

**James McKinney  
Parent Advisory Council  
CONSTITUTION**

James McKinney Elementary School  
10451 Lassam Drive  
Richmond, B.C.  
V7E 2C2  
604-668-6133

**March 4, 2021**

The name of this organization shall be "***The James McKinney Parent Advisory Council***" or "***McKinney PAC***" or "***PAC***".

In the following, "***Parents***" shall mean all parents or legal guardians of McKinney students.

**James McKinney Parent Advisory Council (PAC) Objectives and Functions**

The McKinney Parent Advisory Council (PAC) is the official voice of McKinney parents and legal guardians. The McKinney PAC is expected to work together with the McKinney administration and staff toward meeting the following objectives:

1. strengthen the relationship between home and school and foster parental involvement so that parents and teachers may cooperate constructively in the education of students;
2. promote an increased awareness, understanding and support for the public school system in order to unite educators and the general public in securing the highest advantages for students;
3. provide a forum for consultation between the school and parents and participate in planning for the solution of community-wide problems affecting children and youth;
4. improve communications and the process of sharing information at the intra- and inter-school level as well as at the district-wide level;
5. be an effective advocate for children and youth within the school community;

6. contribute to the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the Richmond School Board to the school administration;
7. assist with social activities within the school;
8. assist with fundraising activities which benefit the students of McKinney School;
9. assist parents in problem solving by identifying the proper channels;
10. assist and support the McKinney School Planning Council (SPC);

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The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.

The business of the Council shall be unbiased towards race, religion, gender or politics.

#### **BY-LAWS**

##### **ARTICLE 1 – MEMBERSHIP AND FEES**

1. Every parent or legal guardian of a child who attends James McKinney Elementary School is a voting member of the James McKinney Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of McKinney School may be non-voting members of the PAC.
3. No membership fees shall be assessed.

##### **ARTICLE 2 – PARENT ADVISORY COUNCIL EXECUTIVE**

1. Any parent or legal guardian of a child who attends James McKinney School is eligible to be a member of the James McKinney Parent Advisory Council **Executive**.
2. The **Executive** of the James McKinney Parent Advisory Council shall consist of the following officers: Chair (or Co-Chairs), Vice-Chair (or Co-Vice-Chairs), Secretary, Treasurer, the "Coordinators" and the "Representatives".
3. The Coordinators are responsible for the following aspects or activities: Newsletter Edition, Food Days, Student Safety/Traffic, Early Warning, Emergency Preparedness Planning, Fundraising, Multicultural Liaison, Science Activities, Caring Support, Library Liaison and Communications (electronic).

4. The Representatives are: R.D.P.A. Representative, **School Planning Council Representative** (as per School Act in regards to qualifications to hold this specific position).
5. The school administrators (Principal and Vice-Principal) are automatically members of the Executive and ex-officio members of all committees.
6. Special Committees may be created by the James McKinney Parent Advisory Council as the need arises and those shall automatically be dissolved when their specific duties are completed.
7. All members of the Executive are responsible for encouraging parent participation and attendance at all school meetings and functions.

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### **ARTICLE 3 – OFFICERS AND TERMS OF OFFICE**

1. All positions are for a one-year term (1 June - 31 May).

### **ARTICLE 4 – DUTIES OF EXECUTIVE OFFICERS**

#### **1. Chair(s)**

- assume primary responsibility for coordinating the functioning of the James McKinney PAC;
- chair PAC meetings;
- prepare, print and post agendas of coming PAC meetings in consultation with the administration and general membership;
- are to be the official spokesperson(s) for the James McKinney PAC.

#### **2. Vice-Chair(s)**

- assist the Chair(s) in carrying out his/her duties;
- replace and assume role and responsibilities of the Chair(s) when the latter is unable to attend or assume a particular function.

#### **3. Secretary**

- record and post the minutes of the PAC meetings;
- file one copy of the minutes in the school office, one copy placed on the Parent Information Board and copies made for the next PAC meeting;
- answer all correspondence;
- keep an accurate list of members of the James McKinney PAC;
- maintain a record of all the meeting minutes and other PAC Annual Executive reports for archival purposes.

#### 4 Treasurer

- collect, deposit and disburse all funds generated by the James McKinney PAC in accordance with the policy of the Board of School Trustees;
- keep an accurate record of all receipts and expenditures;
- pay by cheque all bills and accounts which have been approved by the James McKinney PAC, only two signatures will be required for legal documents, i.e., two signatures from either the Chair, Vice-Chair, Treasurer, or Secretary of the James McKinney PAC;
- present a monthly financial statement at each PAC meeting with a copy to be filed with the minutes;
- provide by October of the following school year an unaudited financial report at the end of the fiscal year, which is September 1<sup>st</sup> to August 31<sup>st</sup>, which relates to income and expenses of the James McKinney PAC;
- compile and submit appropriate information to facilitate fundraising objectives.

#### 5. Coordinators

##### Early Warning

- coordinate the Early Warning Program.

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##### **Newsletter**

- coordinate and compile newsletter items gathered from all committees for a monthly newsletter.

##### **Food Days**

- coordinate special food events at the school such as Hot Dog Day, Pizza Day, Sports Day, etc., with committee members' assistance.

##### Student Safety/Traffic

- coordinate efforts by volunteers and events regarding student and traffic safety.

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##### **Emergency Preparedness Planning**

- support the school plans for emergency preparedness.

### ***Fundraising***

- plan and coordinate fundraising projects as directed by the James McKinney PAC;
- fundraising projects, including the accounting collection, and disbursement of funds, receipt administration etc, must be in compliance with the policy of the Board of School Trustees.

### ***Multicultural Liaison***

- promote multicultural activities for students, parents and staff, assist new parents to adapt to their new surroundings, and encourage the involvement of all parents in the McKinney Community.

### ***Science Activities***

- promote the appreciation and knowledge of Science among McKinney students through various special activities.

### ***Caring Support liaison***

- acknowledge and provide support to members of the McKinney community who deserve special attention due to extraordinary events, e.g., illness, death, etc.

### ***Library Liaison***

- coordinates book fairs for the McKinney school community and acts as an advocate for school library services.

### ***Communications (Electronic)***

- develop and maintain electronic communications among the McKinney community, e.g., a web site for the PAC.

## **6. Representatives**

### ***R.D.P.A.***

- attend the Richmond District Parents' Association (R.D.P.A.) meetings representing James McKinney Parent Advisory Council and to report R.D.P.A. news back to the McKinney PAC.

### School Planning Council

- shall be one of three elected SPC parent representatives represent and speak on behalf of the PAC on the McKinney School Planning Council (SPC);
- take directions from the PAC in regards to the activities of the SPC;
- report SPC activities to the PAC and vice versa;
- qualifications to hold this position must be as per the B.C. Act governing the constitution of School Planning Councils, i.e., must be a parent of McKinney but NOT an employee of the School District.

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### **ARTICLE 5 – MEETINGS**

1. No less than five PAC meetings shall be held during the school year.
2. The James McKinney Parent Advisory Council Executive shall decide on the dates of regular meetings and all members shall be notified at least one week in advance, and a meeting agenda posted also at least one week in advance. Special meetings may be called by the Chair(s) or the School Administration to deal with matters of special importance or urgency. All members of the PAC Executive shall be notified of such meetings. Under these special circumstances, decisions will be made by the PAC Executive, i.e., as listed in Article 2. The quorum in this circumstance will be one quarter of the current size of the James McKinney Parent Advisory Council Executive.
3. A meeting agenda will be prepared by the PAC Chair, in consultation with the School Administration and taking into account requests for agenda items made by any of the voting members of the McKinney PAC. The meeting agenda should be posted at least one week in advance of regular meetings. Meeting minutes shall be distributed and posted within a week of the holding of a meeting. Meeting minutes should be adopted at the subsequent meeting.
4. An Annual General Meeting (AGM) shall be held once a year. This meeting must include in its agenda the election of the PAC executive for the following school year. This meeting will be held in May of every year. In the case where some executive positions remain vacant at the end of the AGM, the Chair will seek to have those positions filled before or at the first meeting of the following school year. Meeting minutes for the AGM should be recorded and adopted in the first regular meeting following the AGM.
5. Parents and legal guardians of McKinney School students may attend and speak at any meeting of the James McKinney Parent Advisory Council.
6. Only members of the James McKinney Parent Advisory Council have voting rights at PAC meetings.

7. Members must be present to vote.
8. School Administration representatives do not have voting rights.
9. Executive meetings may be held anytime or place as deemed necessary. The purpose of the executive meetings is to carry on business between general meetings.
10. If procedural problems arise on an issue not covered in these bylaws, Robert's Rule of Order shall be used to resolve the issue.
11. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

#### **ARTICLE 6 – QUORUM AND VOTING**

1. A quorum for a PAC meeting shall be five voting members.
2. The Chair or Vice-Chair and one School Administrator must be present at all PAC meetings.
3. Questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
4. In the case of a tie vote, the motion is defeated.
5. Members must vote personally on all matters; voting by proxy shall not be permitted.
6. Voting shall be done by a show of hands or by secret ballot if deemed necessary by the Chair. Ballots shall be destroyed after the vote.
7. The election of representatives to the School Planning Council and R.D.P.A. must be by secret ballot.

**Commented [CN6]:** Based on previous comments, this is not applicable

#### **ARTICLE 7 – NOMINATIONS FOR PAC EXECUTIVE OFFICERS**

1. A nominating committee shall be appointed by the James McKinney Parent Advisory Council. This committee shall seek to obtain names of individuals interested and willing to enter as candidates to become officers of the PAC Executive. The nomination committee is expected to report a list of nominees at or preferably prior to the AGM.
2. Additional nominations shall be called for and may be made from any voting member attending the AGM provided that the consent of the nominee is obtained prior to the meeting.

3. Parents or legal guardians of McKinney students may nominate themselves to hold office in the PAC Executive during the Annual General Meeting or the first meeting of each school year in the case where vacancies exist.

4. ~~Only those qualified to hold the position of representative to the SPC, according to the School Act, shall be nominated to hold this position.~~

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#### **ARTICLE 8 – ELECTIONS OF PAC EXECUTIVE OFFICERS**

1. Election of officers of the PAC Executive shall take place at the Annual General Meeting of the James McKinney PAC and shall take place by secret ballot.

2. The nominations committee chair shall conduct elections.

3. A majority (50% + 1) of the votes of the voting members present at the meeting shall be necessary for a member to be elected.

4. In the event that only one candidate stands for election to any office, the candidate shall be elected by acclamation.

5. Each parent or legal guardian of a student attending the James McKinney School shall be entitled to cast one vote in the election of executive officers.

6. Should any vacancies occur within the Executive during the term, the Chair(s) may appoint a voting member of the McKinney PAC to fill the position for the remainder of the term.

7. ~~The parent representatives to the School Planning Council shall be elected annually from the parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the PAC.~~

**Commented [CN8]:** Based on previous comments, this is probably not applicable

#### **ARTICLE 9 – CODE OF ETHICS**

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body.

2. Performs her/his duties with honesty and integrity.

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 members, ensuring representation processes are in place.



6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those 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.

#### **ARTICLE 10 – AMENDMENTS**

1. The Constitution and By-Laws of the James McKinney Parent Advisory Council may be amended, after consultation with the Principal and by an affirmative vote of a majority of the members present at a regular meeting of the Council, provided that the proposed amendment(s) has been submitted in writing at the previous regular meeting. Written notice of the meeting at which the vote will take place will be given in advance to all members.
2. Amendments to the constitution and bylaws of the James McKinney Parent Advisory Council will be submitted to the Board of School Trustees of School District No. 38 for their information.

#### **ARTICLE 11 – REMOVAL OF AN EXECUTIVE MEMBER**

Upon a breach of the Code of Ethics:

1. 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 a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

#### **ARTICLE 12 – DISSOLUTION OF THE MCKINNEY PAC**

The James McKinney Parent Advisory Council shall be dissolved in the event that:

1. the school is permanently closed; or
2. there is insufficient interest by parents to form a PAC as specified in the preceding Articles.

The dissolution would require a notice of motion circulated to all members. A meeting would be held following this for the purpose of dealing with the notice of motion. The notice of dissolution would require the total agreement of the membership present at the meeting.

Upon dissolution of the James McKinney Parent Advisory Council all assets remaining after all debts have been paid shall be transferred to the school, or to a registered charity as chosen by the James McKinney Parent Advisory Council in the event the school is closed, to be used for educational purposes in the school's community.

**ARTICLE 13 – PROPERTY IN 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 property of the organization, and shall be turned over to the Chair when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by McKinney PAC at Richmond, British Columbia, on **March 4, 2021.**

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Chair

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Secretary