



Brentwood Elementary School **Parents Advisory Council**

Constitution and Bylaws

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Brentwood Elementary School Parents Advisory Council



Constitution and Bylaws

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Brentwood Elementary School Parents Advisory Council

CONSTITUTION

SECTION I NAME

The name of the organization shall be the **Brentwood Elementary School Parent's Advisory Council**, as per the School Act– Division 2 – Section 8; thereafter known as P.A.C.

SECTION II PURPOSE AND OBJECTIVE

Purpose

The Brentwood Elementary School Parent's' Advisory Council (P.A.C) is dedicated to the education and well being of children. The P.A.C.'s primary purpose is to promote effective communication between home and school. The P.A.C. shall encourage parents/guardians to participate in education activities and decision-making. The goal of strengthening the role of families in education and schooling, with meaningful parent/guardian participation will be promoted.

Objective

1. The objectives of the P.A.C. will be to enhance communication between the parents/guardians, the students, the community and school staff, administration C.O.P.A.C.S. (our District P.A.C.) and neighbouring P.A.C.s.
2. To review, discuss and make recommendations to the school staff and administration on:
 - School policy and procedures
 - Programs and services
 - Facilities and equipment
 - Parent/community education
 - Learning resources
 - Community interaction
3. To promote co-operation between home and school in providing for the education of children.
4. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
5. To raise funds for school projects, events, special needs, facilities and equipment.



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SECTION III DISSOLUTION

Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges and expenses, which are properly incurred in the dissolution, shall be distributed to such charitable organization or organizations registered under the provision of the Income Tax Act (Canada) as may be determined by the members of the Council at the time of dissolution. This provision shall be unalterable.

BYLAWS

SECTION IV MEMBERSHIP

1. All parents and guardians of students registered at Brentwood Elementary School shall be voting members of the P.A.C.
2. Administration and staff (teaching and non-teaching) of the above school shall be non-voting members of the P.A.C.
3. Members of the school community who are not parents or guardians of the students currently at the school shall also be non-voting members of the P.A.C.
4. Any member of the P.A.C. shall have access to documents pertaining to the business of the P.A.C. with three days notice.

SECTION V EXECUTIVE

1. The group shall elect a slate of officers from the voting members each year. The officers should be comprised of President, Past President, Vice-President, Recording Secretary, Treasurer, C.O.P.A.C.S. Representative, Members at Large and Indigenous Representative. Each position may have a co-chair, with there being one vote per executive position at executive meetings.
2. The duties of each position are as follows:

President

- Shall convene and preside at all executive, general and special meetings.
- Shall, in consultation with executive, school staff and administration, ensure an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership.



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- Shall provide overall leadership and shall ensure that actions are taken to achieve the objectives and purpose of the organization.
- Shall arrange for and ensure an independent review of the financial records of the P.A.C.
- Shall be a signing officer for cheques and documents.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of the position.

Vice-President

- Shall assist the President and assume the responsibilities of the President in his/her absence.
- Is responsible for forming a nomination committee for the new executive in advance of the Annual General Meeting.
- May be a signing officer for cheques and documents.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of this position

Recording Secretary

- Shall record the minutes of P.A.C. meetings, present them in draft form at the Executive meeting, and post them in a location agreed upon by the Executive at least one week in advance of the next P.A.C. meeting.
- Shall ensure attendance is taken at P.A.C. meetings.
- May be a signing officer for cheques and documents.
- Shall collate annual reports from Executive members and post on the P.A.C. website
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of this position.

Treasurer

- Shall be responsible for and report on the accounts of the P.A.C.
- Shall be one of at least three signing officers of the executive for P.A.C. accounts.



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- Shall present a report at all general meetings on the current financial status of the P.A.C. which shall be posted within the minutes.
- Shall prepare records for an annual review.
- Shall, with the assistance of the executive, draft a budget which will be presented at the Annual General Meeting.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive after completing the fiscal year end of the year in which they held office to ensure a smooth transition of this position.

COPACS Representative (Confederations of Parent Advisory Councils of Saanich)

- Shall attend COPACS meetings and report back to P.A.C.
- Shall seek input from the P.A.C. when requested and act as a liaison with COPACS.
- May be a signing officer for cheques and documents.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of this position.

Member at Large

- Shall attend P.A.C. meetings
- Shall assist in coordinating and planning P.A.C. sponsored events and programs.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of this position.

Indigenous Representative

- Shall be responsible for communicating and acting as a liaison for the Indigenous community at Brentwood Elementary and will bring forth the Indigenous perspective.
- Shall ensure that all information regarding this position be passed on with verbal support to the incoming Executive before the 31st of July of the year in which they held office to ensure a smooth transition of this position.

3. All positions shall submit an Annual Report of their term in office before the end of their term and submit to the Recording Secretary. All reports will be collated and posted on the P.A.C. website. Refer to Appendix 1 for the report template.



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SECTION VI COMMITTEES AND APPOINTEES

1. The Executive may appoint committees or individuals to undertake various positions and responsibilities as the need arises. (E.g. Fundraising Coordinator, Fun Lunch Co-coordinator, etc.,).
2. The committees or co-coordinators shall report to the Executive and shall keep records of their proceedings which should be filed with the secretary.
3. These activities shall be written up in the Annual Report.

SECTION VII CODE OF ETHICS

Any parent/guardian who accepts a position as a P.A.C. executive member or represents the P.A.C. through a committee must abide by the following Code of Ethics and endeavour to:

1. Uphold the Constitution and Bylaws of Brentwood Elementary School P.A.C.
2. Make a reasonable effort to attend all executive, committee and general meetings.
3. Perform duties with honesty and integrity.
4. Inform the P.A.C. of any matters of conflict of interest and shall refrain from discussing, influencing and voting upon any matter which they or their families could benefit monetarily from the decision made.
5. Work to ensure the well-being of students is the primary focus of all decisions.
6. Respect the rights of all individuals.
7. Take direction from the members and ensure that they are represented.
8. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward.
9. Work to ensure that issues are resolved through due process.
10. Strive to be informed and only pass on information that is reliable.
11. Respect all confidential information.
12. Support public education.



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SECTION VIII MEETINGS

1. Meetings will be held once every month during the school year with a minimum of one week's notice With the exception of the months of December and March.
2. Extra meetings may be called by the Executive or at the written request of seven members, with a minimum seven days notice.
3. The meeting location will be determined by the Executive. Notification of meeting date, time and location will be posted on the Brentwood Elementary School P.A.C website.
4. The Annual General Meeting shall be held in May.
5. Executive meetings shall be called to order prior to each monthly meeting.
6. Motions shall be passed by a simple majority with the exception of those require 2/3 majority as per Robert's Rules of Order.
7. When procedural problems arise, which cannot be resolved in consultation with the Brentwood Elementary School P.A.C. Constitution, Robert's Rules of Order shall be the final authority used to resolve the situation.

SECTION IX NOMINATION AND ELECTION

1. Nominations and elections for the following positions will be held at the Annual General Meeting in this order:
P.A.C Executive:
 1. President
 2. Vice-President
 3. Treasurer
 5. Recording Secretary
 6. COPACS Representative
 7. Members at Large
 8. Indigenous Representative
2. One person may only hold one elected position on the executive in each term. Each position may be shared between two co-nominees.
3. The term of office shall be August 1st to July 31st.
4. No member of the executive shall serve for more than two consecutive terms in one position unless there is not a willing nominee to fill the position.



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5. Election Procedure

- a. The Nomination and Election process is chaired by the current P.A.C. Vice-President(s).
- b. The Nomination Chairperson calls for nominations to a position. All candidates must be nominated by someone other than themselves who is a member of the P.A.C. The call is repeated three times. Names of the nominees are written on a flipchart in full view of the assembly.
- c. Each candidate (in alphabetical order, by last name) will have two minutes to speak about his or her interest in the position. A maximum of five minutes is allowed for questions from the floor.
- d. A vote is conducted by secret ballot:
 - Each nominee appoints a scrutineer. If there is only one nominee, the scrutineer may be the Nominations Chairperson.
 - A blank ballot is distributed to each P.A.C. member in attendance.
 - Members vote by writing the name of their preferred nominee on the ballot.
 - Scrutineers gather the ballots and retire to a nearby room to tally the votes. They return the ballots and report their results to the Nominations Chairperson, who then declares the successful nominee.

6. There shall be no proxy voting.

7. When procedural problems arise, which cannot be resolved in consultation with the Brentwood Elementary School P.A.C. Constitution, Robert's Rules of Order shall be the final authority used to resolve the situation.

SECTION X REMOVAL OF AN EXECUTIVE OFFICER

1. Written notice of a motion of non-confidence in a member of the executive shall be submitted to the chairperson at the meeting immediately prior to the meeting at which the vote is to be taken.
2. Passage of a motion of non-confidence shall require an affirmative vote of two thirds of those P.A.C. members in attendance at the P.A.C. meeting.



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SECTION XI CONSTITUTIONAL AMENDMENTS

Amendments to the constitution and Bylaws of the Brentwood Elementary School Parent's Advisory Council may be made at any general meeting providing:

1. Fourteen days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all members.
2. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution.

SECTION XII FINANCES

1. An annual projected budget shall be drawn up by the Executive and presented for approval at the Annual General Meeting in May.
2. The fiscal year shall run from August 1st to July 31st.
3. All funds of the P.A.C. will be on deposit in a Financial Institution registered under the Bank Act.
4. The Executive shall name at least three signing officers, two of whom will be the Treasurer and President, for banking and legal documents. Two signatures will be required for these documents.
5. Proposals for expenditures not within the approved budget will first be presented to the Executive. Minor expenditures of \$250 or less can be made with the majority approval of the Executive.
6. Major expenditures shall be presented for discussions and vote at general meetings. All information regarding the expenditure must be provided to the Recording Secretary 3 days in advance of the general meeting to allow the information to be disseminated to the members.
7. The Executive shall allow sufficient funds for the continuation of commitments in the following school year.
8. A Treasurer's Report shall be presented at general meetings and published in the minutes.
9. There shall be an annual review of the financial records by a 2 or 3 parent team who do not have signing authority on the P.A.C bank accounts. The team must be appointed by a motion passed by the membership. The team will be provided a guidance document for the review by the Treasurer in accordance with BCCPAC document "Financial Management in PACs and DPACs".



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SECTION XIII PROPERTY OF DOCUMENTS

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

The original, signed copy of this document will be filed with the Recording Secretary.

Adopted by Brentwood Elementary School P.A.C. on: **May 26, 2020**

Next Revision Date: **May 26, 2025**

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B. Wayne
President

June 20/20
Date

M. Cooper
Additional Executive Member

June 20/20
Date



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APPENDIX 1 – ANNUAL REPORT TEMPLATE

Responsible Position	Report Item
President	PAC Objectives <ul style="list-style-type: none"> ▪ Promoting Effective Communication ▪ Promoting Education & Well-Being ▪ Supporting the Community Notable Events/Items Staff Appreciation Forgotten Lunch Extra Thanks Goals for Next Year
Vice-President	Committees/Coordinators – Fun Lunch; Popcorn; Safe Arrival; Crossing Guard Volunteers – Thanks & Areas for More Support Community Social - Summary
Recording Secretary	Meetings <ul style="list-style-type: none"> ▪ Attendance; Location; Frequency Communication <ul style="list-style-type: none"> ▪ Notification; Meeting Minutes; Website
Treasurer	PAC Objectives <ul style="list-style-type: none"> ▪ Raising Funds to Benefit Students ▪ Supporting the Community Fundraising Responsible Spending School Purchases Field Trips Classroom & Teaching Support
COPACS Representative	Summary of COPACS News; Objectives; Support to the P.A.C.
Member at Large	Summary of Initiatives & Activities
Indigenous Representative	Summary of Initiatives & Activities



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DOCUMENT REVISION HISTORY

Section	Item Changed
First Version Adopted November 18, 2010	
Current Version Adopted: May 26, 2020	
Section I – Name	The name of the P.A.C. has been changed throughout this document to be consistent with Section I. The title of the School Act was updated.
Section II – Purpose & Objectives	The P.A.C. also communicates with the guardians of students.
Section V – Executive	The positions of Correspondence Secretary, School Council Planning Liaison and Fundraising Coordinator have been removed.
	The following has been changed to the role of the Recording Secretary: <ul style="list-style-type: none"> ▪ Ensure attendance is taken at meetings ▪ Ensure meeting minutes are posted on the Brentwood Elementary School P.A.C website ▪ Shall collate annual reports from Executive members and post on the P.A.C. website ▪ Distribution of newsletters has been removed
	The following has been changed regarding the role of the COPACS Representative: <ul style="list-style-type: none"> ▪ Posting of COPACS minutes and meeting dates has been removed
	The following has been changed regarding the role of the Members at Large: <ul style="list-style-type: none"> ▪ Shall attend P.A.C. meetings ▪ Shall assist in coordinating and planning P.A.C. sponsored events and programs.
	All references to First Nations Representative have been changed to Indigenous Representative.
	Executive members are required to submit an annual report by July 31 st . This report will be collated by the Recording Secretary and posted on the P.A.C. website. An Appendix has been provided as a template.
Section VI – Committees & Appointees	These activities will be summarized in the Annual Report.
Section VIII – Meetings	A statement has been added excluding meetings for the months of December and March.
Section IV – Nomination & Election	All references to the School Council Planning Liaison and Fundraising Coordinator have been removed. All references to First Nations Representative have been changed to Indigenous Representative.
Section XII – Finances	Proposals for expenditures outside of the approved budget must be presented to the Executive. Major expenditures (>\$250) must be provided to the Recording Secretary 3 days in advance of a general meeting. Additional information has been added regarding the process for the annual financial review.
Section XIII – Property of Documents	The original, signed copy of this document will be filed with the Recording Secretary.
Appendix 1 – Annual Report Template	This is new.