

École H.S. Grenda Middle School Parents Advisory Council (PAC)

Constitution and Bylaws est. 2026

Section I – Name

The name of this organization shall be the *École H.S. Grenda Middle School Parents Advisory Council (HMS PAC)*.

The PAC operates as a non-profit volunteer organization under School District 23 (Central Okanagan).

Membership is open to all parents and guardians of students currently enrolled at École H.S. Grenda Middle School.

Section II – Purpose

The purpose of the PAC is to support and promote the education and well-being of students at École H.S. Grenda Middle School.

The PAC shall:

1. Encourage parent and guardian involvement in the school.
 2. Represent parent perspectives to the school and district.
 3. Support programs and activities that benefit students.
 4. Contribute to the sense of community between home, school, and neighbourhood.
 5. Provide leadership and input on matters relating to education, safety, and student welfare.
-

Section III – Definitions

- AGM (Annual General Meeting): A meeting held in the first week of June each year to elect the PAC Executive and review annual reports.
 - Executive: The elected officers responsible for managing PAC affairs between general meetings.
 - General Meeting: A meeting open to all PAC members.
 - Quorum: The minimum number of members required for a meeting to make official decisions (see Section XII).
-

Section IV – Membership

1. All parents and guardians of students registered at École H.S. Grenda Middle School are voting members of the PAC.
 2. At the AGM, parents or guardians of Grade 5 students registered to begin Grade 6 at the school may attend, vote, and run for Executive positions.
 3. Administration and staff may be invited as non-voting members.
-

Section V – Executive

1. The Executive shall manage the affairs of the PAC between general meetings.
 2. Executive positions include:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - COPAC Representative
 - Hot Lunch Coordinator
 - Members-at-Large (optional)
 3. A minimum of a President, Secretary, and Treasurer is required for the PAC to operate.
 4. Two people may share a position. Shared positions carry one combined vote.
 5. If an individual holds two Executive positions, they shall have only one vote.
 6. No Executive member shall hold more than one elected position, except that the Hot Lunch Coordinator role may be held as a second position.
 7. The Executive term shall begin on the date of the Annual General Meeting (AGM) and end on June 30 of the following year.
 8. The Executive may appoint members to fill vacancies during the school year.
 9. The President may call Executive meetings at any time.
-

Section VI – Duties of Executive Members

President

- Chairs all PAC and Executive meetings.
- Prepares meeting agendas in consultation with the Executive and school administration.
- Delegates committees as needed.
- Ensures PAC decisions are carried out.
- Acts as the official spokesperson.
- Shares access to the PAC President SD23 email with the Vice President.
- Serves as a signing officer.
- May vote only to break a tie.
- Ensures a smooth transition for incoming officers.

Vice President

- Assumes the President's duties if absent.
- Supports committees or projects as required.
- Serves as a signing officer if designated.
- Ensures smooth transition to the next Vice President.

Secretary

- Keeps accurate minutes of meetings and circulates them to members.
- Manages correspondence and meeting notices.
- Maintains digital records in the PAC Google Drive.
- Ensures a smooth transition of records to the next Secretary.

Treasurer

- Keeps all receipts and maintains complete, accurate financial records.
- Applies for and maintains good standing for all PAC grants, licenses and funding programs.
- Presents a financial report at each meeting and an annual financial statement at the AGM.
- Ensures another signing officer has access to books and records if absent.
- Serves as a mandatory signing officer.
- With the assistance of the executive, draft an annual budget
- Ensures smooth transition to the next Treasurer.

COPAC Representative

- Attends COPAC meetings and reports back to the PAC.
- Shares HMS PAC views at the district level.
- Ensures smooth transition to the next COPAC Rep.

Hot Lunch Coordinator

- Organizes and manages the hot lunch program.
- Works with vendors, volunteers, and the school.
- Maintains accurate sales and financial records.
- Works with Treasurer to maintain good standing with all vendors.
- Has access to the PAC's hot lunch Gmail and any online program used (e.g., Munchalunch).
- Ensures smooth transition to the next coordinator.

Members-at-Large

- Assist with committees, events, or other PAC activities.
- Represent general parent perspectives.
- Support Executive initiatives.
- Ensure smooth transition to incoming members.

General for all Executive Members

- No single person shall have exclusive control over any account, password, or code.
 - All logins must be accessible to at minimum the President and the related Executive role.
-

Section VII – Meetings and Voting

1. The Annual General Meeting (AGM) will be held the first week of June each year.
2. General and Executive meetings will be scheduled as needed throughout the school year.
3. Electronic or online voting is permitted at general and Executive meetings.
4. Hybrid or virtual meetings are permitted.
5. Voting may be done virtually with first and last name visible on screen
6. Secret ballots may be used when more than one person is nominated for a position.
7. All motions pass by simple majority unless otherwise specified.

Meeting Guidelines and Agreements:

- Seek first to understand, then to be understood
 - Demonstrate mutual respect: respect people and ideas. Such respect does not necessarily represent agreement.
 - Everyone has a voice.
 - Be confidential and use discretion
 - Respect everyone's time. Limit discussion to that which is on the agenda, add additional items to the end of the agenda to be discussed if there is time.
 - The PAC will not be a forum for the discussion of confidential information or concerns pertaining to individual school personnel, students, parents or other members of the education community.
-

Section VIII – Committees

1. Standing or Ad-Hoc Committees may be established by the Executive or by recommendation of the membership.
 2. Committees are accountable to the Executive.
 3. The Executive shall provide a clear mandate and appoint a chairperson.
 4. Committee chairs may recruit additional members as required.
 5. Each committee shall report regularly to the Executive and follow its terms of reference.
-

Section IX – Finances and Cash Handling

1. The PAC shall prepare and approve a yearly budget and expenditure plan.
2. The Executive may approve expenditures up to \$250 without a general vote.
3. Accepted payment methods include e-transfers, cheques, or other approved means.
4. Signing authority shall include the President, Treasurer, and at least one other Executive member.

- Two authorized signatures are required for all payments.
 - One must be either the President or Treasurer.
 - 5. Only signing officers may remove PAC funds from the school.
 - 6. All cash must be counted by two PAC members and both must sign a record.
 - 7. A cash binder with tracking records must stay with the cash box.
 - 8. Deposits will be made weekly or biweekly, or up to one month with acknowledgment from other signing officers in extenuating circumstances.
 - 9. At the start of each school year, the Executive must inform members of the current signing officers; this will be recorded in the first meeting minutes and Google Drive.
 - 10. Adding or removing signing officers after the AGM must be done as quickly as possible.
 - 11. If there are delays in processing new signing authority at the bank, previous signers may continue to assist with PAC banking until new signers are active, with Executive approval and record in the minutes.
-

Section X – Google Drive and Records

The PAC Google Drive will be updated throughout the year.

All Executive members will have access during their term.

Access will be revoked once their term ends.

The President is responsible for ensuring a full backup of all PAC documents to the SD23 Drive, or may delegate this duty to the Vice President.

Section XI – Code of Conduct/Ethics and Conflict of Interest

PAC members and Executive members shall:

- Avoid decisions where they have personal or financial interests.
- The business of the PAC shall be unbiased towards race, religion, gender, nation of origin, sexual orientation, physical/mental ability, or politics.
- The PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- Every executive member and representative must act solely in the interests of the parent membership of the Council.
- 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. An executive officer who is approached by a parent, school personnel, a student, or other member of the school community 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 an executive officer will:
 - 1) Uphold the Constitution and Bylaws.
 - 2) Perform their duties with honesty and integrity.
 - 3) Act respectfully and work collaboratively.
 - 4) Ensure that the well-being of students is the primary focus of all decisions.
 - 5) Respect the rights of all individuals.

- 6) Take direction from the members and ensure that representation processes are in place.
 - 7) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
 - 8) Work to ensure that issues are resolved through due process.
 - 9) Strive to be informed and only pass on information that is reliable and correct.
 - 10) Respect all confidential information.
 - 11) Support public education.
-

Section XII – Quorum

1. At General Meetings, the voting members present shall constitute quorum.
 2. Executive meeting quorum shall consist of 50% plus one of the Executive.
 3. No motions may pass without quorum.
-

Section XIII – Good Standing and Removal

Good Standing:

Executive members must remain in good standing by attending meetings, fulfilling duties, and upholding the Code of Conduct.

In the event that a member does not follow the Code of Ethics, they will be considered not in good standing and the President or any member of the Executive may ask the member to leave the meeting.

Removal:

An Executive or member who disrupts meetings, disrespects others, or acts against PAC purpose may be removed by a majority Executive vote after written notice and opportunity to respond.

Section XIV – Amendments

These Bylaws may be amended at any General Meeting with 14 days' written notice. Approval requires a two-thirds (2/3) majority vote of members present.

Section XV – Dissolution

Upon dissolution:

1. All debts will be paid.

2. Remaining funds and assets will be donated to another charitable organization or school within British Columbia.
3. All records of the École H.S. Grenda Middle School Parents Advisory Council (PAC) will be submitted to the principal of the school or School District 23.