

GILPIN ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS

Prepared by the Gilpin school Parent Advisory Council  
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## Preamble

It is the policy of the Burnaby Board of School Trustees that:

Parents/guardians have the right and the accompanying responsibility to participate in the process of determining educational goals and policies for the District and for individual schools and to share in the task of educating their children. In addition, they have both the right and responsibility to help in deciding what educational services will be provided for their children.

The Board acknowledges that the education of children is a responsibility to be shared by parents/guardians and teachers and that the process is most effective when there is cooperation between home and school in promoting a positive school climate and a productive school experience for students. Consistent with its policy on Public Information and Community Relations, therefore, the Board affirms its desire that each school in the district develop a liaison with the school's community of parents

## Gilpin School's Mission Statement

Gilpin school strives to promote an awareness of self and others and an appreciation of individual differences within a supportive, purposeful environment. Opportunities are provided through varied learning experience for students to develop a love for learning and to be independent thinkers. We believe in nurturing a positive attitude and students which will further their intellectual, social, emotional and physical growth.

# **CONSTITUTION**

## **SECTION 1. NAME OF ORGANIZATION**

The name of the organization shall be the Gilpin Parent Advisory Council.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council shall be unbiased regarding Indigenous identity, race, ethnicity, place of origin, gender identity or expression, sex, sexual orientation, marital or family status, physical or mental ability, and religion.

## **SECTION 2. PURPOSE OF PARENT ADVISORY COUNCIL**

The Parent Advisory Council's primary purpose is to promote effective communication between the home and the school. The Parent Advisory Council (PAC) shall encourage parents/guardians to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent/ guardian participation.

Specifically, the Purposes of the Council will be:

- a. To advise the principal and staff of the school and/or the District respecting any matter relating to the school and student education
- b. To facilitate and enhance parent/guardian support for the school, its programs, teachers, and the Gilpin Mission Statement
- c. To promote communication and cooperation between the home and school
- d. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members
- e. To promote the interests of public education, and in particular, the interests of Gilpin Elementary
- f. To provide parent/guardian education and a forum for discussion of relevant educational issues
- g. To organize and support activities for students and school families
- h. To provide financial support for the goals of the Council
- i. To participate in the activities of the Burnaby District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils

# BYLAWS

## SECTION 1. INTERPRETATION OF TERMS

In the Council's constitution and bylaws,

**“Council”** means the Gilpin Parent Advisory Council

**“DPAC”** means the Burnaby District Parent Advisory Council, recognized by the Board of Education for School District No. 41

**“Executive”** means the president, DPAC rep, secretary, and treasurer of the PAC, and such other members of the Council as the PAC members decide

**“Executive meeting”** means a meeting of the PAC executive members

**“General meeting”** means a regular scheduled meeting of PAC members

**“PAC”** means the Gilpin Parent Advisory Council

**“Parent/Guardian”** means the parent or guardian of a student registered at Gilpin Elementary School

**“Quorum”** means the minimum number of members that must be present at a properly called meeting to make the proceedings of that meeting valid

**“School”** means Gilpin Elementary School

**“School board”** means the Burnaby Board of Education for School District 41

**“Secret ballot”** means the use of paper ballots to anonymously submit votes, which are collected and counted; or in the case of electronic participation, an electronic procedure supporting anonymous casting of votes and secure counting of ballots

**“Show of hands”** means physical raising of hands; or in the case of electronic participation, an electronic representation of the same procedure

**“Simple majority”** means more than half of the votes cast, excluding abstentions

**“Special meeting”** means a meeting of PAC members called for a specified purpose, outside of regular scheduled general meetings

**“Student”** means a student registered at Gilpin Elementary School

**“The membership”** means, collectively, the members of the PAC as a whole

## **SECTION 2. MEMBERSHIP**

All parents and guardians of students (registered) at Gilpin School shall be voting members of the organization and are entitled to vote at general, special, and, if elected or appointed to the executive, executive Council meetings.

Administration and staff (teaching and non-teaching) of Gilpin School shall be encouraged to attend and shall be non-voting members of the organization.

## **SECTION 3. STRUCTURE/ORGANIZATION**

### **I. EXECUTIVE POSITIONS AND RESPONSIBILITIES**

**The group shall elect a slate of officers from the voting members. Number and position of Executive should be determined by the council's needs, but must include the following:**

Chair – the chair shall:

- be familiar with the Council's Constitution & Bylaws
- act as, or designate, the meeting chair at general, special, and executive meetings
- collaborate with and report to Executive and Council members regularly
- oversee the executive in the execution of their duties, with the goal of facilitating effective operation of the Council
- in consultation with the executive committee, shall ensure that an agenda is prepared and presented to the membership a minimum of five days prior to each General Meeting
- appoint committees where authorized to do so by the Executive or membership
- having completed term of office, may serve as Past Chair
- shall, in the event of a tied vote at an Executive or General meeting, cast the deciding vote

Secretary – the Secretary shall:

- be familiar with the Council's Constitution & Bylaws
- record, file, and ensure the distribution of, the minutes from the General and Special Meetings.
- issue and receive correspondence on behalf of the Council
- ensure safekeeping of all records of the Council

Treasurer – the treasurer shall:

- be familiar with the Council’s Constitution & Bylaws
- be responsible for and report on the accounts of the organization
- be one of the three signing officers of the Executive
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- prepare a quarterly financial report for presentation at the General Meeting
- assist the Executive with a draft budget and tentative plan of expenditures
- Prepare, with the assistance of the Executive, the Gaming Grant Application and report within all relevant deadlines

District Parent Advisory Council Representative –the DPAC rep shall:

- be familiar with the Council’s Constitution & Bylaws
- attend regular and special DPAC meetings
- provide a report on the issues presented and discussed at DPAC meetings, their communications, and special events

**Additional (optional, yet recommended Executive Positions). The number and positions of additional executive roles shall be determined by the council’s needs**

Vice-Chair – the Vice-Chair shall:

- be familiar with the Council’s Constitution & Bylaws
- assist the Chair in the performance of their duties
- assume the duties of the Chair in the Chair’s absence or upon request
- accept extra duties as required

Past Chair – the Past Chair shall:

- be familiar with the Council’s Constitution & Bylaws
- where possible, remain part of the Executive and shall advise and support the current Executive

Fundraising Coordinator – The Fundraising Coordinator shall:

- be familiar with the Council’s Constitution & Bylaws
- oversee, in consultation with the Executive, the coordination of the Council’s fundraising efforts

Hot Lunch Coordinator – the Hot Lunch Coordinator shall:

- be familiar with the Council’s Constitution & Bylaws
- oversee, in consultation with the Executive, the coordination of the Hot Lunch Program

School Events Coordinator – the School Events Coordinator shall:

- be familiar with the Council’s Constitution & Bylaws
- oversee, in consultation with the Executive, the coordination of PAC-supported events and opportunities such as
  - parent/guardian participation in school as volunteer support to teachers
  - assistance with field trip planning and coordination
  - assist school staff and administration with other PAC-supported initiatives such as invited expert guests offering lessons, workshops, or presentations to students

Communications Coordinator – the Communications Coordinator shall:

- be familiar with the Council’s Constitution & Bylaws
- oversee, in consultation with the Executive, the coordination of the Council’s Communications:
  - Class communication channels (e.g. WhatsApp)
  - PAC social media accounts
  - Flyers and other communications

II. VACANCY ON THE EXECUTIVE

If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may appoint a voting member to fill the vacancy until the next PAC meeting, at which time the appointment shall either be ratified by the membership or other nominations shall be put forward and voted upon. The membership shall be informed of the vacancy prior to the meeting so that nominations can be put forward.

III. REMOVAL OF EXECUTIVE

- The members may, by a simple majority of the votes cast at a general or special meeting, remove an executive member for failure to fulfill their duties or for violation of the code of ethics, before the expiration of the executive member’s term of office.
- Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 7 days before the meeting.
- A member who is absent from three consecutive meetings (executive and/or general meetings) and has not provided advance notice to the Chair, or Secretary of their absence will be deemed to have resigned. The Member may be reinstated by Council vote.

IV. REMUNERATION AND CONFLICTS OF INTEREST

- 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.

- An executive member who is interested, either directly or indirectly, in a proposed contract or transaction with, or supported by the Council must disclose fully and promptly the nature and extent of their interest to the membership and executive.
- Executive members must avoid using their position on the Council for personal gain.
- If an executive member chooses to run for election to a position as school trustee in any district, or to a position in any municipal, provincial, or federal government, they must vacate any executive or committee representative roles they hold prior to commencing their election campaign.

## V. COMMITTEES

- Special committees (including a Nominations Committee if required) shall be established by the Executive or upon recommendation of the general membership for set purposes.
- Members may be appointed to special committees by the Chair (after consultation with the Executive)
- Committees are responsible to the Executive

## **SECTION 4. ELECTION PROCEDURES**

### I. ELECTIONS AND TERM OF OFFICE

- Election of the Executive will take place during an Annual General Meeting, which will be in April of each year. The timing of the Election is in consideration of the DPAC AGM (May), so that the Council may consider election to the DPAC Exec by their duly elected DPAC Rep
- The length of term for Executive positions shall be for one year from May 1 and end on April 30
- Each executive member must resign after one year in office; however, they may stand for re-election for an additional year.
- No one person may hold the same executive position for more than four consecutive terms.
- Each executive position will be elected individually.
- No one person may hold more than one of the following executive positions at the same time (Chair, Vice Chair, Secretary, Treasurer).

- Voting should be conducted by secret ballot
- The election the DPAC representative must be by secret ballot.

## II. NOMINATIONS

- A Nominations Committee may be formed at a General Meeting or as required by the Executive
- Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chair
- A call for nominations will be made at least one month prior to the annual general meeting.

## SECTION 5. MEETINGS

### I. EXECUTIVE MEETINGS

- Executive meetings will be held in order to set agendas and discuss matters necessary to the ongoing function of the Council. At least one meeting will be held before each general meeting.
- The Executive will strive to reach all decisions through consensus rather than by vote. If consensus cannot be reached and a decision is required at that time, the decision will be made by a vote
- Executive meetings may, at the discretion of the executive, be conducted wholly or in part by electronic means, and executive members attending such meetings will be deemed present for the purposes of voting, if the electronic means meet all the following conditions:
  - all participants' identities can be verified,
  - all participants can communicate with each other, and
  - the method(s) used enables each participating member to vote by both
    - some form of show of hands, and
    - some form of secret ballot.
- If decisions regarding Council operations must be made between executive meetings, voting using electronic platforms is permitted if the following conditions are met:
  - a simple majority of the members of the executive participate,
  - a transcript or other written record is kept, and
  - the decision is ratified at the next executive meeting

- A quorum for executive meetings will be a majority of the members of the executive.
- If quorum is not present at any time during an executive meeting, discussion may proceed but no votes may be held

## II. GENERAL MEETINGS

- There shall be a minimum of five (5) General Meetings per year as set by the Executive. Notice of such meetings shall be given to all members with a minimum of five (5) days notice.

## III. SPECIAL MEETINGS

- May be called by the Executive with a minimum of five (3) days notice to all members
- Must be called by the executive within 48 hours of receiving a written request signed by at least three members stating the purpose of the meeting.

## IV. PROCEDURES FOR GENERAL AND/OR SPECIAL MEETINGS

- QUORUM – A minimum of five (5) members present at any duly called General Meeting or Special Meetings shall constitute a quorum. At least three (3) members present contributing to quorum must be from the Executive.
- If at any time during a general or special meeting a quorum ceases to be present, discussion may proceed but no votes may be held.
- Meetings will be conducted efficiently and with fairness to the members present
- The Council will strive to reach all decisions through consensus rather than by vote. If consensus cannot be reached and a decision is required at that time, the decision will be made by a vote of Members
- All matters requiring a vote will be decided by a simple majority of the votes cast.
- In the case of a tied vote, the meeting chair does have a second deciding vote
- Members must vote in person on all matters. At the discretion of the Executive Committee, electronic/ virtual voting may be permitted if:
  - all participants' identities can be verified,
  - all participants can communicate with each other, and
  - the method(s) used enables each participating member to vote by both
    - some form of show of hands, and
    - some form of secret ballot.

- Voting by proxy will not be permitted.
- Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two members present, by secret ballot.
- If procedural problems should arise, 'Robert's Rules of Order' will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution and bylaws.

## **SECTION 6. FINANCES**

- A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a General meeting prior to the end of June of each year.
  - All funds of the organization will be on deposit in a Chartered Bank or Credit union or any Financial Establishment registered under the Bank Act.
  - The Executive shall name at least three signing officers for banking and legal documents. Two of the signatures will be required for these documents.
  - All monies spent above and beyond \$350.00 will be first presented to and voted on by the Executive, and then approved by a majority at a General Meeting.
  - A need for audits will be agreed upon by the members of any General meeting, whereupon an independent Auditor will be appointed as needed.
  - The books and records of the PAC shall be open for inspection by any member upon request.
- \* Note: It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating cost for the following year.

## **SECTION 7. CODE OF CONDUCT**

- The Gilpin PAC is not a forum for the discussion of individual school personnel, students, parents/ guardians, or other individual members of the school community.
- An Executive Member is in a privileged position and must respect the confidential nature of the discussions they may be privy to.

## **SECTION 8. CONSTITUTIONAL AMENDMENTS**

- Amendments to the Constitution and Bylaws of the Gilpin PAC may be made at any General or Extraordinary General Meeting at which business is conducted, providing:
  - Written notice of the meeting has been given to all members (fourteen days minimum)
  - the notice of the meeting includes notice of the amendments proposed
  - a two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- Amendment(s) to the Constitution and Bylaws shall be submitted to the Board of Trustees of School District 41.

## **SECTION 9. DISSOLUTION**

If for any reason, the organization is to be dissolved, 30 days written notice of this intent must be given to the General Membership before a meeting to resolve the situation is called. A motion to dissolve may then be put forward at this meeting by a voting member, and must be passed by a 2/3 majority of those members in attendance.

In the event of winding-up or dissolution of the Gilpin Parent Advisory, the disbursement of funds and assets of the organization remaining after the satisfaction of its debts and liabilities will be decided upon the membership at the final General Meeting.

All records of the dissolved organization shall be placed under the jurisdiction of School District #41 and given to the principal of the school.