

## RLC PAC Meeting Minutes- (April 2<sup>nd</sup> 2025)

ATTENDEES		
Jill Kryski- Chair	Chantelle McMaster	Mr Buemann- Principal
Diane Kohen- Treasurer	Heidi Stewart	Mrs Leggett – Vice Principal
Tiffany Hayward- Co Chair	Kelsey Hamm	
Andrea Bardeck- Secretary		

**Location:** RLC Library 5990 Todd Rd

**1. Call to Order:** 6:15 pm

**2. Welcome, Introduction and Guests**

**3. Constitution and by laws (Jill and Diane)**

- Review of proposed updated document
- Overview of proposed changes see Appendix 2
- Will publicize the proposed changes in weekly email and on facebook so that anyone interested has a chance to review them before the May 14th PAC meeting. A vote of 2/3rds is needed for amendments/updates to carry.
- The BCCPAC constitution was used as a guide
- Discussion around proposed changes was had: key highlights are outlined below
  - Should school district employees who work at the school and have a child attending RLC have a vote – what is the potential for bias: if amended Administration to remain as non voting members
  - Definition of Robert’s rule to be added: a framework that is comprised of a set of codes and rules of ethics that helps groups hold orderly meetings that allow the majority to rule while allowing minority voices to be heard
  - When Executive only votes are held they must be unanimous to pass, Executive can vote on matters that are not in the budget between meetings but amounts must remain under \$500
  - Responsibilities of each executive role has been outlined: Under treasurer responsibilities add point around ensuring gaming licences are obtained when needed

**4. Minutes of previous meeting (March 5<sup>th</sup> 2025)**

- **Motion** to adopt minutes as presented: Jill, second Tiffany: vote carried by all in favour

**5. Correspondence**

- Robothink free robotics workshop (Dallas in April, availability for May/June)

- SD73 Legacy Grant – March 12 email from School District – This is something PAC will look into apply for future endeavours
  - o Approved projects may qualify for matching funds up to a max of \$10,000
  - o For activities that are accessible to a diversity of learners, incorporate learner-centered experiences and demonstrate alignment to the District Strategic Plan, School Learning Plan, and/or Aboriginal Enhancement Agreement. Examples: field trips, students retreats/conferences, events, clubs, play and phys ed equipment, libraries, and legacy artwork
  - o Spring application deadline: March 31 (decision by April 30)
  - o Fall application deadline: September 30 (decision by October 31)

## 6. Treasurer's Report (Diane)

- **Motion** to adopt treasurer report: Jill Second Chantelle vote carried by all in favour.

## 7. Staff requests: Recently Approved/Awaiting Approval

- Recently Approved: Bozek (2/3) & Klymchuk (4/5): field trip to Freeze Athletics and Cliffside Climbing gym on April 17 th, requested a decision before spring break. Total field trip cost of \$1,104.97 for 45 students (\$24.55 per student). Decision to contribute \$12/student (\$540).
- Awaiting Discussion: Track & Field Program (Mrs. Leggett) Requesting \$200 to purchase spray paint/flagging tape/supplies for track days
- Mrs Leggett\_ Requesting \$200 to pay for Kamloops Track & Field Club visit – 120 students in grades 7, 6, and some 5's will participate in 1.5 hr instructional session on high jump, triple jump, shot put
  - **Motion** to approve \$400 for track and field requests: Jill, Second Andrea: Vote carried by all in favour.
- Lam (Swim Coach): requesting help with purchasing school logo swim caps for the swim team who has been practicing once per week & amp; will compete at district swim meet April 17. There are 20 kids this year and she is hoping to build the program in years to come. 25 caps for \$21.60 each (\$539.95), 50 caps for \$11.56 each (\$578.03), 100 caps for \$9.08 each (\$907.76).
  - Might not be enough time to get the logo caps in, buying in bulk is the most economical. PAC wants to support the club but since the caps may not be able to arrive in time and they are not something that can be shared/re used by multiple students PAC is more incline to help subsidise the cost. Students participating would likely contribute around \$10.

- Due to the time it takes to get the logo caps in PAC discussed holding off on allocating funds for this year and will revisit in the future as this is a program the school hopes to grow in the future.

## **8. Administrator's PAC Meeting Report**

- Please refer to Appendix 1 to read the full Administrator's Report from Mr Buemann and Mrs Leggett.

## **9. DPAC Update (Heidi)**

- No march meeting, next meeting April 15<sup>th</sup> 2025
- The SD73 plan to use 'responsible adults' to fill CEA absences has been put on hold. Will continue to discuss with the union and establish a committee with members of the school district and CEAs. Union wants a plan to address better working conditions and higher wages. SD73 says plan is necessary to fill CEA relief roster, 30-40% of CEA roles go unfilled on a typical day due to illness or leave.
- SD73 2025-2026 Budget Public Presentation is April 9 from 5-7pm at the school board office or online. A recording will be available afterwards and feedback can be submitted until April 21.

## **10. Committee Reports**

- Hot Lunch (Sonia)-no updates
- 2024/2025 Fundraising
  - Raffle (Jill: March 7<sup>th</sup> to April 25<sup>th</sup>): Raffle (March 7 to April 25) – 3 weeks left! Advertising: flyers, school emails, teachers, social media, fence sign, posters at local businesses, pizza party tracking poster. Add: announcements and sandwich board on kindergarten side of school. Will post on community facebook page with last 2 weeks. Current Sales: \$3,660 (Break-even point: \$2,490 + pizza party)
  - Movie Night (Chantelle & Tiffany: April 25):
  - DFA Cards in a Box (Andrea: April 28-May 12)- All online
  - Track Meet Concession Sales (Jill, Tiffany, Chantelle & Diane May 8th): Menu/Prices to Mrs Leggett by end of April: Ice cream, freezies, and chips, Candy bags? 2024: sold approx. 870 frozen treats & 140 chips (1,000 items) 3-4 volunteers
  - Carnival (May 29th) A planning meeting will be immediately following this meeting- Volunteers will be needed
  - Art Cards for Fall 2025 – early Registration in May PAC will be charged less administration fees if we confirm participation: Andrea will take care of this.

## **11. Other**

- Thank you for Vital sign donation was delivered and cost around \$40.
- Parlof try outs happening for grade 4 and above on Thursday April 3<sup>rd</sup> This year the top 4 students will go on to fill the respective grades relay teams.
- Track and field volunteers are still needed for both days – PAC has posted on our Facebook page
- SPARK Sessions May 14<sup>th</sup>, 9:00am and 10:45am – PAC will have representative there to present to new parents, will also hand out wrist bands for carnival.
- Kamloops Music Collective – Kamloops Interior Summer School of Music (KISSM) \$400 cheque for one gift certificate was mailed March 10<sup>th</sup>. It has arrived and been given to Mrs Frose.

**12. Next PAC Meeting:** May 14<sup>th</sup> 6:00pm in the RLC Library

**Meeting Adjourned:** 8:46 pm

## **APPENDIX 1: (April 2<sup>nd</sup> 2025) Administrator's PAC Meeting Report**

### **2025-04-02 PAC Meeting Report**

#### **School Goals**

- *Numeracy - All students will meet or exceed numeracy expectations for each level.*
- Students will feel a sense of belonging and a positive connection with the adults in the building.

There continue to be opportunities for extra-curricular activities at RLC with Track & Field beginning for both our primary and intermediate students which will culminate in our two track & field days: May 7 for primaries and May 8 for the intermediates. A big thank you goes out to Mrs Strom, Mrs Wilmot and Mrs Macdonald for all their leadership organizing and preparing for these. We appreciate the many volunteers who will give their time to help support the track events and the concession. There is still time to sign-up to volunteer. Please see the Parent Message sent on Friday for the link or click here: [Volunteers - RLC Track and Field Meets 2025](#)

There are many extra activities being offered by our dedicated staff this spring. We are also fortunate to be able to offer Floor Hockey at lunch on Tuesdays - Thursdays. The draft is complete and teams began play next week. A big thank you to Mrs Schnackenberg and Mrs. Simpson for supporting and helping to organize this. We would also like to thank Mrs Huffman and Mrs R Anderson who are busy coaching our flag football teams which are practicing already and preparing for their first games the week of April 16 with two teams being offered this year. In addition, a big thank you to Mrs Bozek who will be coaching cheer again this year, Mrs. Lam who is organizing RLCs first ever Swim Club, and Mrs. Goertzen and Mrs. Dagg for coordinating Parloffs once again this year! We are so very grateful!

Mrs Froese directed and produced an outstanding Spring concert again this year. The School of Rock was a fun event with rocking performances by the students and lots of opportunities for students to sing, play instruments, build props, run lights and sound, and many of the other tasks that go on to make something like this performance possible. Thank you, Mrs. Froese, for the many ways you allow our students talent and passion to shine brightly! It was wonderful to see all the support from families as we had a great turnout for both concerts.

This is a reminder that April 7 is the Annual Day of Suwentwecw. This year the theme is : THE BONDS OF RESPECT THAT BRIDGE US TOGETHER. We will host a gathering in the gym in the morning on April .

Mrs. Schnackenberg, Mrs. Huffman, and Mrs. Munden will be holding a Young Entrepreneur Fair with their students again this year. Students will work on product-based businesses, creating a project, and the marketing finances involved. The date for the Fair is still to be determined.

We will be hosting 2 Welcome to Kindergarten (SPARK) events on May 14 from 9:00 - 9:45 and again from 10:45 - 11:30 and June 4 10:45-11:45. We would like to invite PAC to present to parents at 9:00 and again at 10:45 on May 14 in the library.

We have continued planning for a whole school belonging activity for the end of June. We appreciate the support from PAC.

Chromebook update: The 30 Chromebooks you purchased have arrived in the district and we hope to see them arrive at RLC in the next few weeks as they will need to be processed.

We look forward to working with the PAC to support the students of RLC.

BLAKE BUEMANN (Principal)  
JO LEGGETT (Vice-Principal)  
RLC / Westwold Elementary

## **APPENDIX 2: Bylaws and Constitution proposed updates:**

*Below is the draft that was discussed during the meeting on April 2<sup>nd</sup>*

# **Constitution – R.L. Clemitson Elementary School PAC**

This proposed new document is based on the BCCPAC recommended Bylaw & Constitution, with consultation and additions from the VSS and SKSS documents as well.

All references to “student planning council” have been deleted, as it is noted on the BCCPAC website to do so.

**GREY** – Indicates additions made by Jill & Diane (may have been pulled from old bylaws, from VVS bylaws, from SKSS bylaws, or customized)

~~**STRIKETHROUGH**~~ – Indicates items from BCCPAC document that Jill & Diane suggest deleting **BLUE** – Indicates changes as discussed and agreed upon at the April 2 PAC meeting

### **Table of Contents**

Section I Name

Section II Foundation Philosophy

Section III Purposes of the Council

Section IV Interpretation of Terms

### **Section I – NAME**

The name of this Council is R.L. Clemitson Elementary School Parent Advisory Council (“RLC PAC”).

### **Section II – FOUNDATION PHILOSOPHY**

As parents, we recognize that our children’s success at school depends on our interest, support and involvement in their education and the school community.

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.

This Council will function within guidelines established by the School Act and policies of the Board of School Trustees of School District No. 73.

### **Section III – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To promote the education and welfare of all students in the school.

2. To encourage parent involvement in the school, and to support programs that promote parent involvement.

1

3. To advise the school board, principal, and staff on any matter relating to the school. ~~other than matters assigned to the school planning council~~  
To participate in the work of the school planning council through the Council's elected representatives
4. To promote the interests of public education and, in particular, the interests of R.L. Clemitson Elementary School.
5. To provide leadership in the school community.
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To provide parent education ~~and professional development~~, and a forum for discussion of educational issues.
8. To assist parents in obtaining information and communicating with the principal and staff about any ~~their child's progress or other concerns.~~
9. To act as an advocate for all R.L. Clemitson parents.
10. To provide a forum whereby staff can discuss school issues, new ideas, and upcoming school news with parents.
11. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
12. To organize and support activities for students and parents.
13. To provide financial support for the goals of the Council, as determined by the membership.
14. To apply for available grants to assist with providing financial support for the goals of the Council, as determined by the membership.
15. To advise and participate in the activities of SD73 DPAC and the BC Confederation of Parent Advisory Councils.

#### Section IV – INTERPRETATION OF TERMS

**“ad-hoc committee”** is created to do a specific task within a certain time period

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

**“district”** means School District No. 73

**“DPAC”** or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 73

**“PAC”** or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in R.L. Clemitson Elementary School

**“parent”** is as defined in the School Act and means

- a) The guardian of the person of the student or child,
- b) The person legally entitled to custody of the student or child, or
- c) The person who usually has the care and control of the student or child



and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 73

2

**“quorum”** the minimum number of PAC members required to be present at a given meeting in order to vote on and pass motions

**“Roberts Rule of Order”** is a widely used manual of parliamentary procedure, providing a structured framework for conducting meetings and making group decisions fairly and efficiently, ensuring that all members have a voice and that the will of the majority prevails.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

**“standing committee”** is one that exists every year and can be described in the bylaws (ex/ budget, hot lunch, special events, fundraising)

**“SPC”** means the school planning council created for R.L. Clemitson Elementary according to the School Act

## **Bylaws – R.L. Clemitson Elementary School**

### **PAC Table of Contents**

Section 1 Membership

Section 2 Meetings of Members

Section 3 Proceedings at General Meetings

Section 4 Executive

Section 5 Executive Meetings

Section 6 District Parent Advisory Council and External Committee Representatives

Section 7 Conduct of Executive and Representatives

Section 8 Duties of Executives and Representatives

Section 9 Committees

Section 10 Financial Matters

Section 11 Constitution and Bylaws Amendments

Section 12 Property in Documents

Section 13 Dissolution

## **SECTION 1 – MEMBERSHIP**

### **Voting Members**

1. All parents and guardians of students registered in R.L. Clemitson Elementary School are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting, unless there is a perceived or real conflict of interest (see Section 7).  
~~Parents and guardians of students registered in R.L. Clemitson Elementary School that are also employees of SD73 are voting members of the Council but shall recuse themselves from votes where there is a conflict of interest, whether real or perceived.~~

### **Non-Voting Members**

2. Administrators and staff (teaching and non-teaching) of R.L. Clemitson Elementary School ~~may~~ **are** invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

### **Compliance with By-Laws**

5. Every member will uphold the constitution and comply with these bylaws.

## **SECTION 2 – MEETINGS OF MEMBERS**

### **General Meetings**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting.
3. Elections for Executive members are held at the Annual General Meeting, usually in September.
4. The annual budget will be determined in the Annual Budget Meeting to be held at the next general meeting following the Annual General Meeting. The Budget meeting is usually held in October to give allowance for the newly elected Executive Committee to prepare a proposed annual budget.

### **Conduct**

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system.
7. If procedural problems should arise, Robert's Rules of Order will be used to rectify the situation, unless they are in conflict with the guidelines in this Constitution.

### **Notice of Meetings**

8. Members will be given reasonable notice of general meetings.
9. Executive meetings will be held at the call of the Chair or any member of the executive as deemed necessary.

## **SECTION 3 – PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for general meetings will be three voting members.
2. If at any time during a general meeting a quorum ceases to be present, business voting then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Meeting Formats**

3. RLC PAC meetings may be conducted in-person, via videoconference (ex/ Zoom), or through a hybrid format combining both options.
4. In-Person Meetings: participants must sign in with their full name and their RLC student's grade.
5. Videoconference Meetings: Participants must adjust their online display names to reflect their first name, the first letter of their last name, and the highest grade level of their RLC student(s).
6. Participants attending virtually may be asked to confirm their identity visually to establish eligibility for participation.
7. Participants attending virtually will remain muted until recognized by the Chair to speak or make a motion.

### **Recording Prohibition**

8. Recording of RLC PAC meetings is strictly prohibited unless explicitly permitted for minute taking purposes. Unauthorized recordings may result in disciplinary action.

### **Decorum**

9. Participants are expected to engage respectfully and constructively, ensuring that discussions occur without fear of judgement or unauthorized recording.

### **Equal Treatment**

10. All participants, whether attending in person or via videoconference, will be afforded equal opportunities to participate in discussions and motions.

### **Voting**

11. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
12. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
13. Each Parent/Guardian = One Vote Rule. Each parent or guardian is allowed one vote, even in households with multiple children enrolled at RLC.
14. Members must vote in person on all matters (all forms of video and or audio conferencing is acceptable). Voting by proxy or by email will not be permitted.
15. Except as provided elsewhere in these bylaws, voting is by a show of hands or web-meeting poll, or where requested by two voting members present, by secret ballot.
16. The Chair and the Secretary are eligible to vote, even if they are able to see the meeting poll results as they come in, unless there is a conflict of interest or perceived bias (see Section 7).
17. Voting for the election of executives shall be done by secret ballot.

18. If by ballot, all ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting.
19. Items that require voting on are any significant decisions impacting the school that require the collective input of parents represented in the PAC. The following are examples, but not limited to: a. Allocating funds for school activities and programs  
 b. Approving budgets  
 c. Electing executive members  
 d. Deciding on fundraising initiatives  
 e. Endorsing or providing feedback on school policies that affect students  
 f. Making decisions regarding major school events or changes to existing programs
20. The process of recording a vote will be as follows:  
 a. A PAC member presents a motion for consideration  
 b. If in agreement, another PAC member may second the motion which advances the motion to the voting stage  
 c. PAC members in attendance vote on the motion  
 d. The vote can be recorded in the minutes in this fashion:
- Motion to approve \$100 for bank fees: Member A; Second: Member C (All in Favour)
  - Motion to approve \$100 for bank fees: Member A; Second: Member B (2 in favour; 5 against – motion fails)
  - Motion to approve \$100 for bank fees: Member B; Second: Member C (3 in favour; 2 against – motion passes)

### **Verification Procedures for Virtual Voters**

21. To prevent multiple voting and unauthorized access, attendees may be required to confirm their identity and eligibility to vote through visual verification or by completing an authentication step before voting.
22. An example of a verification process includes asking RLC PAC members to type their names and their RLC student's name and grade in a designated chat channel where an RLC PAC executive member, school administrator, or principal can verify attendees' identities. Failure to do so can result in expulsion from the meeting.
23. Voter identity verification may be imposed at the discretion of the PAC Chair. 24. Abstentions do not affect the outcome of a vote. See section below, "Voting Abstentions".

### **Voting Administrator Privilege**

25. Any individual who administers the voting process and has access to live results retains the right to cast their own vote. This ensures their participation and representation in decision-making processes.

### **Post-Voting Audits**

26. RLC PAC executive reserves the right to conduct a post-voting audit to ensure no duplicate votes were submitted.

### **Prohibited Voting Practices**

27. Simultaneous logins from multiple devices using different credentials are prohibited. 28. Participants might be asked to log out from additional devices during voting.

### **Voting Abstentions**

29. Abstention: An abstention occurs when a member refrains from voting on a motion. It is not counted as a vote for or against the motion.

30. Abstentions do not affect the outcome of a vote, as they are not included in the total number of votes cast.

Example: If 5 vote in favour, 3 against, and 2 abstain, the motion passes because it received a majority of the 8 votes cast.

31. The number of abstentions may be recorded in meeting minutes, but individual names are typically excluded unless required by organizational rules.

32. In roll-call votes, members can explicitly state their abstention, which should then be recorded. 33. Members who abstain still count toward the quorum because they are present and capable of voting, even if they choose not to participate.

## **SECTION 4 – EXECUTIVE**

### **Role of Executive**

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

### **Executive Defined**

~~The executive will include the president, vice president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides.~~

2. The executive WILL include:

- Chair
- Treasurer
- Secretary

The executive MAY include:

- Co-Chair
- DPAC Representatives (maximum of 2)
- Other such members of the Council as the membership decides ("Members at Large")

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 73 or the Ministry of Education unless there is a Conflict of Interest or Perceived Bias (see Section 7).

### **Election of Executive**

4. The executive will be elected at each annual general meeting, with one position being voted on at a time.

5. The Chair, or in absence of a chairperson, the school Principal, shall call an Annual General Meeting for the purpose of electing executives.

6. Elections will be conducted by one of the existing executive members, the Principal, or as agreed on by the membership.
7. Election of executives shall be by a majority (50% plus 1) of voting members present at the Annual General Meeting.
8. In the situation of a tie vote for an executive position:
  - a. If the initial vote had more than two candidates and two candidates are tied for the position, members will re-vote between the two tied candidates.
  - b. If there is a tie between two candidates, they can choose to immediately and cooperatively decide who will take the position or the decision can be made by coin toss. ~~Elections will be conducted by the chair of the Nominations Committee~~

### **Term of Office**

9. The executive will hold office for a term of one year beginning immediately following the election ~~(or between specified dates, for example, from July 1<sup>st</sup> to June 30<sup>th</sup>)~~.
10. No person may hold the same executive position for more than four years consecutively. **Vacancy**
11. Executive members must give written intention of resignation, which must be circulated to all executive members. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next scheduled PAC meeting at which point the members will vote to fill the position.
12. If a position is left vacant after the AGM it can be filled by majority vote at any following PAC meeting.
 

~~If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.~~

### **Removal of Executive**

13. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of Executive**

15. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

## **SECTION 5 – EXECUTIVE MEETINGS**

### **Meetings**

1. General executive business between meetings may be conducted by text, email, or other means of electronic communication agreed upon by the executive. Examples of general business includes, but is not limited to, proof reading letters in reply to general enquiries, passing along pricing or

volunteer information for fundraising purposes, circulating newsletter articles for verification by executive members.

2. Voting on non-budgeted expenditures at executive meetings will be in accordance with Section 10, Item 14 and Section 5, Items 7 & 8.
3. Executive meetings will be held at the call of the Chair or at the request of the executive members. ~~At least one meeting will be held before each general meeting.~~

### **Quorum**

4. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive. Example: If there are 4 executive members then the quorum is 3.

### **Notice**

5. Executive members will be given reasonable notice of executive meetings.
6. All reasonable efforts will be made to schedule the meeting at a time and place that works for the entire executive.

### **Voting**

7. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1), **except voting on non-budgeted expenditures which will be in accordance with Section 10, Item 14.**
8. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
9. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

## **SECTION 6 – DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **District Parent Advisory Council Representative**

1. Up to two representatives to the SD73 District Parent Advisory Council may be elected annually from among the voting members **who are not employees or elected officials of School District No. 73 or the Ministry of Education.**
2. DPAC representatives will hold office for a term of one year.
3. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization, such as BCCPAC.
4. The representatives will report to the membership or executive as outlined in Section 8. ~~1. One representative to the SD73 DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 73 or the Ministry of Education.~~

### **Election of DPAC Representatives**

- ~~2. The election of representatives to the DPAC must be by secret ballot.~~

### **Term of Office**

- ~~3. DPAC representatives will hold office for a term of one year.~~

**Vacancies**

4. ~~If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.~~

**External Committees**

5. ~~The membership of executive may elect or appoint a member who is not an employee or elected official of School District No. 73 or the Ministry of Education to represent the Council on an external committee or to an external organization.~~
6. ~~The representative will report to the membership or executive as required.~~

**SECTION 7 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES****Code of Ethics**

1. On election or appointment, every executive member and representative must agree to act in accordance with the Constitution and Bylaws and sign and agree to abide by a the Code of Ethics attached to this document. ~~acceptable to the membership.~~

**Representing the Council**

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

**Privilege**

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

**Disclosure of Interest, Conflict of Interest, Perceived Bias**

4. As part of Council's nominating procedure, nominees or prospective volunteers must disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their Executive, Committee or Representative duties.
5. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
6. Executive members, representatives, or parents must avoid using his or her position on the Council for personal gain.
7. Parents who are employees or elected officials of the School District or Ministry of Education and Child Care are prohibited from holding an Executive Position or representing the Council on an external committee or organization.
8. Any parent who speaks for or represents the Council must do so solely in the interests of the parent membership.
9. Parents who hold positions in the education system or own a business that supplies goods or services to the school or district are not precluded from participating as a member at large. These parents can vote on issues that affect all parents in the same way, including in elections in which



they are not a candidate, and can participate in all activities that do not involve decision-making as long as there is no conflict of interest or perceived bias.

10. When a parent has a financial interest not common to other members of the Council, they must refrain from voting.
11. **Conflict of Interest:** is present when a parent or a member of their immediate family could benefit financially from a decision of the PAC or DPAC that a parent can influence or vote on. This is true whether the parent is an executive member, committee member, or member at large.
12. **Perceived Bias:** may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. For example, if a parent is an employee or elected official of the School District or Ministry of Education and Child Care, there may be a perceived bias as to whether the parent is acting solely in the interests of the Council.

### **Dispute Resolution Process**

13. The following is the process for dealing with a concern that an Executive Member, Committee Member, or Representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.
  - a. Any person bringing forward a concern will be advised of this process.
  - b. All complaints and information surrounding complaints will be dealt with in confidence.
  - c. Those directly involved in the complaint will be given access to all relevant information.
  - d. All parties will be dealt with respectfully.
  - e. Any person involved may have a support person.
  - f. There will be a fair review of the concern to protect volunteers, executive members, and representatives from vexatious and mischievous complaints.
14. Process:
  - a. All complaints, verbal and written, will be received by the Chair. The Chair may appoint another executive member to act as Chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the Chair, the complainant will be directed to the Co-Chair. If the Chair and the Co-Chair are involved, any executive member may receive the complaint.
  - b. For the purpose of this process, the person acting on the complaint is named the Chairperson.
  - c. Upon receiving the complaint, the Chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The Chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
  - d. Every attempt will be made to resolve the concern in a timely manner.
  - e. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and discuss the problem with the intent of reaching a resolution.
  - f. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.
  - g. The Chairperson may request the participation of other executive members, the DPAC executive, or the BCCPAC executive in the process.
  - h. If the parties cannot agree on a resolution, the Chairperson will make a recommendation to the parties. The Chairperson may recommend that the matter be closed.

- i. Either party may appeal the decision of the Chairperson. The appeal must be in writing to the Council executive within 30 days of being notified of the decision.
- j. Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC or BCCCPAC for support in resolving the issue.

## **SECTION 8 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **A. The Chair President will:**

- a. Speak on behalf of the Council, arranging meetings with the school Principal as required
- b. Consult with Council members and executive members
- c. Preside at membership meetings, executive meetings, and the Annual General Meeting
- d. Ensure that an agenda is prepared
- e. Ensure that general meeting dates and PAC school events are scheduled as early in the school year as possible, in consultation with the executive and school administration
- f. Call executive meetings at the request of the executive members, as required or requested
- g. Appoint committees where authorized by the membership or executive
- h. Regularly check email correspondence on the RLC PAC email account, forwarding enquiries to the appropriate person(s) as necessary (or assign this task to another member of the executive)
- ~~i. Ensure that the Council is represented in school and district activities~~
- j. Ensure that Council activities are aimed at achieving the purposes set out in the constitution
- k. May, at the direction of the membership, maintain current BCCPAC registration of the Council
  - l. Ensure safekeeping of all records of the Council
- m. When term is complete, provide information about resources, contacts, and other matters to incoming Chair.
  - n. ~~Be~~ Act as a signing officer
  - o. ~~Submit an annual report~~

### **B. The Co-Chair Vice-President will:**

- a. Support the Chair
- b. Assume the duties of the Chair in the Chair's absence or upon request
- c. Assist the Chair in the performance of his or her duties
- ~~d. Accept extra duties as required~~
- e. ~~Be~~ May act as a signing officer
- ~~f. Submit an annual report~~

### **C. The Secretary will:**

- a. Ensure that members are notified of meetings
- b. Record and post file-minutes of all meetings and provide meeting minutes to the school administration
- c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. Prepare and maintain other documentation as requested by the membership or executive
- e. Issue and receive correspondence on behalf of the Council
- f. Ensure safekeeping of all records of the Council
- g. Assist the Chair in the performance of his or her duties

- h. May act as be a signing officer
- i. ~~Submit an annual report~~

**D. The Treasurer will:**

- a. ~~Be a signing officer~~ May act as a signing officer, although this is not best practice per BC Gaming Guidelines
- b. Ensure all funds of the Council are properly accounted for
- c. Disburse funds as authorized by the membership or executive
- d. Ensure that proper financial records and books of account are maintained
- e. Report on all receipts and disbursements at general and executive meetings
- f. Make financial records and books of account available to members upon request
- g. Apply for gaming funds annually, and disburse funds as authorized by the membership or executive
- h. Prepare an annual gaming report and submit it, as well as have the financial records and books of account ready for inspection or audit annually
- i. Ensure that gaming licenses are acquired for all gaming events.
- j. With the assistance of the executive, draft an annual budget
- k. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- l. Submit an annual financial statement at the annual general meeting

**E. The DPAC Representative will:**

- a. Attend ~~all~~ meetings of SD73 DPAC and represent, speak, and vote on behalf of the Council
- b. ~~Maintain current registration of the Council~~
- c. Report regularly to the membership and executive on all matters relating to the DPAC
- d. Seek and give input to the DPAC on behalf of the Council
- e. Receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. Receive and share ~~act on~~ all other communications from the DPAC
- g. Liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a DPAC or BCCPAC vote
- h. ~~Submit an annual report~~

**F. Members-at-Large will:**

- a. Serve in a capacity to be determined by the Council at the time of the election, and at other times as the Council requires
- b. ~~Submit an annual report~~

**G. The Immediate Past President will:**

- a. ~~Advise and support the membership and executive~~
- b. ~~Submit an annual report~~

**SECTION 9 – COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. As necessary, the terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.

~~4. A Nominating Committee will be appointed annually before the annual general meeting.~~

## **SECTION 10 – FINANCIAL MATTERS**

### **Financial Year**

1. The financial year of the Council will be September 1 to August 31.

### **Power to Raise Money**

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

### **Bank Accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act. Cash on hand is to be kept in the school safe until it is deposited at the bank.

### **Signing Authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Annual Budget**

5. The Treasurer is responsible for presenting an annual budget which includes an accounting of funds available, gaming funds received, and bank balances. The Treasurer is responsible, along with the Executive, for meeting all statutory and fiduciary obligations of the Council, as set forth in the Gaming Branch rules and regulations.
6. The executive will prepare a budget and present it to the membership for approval at the annual budget meeting.
7. The approved budget covers the time of the financial year September 1<sup>st</sup> to August 31<sup>st</sup>.
8. The approved budget provides the executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
9. Budgets may be amended by the executive as needed with the approval of the membership.
10. Spending of gaming funds must meet all requirements set out by the Gaming Branch for the legal disbursement of gaming funds.
11. No single disbursement of greater or equal to 50% of the total funds available shall be granted to any group, club, extracurricular activity, or singular purpose unless the membership votes unanimously.

### **Non-Budgeted Expenditures**

12. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting. Any requests for additional expenditures must be submitted in writing, detailing the amount requested, reason for the expenditure, anticipated date of spend and number of students involved.
13. Non-budgeted expenditures equal to or in excess of \$3,000 shall require a supermajority of 75% in favour. Wherever possible, the proposed expenditure shall be presented at one meeting and voted on at the following meeting. If this is not possible, then the expenditure shall require a unanimous vote in favour.

14. Non-budgeted expenditures that are of an urgent nature and cannot wait until the next general meeting can be voted on by the executive members if the amount is equal to or less than \$500. A quorum as defined in Section 5 must be present and the vote must be unanimous in favour. Expenditures approved at executive meetings must be communicated back to the general membership at the next regular meeting.

### **Start-Up Funds**

15. Each executive must leave start-up funds, for the following year's executive, of at least \$2,000 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

### **Treasurer's Report**

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

### **Auditor**

17. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

### **SECTION 11 – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 21 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members. 4. Amendments or additions should be consistent with the goals and aims of education as stated by the Board of School Trustees or Ministry of Education.

### **SECTION 12 – PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by an ~~member~~, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair when the ~~member~~, executive member, representative, or committee member ceases to perform the task to which the papers relate.

### **SECTION 13 – DISSOLUTION**

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution at a duly convened General Meeting. The vote to dissolve can only pass with a 75% majority AND the number of voters not in favour must be 2 or less (a number not large enough to continue PAC function).
2. If the council votes to disband, the executive shall provide 60 days written notice of intent to disband to the Principal and the general membership.
3. Within 60 days the Council may withdraw its 'intention to disband' by notifying the Principal and general membership.
4. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the Council will make reasonable efforts to disburse remaining assets and funds within R.L. Clemitson Elementary School. Failing that, the assets and remaining

funds of the Council shall be distributed to another parent advisory council or councils in School District No. 73 having purposes similar to those of the Council, as the members of the Council may determine at the time of the winding up or dissolution.

5. In the event of winding up or dissolution, all records of the Council shall be given to the principal of R.L. Clemitson Elementary School.

**Adopted by R.L. Clemitson PAC at Kamloops, British Columbia, on (date).**

**Signatures of president and one other executive member**

### **CODE OF ETHICS**

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

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

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ of R.L. Clemitson PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**This code of ethics shall be signed by members of the executive committee as elected, appointed, or acclaimed after each AGM and kept on file as part of the AGM minutes.**

## **Current Bylaws and Constitution:**

Table of contents:

SECTION I	NAME
SECTION II	PURPOSES
SECTION III	MEMBERSHIP
SECTION IV	MEETINGS
SECTION V	VOTING
SECTION VI	ELECTION OF EXECUTIVE OFFICERS
SECTION VII	EXECUTIVE OFFICERS
SECTION VIII	DUTIES OF THE OFFICERS
SECTION IX	SCHOOL PLANNING COUNCIL
SECTION X	FINANCES
SECTION X1	AMENDMENTS
SECTION X11	DISSOLUTION

## CONSTITUTION

### SECTION I: NAME

The name of this Council shall be the Parents Advisory Council for Robert L. Clemiston

Elementary School District No, 73, This Council is organized in accordance with the rules and regulations required by the British Columbia Ministry of Education as outlined in the School Act - 1989. This Council shall function within guidelines established by the School Act and policies of the Board of School Trustees of School District No. 73.

### SECTION II: PURPOSE

The purposes of the Parent's Advisory Council shall be

1. To promote the educational welfare of children and youth.
2. To assist parents in their role as educators.
3. To foster cooperation between parents and teachers in the training and guidance of children and youth.
4. To obtain the best for each child according to his/her physical, mental, social spiritual needs.
5. To give parents an understanding of the school and its work, and to assist interpreting the school in all its aspects to the public.
6. To confer and cooperate with organizations other than schools which conduct themselves with the care, protection and training of children and youth in the school and community.
7. To Provide opportunity for parents to consult with the principal regarding any aspect of school operations.

### SECTION III MEMBERSHIP

1. Voting membership in this council is open to parents or guardians of students attending the school.
2. Individuals not described in 1. Above will be non-voting associate members.

### SECTION IV: MEETINGS

1. Council meeting dates for the school year should be established at a general meeting of council to be held during September and may be modified by members if necessary.
2. Notice of council meeting dates should be provided in school newsletters, or special notices sent to all parents/guardians with sufficient time to allow intent individuals to have topics included on the meeting agenda.
3. There shall be no fewer than four council meetings during the school year.



4. If procedural problems should arise, Robert's Rules of Order will be used to reconcile the situation, unless they are in conflict with the guidelines in this Constitution.

#### SECTION V: VOTING

1. The voting members present at any duly called general meeting shall constitute the quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election officers, which shall be done by secret ballot.

#### SECTION VI: ELECTION OF EXECUTIVE OFFICE

1. The chairperson, or in absence of a chairperson, the principal, shall call a general meeting for the purpose of electing officers.
2. Elections of officers shall be by a majority of members present at the September meeting of the Council.
3. The executive officers shall be elected from the voting-members at the Annual General Meeting, except that no employee/elected official of the school district of Education shall hold an executive position.
4. The term of officers for elected members shall normally be for one school year or determined by the council.

#### SECTION VII

The executive officers of the council shall be as agreed by the members. For example officers might be:

Chairperson

Vice - Chairperson

Secretary

Treasurer

School Planning Council Member (s)

Members at Large

Past President

At least one member will be designated as contact person.

The Principal (or designate) shall be a non-voting member of the executive committee

The executive committee may decide, by majority vote of the committee to add direction with general or specific duties, to the executive committee.

#### SECTION VIII: DUTIES OF THE OFFICE

1. The Chairperson shall preside at all executive committee meetings and council meetings. The chairperson shall be a member, ex-officer. of all committees established by the Council.
2. The Vice-Chairperson shall preside at meetings in the absence of the chairperson.
3. The Secretary shall keep minutes of all meetings of the executive committee and council meetings and shall send out notices of all meetings.
4. The Treasurer shall receive, collect and deposit all funds in a school account fund administered by the principal and the Parents' Advisory Council. The Treasurer must present an annual financial report at the annual meeting of the council.
5. School Planning Council is a representative of a Ministry of Education school board committee
6. Member at Large serves in a capacity determined by the Executive.
7. Past Chairperson assists and advises the Council.

#### SECTION IX: SHCOOL PLANNING COUNCIL

1. The school council is an advisory body. The major responsibility is to consult with the school community in developing, monitoring and reviewing school plans for improving student achievement.
2. The maximum of three parent representatives from PAC, elected by secret ballot will sit on the School Planning Council for one school year. One member must come from the current PAC executive.
3. Any School district employee in the province, unless they are the principal or eligible to the teacher position by virtue of teaching in the school, is ineligible for election or appointment as a parent representative.
4. The election of School Planning Council membership will be held prior to October 20<sup>th</sup> of the school year.
5. Should a member or members leave the school during their tenure, there will be an election at the next scheduled PAC meeting.

#### SECTION X: FINANCES

1. A Treasurers Report to all members should be published in the school newsletter prior to the end of each school term.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least 2 signing officers, one of whom will be treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. A need for audits will be agreed upon by the members at any general meeting where upon an independent auditor will be appointed as needed.
5. It is advisable to set aside a certain sum of money received during the year to be held over for start up operating costs for the following year.

#### SECTION XI: ADMENDMENTS

These by-laws may be amended at any regular meeting of the Council by two thirds vote of the members present, provided that the proposed amendment was circulated in writing at the previous regular meeting of the council.

Any amendments or additions to the by-laws shall not be inconsistent with the goals or priority aims of education as stated by the Board of School Trustees or Ministry of Education.

#### SECTION X11: DISSOLUTION

If this Council desires to disband, the executive shall provide written notice of intent to disband to the Principal and the Superintendent's office. The Superintendent will advise the Board. Notice of the intent to disband shall also be published in a school newsletter or notice to parents/guardians.

Within sixty days the Council may withdraw its "intention to disband" by notifying the Principal, Superintendent's office and parents.

The Council and its affairs will be dissolved if the notice of "intent to disband" is not withdrawn within 60 days. The books of a dissolved Council shall be left with the school principal. Funds of the disbanded council shall be expended for school use. The Principal of the school will be the signing officer of the dissolved Council.

Upon winding up or dissolution of the Council, the assets which remain after payment, all costs, charges, and expenses which are properly incurred in the winding up shad be distributed to: such charitable organization or organizations in British Columbia having similar charitable purpose. This provision shall be unalterable.

## APPENDIX

### **Donation of Equipment to the School**

When the Parents' Advisory Council makes a donation of equipment to the school it becomes the property of the school district and the use of that equipment is determined by the principal and staff in consultation with the Council.