Constitution

Section I – NAME

The name of this Parent Advisory Council is Skwo:wech Parent Advisory Council

The Skwo:wech Parent Advisory Council, hereafter known as the PAC, will operate as a non-profit organization with no personal financial benefit accruing to members. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSES OF THE PAC

The purposes of the Council will be:

1. To advance education of students attending Skwo:wech Elementary School by:
    a. Providing advice to, and liaising with the school;
    b. Providing extracurricular and other programs to enhance the educational experience of students; and
    c. Purchasing educational supplies and equipment for the benefit of the students.
2. To undertake activities ancillary and incidental to the attainment of the above charitable purpose.

Section III – NON-PROFIT CLAUSE

The PAC shall be carried on without purpose of gain for its members. Any profits or other gains to the organization shall be used in promoting its objectives.

Section IV -- INTERPRETATION OF TERMS

"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.

"PAC" or "parent advisory council" means the parents organized according to the *School Act* and operating as a parent advisory council in Skwo:wech Elementary School.

"parent" is as defined in the *School Act* and means:

(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

(b) the person who usually has the care and control of the student or child,

where, for the purposes of these bylaws, the student child or child is 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.

Bylaws

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Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Skwo:wech Elementary School are voting members of the PAC.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Skwo:wech Elementary School may be invited to become non-voting members of the PAC.

3. Members of the school community who are not parents or guardians of students registered in the public school system may be invited to become non-voting members of the PAC.

4. At no time will the PAC have more non-voting than voting members.

Compliance with bylaws

5. 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 not less than four times during the school year. One of those meetings will be the Annual General Meeting.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five* voting members (*the minimum number of voting members that can reasonably be expected to attend).

2. 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.

> 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 of the votes cast (50% plus 1). The Chair does not vote.

4. In the case of a tie vote, the Chair votes to break the tie.

5. Members must vote in person 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. Voting may also be done by electronic means, including, but not limited to, virtual meetings, email, or online survey tools. Electronic voting will be open to all voting members of the PAC.

7. A vote will be taken to destroy the ballots after every election where necessary.

Section IV -- EXECUTIVE Role of executive

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

Executive defined

2. The executive can include the president/Chair (this can also mean two Co-Chairs), vice-president/Chair, secretary, treasurer, DPAC representative, and members at large (such other members of the Council as the membership decides).

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 40 or the Ministry of Education, or its contractors.

Election of executive

4. The executive will be elected at each annual general meeting.

5. Elections will be conducted by the PAC Chair.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1st to June 30th).

7. Executive members, excluding members at large, may stand for re-election for up to four (4) additional consecutive terms at the same position, for a maximum of five (5) years total. After that they must move on to another position for at least one (1) year. For clarity, there is no limitation on the number of consecutive terms that a member at large may stand for re-election or hold the executive position of member at large.

Vacancy

8. 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 PAC to fill the vacancy until the next annual general meeting.

Removal of executive

9. 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.

10. 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.

Remuneration of executive

11. 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

PAC's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the President/Chair.

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

6. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1). The Chair does not vote.

7. In the case of a tie vote, the Chair votes to break the tie.

Section VI - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council 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 or its contractors.

Election the DPAC representatives

3. The election of representatives to the DPAC must be by show of hands unless more than one person is nominated then the vote will be by secret ballot.

Term of office

4. DPAC representatives will hold office for a term of one (1) year and may be reelected annually.

Vacancy

5. If the DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such elections must be by show of hands unless more than one person is nominated then the vote will be by secret ballot.

External committees

6. 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 or its contractors to represent the PAC 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 interests of the parent membership of the PAC.

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 PAC 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 PAC for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chair will

(a) speak on behalf of the PAC
(b) consult with PAC 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 PAC is represented in school and district activities
(g) ensure that PAC activities are aimed at achieving the purposes set out in the constitution
(h) be a signing officer
(i) issue and receive correspondence on behalf of the PAC
(j) provide an annual report at the annual general meeting

B. 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
(e) be a signing officer
(f) provide an annual report at the annual general meeting

C. 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) ensure safekeeping of all records of the PAC
(f) may be a signing officer

D. The Treasurer will

(a) be a signing officer
(b) ensure all funds of the PAC 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

(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
(j) submit an annual financial statement to the executive and present a copy to members at the annual general meeting
(k) apply for the annual gaming grant
(l) file annual taxes
(m) issue tax receipts as needed

E. The DPAC Representative will

(a) attend all meetings of NW DPAC and represent, speak, and vote on behalf of the PAC
(b) maintain current registration of the PAC
(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 PAC
(e) receive, circulate, and post DPAC newsletters, brochures, and announcements
(f) receive and act on all other communications from the DPAC
(g) liaise with other parents and DPAC representatives
(h) provide an annual report at the annual general meeting

F. Members-at-Large (*Directors*) will

(a) serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.

2. 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.

3. Committees will report to the membership and executive as required.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30.

Power to raise money

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

Bank accounts

3. All funds of the PAC must be kept on deposit in the name of the PAC 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 all of these documents.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

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

Auditor

8. 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 PAC'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.

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 PAC shall be deemed to be property of the PAC 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. Upon the dissolution of the organization and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to qualified donees as defined in subsection 149.1 (1) of the *Income Tax Act* (Canada).

2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of Skwo:wech Elementary School.

Adopted as Amended by the Skwo:wech PAC at New Westminster, British Columbia, on _____May 28, 2026_____.

Signed by:

Chair Signature



___ _____

Chair Name

___Jennifer Knight_____

Witness Signature:



__ _____

Witness Name and Position:

_Karmen Lisaingo, Vice-Chair_____

CODE OF ETHICS

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

1. upholds the constitution and bylaws, policies, and procedures of the electing body,
2. performs their duties with honesty and integrity and in the interests of the PAC,
3. works to ensure that the well-being of students is the primary focus of all decisions,
4. respects the rights of all individuals,
5. takes direction from the membership and executive,
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 issues are resolved through due process,
8. strives to be informed and only passes on information that is reliable,
9. respects all confidential information, and
10. supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____

of_____(name of your council) have read, understood, and agreed to abide by this 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:_____

_____

_____

Signature:_____

_____

_____Date:_____

This page can be photocopied and used annually for all executive members and representatives.