LORD NELSON ELEMENTARY PARENT ADVISORY COUNCIL
(the Nelson "PAC")
CONSTITUTION AND BYLAWS
Adopted on June 10th, 2025

Land Acknowledgement
Our work takes place on the unceded traditional territory of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilwətaʔɬ (Tsleil-Waututh) Nations.

Equity Statement
The Lord Nelson Parent Advisory Council will operate as a non-profit organization with no personal financial benefit accruing to members. The PAC believes in equitable treatment for all individuals regardless of race, colour, ancestry, ethnic origin, religion, socio-economic status, gender identity, gender expression, sexual orientation, physical or mental ability, or political beliefs. All PAC business will be unbiased in regards to the aforementioned qualities. The letter and spirit of the Canadian Human Rights Act and the BC Human Rights Code shall be observed, enforced, and supported, so that all members of the community feel safe, valued and included. Language or behaviour that degrades, denigrates, labels, or stereotypes individuals based on the above categories will not be accepted.

PURPOSES OF THE COUNCIL

Advocacy

1. To advise the school board, principal, and staff on any matter relating to the school
2. To assist parents in obtaining information and communicating with the principal and staff about any concerns
3. To assist the principal and staff in ensuring safety standards are maintained in the school and neighbourhood
4. To advise and participate in the activities of the Vancouver District Parent Advisory Council and the BC Confederation of Parent Advisory Councils
5. To identify gaps where student needs are not being sufficiently met and work towards the best possible solution
6. To support inclusivity equity and diversity within the school community To celebrate diversity and inclusion with the knowledge that anti-oppression work, that lifts up equity-denied groups is a shared responsibility and integrated in all areas of learning and activity across the entire school by becoming aware of the values, traditions, and needs of the families and children in our school district.

Education

1. To provide a forum for discussion of educational issues
2. To promote the education and welfare of students in the school
3. To promote the interests of public education and, in particular, the interests of Lord Nelson Elementary

Community

1. To provide leadership in the school community
2. To organize and support activities for students and parents
3. To contribute to a sense of community within the school and between the school, home, and neighbourhood
4. To encourage parent involvement in the school, and to support programs that promote parent involvement
5. To support, enable, and encourage diversity in the PAC that reflects our community

Fundraising

1. To provide financial support for the goals of the Council, as determined by the membership

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I. MEMBERSHIP

Voting members
1. All parents and guardians of students registered at Lord Nelson are voting members of the Parent Advisory Council

Non-voting members
2. Administrators and staff (teaching and non-teaching) of Lord Nelson may be invited to become non-voting members of the Council.

3. At no time will the Council have more non-voting than voting members.
4. All members of the Council shall uphold the constitution and comply with these bylaws.
5. Every member will uphold the constitution and comply with these bylaws.
6. All members will strive to make all PAC activities as widely accessible as reasonably possible

II. MEETING OF MEMBERS

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held no less than four times during the school year.
3. Notice of the General Meetings must be given at least one (1) week prior to the meeting. Notice of meetings can be sent in various ways— email, posters etc.
4. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive members. This meeting must be held before the end of the school year.
5. Notice of the AGM shall be given no less than 14 days prior to the meeting.
6. Nominations may be received up to one (1) school day prior to the AGM and verbal nominations will be accepted from the floor of the AGM at which time the Chair (or Co-Chairs) declares nominations closed.
7. If unable to attend the AGM, nominees may submit a nomination by written notice to the Chair (or Co-Chairs).
8. At PAC meetings, members will not disparage individual school personnel, students, parents, or other members of the school community.
9. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

III. PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be six voting members **including** executive. If at any time during a general meeting a quorum ceases to be present, no motions, resolutions, or votes may occur. At the discretion of the chair(s), and in consultation with those present, the meeting may continue for the purposes of discussion, planning, and refining ideas.

2. For committee work, 50% of members must be present to vote on items or the item can be put to an e-mail vote to allow all members the chance to vote.

Voting

3. All matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair (or Co-Chairs) does not have a second or casting vote and the motion is defeated.
5. Members must vote in person (or over video conferencing when applicable) usually by a raising of a hand or voice but a secret ballot must be done if requested by the majority of voting members

IV. EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.
2. The executive will include the Chair, Vice Chair, Secretary and Treasurer (or Co-positions).
3. The executive must comprise of a minimum of 3 members, and should not exceed 8 members.
4. Additional positions can include: Past Chair, DPAC representative, Member at Large, or other roles that are created by the PAC.

Election of executive

5. The DPAC representative must be elected by secret ballot in accordance with the School Act Section 8.6
6. Any voting member of the PAC is eligible to serve on the Executive
7. No two members of the same family may serve on the Executive at the same time.
8. The executive will be elected at each Annual General Meeting (AGM).
9. Elections will be conducted by the Chair (or Co-Chairs) or if required, a Nominations Committee
10. All executive duties may be shared between 2 members

12. Voting in by acclamation does not require a vote (except for the DPac rep)

Term of office

13. The executive will hold office for a term of one year beginning immediately following the election.
14. No person may hold the same executive position for more than three years. If an executive position remains vacant by October, the incumbent may be asked if they wish to serve a fourth term.

Vacancy

15. If an executive member resigns or ceases to hold office for any other reason, or if a position remains vacant after the elections at the annual general meeting, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

16. The members may, by a majority of no less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member (an eligible representative of a Council member) to complete the term.
17. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

18. 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.

V. EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the Chair (or Co-Chairs), usually between PAC meetings, can be in person, over email or by phone or video conferencing call.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive. So if the executive consists of 4 people, 3 must be present to vote. If a position is shared, each person gets a vote.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In the case of a tie vote, the Chair (or Co-Chairs) does not have a second or casting vote and the motion is defeated.

VII. CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership (see appendix). The chair(s) may use their discretion on how to deal with breaches of the code of ethics but should consult with members of the executive.

Representing the Council

2. Every executive member and representative must act solely in the interests of the membership of the Council.

Privilege

3. 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.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of their interest to the membership and executive.
5. Such an executive member or representative must avoid using their position on the Council for personal gain.

VIII. DUTIES OF EXECUTIVE AND REPRESENTATIVES

The current Council can divide the duties depending on the skills and strengths of the executive.

A. The Chair (or Co-Chairs) will:
(a) speak on behalf of the Council;
(b) consult with Council members;
(c) attend membership and executive meetings;
(d) ensure that an agenda is prepared;
(e) appoint committees where authorized by the membership or executive;
(f) represent Council in school and district activities
(g) ensure that Council activities are aimed at achieving the purposes set out in the constitution;
(h) be a signing officer; and
(i) provide communications with parents on all Council matters.

The Vice-Chair will:
(a) support the Chair (or Co-Chairs) ;
(b) assume the duties of the Chair (or Co-Chairs) in their absence or upon request;
(c) assist the Chair (or Co-Chairs) in the performance of their duties;
(d) accept extra duties as required; and
(e) be a signing officer.

The Secretary will:
(a) ensure that members are notified of meetings;
(b) record and file minutes of all meetings;
(c) keep an accurate copy of the constitution and bylaws, and make copies available on website and to members upon request;
(d) prepare and maintain other documentation as requested by the membership or executive;
(e) issue and receive correspondence on behalf of the Council;
(f) ensure safekeeping of all records of the Council; and

The Treasurer will:
(a) be a signing officer;
(b) ensure all funds of the Council are properly accounted for;
(c) disburse funds as authorized by the membership or executive;
(d) ensure that proper financial records and books of account are maintained;
(e) report on all receipts and disbursements at general and executive meetings;
(f) make financial records and books of account available to members upon request;
(g) have the financial records and books of account ready for inspection or audit annually;
(h) with the assistance of the executive, draft an annual budget;
(i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
(j) submit an annual financial statement at the Annual General Meeting

(k) ensure timely application of the BC Gaming Grant;
(l) keep proper records of all gaming licenses and ensure timely reporting of Gaming License reports; and
(m) ensure timely submission of the annual Gaming Account Summary Report to BC Gaming.

The DPAC Representative will:
(a) attend all meetings of Vancouver DPAC and represent, speak, and vote on behalf of the Council;
(b) maintain current registration of the Council;
(c) report regularly to the membership and executive on all matters relating to the DPAC;
(d) seek and give input to the DPAC on behalf of the Council;
(e) receive, circulate, and post DPAC newsletters, brochures, and announcements;
(f) receive and act on all other communications from the DPAC; and
(g) liaise with other parents and DPAC representatives.

The immediate Past President will:
(a) advise and support the membership and executive; and
(b) provide information about resources, contacts, and other matters.

The Members at Large Representative (up to 5) will:

(a) serve in a capacity to be determined by Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require. For example, Social Media, head a committee, consult on specific business.

IX. COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide. The terms of reference should be publicly posted with the PACs other governing documents.
3. Committees will report to the membership and executive as required.
4. Each committee will provide information on how to contact them, how to join or participate, and when they hold activities. This information must be provided to the PAC executive and made easily accessible to all PAC members

X. FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be September 1st to August 31st

Power to raise money

2. The Council may raise and spend money to further its purposes. Raising money through the use of a gaming license must be approved by and directly overseen by a signing officer.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act or authorized by the BC Financial Services Authority.

Signing authority

4. The executive will name at least three signing officers from the executive members for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval at the first General PAC meeting of the school year to cover the time period from the first general meeting to the end of the school year. A second, interim budget will be presented at the AGM to cover the time period from the end of the school year to the first meeting of the following school year. The budget gives the executive the authority to spend money.

Non-budgeted expenditures

6. The executive will present all proposed expenditures above the value of $500 that are not included in the approved budget at the next meeting.
7. The executive may undertake individual expenditures up to a maximum total of $1000 that are not included in the approved budget between meetings.

Treasurer's report

8. A treasurer's report will be presented at each general meeting.

Auditor

9. Members at a general meeting may appoint an auditor.

10. Council money can only be spent if authorized by a motion passed at a general meeting, with the exception of Section X(7) above.

XI. CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

XII. PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair (or Co-Chairs) when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

XIII. DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Lord Nelson Elementary School District No. 39.

APPENDIX

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body;
2. performs their duties with honesty and integrity and in the interests of the Council;
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 membership and executive;
6. encourages and supports parents and students with individual concerns to act on their own; behalf, and provides information on the process for taking concerns forward;
7. works to ensure that issues are resolved through due process;
8. strives to be informed and only passes on information that is reliable;
9. respects all confidential information; and
10. supports public education.
11. Treat other members with respect

DEFINITIONS

"community organizations" means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

"district" means School District No. 39

"DPAC" or "district parent advisory council" means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 39

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in Lord Nelson Elementary

"parent" is as defined in the School Act and means (a) the guardian of the person of the student or child, (b) the person legally entitled to custody of the student or child, or (c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 39

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 39