue and receive correspondence on behalf of the Council
- d) Keep an accurate and up to date copy of the Constitution and By laws and prepare copies for members upon request
- e) May be a signing officer
- f) Safely keep all records of the Council organized and accessible within the school
- g) Provide the School Board with up to date copies of the Constitution of and Bylaws and prepare copies for members upon request
- h) Assist the President/Vice-President with agenda
- i) Post the minutes of the meetings on the KOES website and or Facebook page
- j) Assist members with access to Facebook and/or the website

**E. The DPAC Representative will**

- a) Attend PAC and DPAC meetings
- b) Seen and give input on behalf of the PAC and DPAC
- c) Report to the Council at general meetings

**F. The Past President will**

- a) Assist, advise and support the Council
- b) Provide information regarding resources, contacts and other essential information to the council
- c) Act as a consultant for the Chairperson

**G. The School Planning Council (SPC) representative will**

- a) Be one of three elected SPC representatives
- b) Speak on behalf of the PAC at SPC meetings
- c) Take direction from the Council
- d) Report to the Council at general meetings

## **Section IX- Committees**

1. The Council may appoint KP PAC members to committees or further the Council's purposes and carry on it's affairs.
2. Committees are responsible 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 of the KO PAC's bylaws, policies and procedures when in operation.
6. A Disbursement/Budget committee will be appointed in September of each year.

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 X- Financial Matters**

1. The financial or fiscal year of the Council is September 1 to August 3.
2. A budget will be drawn up by the Executive, with the input of the Disbursement/Budget committee, in October and presented to the membership for approval at the general meeting in November.
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 all of these documents.
6. Any proposed expenditures beyond the current budget 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 XI- 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 no 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 member. (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 XII- 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 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. 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 President

\_\_\_\_\_  
Other Executive Member