

# ENGLISH BLUFF SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

## SECTION I - NAME

The name of the organization is the English Bluff School Parent Advisory Council, as per the School Act – Bill 67 – Division 2 – Section 8 (1)

The Council 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 - PURPOSE OF THE PAC

The English Bluff Parent Advisory Council (PAC) serves as a collective voice for parents and guardians, working to enhance the overall school experience through collaboration, advocacy, and community engagement. It provides a structured way for families to contribute to the school environment, support student success, and help guide initiatives that reflect the values and needs of the school community.

- Promote the education, safety, and overall well-being of students within the school and broader community.
- Encourage open communication and strong partnerships between parents, school staff, and administration.
- Foster meaningful parent involvement in school activities and decision-making related to educational matters
- Support and enhance school programs, services, and student-led initiatives.
- Strengthen the connection between home and school, and contribute to a positive, inclusive school environment.
- Provide parents with education, resources, and a forum for discussing school-wide educational issues.
- Organize and support events and initiatives that build community and enrich the student experience.
- Advocate for the interests of students and parents, including fundraising to support educational priorities. Collaborate with the District Parent Advisory Council (DPAC) and other PACs to share ideas and advocate for improvements.
- Ensure financial accountability and transparency in all PAC operations.

## SECTION III - INTERPRETATION OF TERMS

**PAC (Parent Advisory Council):** The official parent organization at English Bluff Elementary, supporting students and fostering collaboration between parents and the school.

**Parent:** As defined in the School Act, a parent is the guardian of the student, the person legally entitled to custody, or the person who usually has care and control of the student. For the purposes of these bylaws, "parent" refers to the parent or guardian of a child enrolled in School District No. 37.

**DPAC (District Parent Advisory Council):** The district-wide body representing all PACs, facilitating communication and advocacy between parents and the school board.

**Executive:** The elected leadership team of the PAC, including the Chair, Vice-Chair, Past Chair, Secretary, Communications, and Treasurer.

**PAC Supporting Roles** DPAC Representative, and Members at Large support the PAC through advisory, representative, or general involvement, contributing to discussions and initiatives without holding an executive position.

**General Member:** Any parent of a student enrolled at English Bluff Elementary, is a voting member of the PAC and may participate in meetings, vote, and serve on committees.

**Quorum:** The minimum number of voting members required to hold a General Meeting/Annual General Meeting and make decisions.

**Special Resolution:** A motion requiring a two-thirds (2/3) majority vote at a General Meeting, typically for bylaw amendments or significant decisions.

**Annual General Meeting (AGM):** The yearly PAC meeting where elections are held, financials are reviewed, and plans for the upcoming year are made.

**Fundraising Initiatives:** Events organized by the PAC to raise funds for school programs, resources, and improvements.

**Hot Lunch Program:** A PAC-coordinated meal service that raises funds while providing meal options for students.

**Parent Education:** PAC-hosted workshops and resources to inform parents on education, child development, and school involvement.

**Extraordinary Meeting:** A special meeting called to address urgent matters requiring immediate attention.

**Signing Officers:** PAC Executive members authorized to sign financial and legal documents, typically the Chair, Vice-Chair, Treasurer, and one additional Executive member.

**Committees:** Groups formed within the PAC to manage specific tasks like fundraising, hot lunch, emergency preparedness, or special events.

**School Planning Council (SPC):** A council (where applicable) involving school administration, teachers, and PAC representatives to plan school goals and priorities.

**Code of Conduct:** Established guidelines for respectful communication and ethical behavior among PAC members and officers.

**Dissolution:** The formal closure of the PAC, with all assets distributed according to BC Gaming regulations or to a registered charity.

## **BYLAWS**

The Bylaws govern the day-to-day operations of the PAC, including executive roles, meeting procedures, elections, and financial management. They ensure the PAC functions in an organized, transparent, and accountable manner.

## SECTION IV - OBJECTIVES

The PAC aims to:

- **Facilitate Effective Communication:** Establish regular and transparent communication channels between parents, school staff, administration, and the broader community.
- **Represent Parent Interests:** Act as a voice for parents, gathering feedback and advocating for student and family needs.
- **Provide Constructive Input:** Offer recommendations on school policies, programs, and student services.
- **Encourage Parental Involvement:** Organize opportunities for parents to engage in school activities and decision-making.
- **Enhance Student Experience:** Support activities that contribute to students' academic, social, and extracurricular development.
- **Raise and Manage Funds:** Oversee fundraising efforts to supplement school resources and ensure responsible financial stewardship.
- **Support School and Community Initiatives:** Collaborate with the school and local organizations to introduce beneficial programs.
- **Promote a Safe and Inclusive School Environment:** Advocate for initiatives that support student well-being, including mental health and anti-bullying programs.
- **Organize Parent Education:** Provide workshops and resources to educate parents on child development, education, and parenting.
- **Strengthen Partnerships:** Work with DPAC and other PACs to share best practices and advocate for educational improvements.

## SECTION IV - MEMBERSHIP

### Membership Overview:

This section outlines the categories of membership within the PAC at English Bluff Elementary, including voting and non-voting members, and key roles such as the DPAC Representative and Member at Large. Members are encouraged to attend meetings, provide input, and support PAC activities while adhering to the PAC's Code of Conduct.

- **General Membership:**  
All parents and guardians of students registered at English Bluff Elementary are voting members of the PAC. They have the right to attend meetings, participate in discussions, vote on PAC matters, and serve on committees.
- **Non-Voting Membership:**  
School administration and staff may attend and participate in PAC meetings but do not have voting rights.
- **Community Members:**  
Non-parents or guardians of enrolled students may attend meetings but do not have voting rights unless otherwise decided by the PAC.

### Roles Within General Membership:

- **DPAC Representative:** Elected to represent the PAC at District Parent Advisory Council (DPAC) meetings and report back to the PAC.
- **Member at Large:** Supports PAC initiatives, events, and committees but does not hold an executive role.

### Participation and Responsibilities:

Members must attend 1 executive meeting per term, provide input on school-related matters, support PAC activities, and adhere to the PAC's Code of Conduct.

## **SECTION V - EXECUTIVE**

### **Executive Positions**

The PAC Executive shall consist of the following elected officers: Chair, Co-Chair, Secretary, Treasurer. These positions are elected annually from the voting members, except the treasurer who is elected every two years.

- **Chair:**
  - Convene and preside over all meetings.
  - Ensure the PAC operates within its constitution and bylaws.
  - Prepare agendas in consultation with executives and principal.
  - Appoint committees where authorized to do so by the executive or membership and maintain member contact lists.
  - Submit an annual report and serve as the official spokesperson for the PAC.
  - Oversee PAC initiatives, committees, and fundraising efforts
  - One of four signing officers.
- **Co-Chair:**
  - Assume the Chair's responsibilities in their absence.
  - Participate in financial discussions but require approval for decisions.
  - Serve as one of the four signing officers.
- **Secretary:**
  - Prepare and circulate draft meeting minutes to the Executive team for review.
  - Once draft minutes are approved from the Executive team, circulate meeting minutes to the Principal for review.
  - Discuss any substantial changes with the Executive team and make necessary changes.
  - Once the Executive team has approved and finalized the minutes, distribute finalized minutes to school administration to be posted on the school website and send them to the parent community within one week of meeting. Maintain accurate records of meetings, decisions, and attendance.
- **Treasurer:**
  - Manage PAC accounts and report on finances.
  - Prepare a budget with the Executive and ensure funds are used responsibly.
  - Complete and submit the gaming grant application by June 30th each year.
  - Perform monthly bank reconciliations and report to PAC at general meetings and agm meetings

### **Supporting Roles (Non-Executive)**

In addition to the Executive Officers, the following non-executive roles may be elected or appointed:

- **DPAC Representative:**
  - Attend DPAC meetings and report back to the PAC.
  - Share DPAC newsletters and announcements with the communications officer for circulation.
  - This role has no signing authority
- **Members at Large:**
  - Attend PAC and Executive meetings to stay informed and contribute to discussions and decision-making.
  - Support PAC initiatives, events, and fundraising efforts through active participation and volunteer support.
  - Represent the broader parent/guardian community by listening to and sharing feedback, ideas, and concerns with the PAC.
  - Assist with communication efforts by helping relay PAC updates, opportunities, and information to other parents/guardians.

- Participate in committee work and help plan and implement PAC-supported programs and activities.
- This role has no signing authority

#### **Additional Information:**

- The Chair, Co-Chair, Secretary, and Treasurer will draft the initial budget and present it for review to the Members at Large and DPAC Representatives. A majority vote is required to proceed with presenting the budget at a General Meeting for approval. If Members at Large and DPAC do not vote by the deadline set by the Chair, the Treasurer has the authority to present the budget at the next scheduled General Meeting.
- Members at Large and DPAC must attend at least one Executive meeting per school term to remain actively engaged via online or in person.

## **2. Executive Meetings**

- **Frequency:**  
Executive meetings must occur at least four times per year, held in person, by phone, or via video conference.
- **Additional Meetings:**  
Additional meetings may be called by the Chair or Co-Chair to address urgent matters or ongoing initiatives.

## **3. Vacancy on Executive**

If any Executive officer resigns or if a position is not filled during elections, the PAC executive team may appoint a voting member to fill the vacancy until the next election.

## **SECTION VI - COMMITTEES**

### **Committee Formation**

Committees, such as Fundraising, Hot Lunch, Parent Education, and Special Events, will be formed based on the PAC's needs. Additional committees may be created to support PAC initiatives.

### **Committee Oversight**

Committees report to the Chair and must provide regular updates on progress. Members are expected to meet as necessary and may be asked to attend Executive meetings for approval.

### **Volunteer Participation**

Members may volunteer annually to chair or participate in committees.

### **Committee Membership Conditions**

Committee members are required to attend at least one meeting per school term (September-December and January-June) to remain active. If a member fails to meet this requirement, they may be asked to step down. Committee chairs are responsible for scheduling meetings and, when necessary, presenting decisions to the Executive for approval.

### **Suggested Committee Roles:**

- **Fundraising Coordinator:** Coordinates fundraising activities, communicates with the parent community, and works with the Treasurer to track funds.

- **Class Parent Coordinator:** Establishes a network of class parents, updates the parent email database, and facilitates communication through tools like WhatsApp.
- **Hot Lunch Coordinator:** Organizes hot lunch schedules, manages orders, coordinates with vendors, and ensures food safety compliance. Oversees volunteer support and tracks finances.
- **Emergency Preparedness Coordinator:** Maintains classroom "grab and go" buckets, oversees emergency supplies, and coordinates safety drills and educational activities.
- **Communications Officer:** Manages PAC communications, including meeting updates and school events, and may be filled by the Secretary.
- **Parent Education Coordinator:** Organizes educational opportunities for parents and ensures alignment with PAC goals.
- **Spirit Wear Coordinator:** Organizes and promotes school spirit wear sales, managing inventory and sales processes.
- **Student Events Coordinator:** Coordinates student-focused events like dances and movie nights, ensuring alignment with school guidelines.
- **Playground Committee:** Oversees playground maintenance, identifies needs for improvements, and coordinates fundraising for upgrades and outdoor equipment.

## SECTION IX - GENERAL MEETINGS

### Meeting Procedures

All meetings will be conducted efficiently, following **Roberts Rules of Order** to ensure organized, respectful, and fair discussions. The Chair will maintain order and ensure all members have the opportunity to speak. Motions must be seconded before discussion or voting, and a majority vote is required unless otherwise specified in the By-laws.

1. **Frequency and Schedule**  
General Meetings will be held a minimum of four times per year, with the first meeting within 30 days of school beginning. One meeting will be the Annual General Meeting (AGM). Dates and times will be set by the Chair in consultation with the Principal and Executive to ensure accessibility for all members.
2. **Notice of Meetings**  
A minimum of seven days' notice will be provided to all members for General Meetings.
3. **Extraordinary Meetings**  
May be called by the Executive with at least seven days' notice to members.
4. **Quorum**  
Quorum for Annual General Meetings/General Meetings requires one-third of the voting members to be present in person or via video conference.
  - A quorum for general PAC meetings shall be at least three (3) voting members, including at least two (2) Executive members.
  - A quorum for Executive meetings shall be a majority (50% +1) of elected Executive members.
  - If quorum is not met, discussions may proceed, but no formal votes or financial decisions can be made until quorum is reached.
5. **Agenda**  
The agenda will be distributed at least seven (7) days before the meeting. Items can be submitted by members up to 2 weeks in advance.
6. **Meeting Format**  
Meetings will be held in person or virtually based on circumstances and member preferences.
7. **Voting**  
Voting members present are entitled to one vote. Voting may occur in person or electronically if necessary.

8. **Record Keeping**

The Secretary will take minutes and distribute them within one week, including attendance, voting outcomes, and key discussions.

## **SECTION XI - CONSTITUTION AMENDMENTS**

Amendments to the Constitution and By-laws may be made at the Annual General Meeting, provided:

1. Written notice of the meeting and proposed amendments is given at least 14 days in advance.
2. A two-thirds (2/3) majority vote of voting members present is required for approval.

## **SECTION XIV - FINANCES**

1. **Financial Year**

The PAC's financial year runs from July 1st to June 30th.

2. **Budget and Expenditures**

The Treasurer will present the budget and tentative expenditures for approval at a General Meeting by the end of October each year.

3. **Bank Accounts**

PAC funds will be held in a financial institution registered under the Bank Act. The Executive ensures secure and responsible management of funds. Any funds received will be deposited into an English Bluff registered account.

4. **Signing Officers**

Four signing officers will be appointed, including the Treasurer. Two signatures are required for banking and legal documents.

5. **Expenditure Approval**

The Executive may approve non-budgeted expenditures up to \$500. Expenditures exceeding this amount require approval at a General PAC Meeting.

6. **Transparency**

Books and records will be available for inspection by members upon written request.

7. **Reimbursement Policy**

Signing officers cannot sign cheques for reimbursement if they are the payee.

8. **Start-Up Fund**

The PAC will maintain a positive year-end balance to ensure sufficient start-up funds for the following year.

9. **Audit Process**

An audit will be requested by the members at an Annual General Meeting, with an independent auditor appointed as needed.

## **SECTION XV - CODE OF CONDUCT**

### **1. Respectful Communication and Positive Participation**

All PAC members are expected to engage in respectful, professional, and constructive communication at all times—whether in person, by email, or on social media. Our goal is to foster a positive, inclusive, and solution-focused environment that supports students, staff, and families. Negative or disruptive behaviour will not be tolerated. This includes, but is not limited to:

- Yelling or using an aggressive tone
- Personal attacks or targeting individuals
- Foul or inappropriate language

- Interrupting or speaking over others during meetings
- Dismissing or belittling others' ideas or contributions

We value collaboration and open dialogue, and all members are expected to contribute in a way that builds trust and respect within our school community.

## **2. Focus on School-Wide Concerns**

The PAC is an advocate for the collective interests of all students and focuses on school-wide matters. It is not the role of the PAC to address individual concerns regarding students, parents, or staff. Such matters should be addressed privately through the appropriate school or district channels.

## **3. Members must maintain confidentiality regarding all sensitive information obtained through their involvement with the PAC. This includes, but is not limited to:**

- Personal information about students, parents, or staff.
- Discussions related to disciplinary matters, student support, or special accommodations.
- Financial details or funding requests that involve individual students or families.
- Internal PAC discussions or decisions not yet made public.
- Confidentiality must be upheld both during and after a member's involvement with the PAC. Any breaches may result in removal from the PAC or other appropriate actions.

## **4. Negative or disruptive behavior will not be tolerated. This includes, but is not limited to:**

- Yelling or aggressive tone
- Personal attacks or targeting individuals
- Use of foul or inappropriate language
- Interrupting or speaking over others during meetings
- Dismissing or belittling others' ideas or contributions

5. Members are expected to engage in discussions with professionalism, courtesy, and mutual respect at all times. Failure to uphold these standards may result in a warning or removal from the PAC, as outlined in the code of conduct.

## **6. Disciplinary Action**

Members who violate the PAC Code of Conduct may be subject to disciplinary action, up to and including suspension or removal from the PAC.

- The following fair and transparent process will be followed:
  - Verbal Warning: A private conversation will be held with the member to address the behavior and reinforce the expectations outlined in the Code of Conduct.
  - Written Warning: If the behavior continues or is serious in nature (e.g., yelling, personal attacks, or use of discriminatory language), a formal written warning will be issued by the PAC Chair or Executive Committee.
  - Review by Executive Committee: If there is no improvement or the issue escalates, the Executive Committee will meet to review the situation. The member will be given the opportunity to respond to the concerns before a final decision is made.



- **Decision:** After review, the Executive Committee may vote to suspend or remove the member. The decision will be communicated in writing and documented in PAC records.
- **Right to Appeal:** The member has the right to submit a written appeal to the PAC within 7 days of receiving the decision. An appeal meeting will be scheduled, and an impartial third party (such as a school administrator or neutral PAC member not involved in the original issue) may be asked to facilitate. The Executive Committee will reconsider the decision and issue a final ruling.

**7. Cooling-Off Period (as needed):** In the event of a highly charged or disruptive meeting (e.g., involving sensitive topics such as SOGI, curriculum issues, or personal conflict), the PAC Chair may choose to adjourn the meeting and reconvene at a later date. This allows members time to reflect and return to the discussion with a respectful and solution-focused approach.

### **8. Professionalism and Accountability**

Members must act in the best interests of the school community, maintaining professionalism and accountability in all PAC activities.

### **9. Use of School Resources**

PAC resources must be used responsibly for PAC activities. Unauthorized personal use or misuse of school resources is prohibited.

### **10. Compliance and Consequences**

All members of the PAC, including Executive, Members at Large, DPAC Representatives, and general members, are required to adhere to the PAC's Code of Conduct. Any member whose behaviour is deemed by the Executive to be in violation of the Code of Conduct or these Bylaws may be subject to suspension or removal from participation in PAC meetings and functions. This measure is in place to ensure a respectful, inclusive, and productive environment for all participants. Decisions regarding such actions shall be made in accordance with fair and reasonable processes established by the PAC.

## **SECTION XVI - DISSOLUTION**

### ○ **Records Management**

All paper records of the EB PAC will be securely stored in the PAC room at English Bluff Elementary School. Electronic records will be stored in a secure, PAC-approved online system, accessible to the PAC Executive and designated member members. In the event of dissolution, all PAC records, including meeting minutes, financial records, and correspondence, will be archived for at least seven (7) years, in compliance with applicable regulations.

### ○ **Disposition of Assets**

Upon dissolution, any gaming funds or assets purchased with gaming funds will be allocated as follows:

- a) To a registered charity in British Columbia, as determined by the PAC members at the time of dissolution, or
- b) To a charitable organization with a similar educational or community-support purpose.

### ○ **Final Reporting & Compliance**

The PAC Treasurer will finalize all financial statements, grant reports, and legal obligations, ensuring compliance with governing bodies such as the BC Gaming Commission and the Delta School District. Any outstanding debts or liabilities must be settled before funds are distributed.

- **Notification of Dissolution**

The PAC Executive will provide formal written notice of dissolution to the school administration, the Delta School District, and relevant regulatory authorities. A final General Meeting will be held to approve the dissolution and distribution of remaining funds and assets.

## **RESOLUTION OF THE ENGLISH BLUFF SCHOOL PARENT ADVISORY COUNCIL**

RESOLVED FURTHER that the foregoing resolution shall remain binding and unalterable unless otherwise required by law.

RESOLVED FURTHER that the English Bluff School Parent Advisory Council (EB PAC) will provide a formal undertaking by delivering a copy of this resolution to the **BC Gaming Commission**, confirming its compliance with the restrictions on the application of its assets upon dissolution as outlined herein.

RESOLVED FURTHER that any amendments or alterations to this resolution shall require a **unanimous vote** by the PAC Executive and must be documented in the official PAC meeting minutes.

CERTIFIED to be a true and correct copy of a resolution **passed and adopted** by the English Bluff School Parent Advisory Council at a meeting held on **June 11, 2025**, at **English Bluff Elementary, Delta, BC**.

Signatures of Executive Team Members for \_\_\_\_\_ school year.  
YYYY-YYYY

_____ <b>Full Name Printed Chair, EB PAC</b>	_____ <b>Signature Chair, EB PAC</b>	_____ <b>Date Signed</b>
_____ <b>Full Name Printed Co-Chair, EB PAC</b>	_____ <b>Signature Co-Chair, EB PAC</b>	_____ <b>Date Signed</b>
_____ <b>Full Name Printed Secretary, EB PAC</b>	_____ <b>Signature Secretary, EB PAC</b>	_____ <b>Date Signed</b>

This document shall be signed in counterparts, and each counterpart shall be deemed an original. All counterparts together shall constitute one and the same document. This document shall be retained in either digital or physical formats as part of the official PAC records. An electronic copy containing wet signature shall be deemed equivalent to the original for all office and legal purposes.