

CONSTITUTION

And

BY-LAWS

FOR SPUL'U'KWUKS ELEMENTARY SCHOOL

PARENTS' ADVISORY COUNCIL

SPUL'U'KWUKS PARENTS' ADVISORY COUNCIL

5999 BLANSHARD DRIVE, RICHMOND, B.C., V7C 5V4

TEL: (604) 303.5100 FAX: (604) 303.5106

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SECTION I - NAME

The name of the Association shall be the Spul'u'kwuks Parent Advisory Council (School District No. 38 Richmond), hereafter referred to as "SPAC".

The SPAC will operate as a non-profit organization with no personal financial benefit.

The business of the SPAC shall be unbiased towards race, religion, sexual orientation, gender and political affiliation.

Setting up any social media accounts under SPAC's title must be approved by SPAC.

SECTION II - PURPOSES OF SPAC

The purpose of the SPAC is:

1. To support, encourage and improve the quality of education and the well being of students at Spul'u'kwuks Elementary School.
2. To assist parents in the accessing of information, the accessing of the school system and to provide advocacy support for individual children and their parents.
3. To organize SPAC activities, meetings and events mutually agreed upon by the administrators and parents.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
5. To advise the school Principal and teaching staff on any matter relating to the school - programs, policies, plans and activities.

SECTION III - PURPOSES OF DPAC

DPAC: The Richmond District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 38, to be the umbrella group of Parent Advisory Councils.

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in School District No. 38 by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
3. Providing the parental voice to education decision-making organizations affecting the School District.

The aims and objectives of the Spul'u'kwuks District Parent Advisory Council shall be:

1. To promote the interests of public education by fostering co-operation and communication among parents, students, educators and school district representatives.
2. To advise the school board on parental views about the school district's programs and policies.
3. To communicate with PACs about school district policies, programs, and activities.
4. To provide leadership in developing and understanding the rights and responsibilities of parents within the education system.
5. To assist parents and PACs in accessing the system.
6. To assist its members in obtaining information about school, district and provincial programs and policies, and in communicating with district representatives.
7. To liaise with partner groups and community organizations.
8. To promote a positive image of the public school system within the district.

SECTION IV - MEMBERSHIP (SPAC)

1. All parents and guardians of the students registered at Spul'u'kwuks Elementary School may be voting members of the SPAC
2. Administrators and staff (teaching and non-teaching) of Spul'u'kwuks Elementary are non-voting members of the SPAC.
3. Members of the school community who are not parents of the students currently attending Spul'u'kwuks Elementary may also be non-voting members of the SPAC.
4. When a school district employee is also a parent or guardian of a student enrolled at Spul'u'kwuks Elementary School, that individual is considered a voting member and is eligible to serve on the SPAC Executive, provided that any potential or perceived conflict of interest is disclosed and appropriately managed.

SECTION V - MEMBERSHIP (DPAC)

1. The voting membership of the District Parent Advisory Council are delegates appointed or elected by individual school Parent Advisory Councils, with one vote per Parent Advisory Council.
2. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff and other Community Organizations with an interest in education, may be invited to attend as non-voting members of the District Parent Advisory Council.
3. At no time shall the Council have more non-voting members than voting members.

SECTION VI – MEETINGS

1. Meetings will always be conducted efficiently, respectfully, and with fairness to all members present.
2. There shall be an Annual General Meeting held for the purpose of the election of officers in June of each year. Additional meetings shall be held once a month during the school year to conduct current business.
3. Executive meetings shall be held monthly prior to the SPAC meeting to discuss issues and the upcoming agenda of the monthly SPAC meeting.
4. Additional general meetings shall be held at the discretion of the Executive or upon the request of 50% of voting delegates.
5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the issue.

SECTION VII – VOTING

1. The voting members present at any called general meeting shall constitute a quorum.
2. Majority vote wins, tie will result in a lost motion. The chairperson may not cast the deciding vote.
3. Voting must take place at the monthly or annual meetings and must be done in person or via electronic means, not by proxy.
4. Voting shall be accomplished by a show of hands with the exception of the election of officers or special resolutions which shall be done by secret ballot unless otherwise chosen by a majority of voting members present.

SECTION VIII - ELECTION OF EXECUTIVE AND TERM

1. The Executive shall be elected from the voting members at the Monthly Meeting in June, with the call for nominations made one month prior to the Annual General Meeting.
2. The term shall commence on the last day of school in July and shall be for one year.
3. No member shall serve more than two (2) consecutive terms in the same position. This term limit is intended to encourage turnover and equitable participation. In the event that no other candidate is nominated, the PAC may, by motion at a general meeting, permit the member to continue in the position until a successor is elected.
4. The immediate past chairperson is encouraged to remain in communication with the current PAC in an advisory capacity, to ensure a smooth transition for the year ahead.
5. Coordinators and Committee Chairs shall serve a one (1) year term, with the possibility of renewal subject to confirmation and election approval.

6. No one person may hold more than one elected position at any one time.
7. An elected member of the Executive may be removed from Office by a majority vote at a General, Special or Annual General Meeting
8. Any Officer may resign from the Office by way of written notice to the Chairperson.
9. If any officer resigns during a term of office or if any office is not filled at the time of elections, the Executive may appoint a voting member of the organization to fill the vacancy until the election.

SECTION IX - EXECUTIVE OFFICERS

1. A board of elected officers shall manage the affairs of the SPAC
2. The Executive Officers will be as follows;

- a. Chairperson(s)

The Chairperson(s) shall:

- convene and preside at all general, executive and special meetings
- in consultation with school administration, ensure that an agenda is prepared and presented
- appoint committees where authorized to do so by the executive or membership
- take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC
- be one of the signing officers of the executive
- submit an annual report

- b. Vice-Chairperson(s)

The Vice-Chairperson(s) shall:

- assume the responsibilities of the Chairperson in the Chairperson's absence or upon the request of the chairperson
- assist the chairperson as required to accomplish the objectives and may take on special projects as required
- be one of the signing officers of the executive

- c. Secretary(ies)

The Secretary(ies) shall:

- record the minutes of general, executive and special meetings
- issue, receive and distribute correspondence on behalf of the PAC
- shall post the minutes of the general and special meetings on the PAC bulletin board within a reasonable time following the meetings
- safely keep all the records of the council

d. Treasurer(s)

The Treasurer(s) shall:

- be one of the signing officers of the PAC
- receive, collect, disperse, and deposit all funds of the PAC
- prepare and present a written financial report for each meeting period
- prepare and present a written year end report for the annual general meeting
- assist the executive with a draft budget and a tentative plan of expenditure
- maintain an accurate record of all expenditures of the council
- with assistance from PAC Executive Officers, apply for the BC Community Gaming PAC Grant prior to the June 30th deadline

Additional Executive Officers:

3. Titles and duties of additional executive officers (e.g. Past Chairperson, Members at Large, Committee Chairpersons, RDPA representative) may be added as determined by the PAC. The Executive Board shall include no fewer than two (2) and not more than fifteen (15) Members at Large, elected annually at the General Meeting. In the event that a Committee or Coordinator role becomes vacant during the year, the PAC shall first seek to fill the position from among the elected Members at Large, as available. Should no Member at Large be able to serve, the PAC may, by motion at a general meeting, appoint another parent to the position for the remainder of the term.
4. Project Leadership Limit: No Executive Board member, including the Chairperson(s), Vice-Chairperson(s), Secretary(ies), Treasurer(s) and any other elected officer, shall lead or co-lead more than two major projects during a single school year. This ensures equitable distribution of workload and prevents volunteer burnout.

SECTION X - ROLE ACTIVATION AND WORKLOAD MANAGEMENT

To ensure sustainable operation, the PAC adopts the following principles:

1. Role Activation: Positions defined in this constitution and bylaws, or committee charters (including committees, coordinators, and specific tasks) shall be considered active only

when filled by a parent volunteer. If a position remains vacant, its duties shall be suspended or reassigned temporarily until filled. The Executive Committee is responsible for ongoing recruitment efforts to fill vacant roles.

2. **Workload Limits:** To prevent volunteer burnout and ensure balanced distribution of responsibilities, each role will have clearly defined workload limits, established by the Executive Committee or as outlined in the bylaws.
3. **Annual Recruitment and Training:** At the beginning of each school year, the Executive Committee shall publish a list of available roles and actively recruit parent volunteers to fill these positions. Training, orientation, and ongoing support will be provided for roles requiring specialized skills or knowledge to ensure volunteers are well-prepared and confident in their duties.
4. **Project Allocation and Committee Formation:** When the combined project capacity of the Chairperson(s) and Vice-Chairperson(s) is reached (i.e., each is already leading two projects), any additional projects must be assigned to Members at Large through the creation of new committees. Each Member at Large may chair or coordinate a maximum of two committees. The Executive Committee is responsible for recruiting suitable Members at Large and formalizing these committees to pursue additional projects.

SECTION XI - COMMITTEES AND COORDINATORS

1. Committees and Coordinators are responsible to the Executive.
2. Members may be appointed annually to committees or coordinator positions by the Chairperson (after consultation with the Executive) or elected by the SPAC.
3. Coordinators may enlist committees to assist them in carrying out their duties.
4. Committees and Coordinators must account for monies to the Treasurer.
5. **Members at Large:** Members at Large serve as flexible resources to chair or coordinate committees that fall outside the core Executive's capacity. To maintain balanced workloads, each Member at Large may chair or coordinate no more than two committees simultaneously. When a new committee is created to handle additional projects, a Member at Large shall be appointed or elected to lead that committee in accordance with this limit.

Standing Committees and Coordinators may include but are not limited to:

- a. Richmond District Parent Advisory Council (DPAC) Representative(s)

The DPAC Representative(s) shall:

1. Attend DPAC meetings.
2. Report pertinent information back to the SPAC.
3. Seek input from the SPAC as requested.

b. Fundraising Committee:

The Fundraising Committee shall:

1. Inform the executive of appropriate fundraising options available to the school and the SPAC.
2. Coordinate all approved fundraising activities with the SPAC.

c. Hot Lunch Committee:

The Hot Lunch Committee shall:

1. Be responsible for arranging a special lunch program at the school
2. Support event catering (such as coordinate food for Sports Day)

d. Community Resource Committee:

The Community Resource Committee focuses on gathering and sharing resources that support our families and community, including:

- Health programs
- Community activities
- Family resources

By collecting and sharing these resources, the Community Resource Committee helps connect families with services and opportunities that benefit their well-being.

e. Social Media & Website Committee:

This committee connects with our website support person to review and suggest updates for the PAC website. Members provide feedback on changes, request technical updates, and ensure the site stays current and helpful for families.

f. Cultural Events Committee

This committee sources and books culturally relevant performances. Volunteers coordinate with the school and performers, organize support, and plan activities to create welcoming event for students and families as an opportunity to share culture, build connections, and celebrate the diversity of our school (ex. Lunar New Year Lion Dance performance).

g. Parent Voice Committee

This Committee gathers parent feedback, identifies priorities, and tracks progress on issues that matter to families.

h. Translation & Multilingual Committee:

The Translation & Multilingual Committee provides translation (such as Chinese – English), ensuring PAC information is accessible to all families.

SECTION XII - CODE OF CONDUCT

A parent who accepts a position as a SPAC/DPAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body (SPAC or DPAC).
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. Respect 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. Respect all confidential information.
10. Supports public education.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ on the _____ Executive, have read, understood, and agreed to abide by the Code of Conduct set out in this document

Name of Executive Member: _____

Signature: _____

Date: _____

Phone number: _____

SECTION XIII – FINANCES

1. All funds shall be deposited in a bank or financial establishment, requiring two signatures, of three signing officers. Two of which will be of the Executive Council.
2. A budget and business plan for raising the funds, shall be set out in October. Those funds outside of the expected budget exceeding \$200.00 must be voted on and approved by the SPAC members.
3. The treasurer's report will be made available at all monthly meetings.

SECTION XIV – DISSOLUTION

1. In the event of dissolution or winding up of the SPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the SPAC shall be distributed to another parent advisory council or councils in School district No. 38 having purposes and objectives similar to those of the SPAC and which meet all requirements of the British Columbia Gaming Commission, as the member of the SPAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of the dissolution of the SPAC, all records of the organization shall be placed under the jurisdiction of School District No. 38 in the person of the principal of the school.

SECTION XV - ADDENDUM TO CONSTITUTION AND BY-LAWS SPAC Constitution