

# Pearson Road Elementary - Parent Advisory Council (PAC)

## CONSTITUTION AND BYLAWS

School Address: 700 Pearson Rd, Kelowna, B.C., V1X 5H8

## CONSTITUTION

### NAME

#### Section 1

- I. The name of the organization shall be: Pearson Road Elementary Parent Advisory Council (PEARSON PAC, PAC).

### PURPOSE AND OBJECTIVES

#### Section 2 - PURPOSE STATEMENT OF THE PEARSON PAC

*Through open communication, advocacy, and community engagement, we aim to cultivate a vibrant, inclusive, and supportive school community where every parent, guardian, educator, and administrator collaborates to enrich the educational experience of all children, where every child is actively engaged and feels valued.*

- I. **Community Building**  
To create a flourishing and connected school community through events, outreach, and parent involvement, facilitating constructive discussions that help to shape the school's direction
- II. **Respectful Communication**  
To nurture healthy communication between parents, teachers, and school administration, promoting transparency, thoughtfulness, and effectiveness.
- III. **Collaboration and Education**  
To encourage and support families to actively participate in school life, attend PAC meetings, share in decision-making, and volunteer for events or activities; to help keep families informed about PAC activities and educational issues and initiatives
- IV. **Inclusion and Diversity**  
To respect, celebrate, and welcome all individuals. To create inclusive and accessible spaces and activities where all feel safe, valued, and respected.
- V. **Advocacy**  
To represent the health, safety, and welfare needs of students to school officials, the school board, and the broader community; to work with school leaders to identify and address challenges, discuss educational policies, share insights, and work toward common goals for student success
- I. **Enriching Programs**  
To organize and host community-building events, such as family nights, educational workshops, social gatherings, and fundraisers; to develop partnerships with community organizations

# BYLAWS

## MEMBERSHIP

### Section 1

- I. All parents and legal guardians of students attending Pearson Road Elementary School are automatically members of the PEARSON PAC, with the right to be informed, vote and participate in all PEARSON PAC activities.

## POLICIES

### Section 2 - POLICY STATEMENT OF THE PEARSON PAC

*These policies represent our dedication to working effectively, ethically, and in the best interests of our school. We hold ourselves accountable to the trust placed in us by parents, students, teachers, school administration, and the wider community. We pledge to uphold these principles to the highest standards of integrity, transparency, and respect. These policies guide our actions and interactions, and enable us to fulfill our purpose as a council, ensuring that every decision we make is centered on the benefit of the students and school community, free from personal interests or biases.*

#### I. **Conflict of Interest**

The PEARSON PAC will operate as a non-profit organization with no personal financial benefit accruing to members. PAC activities, decisions, and resources shall serve the collective interests of the students and school community. PAC members must openly declare any personal, familial, or financial interest in any matter under PAC consideration. To ensure objectivity and transparency, members with a declared conflict must not participate in discussions, voting, or decision-making on the related item.

#### II. **Anti-Discrimination and Harassment**

All members of the Pearson community have the right to an inclusive environment free from discrimination and harassment. Discrimination, and harassment in any form is strictly prohibited. The PEARSON PAC will actively seek diverse representation and participation to ensure that the council reflects the school community's diversity.

#### III. **Non-Partisanship**

The PEARSON PAC shall operate as a non-profit, non-commercial, non-partisan, and non-sectarian organization. Executive officers must not be paid or receive other remuneration but may be reimbursed for reasonable and necessary expenses. The business of the PEARSON PAC shall be unbiased toward race, colour, ancestry, place of origin, sex, religion, gender expression or identity, ability, or politics.

#### IV. **Privacy and Confidentiality**

To protect individual privacy, PEARSON PAC discussions will focus on general school issues without reference to specific staff members or students. All members are required to maintain the confidentiality of sensitive information disclosed within PAC meetings.

#### V. **Financial Independence and Accountability**

The PEARSON PAC shall manage its finances independently of the school's, maintaining separate PAC bank account(s) under the oversight of the PAC Treasurer. Monthly financial updates and annual reports shall be made available to the school community;. To ensure transparency, the PAC shall maintain accurate records of meeting minutes, financial statements, and decision outcomes. Meeting minutes, including financial summaries, shall be accessible to the school community via the school website.



VI. **Communication**

Official PAC communications, such as newsletters, public statements, and updates, will be issued through designated communication channels (e.g., emails, the school's website, or physical notices). Communication should reflect effort by the whole PAC, not any individual member

VII. Only the PAC President or an authorized delegate may issue official statements on behalf of the PAC.

VIII. **Social Media**

The PAC may maintain a presence on Social Media platforms. Accounts shall be used exclusively to advertise or provide information about PAC or COPAC business.

- A. All posts must be made by a current PEARSON PAC executive member, and content shall be informed by the PEARSON PAC Constitution and Bylaws.
- B. PAC will moderate all posts and comments.

## MEETINGS

### Section 3

- I. Meeting Procedures: PEARSON PAC meetings will follow Robert's Rules of Order. The PAC President is responsible for moderating discussions and ensuring adherence to meeting procedures.
- II. General meetings shall occur at least once every two months while school is in session..
  - A. Meetings shall be scheduled to avoid conflicts with COPAC (District PAC) meetings
- III. Executive meetings shall be held as necessary to conduct the business of the PAC and may not replace a general meeting.
- IV. An Annual General Meeting (AGM) shall be held in person each May and includes election of incoming PEARSON PAC executive officers
- V. Special general meetings or committee meetings may be called at the request of the President or at the request of any two members.
- VI. Community members who are not parents or guardians of Pearson Road Elementary students may only attend PAC meetings by invitation of the PAC Executive.
- VII. Executive members are expected to attend ALL meetings.
  - A. Executive members unable to attend must inform the PAC Secretary well in advance. Persistent absenteeism without valid reasons may result in a review of the member's role on the PAC.

## QUORUM AND DECISION-MAKING/VOTING

Section 4 - This bylaw aligns with Robert's Rules of Order by emphasizing quorum as a fundamental requirement for decision-making, protecting PAC integrity, and ensuring fair representation of its members in voting

- I. **Quorum Requirements**
  - A. A quorum must be present to conduct any official business or make binding decisions on behalf of the PAC.
    1. At a general meeting, five (5) members including at least two (2) executive members.
    2. At an executive meeting, a majority of the currently elected members of the PEARSON PAC Executive, one of whom must be the President
    3. If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present, or the meeting is adjourned/terminated.
- II. **Decision-Making/Voting**
  - A. The Pearson PAC shall follow structured decision-making processes to ensure fair and representative governance.
  - B. Except where provided elsewhere in these bylaws, significant matters, including but not limited to funding allocations and policy changes, require a majority vote (50% + 1) of those present within the quorum to approve the decision.
    1. In the event of a tie vote, the motion is defeated.

2. In situations where consensus cannot be reached, or if there is uncertainty around procedure, Robert's Rules of Order will be used to guide discussion and decision-making until a resolution is achieved.
- C. Simple procedural matters may be decided by a majority vote of those present without the need for quorum, as determined by the President.
- D. All PAC members and Executive members hold one only vote.
  1. Votes may only be cast in person. Voting via video conferencing will be considered 'in -person' so long as the member is visible to all members.
  2. There shall be no proxy voting.
- E. President Voting Rights Under Robert's Rules:
  1. Vote to break a tie: Yes.
  2. Vote to create a tie (block a motion): Yes.
  3. Vote routinely: No, unless it will affect the outcome.
  4. Vote in a secret ballot: Yes, without restriction.
- F. Voting shall be done by a show of hands with the exception of the election of officers, which shall be done by secret ballot. If there is more than one nominee, voting shall be done by secret ballot.
  1. A motion to destroy the ballots is required after any ballot election.
- G. The Principal and/or a teacher representative may sit on the PAC, as a non-voting member

## NOMINATION AND ELECTION PROCEDURES

### Section 5

- I. Nominations and elections for the following positions will be held in this order:
  - A. President
  - B. Vice-President
  - C. Treasurer
  - D. Secretary
  - E. COPAC Representative (may be held by any of A-D above)
- II. Procedure:
  - A. At a General Meeting at least one month before the AGM, the PAC President may appoint a Chair of the Nomination Committee, who must be someone who is not running for election, and who ideally is a past Executive Member
  - B. The Nomination and Election process is chaired by the Chair of the Nomination Committee.
  - C. The Nomination President calls for nominations to a position. All nominees must be voting members of the PAC. Nominations can be made from the floor, provided the nominee consents to the position. A PAC member may nominate themselves.
    1. A vote is conducted by secret ballot. The Nomination Chair, if they are a voting member, will cast their vote at the same time as other members
    2. If a candidate is running unopposed, the assembly can elect them by acclamation. Ballots shall be counted by two people, including the Nomination Chairperson
  - D. There shall be no proxy voting.

- E. Following the election of the executive members, a motion must be made to destroy the ballots
- F. Following the election of the executive members, a motion will be made to assign bank account signing authority to three of: President, Vice-President, Treasurer, and Secretary

## TERM OF OFFICE

### Section 6

- I. Term of office is from July 1st to June 30. (follows the natural school year).
  - A. All paperwork required to changeover bank account signing authority to the incoming executive shall be completed and filed with the banking institution by June 30th.
- II. No person shall hold more than one elected position at any one time, with the exception of Secretary and COPAC representative.
- III. Any elected PAC Executive member may serve on the executive for a limit of three (3) consecutive terms in any one executive position.
- IV. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

## EXECUTIVE STRUCTURE

### Section 7

- I. The executive of the PAC shall comprise President, Vice-President, Secretary, Treasurer, COPAC representative
- II. If all positions cannot be filled, the minimum to be viable is three, President, Secretary, and Treasurer  
Criminal Record Check Requirement: All PEARSON PAC executive and committee chairs must complete a Criminal Record Check as a condition of their role. Criminal Record Checks must be submitted within 30 days of election and renewed every three years that an individual remains an executive or committee chair.

## DUTIES OF THE EXECUTIVE

### Section 8

- I. President
  - A. The President shall:
    1. Provide leadership to ensure that the business of the PAC is proceeding effectively
    2. Preside at general, special, and executive meetings, moderate discussions and ensure adherence to meeting procedures.
    3. Maintain the PAC calendar of events and activities
    4. Act as a spokesperson for the PAC
    5. In collaboration with the Executive and school Administration, prepare an agenda for each meeting
    6. Be current on the PEARSON PAC Constitution, Bylaws and Meeting rules.
    7. Read information sent to the PAC and distribute information to the members
    8. Collaborate with the Principal of the school to assist members
    9. Appoint ad hoc committees as needed

10. Be a member (ex-officio) of all committees
11. Consult PAC members regularly and keep them informed
12. Communicate with the membership the agendas, meeting minutes, other news about PAC or COPAC activities regularly. Prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and other digital media and post on the school website and /or bulletin board
13. May be one of three signing officers for cheques and documents
14. Ensure the PAC is represented in school and district activities
15. Appoint a Nomination Chairperson at least 30 days before the Annual General Meeting
16. Prepare an annual report for the Annual General Meeting
17. Ensure that all relevant information regarding this position is passed onto the succeeding President by June 30.

## II. VICE-PRESIDENT

### A. The Vice-President shall:

1. Assist the other executive officers as required
2. Ensure that the business of the PAC is proceeding effectively
3. Know where to find resources to assist members
4. Chair meetings in the absence of the President.
5. May be one of three signing officers for cheques and documents
6. Ensure that all relevant information regarding this position is passed on to the succeeding Vice-President by June 30

## III. SECRETARY

### A. The Secretary shall:

1. Record the minutes of all meetings
2. Record the attendance at all meetings
3. Provide the minutes of all PAC meetings to the executive within two weeks
4. Maintain all records of the PAC (Bylaws, Reports, minutes, etc.)
5. Know PAC constitution, Bylaws and Meeting rules
6. May be one of the three signing offers for cheques and documents
7. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by June 30.

## IV. TREASURER

### A. The Treasurer shall:

1. Be responsible for all PAC funds
2. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
3. Maintain detailed accounts of all receipts and ensure all spending is authorized by motion or through the approved budget.
4. Present a written report on the financial status of the PAC at all general meetings
5. Make books available for viewing by members upon request

6. Receive requests for disbursements, prepare cheques, and ensure cheques are signed in a timely manner
  7. Ensure that a signing officer has access to the books in the event of their absence
  8. May be one of the three signing officers for cheques and documents
  9. Prepare and present the annual budget Maintain a separate bank account for the receipt and disbursement of gaming funds
  10. Submit the gaming grant application in May
  11. Submit the gaming grant documentation by October 31
  12. Ensure that all expenditures of gaming funds meet the funding criteria
  13. Complete fiscal year end closing activities
  14. Have books ready for annual audit/review
  15. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer by June 30
- V. COPAC DELEGATE
- A. The COPAC Delegate shall:
1. Represent the PEARSON PAC in the voting process at COPAC meetings
  2. Report COPAC business back to PEARSON PAC meetings
  3. Seek input from the PEARSON PAC members for COPAC
  4. Forward PEARSON PAC school based issues to COPAC on requests of the PEARSON PAC
  5. Ensure that all relevant information regarding this position is passed onto the succeeding COPAC Delegate by June 30

## REMOVAL OF OFFICERS

### Section 9

- I. An Executive member who fails to comply with the Constitution/Bylaws, Code of Ethics, or Respect Pledge may be removed from office before the expiration of their term by a 2/3 majority vote at a general meeting.
- II. Written notice of the motion must be provided to members not less than 14 days before the next General Meeting
- III. Removal takes effect immediately. All PAC records shall be returned forthwith.

## CODE OF ETHICS

*Section 10 - Any parent/guardian who accepts a position as a PEARSON PAC executive member or represents the PEARSON PAC through a committee must sign a Respect Pledge and abide by the following Code of Ethics.*

### A PAC MEMBER WHO ACCEPTS A POSITION AS AN EXECUTIVE MEMBER COMMITS TO:

- I. Respect the rights of all individuals
- II. Uphold the constitution, bylaws, and policies of the PEARSON PAC and perform duties with honesty and integrity
- III. Declare conflicts of interest and refrain from discussions, influence, or voting in conflicted matters
  - A. An executive officer or individual who may benefit financially, either directly or indirectly as a result of any PAC transaction must disclose this to the membership and executive. These individuals must refrain from voting on any matters associated with any such transaction. A PAC member who is also a school

board or Ministry of Education employee must declare any potential conflict of interest or bias and refrain from voting on any such issue.

- IV. Represent foremost the needs, wellbeing, and interests of students
- V. Resolve issues through due process
  - A. Encourage and support parents and students with individual concerns to act on their behalf and provide information on the process for taking forward concerns.
  - B. An executive member, who is approached by a parent with a concern, is in a privileged position and must treat such discussion with discretion and confidentiality. Any concern brought to the PAC regarding the same shall be directed to the appropriate channel.
  - C. Executive Members will report on individual concerns and how they were addressed while respecting due process.
- VI. Maintain confidentiality of privileged and personal information and share reliable information only
- VII. Attend all meetings
- VIII. Support public education

## COMMITTEES

### Section 11

- I. The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
- II. Committees may be either standing or ad hoc in nature. Examples include: Fundraising Coordinator, Hot Lunch Coordinator, Carnival Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Constitution and Bylaws Review Committee and Nominations Committee.
- III. Committees or individual appointees shall report as requested to the executive or to the PAC members at general meetings until the business of the committee is complete.
- IV. Committees must submit clear plans, including a budget, for approval at a general meeting before any activities are to be undertaken.
- V. The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.
- VI. Individuals filling these roles will be considered non-executive PAC members for the purposes of quorum and voting.

## FINANCES

### Section 12

- I. The fiscal year shall run from September 1 to August 31
- II. The PAC executive must present a budget for approval by October 31
- III. Amendments to the budget may be made by motion of the members at any general meeting.
- IV. All funds of PAC shall be on deposit in a financial institution registered under the Bank Act.
- V. The PAC shall maintain a General chequing account and a separate "Gaming Funds Account". The Gaming Funds Account shall be operated in accordance with the regulations of the Province of British Columbia Gaming Commission, and be used exclusively for receipt and dispersal of Gaming Grant funds.
- VI. The executive shall name three signing officers for banking and legal documents.

- VII. A budget and tentative plan of expenditures for each PAC-sponsored event shall be presented for approval to the PEARSON PAC at least one general meeting prior to the event
- VIII. The executive may spend up to and including \$200 outside of budgeted expenditures by a majority vote of the Executive.
  - A. All members will be informed at the next general meeting of any outside expenditures.
  - B. All cheques and electronic transfers must be signed by two signing officers.
  - C. Reimbursement to a signing officer must be approved by two other signing officers
- IX. A financial report will be presented at all general meetings.
- X. A balance of not less than \$500 shall remain in the General Account at the end of the year to allow start up for the following year.
- XI. An independent audit of the finances shall be authorized by membership following a majority vote at any general meeting
- XII. No Executive officer of the PAC shall in their individual capacity be liable for any debt or liability of the PAC

## AMENDMENTS

### Section 13

- I. The Constitution and Bylaws shall be reviewed every three years by a committee consisting of at least three members including one executive member. Amendments to the Constitution and Bylaws of the Pearson Road Elementary Parents Advisory Council may be made at a general meeting provided:
  - A. Thirty (30) days minimum written notice of the meeting, accompanied by a draft of the revised Constitution and Bylaws, has been provided to all members.
  - B. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

## PROPERTY / DOCUMENTS

### Section 14

- I. All documents, records, minutes, correspondence (in paper or electronic form), supplies or other goods kept by a member in connection with the PAC remain property of the organization, and shall be returned to PAC
- II. A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Central Okanagan School District No. 23 along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.
- III. Any subsequent amendments to the Constitution and By-laws must be forwarded to the Superintendent in the form of the amended and adopted document.
- IV. Each time amendments to the Constitution and Bylaws are adopted, the adopted document must be placed on file with COPAC.

## DISSOLUTION

### Section 15

- I. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at a general meeting.
- II. A written notice of dissolution must be distributed to the members at least 30 days before a general meeting at which a dissolution vote will be taken.
- III. Upon dissolution:
1. All records of the PAC will be placed under the jurisdiction of the principal of Pearson Road Elementary School.
  2. Remaining funds from the General Account will be used to pay any outstanding PEARSON PAC debt, financial obligations, and costs of dissolution.
  3. Residual funds from the General Account shall be deposited into the Pearson School Account to be distributed by the principal to benefit Pearson students.
  4. Unused funds from the Gaming Account and assets purchased with gaming funds must be transferred or distributed according to the conditions for PAC Grants set out by the Community Gaming Grants Branch.
- IV. In the case of a school closure or substantive downsizing, PEARSON PAC may, at its sole discretion, disburse funds from its General Account to another eligible PAC to reflect the reassignment of students. All other PAC assets, including equipment, supplies, and funds, will be reviewed and distributed according to the remaining priorities of the organization and the legal guidelines provided by the district or ministry.

## GLOSSARY OF TERMS

### Section 16

- I. **BCCPAC:** BC Confederation of Parent Advisory Councils (BCCPAC), a registered non-profit and non-partisan charity, represents the parents of children attending public schools in British Columbia.
- II. **COPAC:** Central Okanagan Parent Advisory Council, representing parents of students in SD#23
- III. **Member, PAC Member:** Any parent or legal guardian of a Pearson student
- IV. **Parent:** Any parent or legal guardian of a Pearson student
- V. **Parent Advisory Council:** known as 'PAC', refers to the council of parents recognized under the British Columbia School Act.
- VI. **Pearson:** - Pearson Road Elementary
- VII. **PEARSON PAC, PAC:** Pearson Road Elementary Parent Advisory Council
- VIII. **Quorum:** The minimum number of members required to be present at a meeting for business to be decided
- IX. **School:** Pearson Road Elementary
- X. **SD#23:** School District #23, Central Okanagan

## PEARSON PAC EXECUTIVE MEMBER RESPECT PLEDGE & STATEMENT OF UNDERSTANDING

I, the undersigned, hereby accept the position of \_\_\_\_\_ in the Pearson Road Elementary Parent Advisory Council (PEARSON PAC). In signing below, as an Executive Member of the Pearson Road Elementary Parent Advisory Council (PAC), I promise to uphold the purpose, values, and policies outlined in the Pearson PAC Constitution and Bylaws throughout my term, and to honour the Code of Ethics and this Respect Pledge. I commit to the following principles, recognizing that my actions and words contribute to creating a school community that is welcoming, respectful, and dedicated to educational excellence:

**I. Respectful Communication:**

I pledge to communicate respectfully and thoughtfully with all members of the school community, including parents, educators, administrators, and fellow PAC members. I will listen openly, express my perspectives constructively, and maintain transparency to encourage trust and mutual respect.

**II. Collaboration and Education:**

I will actively support efforts to foster a vibrant and inclusive community for parents, guardians, educators, and students, promoting parent engagement and school involvement. I will contribute to a positive environment that values all members and encourages participation in PAC initiatives.

**III. Inclusion and Diversity:**

I will champion inclusivity, respect, and belonging in all PAC activities, valuing the diversity of backgrounds, cultures, and perspectives within our school community. I will actively support an environment that is welcoming, safe, and engaging for all families..

**IV. Accountability and Integrity:**

I understand that I am accountable to the PAC, parents, students, educators, and the broader school community. I will act with integrity, ensuring that my contributions serve the best interests of the students and school. I will avoid conflicts of interest, maintain confidentiality, and uphold transparency in all PAC matters.

I understand that my role as a PEARSON PAC Executive Member is a privilege and a responsibility.

By signing this Respect Pledge and Statement of Understanding, I affirm my commitment to uphold the Constitution and Bylaws, values, mission, and policies of the Pearson PAC while I serve in this executive role. I will work with my fellow members to create a positive impact on our school community. I agree to participate in a dispute resolution process should there be any concerns about my work.

Name \_\_\_\_\_ Executive Position \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_