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Constitution

Section 1 Name

- 1.1 The name of this organization shall be the Rutland Elementary Parent Advisory Council. It shall be recognized as RLE PAC, or in this document PAC.

Section 2 Mission Statement

- 2.1 The purpose of the advisory council shall be to promote and support education and to contribute to a sense of school community and the well being of the children. The council shall encourage parents to participate in meaningful educational activities and decision making. The council shall not be commercial, partisan, or sectarian and shall be governed by requirements of the Federal and Provincial Human Rights Legislation.
This provision is alterable.

Section 3 Purpose/Objectives

- 3.1 The business of the RLE PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
- 3.2 To enhance communication among parents, students, school administration, staff, and community members.
- 3.3 To inform the parental community of school organization, affairs, educational programs, changes, needs and concerns, by means of public meetings, newsletters, discussion groups, social media, etc.
- 3.4 To allow for advice and discussion between parents and school administration and staff, School Board and the Provincial Ministry, according to the BC School Act.
- 3.5 To encourage parents to participate in school events and discuss related topics at PAC meetings to foster meaningful parent participation.
- 3.6 To contribute to the school by promoting volunteer involvement and cooperation between home, school, and the community relative to education issues.
- 3.7 To raise funds to assist with extra curricular activities and school programs and enhance the educational experience for RLE students.

Section 4 Finances and Remuneration

- 4.1 The advisory council shall be carried on without purpose of gain for its members and any profits or other accretions to the council shall be used for promoting its purposes.
This clause is unalterable.

Section 5 Dissolution

- 5.1 If the PAC wishes to dissolve, all members of the PAC will be given sixty (60) days written notice (via email, PAC board, or website) date, time, and place of the final meeting and vote upon the dissolution of the RLE PAC.

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Section 5 Dissolution continued ...

- 5.2 The PAC may be dissolved by a two thirds majority vote of all members present at that general meeting.
 - 5.3 In the event of dissolution, all records of the organization will be placed under the jurisdiction of the principal of RLE.
 - 5.4 Upon dissolution of the PAC asset, which remain after the payment of all costs, charges and expenses, which are properly incurred in the winding up will be:
 - 5.4.1 Gaming Funds:
 - In the case of school closure: distributed to the PAC's of the school where the majority of RLE children have enrolled.
 - In the case of a dispute: returned to gaming.
 - 5.4.2 All other funds:
 - In the case of school closure: distributed to the PAC's of the school where the majority of RLE children have enrolled.
 - In the case of a dispute: Deposited in the RLE account to be saved for the children or school as the principal sees fit.
- These provisions are unalterable -**

Section 6 Interpretation of Terms

- 6.1 *Parents:* The parent/custodial parent or legal guardian of any student currently enrolled at Rutland Elementary.
- 6.2 *Student:* A child currently enrolled at Rutland Elementary.
- 6.3 *Parent Advisory Council (PAC):* An organized group of parents recognized under the BC School Act.
- 6.4 *PAC Executive:* Elected member of the PAC who conduct day-to-day business for the interest of the PAC. Refers to the person(s) elected to the PAC executive position(s) as outlined in the Bylaws Section 2.
- 6.5 *School:* Rutland Elementary School SD #23
- 6.6 *District:* School District #23 Central Okanagan
- 6.7 *RLE:* Rutland Elementary School
- 6.8 *COPAC:* Central Okanagan Parent Advisory Council
- 6.9 *Community Members:* Individuals, organizations or groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
- 6.10 *Executive Meeting:* Any scheduled meeting of the RLE PAC Executive officers.
- 6.11 *General Meeting:* Any scheduled meeting for members of the RLE PAC.
- 6.12 *Special Meeting:* Any additionally scheduled meeting, including Executive meetings
- 6.13 *Quorum:* Minimum number of membership required in order to pass a vote. A minimum of 5 delegates to be present in order to pass a vote. In the event of a tie, the president will break the tie.

Bylaws

Section 1 Membership

- 1.1 Criteria for membership are parents and legal guardians of students currently registered at Rutland Elementary (RLE).
 - 1.1.1. Voting members Parents and legal guardians of students currently registered at RLE have the right to vote.
 - 1.1.2. Non-voting members Administrators, teachers, and full-time staff of RLE who are parents or legal guardians of students currently registered at RLE are invited to be non-voting members of the RLE PAC. At no time will the PAC have more non-voting members than voting members.
- 1.2. Administrators, teachers, and full-time staff of RLE, and elected officials of School District #23 and the Ministry of Education who are parents and legal guardians of students currently registered at RLE cannot run for an Executive or Council position.
- 1.3. All members in good standing have the right to attend all General and Extraordinary meetings; voting members must be in good standing in order to exercise their right to vote.
- 1.4. All members must follow the Code of Conduct to remain in good standing.
- 1.5. All Executive and Council members must follow the Code of Conduct and the Code of Ethics for Executive and Council Members to remain in good standing.
- 1.6. Cessation of membership is when a parent or legal guardian no longer has a child registered at RLE.

Section 2 PAC Executive

- 2.1. The business of the PAC will be managed by a volunteer board of elected officers (the PAC Executive). Executive officers are accountable to the membership.
- 2.2. The PAC Executive is as follows:
 - 1) President
 - 2) Vice President
 - 3) Treasurer
 - 4) Secretary
 - 5) Central Okanagan Parent Advisory Council (COPAC) Representative
- 2.2.1 At the minimum the Executive must consist of three members:
 1. President
 2. Treasurer
 3. One other
- 2.3. Role of the Executive
 - 2.3.1. The Executive will manage PAC affairs between General meetings.
- 2.4. Election of the Executive
 - 2.4.1. The Executive officers shall be elected by the voting members at the Annual General Meeting (AGM) in June.

Section 2 PAC Executive continued ...

- 2.4.2. The term of office shall take effect on July 1st and end June 30th of each year.
- 2.4.3. Any PAC member, with the exception of those listed in section 1.2, may serve on the Executive for as many years as they are elected to a position, but no person may hold any one position for more than three (3) consecutive years.
 - i. EXCEPTION: In the case where the position remains vacant, a motion may be made at a General meeting to reelect the officer who vacated the position for a one year extended term, to a maximum of four consecutive years in that position and/or so long as they have not been elected into another Executive or Council position.
- 2.4.4. No person may hold more than one elected position at any one time.

Section 3 Executive Officers' Duties

- 3.1. To encourage a smooth transition between retiring Executive officers and their replacements, provisions shall be made for appropriate knowledge transfer.
- 3.2. Financial signing authority must be vested in three (3) of the five (5) Executive officers, and one of them must be the Treasurer.
- 3.3. All Executive officers must have a current criminal record check on file at RLE.
- 3.4. President
 - Convene and preside at all meetings of the PAC.
 - Determine if a quorum is present and call the meetings to order.
 - In consultation with PAC Executive, Council, and RLE administration, prepare and present an agenda to be used at each meeting to bring business before the meeting according to the order of business.
 - Put all legitimate motions before the group.
 - Enforce the rules of debate, and grant all members who want to speak the opportunity to do so.
 - Conduct the vote on all questions/motions; determine and announce the results.
 - Rule improper motions out of order.
 - Conclude the meeting by calling it adjourned and setting the next meeting date and time.
 - Appoint committees where/when required, with the consultation of the Executive.
 - Be the official spokesperson for the PAC; may liaise with and/or delegate public relations duties to the Communications Coordinator.
 - Act as a liaison between the PAC and the RLE administration, other school PACs, and the community.
 - Ensure that the PAC is represented within the school and community.
 - Be part of the Constitution and Bylaws committee, and part of the review process.
 - Be an ex officio member of all committees; this duty may be delegated to/shared with the PAC Vice President.

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Section 3 Executive Officer's Duties continued ...

- Appoint one committee member where authorized to do so by the Executive.
- In the event that there are vacant Executive positions, the President shall reassign those duties to other Executive officers until the position is filled. Perform all duties generally empowered to the President.

3.5. Vice President

- Assume the responsibility of the President position in case of their absence or removal from office.
- If the position of President is vacated for any reason, the Vice President will become acting President until a by-election can occur.
- Act as an assistant to the President.
- Be responsible for promoting the purpose of the PAC and for sending appropriate acknowledgements to students, parents, and/or RLE staff when significant events occur.
- Oversee the publication of the PAC newsletter in conjunction with the Communications Coordinator.
- Chair the Constitution and Bylaws revision committee and be responsible for filing amendments to the Constitution and Bylaws and for filing the PAC Annual Report with the registrar of the BC Society Act.
- Be responsible for ensuring all election procedures are completed in accordance with the Constitution and Bylaws of the PAC. This duty may be delegated to/shared with the PAC Secretary.
- Accept extra duties as required.

3.6. Treasurer

- Serve as custodian of the funds of the RLE PAC organization.
- Maintain an accurate record of all expenditures of the PAC.
- Receive all monies for and on behalf of the PAC.
- Deposit all monies collected on behalf of the PAC in an account at a recognized financial institution approved by the membership.
- Disburse funds authorized by the Executive or the PAC.
- Keep all PAC financial records confidential and not release information to any party not a member of the PAC, unless authorized to do so by the Executive.
- Prepare financial statements and report to the Executive and RLE Principal.
- Prepare and present monthly reports at each General meeting; for months where no meeting is held, the monthly report will be presented at the next General meeting.
- Monthly reports will include the account, open balance, close balance, credits, debits, the date, who completed the report, and any relevant financial information.
- Present an annual financial statement at the AGM.

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Section 3 Executive Officer's Duties continued ...

- Present a proposed budget for the following year at the AGM.
- Make financial records and books available to members upon request and in consultation with the PAC President.
- Have the financial records ready for inspection and/or audit.
- Keep all reports in a separate binder with the associated receipts, deposit slips, and any original information. Copies should be made in the event the originals are misplaced.
- Must be one of the financial signing officers.
- Ensure that all signing officers have access to the financial records and books of accounting in the Treasurer's absence, and that they know what to do.
- Have a transaction sheet available to be filled out for any/all cash transactions (this is separate from the deposit slip).
- Ensure all cheques have two (2) signatures.
- Order cheques/deposit books.
- Ensure that gaming and grant applications are completed if applicable.
- Take responsibility for reports required by tax, gaming, or other authorities.
- May be bonded, at the expense of the PAC, in an amount large enough to protect it from loss.
- Assist with the Constitution and Bylaws Committee as required.
- Perform all duties generally empowered to the Treasurer. Accept other duties as required.

3.7. Secretary

- Keep the records of the PAC including minutes, Executive, Council, and Committee reports, official correspondence, and resignation letters.
- Keep accurate and official minutes of all meetings of the PAC and Executive.
- Have minutes consist only of facts, actions, and motions of business that the PAC has done or is going to do; there will be no thoughts, opinions, or comments in the minutes.
- Have all Executive meeting minutes completed and distributed to meeting attendees within ten (10) days after the meeting.
- Have all General meeting minutes completed and made publicly available to PAC members within ten (10) days after the meeting in which the minutes were approved.
- Give reasonable notice of all General and Extraordinary meetings.
- Be responsible for maintaining PAC files.
- Take attendance at all meetings and, in conjunction with the President, ensure a quorum is met.
- Be responsible for all papers and mail belonging to the PAC that are not specifically the responsibility of another officer.

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Section 3 Executive Officer's Duties continued ...

- Keep a current copy of the Constitution and Bylaws and make sure they are publicly available.
- Be part of the Constitution and Bylaws committee, and part of the review process.
- Accept extra duties as required.

3.8. COPAC Representative

- Attend COPAC meetings and represent, speak, and vote on behalf of the PAC.
- Ensure current registration of the RLE PAC with the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
- Report back regularly to the membership and Executive on all matters relating to the COPAC.
- Seek input from the COPAC when required.
- Receive, circulate, and post COPAC newsletters, brochures, and announcements as appropriate.
- Receive and act on all other communications from the COPAC.
- Assist with the Constitution and Bylaws Committee as required.
- Accept other duties as required.

Section 4 Committees

4.1 The Executive and membership may appoint committees to further the PAC's purposes, carry on it's affairs, and serve in the capacity to be determined by the PAC at the time of their election, or, at times throughout their tenure as the needs of the PAC may require.

4.2 Committees are accountable to the Executive and the membership.

4.3 When required members are appointed to committees by the PAC President only after consultation with all the Executive members.

4.4 Committee chairperson(s) will present and report on their activity to the Executive and membership at all general meetings, or, upon request.

4.5 Non-Executive Members / Committee Members:

4.5.1 Lunch Co-ordinator

- Ensure that the government Food Safe Program regulations are followed.
- Organize the voluntary lunch program. Including online menus and ordering.
- Coordinate and oversee Lunch Program volunteers to help organize and maintain a regular lunch program by:
 - Scheduling volunteers as required
 - Creating and distributing a menu
 - Collecting and organizing classroom orders
 - Ordering and arranging food delivery to the school
 - Serving and distributing food

- Submitting all receipts and expenditures to the Treasurer

Section 4 Committees continued ...

- Ensure that all items necessary for hot dog days, lunch programs, and events are purchased.
- All purchases must be brought to the attention of the Executive. All receipts must be provided to the Executive in order to receive reimbursement.
- Will have a second person who is able to do all the functions of this position in the event they are away, resign, or are removed.
- Accept other duties as required.

4.5.2 Parent Co-ordinator

- Organize the parent volunteers, when required, for school functions.
- Send out and collect feedback from the teaching staff about ongoing classroom activities.
- Accept extra duties as required.

4.5.3 Fundraising Co-ordinator

- May be held by the PAC as a group rather than one (1) elected person.
- Are responsible to organize volunteers for and fundraising events. And / or to volunteer to allow these events to run.
- Coordinate with RLE administration for use of space and school equipment.
- Coordinate and head all committees pertaining to fundraising.
- Communicate with the executive regarding fundraising events.
- Communicate with the treasurer if monies are required for fundraising events well in advance of the event date.

4.5.4 Constitution and Bylaws Committee

- Will review the Constitution and Bylaws at minimum every three (3) years.
- Consist of the Vice President, Secretary, Treasurer, COPAC Rep, and any other member the Vice President appoints.
- Bylaw changes will be posted fourteen (14) days before the general meeting and may be voted on during any general meeting.
- Constitution will be posted fourteen (14) days before the AGM where changes may be voted on only at the Annual General Meeting in June.
- An editable copy will be kept at the school for ease of changes.

4.5.5 Communications Coordinator

- Oversee all public PAC communications to ensure consistent voice and messaging.
- Publish a PAC newsletter in conjunction with the Vice President.

- Coordinate with Executive, Council, Committee Chairs, and RLE administration to promote PAC, RLE, COPAC, and SD23 business.

Section 4 Committees continued ...

- Coordinate and oversee Communications volunteers to maintain accuracy and consistency of messaging across all official PAC communication platforms, including but not limited to the PAC email and social media accounts, the PAC webpage and, when necessary, paper bulletins.
- Accept other duties as required.

Section 5 Meetings

5.1. Notice of meetings

5.1.1 Meetings will be arranged (preferably) on a predetermined day each month during the school year.

5.1.2 Members will be given reasonable notice of meetings. In the event of an Extraordinary General meeting, notice will be given to the members with as much advance notice as possible. The date of the AGM will be published as soon as it has been determined.

5.1.3 Notice of meetings may occur via email, newsletter, website, social media, and/or any other appropriate communication medium.

5.2 Quorum

A quorum is the minimum number of members at a meeting necessary to conduct the business of that group.

5.2.1 A quorum for any General meeting will consist of five (5) members, where at least three (3) of these members are of the current executive.

5.2.2 A quorum for any Executive meeting will be a majority of the persons who have been elected in any one year.

5.2.3 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; if quorum is not possible, the meeting is adjourned or terminated.

5.3 Conduct and Procedures

5.3.1 Meetings will be conducted efficiently and with courtesy, respect, and fairness towards all.

5.3.2 Individual concerns involving RLE personnel, students, parents, or other members of the community will be directed to the principal, district, or another appropriate problem-solving body outside the PAC.

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

5.3.4 The most current version of Robert's Rules of Order will be used to resolve procedural problems unless they conflict with the PAC Bylaws or the BC Society Act.

5.3.5 Meeting attendees must identify themselves by full first and last name; in the case

of electronic meetings, attendees must have their device camera turned on until after meeting attendance has been taken and members are notified that cameras may be turned off.

Section 5 Meetings continued ...

5.4 Executive Meetings

- 5.4.1 Executive meeting should be held once a month, with a minimum of five (5) Executive meetings held during the school year.
- 5.4.2 An Executive meeting may be called whenever necessary for the welfare of the school.
- 5.4.3 The meeting Chair may reschedule and/or table any topic at an Executive meeting with the approval of at least two (2) Executive members.
- 5.4.4 Executive meetings are open to Executive members. Council members may attend any Executive meeting but are only obligated to do so when they have something to report. Individuals of the general membership may attend at the invitation of the Executive.
- 5.4.5 Executive meetings may be conducted in person or electronically; in-person meetings may be held outside of the school property. These meetings may be less formal but fall under the rules of Section 5.3.

5.5 General Meetings

- 5.5.1 General meetings will be held monthly, unless otherwise decided by a majority vote at a General meeting; one of these meetings will be the AGM.
- 5.5.2 General meetings, when possible, should be scheduled when the Treasurer is available.
- 5.5.3 The AGM will be held in June.
- 5.5.4 The meeting Chair may reschedule and/or table any topic at a General meeting with the approval of at least two (2) voting members.
- 5.5.5 General meetings may be conducted in person or electronically; in person meetings must be held on the school property.

5.6 Extraordinary General Meetings

- 5.6.1 Extraordinary General meetings may be called by the Executive and/or Council, a committee Chairperson, or by a formal request to the President from 10% of the membership.
- 5.6.2 The meeting Chair may reschedule and/or table any topic at an Extraordinary meeting with the approval of at least two (2) voting members.

5.7 Annual General Meeting (AGM)

- 5.7.1 The PAC's AGM shall be held in June of each school year.
- 5.7.2 The date of the AGM will be published as soon as it has been determined; the date of the AGM should be determined in time to be advertised at the May General meeting.
- 5.7.3 The Secretary shall present a copy of the minutes from the previous year's AGM.
- 5.7.4 The Treasurer shall present annual financial statements, which include a balance

sheet and an income statement, at the AGM.

5.7.5 The Treasurer shall present a proposed budget for the upcoming school year.

5.7.6 The election of Executive officers and Council positions occurs at the AGM.

Section 5 Meetings continued ...

5.7.7 A motion to transfer signing authority to the new Executive officers occurs at the AGM; if signing authority must change during the school year, a motion to transfer signing authority may be made at any General meeting.

Section 6 Nominations and Election Procedures

6.1 Elections will be held at the AGM in June.

6.2 In the event that any position becomes vacant during the school year, a byelection will be held at the next general meeting following a call for nominations.

6.3. Nominations are accepted starting two (2) months prior to the date of the AGM, until one (1) week before the AGM.

6.4 Members in good standing may nominate themselves or another member in good standing for a position; nominations must be submitted in writing to the official RLE PAC email account. In the case where a member is nominated by someone other than themselves, the member must be notified, in writing, of their nomination and must accept the nomination, also in writing.

6.5 In the event that no one stands for a position, that position will remain open and nominations from the floor of the AGM will be taken.

6.5.1 The nominator and nominee must be physically present at the AGM to make this nomination.

6.5.2 If nominations for positions have been accepted prior to the AGM, no nominations from the floor will be accepted for those positions.

6.6 The election for all Executive and Council positions will be done by secret ballot; paper votes will be tallied by a member who has not been nominated for an Executive and/or Council position.

6.7 If only one (1) nominee is standing for a position, they will be appointed by acclamation, an election of unanimous consent.

6.8 If an elected position remains vacant after the AGM, a call for nominations for that position will occur at the September General meeting. At the October General meeting, if no one has come forward for the position, a motion may be made to reelect the officer who vacated the position for a one year extended term, to a maximum of four consecutive years in that position and/or so long as they have not been elected into another Executive or Council position.

6.9 Upon election or appointment, Executive and Council members will be required to sign a copy of the RLE PAC Code of Ethics for Executive and Council Members.

Section 7 Voting

7.1 All voting members of the PAC have one vote.

7.2 All voting members of the PAC must be in good standing in order to exercise their right to

vote.

7.3 Voting by proxy will not be permitted; members must be present to vote on any/all matters as an assurance that no vote has been manipulated.

Section 7 Voting continued ...

7.4 Voting will be done by a show of hands.

7.4.1 EXCEPTION: election of Executive and Council will be done by secret ballot.

7.4.2 In the event that a secret ballot is used, a vote shall be taken to destroy the ballots.

7.5 All matters requiring a vote, with the exception of Special Resolutions (see Section 9), will be decided by a simple majority of the votes cast.

7.6. In the case of a tie vote, the motion is defeated.

7.7. A quorum must be present to allow a vote to proceed and be passed or defeated.

7.8. Electronic Voting

7.8.1. When a meeting is held electronically, voting may still continue and will be governed by the rules of Section 7.1-7.7.

7.8.2. When a meeting is held electronically, attendees must identify themselves by full first and last name and have their device camera turned on in order to have their vote counted.

7.8.3. In the case of an electronic secret ballot, appropriate and secure voting software will be used and every effort will be made to validate the identity of each voting member; this includes requiring members to attend the meeting individually on their own device, at least for the voting portion of the meeting, to have turned on their video and audio, and to be accessing the meeting through a stable internet connection.

Section 8 Finances

8.1 The fiscal year shall commence September 1st and end August 31st of each year.

8.2 A budget for the following school year is to be presented for approval at the June general meeting.

8.3 A treasurer's report, including balance sheet, income statement and any expenditures will be presented at each general meeting. Two members, one (1) of whom will be Executive, will look over the records before the start of each meeting.

8.4 An Annual Financial Report will be presented by the treasurer to all members at the first general meeting following the year-end.

8.5 The Executive must ensure a minimum balance of \$1000.00 of unallocated total funds in the PAC general bank accounts.

8.6 Expenditures over \$500.00 require the approval of the membership.

8.7 All PAC funds will be kept in the name of the PAC in a bank or financial institution regulated under the Bank Act or the British Columbia Financial Services Authority (BCFSA).

8.7.1 The bank statements will include the laser scan of all cheques.

8.7.2 Funds will not be brought to any individual's home. Every effort will be made to

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have the funds secured at the school or a financial institution.

8.8 The financial signing authority shall be vested in the Executive officers, with two (2) signatures required on all cheques; there must be a minimum of three signing officers.

Section 8 Finances continued ...

- 8.8.1 No person will pre-sign more than two (2) cheques at any given time. Any pre-signed cheque must have the name of the person / business being paid, the proper date, and if possible, the total amount filled in.
- 8.8.2 Cheques or electronics fund transfer (EFT) will be used to pay all vendors, RLE School, and for any other reimbursements.
- 8.8.3 No member will sign a cheque that is payable to themselves.
- 8.8.4 The PAC Treasurer, President, Vice President will have signing authority. The secretary may be a signing authority. In the event there are two (2) people holding an Executive position only one (1) person in each of these positions will be the signing authority. With the exception of the treasurer.
- 8.8.5 There will be a maximum of four (4) people with signing authority.
- 8.8.6 The cheque book will remain in the hands of the treasurer(s).
- 8.9 All Gaming Account cheques will include the words GAMING ACCOUNT along with the organizations full name.
 - 8.9.1 No Gaming Cheques will be pre-signed.
- 8.10 To receive signing authority; the minutes showing the current executive must be signed by all the Executive. The minutes must be presented to the financial institution, all four (4) members who will have signing authority must go to the financial institution to provide their signature and to allow the account to function. Any Executive unable to complete this in a timely manner will impart their signing authority to the next person available.
- 8.11 Any monies shall be turned over to the Treasurer as quickly as possible for the Member's own protection.
- 8.12 The Treasurer is responsible for keeping all funds belonging to the PAC secure, and depositing the funds as quickly as possible.
- 8.13 Receipts must be kept for all expenditures; any receipts for expenses incurred on behalf of the PAC shall promptly be turned over to the Treasurer together with a listing of the item, date of purchase, and name of purchaser.
- 8.14 The financial records of the PAC shall be audited annually. A copy of the audit report shall be distributed as soon as possible to the Executive; the audit report shall be made available to members upon request.
- 8.15 A person with bookkeeping experience shall audit the accounts of the PAC.
- 8.16 No Executive or Council member or relative shall audit the accounts of the PAC.
- 8.17 In the event that a signing officer resigns or forfeits their position, their signing authority must be terminated immediately.
- 8.18 The PAC may borrow, raise, or secure the payment of monies in such manner and amount as sanctioned by a Special Resolution of the membership; no debenture shall be

issued without authority of a Special Resolution.

8.19 All PAC minutes and financial records must be retained properly for seven years.

Section 8 Finances continued ...

8.20 Online banking

8.20.1 Online banking must be set up so that any transactions require approval from a second account signer.

8.20.2 Any online banking transactions will be initiated by the treasurer and approved by a second account signer.

8.20.3 Online banking requires a bankcard to be set up. This bankcard must be deposit only and physically held at the RLE school.

8.20.4 E-transfers will be set up to be received by auto-deposit only.

8.21 At no time is a credit card required for the PAC.

8.22 Over the summer months the account may be suspended upon completion of payments to all vendors. A deposit only should be placed onto the account.

Section 8b Gaming Funds

8b.1 Gaming funds will be kept in a separate bank account set up specifically for gaming. All proceeds relevant to the gaming account will follow the government gaming rules.

8b.1.1 Ensure all gaming funds are deposited into the gaming account in a timely manner.

8b.1.2 Gaming Grants are annual. They must be applied for between April 1 and June 30th each year. Grants are issued by September 30th. This is a per student grant based on the prior year enrollment.

8b.1.3 Online application only are accepted

8b.1.4 Grant funds may be used to pay for goods and services used by students, or primarily for extra curricular activities. Grant funds may not be use for goods or services used primarily by teachers to deliver curriculum or by students to complete curriculum requirements. (e.g.: smart boards, iPad's)

8b.2 Any funds received through 50/50 or other cash games of chance will be counted at the event by one (1) Executive and at least one (1) other PAC member.

8b.2.1 Ensure all prizes offered in the ticket raffle are awarded as advertised and as approved when the gaming event license was issued.

8b.2.2 Ensure gaming records are retained to support gaming events and disbursements.

8b.3 Ensure outstanding Gaming Event Revenue Reports and Gaming Account Summary Reports are submitted to Gaming Policy and Enforcement Branch within 90 days of the license expiry and 90 days of the fiscal year end.

Section 9 Fraud

9.1 At no time, for any reason, shall any member remove funds or property belonging to RLE, the students, administration, or the PAC.

9.2 Any person found misusing the PAC, RLE, its funds, equipment, student's, or persons will be immediately removed from the PAC and reported to the principal and COPAC.

Section 9 Fraud continued ...

- 9.3 If the principal is unable or unwilling to support the PAC, they will then go to the RCMP.
- 9.4 The COPAC president will be notified.
- 9.5 Any member suspecting fraud will contact the executive or the COPAC president to make their concerns known.
- 9.6 Any member may request the minutes, financial transaction, and any PAC information.
- 9.7 Should a larger audit or investigation be required the appropriate authorities will be contacted.
- 9.8 Fraud is a serious offense. No member will report another in order to further their own agenda.
- 9.9 The President, COPAC president, and Public Relations Liaison will take over any reporting to the media, RCMP, or other groups in the event of questions.
- 9.10 Members may address the Executive at a general meeting concerning any fraud allegations.
- 9.11 At no time will speculation and gossip be tolerated in relation to the seriousness of a fraud accusation.
- 9.12 Should any or all Executive be part of the allegation a new Executive must be elected. No person who is part of a fraud investigation may be part of the Executive. The COPAC president may participate in helping with this process.
- 9.13 If required, the Bank Account will be frozen by alerting the financial institution to the fraud.

Section 10 Removal/Resignation of an Elected Officer

- 10.1 The following are grounds for removal of any Executive officer or Council member:
- 1) Theft in or outside of the school.
 - 2) Misconduct of a physical threat or sexual nature in or outside of the school.
- 10.2 Any theft or misconduct is to be brought to the attention of the other Executive and Council members, the school principal, COPAC, and, if required, the RCMP; at no time should this information be spread as gossip.
- 10.3 The following may be grounds for the removal of any Executive officer or Council member:
- 1) Failing to observe the Constitution, Bylaws, or Code of Ethics for Executive and Council Members.
 - 2) Missing two (2) or more consecutive meetings without notifying the President.
 - 3) Not fulfilling the duties of their elected position.
 - 4) Misrepresenting the RLE PAC or its members.
- 10.4 When a complaint is brought to the attention of the Executive it will be addressed in a timely manner; the subject of the complaint will have the opportunity to respond to the grievance.
- 10.4.1 With respect to confidentiality, see clauses 12.2.3 and 12.2.3

10.5 A resignation is a personal decision to leave the PAC. Resignation letters must be submitted to the PAC President; all resignation letters will be held by the Secretary.

Section 11 Remuneration of Executive and Council

- 11.1 No Executive or Council member will be paid for serving on the PAC.
- 11.2 Executive and Council members may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC business; expenditures must be approved by the Executive in advance of purchasing items and requesting reimbursement.
- 11.3 Any reimbursement request must have original receipts showing the items purchased and the total amount.
- 11.4 Reimbursement will be done only by cheque for the amount accounted for; all cheques will be provided to the Executive or Council member within a reasonable time period of seven (7) to fourteen (14) days.
- 11.5. Any non-Executive or non-Council member must first receive approval from the Executive before purchasing items and requesting reimbursement

Section 12 Code of Conduct

12.1 Code of Ethics

- 12.1.1 On election or appointment, every executive member must sign and agree to abide by a code of ethics acceptable to the membership.
- 12.1.2 The Code of Ethics will be reviewed by Executive and Council members each April and suggested revisions, should there be any, will be voted on at the May General meeting.

12.2 General

- 12.2.1 PAC, general meetings, Executive meetings are not a forum for discussion of individual school personnel, students, parents, or other individuals of the community.
- 12.2.2 All members must discuss issues in a respectful manner. Any form of misconduct (verbal or physical abuse) will not be tolerated.
- 12.2.3 Any Executive or Committee member who is approached by parent, student, or school personnel with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting confidentiality of the people involved. If the concern is of a fraudulent nature refer to Sec. 9.
- 12.2.4 Any information received in confidence by an Executive or Committee member by a representative from the school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information or their guardian.

12.3 Standing

- 12.3.1. All members must follow the Code of Conduct to remain in good standing.
 - i. Members who violate the Code of Conduct will lose their good standing for a period of one month, will be asked to leave any PAC meeting that occurs

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during that month, and will lose their right to vote for the duration of the one month “cooling off period.”

Section 12 Code of Conduct continued ...

- 12.3.2. All Executive and Council members must follow the Code of Conduct and the Code of Ethics for Executive and Council Members to remain in good standing.
- i. Executive and Council members who violate the Code of Conduct and/or the Code of Ethics for Executive and Council Members must leave their Executive or Council position, will not be able to run for PAC elected office for a period of one year, and must abide by the conditions laid out in section 9.3.1.
- 12.4 Electronics, email, social media, internet and online etiquette
- 12.4.1 Email correspondence will be considered an appropriate mechanism for official communications for the PAC between meetings, only if all executive has access to email and are on a contact list. It is the responsibility of the sender of the email to ensure that it has been received and understood by each recipient.
 - 12.4.2 Email, internet, messenger, and social media are not guaranteed to be confidential. Confidential information should be conveyed personally, or if necessary, by phone.
 - 12.4.3 Never say anything in email or online that you would not say in person.
 - 12.4.4 The use of email or online media to harass, be abusive, defame, or disclose information about or to another PAC member is prohibited.
 - 12.4.5 Using email or online media, or replying to messages, should be genuinely useful, on topic, and needs to be seen and shared by all Executive.
 - 12.4.6 Keep messages concise, structured, and to a minimum length.
 - 12.4.7 If forwarding a private email that was sent to you, you must get the senders permission, in writing, to forward it to others. This may be through an email, text, or messenger.
 - 12.4.8 Avoid using email to resolve or react to items of high emotion or stress.
 - 12.4.9 Online messages are void of body language, voice tone, other visual cues, and accountability. They are prone to misinterpretation. Consider more personal communication.
 - 12.4.10 It is illegal to use email or other online resources to create or transmit offensive, obscene, or indecent images, data or other material.
 - 12.4.11 It is unacceptable to create or send messages that could be construed as harassment by others.
 - 12.4.12 Text messaging, group chat, online media may be used as an appropriate mechanism for official communication if agreed on by all Executive members.
 - 12.4.13 All communications are considered confidential and will not be posted, reshared, or photographed without the permission of the Executive.
 - 12.4.14 All social media pages will be monitored regularly; the PAC may decide how and who will do this.

12.4.15 All communications will be done in a courteous and professional manner keeping the intention of the PAC constitution and Bylaws in mind.

Section 12 Code of Conduct continued ...

12.4.16 All PAC Executive will have access to PAC messages, email, online pages and are responsible to keep them active, up to date and respond to messages.

12.4.17 Any PAC member who fails to follow proper online, email, Facebook, messenger etiquette may be removed from the PAC email and online correspondence and will be updated at monthly meetings only.

12.4.18 Any minor child of a PAC member will be identified by first name only in any public PAC communication; images of any minor child of a PAC member will only be shared with the permission of the parent or legal guardian.

12.4.19 PAC members should direct PAC inquiries to the official RLE PAC email account.

i. All Executive members and the Communications Coordinator should have access to the official RLE PAC email account.

12.5 Online Voting

12.5.1 Online email, or messenger voting among the Executive, initiated by the PAC President, or Vice President will be accepted if a time sensitive issue needs to be voted on. This is any event that has come to the attention of the Executive after general meeting and needs to be completed before the next general meeting is scheduled.

12.5.2 All Executive will take part in this vote for it to be considered valid.

12.5.3 Members will be notified at the next general meeting.

12.6 Disclosure of interest

12.6.1 An Executive member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC or RLE School, must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive to avoid conflict of interest.

12.6.2 Such an Executive member must avoid using his or her position on the PAC for personal gain or to influence a decision in their personal favour.

Section 13 Special Resolutions

13.1 The PAC shall pass Special Resolutions for changes to the Constitution and Bylaws, for borrowing funds, and as otherwise required by the Society Act.

13.2 The PAC shall follow the Society Act guidelines for passing Special Resolutions; these guidelines state that 75% of the members present must vote in favor of the resolution and that members will be notified of the resolution at least fourteen (14) days prior to the meeting.

13.3. The PAC shall send a copy of the Special Resolution to the registrar of the BC Society Act for certification.

Section 14 Constitution and Bylaw Amendments

- 14.1 General review of the Constitution and Bylaws will be done every three (3) years at minimum, or as necessary, by the Vice President along with the Treasurer, Secretary, and any other member appointed by the Vice President.
- 14.2 The Constitution of the RLE PAC may only be amended by a two-thirds majority vote at the Annual General Meeting in June. The proposed amendments will be posted on the PAC board and notification will be given to interested parents via email or school website fourteen (14) days prior to the AGM.
 - 14.2.1 Passage of amendments will require an affirmative vote of two-thirds of those present at the AGM.
- 14.3 The Bylaws of the RLE PAC may be amended by a two-thirds majority vote of eligible members at any general meeting. The proposed amendments will be posted on the PAC board fourteen (14) day prior to the next general meeting and notification will be given via email or school website fourteen (14) days prior to the next general meeting.
 - 14.3.1 Passage of amendments require an affirmative vote of two-thirds of those present at the advertised meeting.
- 14.4 Any amendments to the Constitution and Bylaws must be sent to the Secretary/Treasurer of School District #23 and the government body that regulates the BC Society Act.

Section 15 Documents and Property

- 15.1 All documents, records, minutes, correspondence, papers, equipment, or other PAC items kept by a committee member, Executive officer, or Council member in connection with the PAC shall be deemed to be property of the PAC and will be turned over to the President when the member, Executive officer, or committee member ceases to perform the task to which the papers relate.
- 15.2 All documentations will be stored at the RLE school property in a designated area by the completion of the school year.
- 15.3 Any documents kept at the personal residence of an Executive, Member, or committee member, must be presented upon request within 24 hours of a written request to the Executive.

Section 16 Dispute Resolution Process

- 16.1 Any Executive not directly part of the conflict may act as mediator. Should any Executive, Committee member, or member bring forward a complaint against another. Any complaints of RLE administration will be directed to the school principal.
- 16.2 Identify the source of conflict. What is the conflict?
- 16.3 Acknowledge all parties. Give each person involved an opportunity to share their information.

16.4 Look beyond the situation. Often it is not the situation, but the perspective of the situation that causes anger to worsen and can lead to disruption and angry confrontation.

Section 16 Dispute Resolution Process continued ...

16.4.1 The source of the conflict might be a minor problem that occurred months before, but the level of stress has grown to the point where the two parties have begun attacking each other personally instead of addressing the real problem.

16.5 Find a neutral and calm place to bring the parties together.

16.5.1 Each person may bring an advocate, or friend to feel more comfortable.

16.5.2 A person will not be brought in front of the mediator without the challenger present. In matters of harassment of a sexual or physical nature the RCMP must be involved.

16.6 Request solutions. Ask each party how the situation can be rectified.

16.6.1 Be sure to listen. You want to get the disputants to stop fighting and start cooperating, and that means moving the discussion away from finger pointing and toward ways of resolving the conflict.

16.7 Solutions must be able to be supported by both parties. These should be suitable to the event that resulted in the complaint.

16.8 The mediator needs to get the two parties to agree to the solution.

16.9 Should an appropriate solution be presented but one part is obstinate, the matter shall be decided by a minimum of three (3) of the Executive.

16.10 When a complaint is brought to the attention of the Executive it will be dealt with in a timely manner.

16.11 Serious complaints may result in the removal of Executive, committee members, or members from their positions and responsibilities.

16.12 All Executive will be part of the Dispute Resolution process. At no time will a complaint be kept secret.

16.13 At no time will a person be removed from their position without the opportunity to address the complaint.

Section 17 Rules of Order

17.1 When problems arise that cannot be resolved in consultation with the PAC Constitution and Bylaws, the School Act, or the BC Society Act, the most current version of Robert's Rules of Order will become the final authority used to resolve this situation.

*Constitution and Bylaws
Rutland Elementary School Parent Advisory Council SD23
Revised May 2022*

Adopted by the Rutland Elementary Parent Advisory Council
Kelowna, British Columbia

On the _____ day of _____, 2022

PAC President	_____	Kaylyn Martin
PAC Vice President	_____	Jennifer Elder
PAC Co -Treasurer	_____	Tamara Pals
PAC Co-Treasurer	_____	Jason Elder
PAC Secretary	_____	Jennifer Gelz
COPAC REP	_____	Jennifer Elder