

**Sardis Elementary School  
Parent Advisory Council  
Constitution and Bylaws**



# TABLE OF CONTENTS

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## **Constitution:**

- Section I - Name
- Section II – Purpose
- Section III - Dissolution

## **Bylaws:**

- Section I – Roles and Responsibilities
- Section II - Membership
- Section III - Meetings
- Section IV – Quorum and Voting
- Section V – Nomination and Election Procedures
- Section VI - Term of Office
- Section VII - Executive Officers
- Section VIII - Duties of Executive Officers
- Section IX - Committees
- Section X - Finances
- Section XI - Constitution and Bylaw Amendments
- Section XII - Recall of Offices
- Section XIII - Code of Conduct

## **Code of Ethics**

# CONSTITUTION

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## **Section I - Name**

The name of the Association shall be the Sardis Elementary School Parent Advisory Council or Sardis Elementary PAC, hereinafter referred to as "PAC". The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased toward race, colour, ancestry, place of origin, religion, marital status, family status, gender, physical or mental disability, sexual orientation, gender identification/expression, or politics.

## **Section II - Purpose**

- To advise the school principal and staff on parental views about school programs, policies, plans, and activities;
- To communicate with parents, and to promote co-operation between the home and the school in providing for the education of our children;
- To assist parents in accessing the public education system, and to advocate on behalf of all parents and students;
- To organize PAC activities and events; and
- To contribute to the effectiveness of Sardis Elementary School by promoting the involvement of parents and other community members.

## **Section III - Dissolution**

- A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
- The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting
- In the event of dissolution of the PAC, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
- In the event of dissolution of the PAC all records of the organization shall be placed under the jurisdiction of the School #33 Chilliwack in the person of the principal of Sardis Elementary School.

# BYLAWS

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## **Section I - Role and Responsibilities**

There is only one PAC for each school, and the PAC has important responsibilities that are legislated by the BC School Act (Section 8), to “advise the board and the principal and staff of the school...respecting any matter relating to the school” and to “assist the school planning council in carrying out its functions”. Manual of School Law:  
[www.bced.gov.bc.ca/legislation/schoollaw](http://www.bced.gov.bc.ca/legislation/schoollaw)

The Sardis Elementary School PAC is made up of parents and guardians, and can only function because of dedicated volunteers. The role of the PAC Executive is to carry out the tasks which sustain the PAC and ensure the active and informed participation of parents in enhancing a healthy school community:

- Ensure a network of communication among parents;
- Ensure that parents can ask questions and have a pro-active voice in educational decisions at the school and district levels;
- Ensure that all parents’ views are heard and represented fairly by the collective;
- Is responsible for managing substantial finances that support students and parents; and
- Is responsible for training and orientation of new PAC and SPC representatives.

## **Section II - Membership**

All parents and guardians of students registered at Sardis Elementary School are *entitled* to be voting members of the PAC. Each member shall be able to cast one vote.

Administration, teaching and non-teaching staff of Sardis Elementary School may be non-voting members of the PAC with the exception of staff members who are also parents of students registered at the school.

Only parents or legal guardians of students currently enrolled in the school may attend PAC meetings, hold voting membership, serve on the executive, or participate in sub-committees. Individuals who do not meet these criteria are not eligible to attend meetings or participate in PAC activities, with the exception of invited guests.

**Section III - Meetings**

- A minimum of six General meetings shall be held on a regular basis during the school year to conduct current business (September to June). Notice of these meetings shall be made at least fifteen days prior to the meeting.
- The Annual General Meeting shall be held each May and shall include:
  - Presentation of the minutes from the previous Annual General Meeting
  - Election of the new executive officers
- Additional meetings may be called by the Chair, or at the written request of at least five members.
- Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.
- Meetings will be conducted efficiently and with fairness to all members. If procedural problems should arise, The Complete Idiots Guide of Robert's Rules of Order will be used.
- Meetings may be held in-person, virtually, or in hybrid format as determined by the Executive.

**Section IV – Quorum and Voting**

- Quorum at General Meetings and the AGM will be a minimum of three (3) Executive members, plus those members in attendance.
- Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
- In the case of a tie vote, the motion will be lost.
- The Chair does not have a second tie breaking vote.
- Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
- Voting shall be done by a show of hands with the exception of the election or removal of officers, which shall be done by secret ballot.

**Section V – Nomination and Election Procedures**

Elections will be conducted at the AGM in May of each year.

In the event that an executive position is not filled at the AGM, the PAC executive may appoint a new officer to be ratified at the next regularly scheduled general meeting.

In the event that an executive officer steps down from their elected position during the term of office, a by-election will be held at the next general meeting. Written notice of the by-election shall be provided to all members.

Procedure:

1. The school principal or vice-principal shall conduct elections.
2. Nominations are called for each position. All nominees must be voting members of the PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

For meetings held online (Zoom), when voting, members must provide your first and last name; camera must be on with your face in view. Voting by proxy shall not be permitted, secret ballot voting will be carried out by administration, plus one witness for confirmation. Screenshot will be accepted as a confirmation of voting.

### **Section VI - Term of Office**

The term of office shall commence in August of each year and shall be for one year. Any elected member of the PAC may serve on the Executive for no more than three consecutive years in the same position. No person may hold more than one Executive position at any one time.

In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

The Past Chair of the PAC shall be the immediate past Chair. If the Past Chair is unable to continue in that position for any reason the PAC executive may appoint any previous member of the executive to that position.

Two members of the same household may not hold executive positions, nor both have signing authority, at the same time.

Administration, teaching and non-teaching staff of Sardis Elementary School may not hold an executive officer position, regardless if the staff member is also a parent of a registered student at the school.

### **Section VII - Executive Officers**

A board of elected officers and the immediate Past Chair shall manage the affairs of the PAC. This board shall be known as the "Executive Officers" of the PAC.

The Executive Officers will be as follows:

- Chair
- Vice Chair

- Treasurer
- Secretary
- DPAC Representative (optional)
- Past Chair
- Member at Large (optional)

In the event all positions cannot be filled, the minimum to be viable is three, Chair, Secretary and Treasurer.

**Section VIII - Duties of the Executive Officers**

The PAC Chair:

- Shall convene and preside at all membership, special, and Executive Committee meetings;
- Shall appoint committees where authorized to do so by the Executive Committee or the membership;
- Shall be an ex-officio member of all committees except the Nominating Committee;
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- Shall be the official spokesperson for the organization;
- Shall be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

The PAC Vice- Chair:

- Shall assume the responsibilities of the Chair in the Chair's absence;
- Shall accept extra duties as required;
- Shall participate in forming, updating and/or reviewing the PAC yearly budget and annual plan;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

The PAC Secretary:

- Shall record the minutes of membership, special, and executive meetings;
- Shall distribute minutes to PAC members;
- Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done in red and the amended copy shall be distributed to the membership at large in hard copy via email or posted on the PAC website;
- Shall issue and receive correspondence on behalf of the organization;
- Shall post the draft minutes of each PAC meeting;
- Shall permanently place a copy of the adopted minutes in a PAC designated file

- cabinet within the Sardis Elementary school building;
- Shall place in the designated storage of Sardis Elementary School the financial reports received from the Treasurer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

The PAC Treasurer:

- Shall be responsible for and report on the accounts of the organization;
- Shall be able to provide an Income Statement and Statement of Cash and projection to Year End, as necessary;
- Shall give a copy of these financial reports to the Secretary to place in the designated PAC storage of Sardis Elementary school;
- Shall be a signing officer;
- Shall participate in forming, updating or reviewing the PAC yearly budget and annual plan;
- Ensure another executive officer has access to the books in the event of his/her absence; and
- Shall return all documents and supplies belonging to the PAC or pertaining to PAC business to the school in June of each year.
- Treasurer must send bank statements and Treasurer report to all executive members for transparency.

The PAC District Parent Advisory Committee Representative:

- Shall make an effort to attend District PAC meetings;
- Shall discuss school concerns, issues and successes at the District PAC;
- Shall report back to the PAC on District issues;
- Shall seek input from the PAC on District issues;
- Shall hold voting privileges of the Sardis Elementary PAC at the District level; and
- Shall submit an annual report at the AGM.

The PAC Past- Chair:

- Shall help smooth transitions between Chair;
- Shall assist and advise the PAC;
- Shall act as a consultant for the Chair; and
- Shall return all documents and supplies belonging to the PAC, or pertaining to PAC business to the school in June of each year.

The Member at Large:

- Shall support the Executive committee in carrying out the goals and activities of the PAC;
- Shall take on responsibilities or assist with initiatives as determined by the Executive;

- Shall participate in committees or working groups as needed;
- May represent the PAC at school or community events as appropriate;
- Shall act as the liaison between the general membership and the Executive membership;
- May be a signing officer; and
- Shall return all documents and supplies belonging to the PAC or pertaining to the PAC business to the school in June of each year.

**Section IX - Committees**

- The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises
- Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings
- All official written communication between PAC subgroups, including committees and Executive members, must occur via email to ensure clarity, transparency, and accurate record keeping. While subgroups may maintain informal chats through personal text or social media platforms for convenience, these should not be made for making formal decisions or conveying official PAC information.

**Section X - Finances**

- The fiscal year shall run from September 1 to August 31
- A budget and tentative plan of expenditures should be drawn up by the Executive Committee and presented for approval at the October General Meeting of each year.
- An audit may be conducted if agreed upon by the membership at a general meeting. In such case, an independent auditor shall be appointed, and an audit committee will be formed.
- All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
- The Executive Committee shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
- Any funds donated to the school from either the Gaming or PAC trust account must be in a designated amount for a specific event or purpose and a receipt from the vendor must be supplied to the PAC.
- All money spent up to \$150.00 may be voted on by the PAC executive and reported on at the next PAC General Meeting. Any sum above and beyond \$150.00, must be approved by a majority at a General Meeting.

**Section XI - Constitution and Bylaw Amendments**

A review of the Constitution and Bylaws shall take place every two (2) years by a committee consisting of at least three members, including at least one executive member.

Amendments to the Constitution and Bylaws of the Parent Advisory Council of Sardis Elementary School may be made at any general meeting at which business is conducted, providing written notice of the meeting has been given to all members at least fourteen (14) days in advance of the meeting. The notice of the meeting shall include notice of the specific amendments proposed. A two-third (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

**Section XII - Recall of Officers**

Any Executive officer may be removed, by secret ballot, by a 2/3 majority of the PAC at any General Meeting of the PAC; provided there is 14 days written notice of the motion.

**Section XIII - Code of Conduct**

The Parent Advisory Council of Sardis Elementary School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

A parent who accepts a position as a PAC Executive Member:

- Upholds the constitution and bylaws, policies and procedures of the PAC;
- Performs her/his duties with honesty and integrity;
- Works to ensure that the well being of *all* students is the primary focus of all decisions.
- Respects the need for confidentiality, unless confidentiality will cause harm or perceived harm to a student or individual.
- Shall inform the PAC Of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
- Shall make a reasonable effort to attend all executive and general meetings.
- Shall sign the attached “Statement of Understanding”

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Sardis Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. 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 Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

## CODE OF ETHICS

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All Parents and guardians with children attending Sardis Elementary are automatically a part of our school PAC. All PAC members must abide by the following Code of Ethics:

1. Uphold the constitution, bylaws, and policies of the Sardis Elementary PAC on school grounds including all school based online platforms.
2. Perform duties with honesty and integrity.
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussing, influencing, and voting upon any matter in which they or their families could benefit monetarily from the decision made.
4. Work to ensure that the well-being of all students is the primary focus of all decisions.
5. Respect the rights of all individuals.
6. Take direction from all members and ensure that they are represented.
7. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
8. Work to ensure that issues are resolved through due process.
9. Strive to be informed and only pass on information that is reliable.
10. Respect the need for confidentiality unless confidentiality will cause harm or perceived harm to a student or individual.
11. Support public education and Sardis Elementary's code of conduct as follows

*"At Sardis Elementary School we are dedicated to creating and maintaining a safe, caring, and orderly environment. This will allow each child to reach their potential, to experience the growth of responsibility and respect, to be a contributing citizen, and to be a lifelong learner. Sardis Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law, which prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, gender, physical or mental disability, sexual orientation, or gender identification/expression."*

12. Executive members shall make a reasonable effort to attend all executive and general meetings.