



**PEACHLAND ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL (PLE PAC)**

CONSTITUTION / BYLAWS

Approved:

2020

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SECTION 1 – NAME

The name of this Parent Advisory Council shall be Peachland Elementary School Parent Advisory Council (PLE PAC).

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

The business of the PLE PAC will be unbiased in respect of race, colour, religion, gender, politics, sexual orientation or gender identity, family or marital status, and physical or mental ability.

SECTION 2 – MISSION STATEMENT

At Peachland Elementary we are committed to creating an environment that promotes academic excellence, mutual respect, responsibility for learning and growing, and a sense of belonging.

We will strive to ensure a shared sense of mission and purpose among staff, parents and students.

SECTION 3 – PURPOSES

1. To actively promote, nurture, facilitate and support: public education in general, the parents, the students, and the educators, in order to contribute to a sense of school community.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and the community.
4.
 - a. To encourage and support programs within the school which promote the involvement of parents.
 - b. In consultation with the principal and staff, to organize activities and programs where appropriate.
 - c. To raise funds and organize volunteers for these activities.
5. To provide a forum for discussion of programs and policies and educational issues at the school and district levels.
6. To advise the school's principal of parents' views on school programs, policies and facilities.
7. To advise the Central Okanagan Parent Advisory Council (COPAC) of members' views on district and provincial policies, and to make recommendations where appropriate.
8. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
9. To promote a positive image of the school within the local community and Central Okanagan School District at large.
10. To provide leadership in the school community.

SECTION 4 – INTERPRETATION OF TERMS

“PLE PAC” or “Parent Advisory Council” or “Council” means the parents organized according to the School Act and operating as a Parent Advisory Council in Peachland Elementary.

“The Executive” or “Executive Members” means a group of elected parents that conduct the business of the PLE PAC.

“Members” means all parents of students registered and attending Peachland Elementary School.

“DPAC” or “District Parent Advisory Council” or “Central Okanagan Parent Advisory Council” or “COPAC” means the Parent Advisory Councils organized according to the School Act and operating as a District Parent Advisory Council in School District No. 23 – Central Okanagan

“Parent” is as defined in the School Act and means

- a) the legal guardian 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 legal guardian of a child or children enrolled in School District No. 23 – Central Okanagan

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 23 – Central Okanagan

“District” means School District No. 23 – Central Okanagan

“Community Organizations” means groups that demonstrate an interest in education and are not already included in the scope of the PLE PAC’s Constitution and bylaws.

“GM” or “General Meeting” means meetings held for all parents to inform them of the PLE PACs’ business and to allow parents to bring up any school issues and/or concerns.

“AGM” or “Annual General Meeting” means an annual meeting held for all the parents to vote in the following years Executive Team.

“In Camera” means a closed private meeting at which topics of confidentiality are discussed.

SECTION 5 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PLE PACs' 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. Proposed amendments must be sent to all parents/guardians or made accessible to all members upon request.

SECTION 6 – DISSOLUTION

CIRCUMSTANCES OF DISSOLUTION

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the organization (PLE PAC).
2. Written notice specifying the intention to propose the resolution to dissolve the PLE PAC shall be given to the members not less than fourteen (14) days before the meeting.
3. The PLE PAC shall dissolve on permanent closure of the school by the School District No. 23 – Central Okanagan or by the Province.

DISTRIBUTION OF ASSETS

1. On dissolution of the PLE PAC by the members under Circumstances of Dissolution subsection (2) noted above, the assets of the PLE PAC, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
2. On permanent closure of the school under Circumstances of Dissolution subsection (3) noted above, the assets of the PLE PAC, after payment of all debt, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
3. Where not less than 25% of the students in the school are relocated to another school, a portion of assets, after all payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council in the other school.

All provisions within SECTION 6 – DISSOLUTION shall be unalterable.

BYLAWS

SECTION 7 – MEMBERSHIP IN A PLE PAC

All parents, including common-law spouses and guardians of students registered and attending Peachland Elementary are members of the Parent Advisory Council (the PLE PAC). All members shall uphold the constitution and comply with these bylaws.

SECTION 8 – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members.
2. Every member (parent/guardian) has the right to attend General Meetings (GM).
3. General meetings shall be held not less than six (6) times per year, one of those being the Annual General Meeting (AGM).
4. Notice of the General Meetings must be given at least one (1) week prior to the meeting. These notices shall be deemed to have been sufficiently given if posted on the school website and/or by electronic distribution (see APPENDIX 8).
5. At the discretion of the Executive, non-members may attend meetings but are not eligible to vote.
6. Executive Meetings shall be held at the call of the President.
7. Executive Meetings shall be held once per month, or as deemed necessary. The purpose of the Executive Meetings is to carry on the business between General Meetings.
8. The inadvertent omission to give notice to an Executive member, or failure of an Executive member to receive notice, does not invalidate the proceedings at the meeting.
9. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive members.
10. Notice of the AGM shall be given no less than thirty (30) days prior to the meeting.
11. 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 declares nominations closed (see APPENDIX 6).
12. If unable to attend the AGM, nominees may submit a nomination by written notice to the Chair.
13. If procedural problems arise on an issue not covered in these bylaws, Roberts Rules of Order shall be used to resolve the issue.
14. A PLE PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION 9 – QUORUM AND VOTING

A) Voting

1. Voting members
 - i. All parents, common-law spouses and guardians of students registered and attending Peachland Elementary are voting members of the PLE PAC.
 - ii. When an administrator and/or staff at Peachland Elementary are also parents of students registered at the school (hereafter referred to as a Staff-Parent) they may attend PLE PAC Meetings. A Staff-Parent will be expected to abstain from voting as a parent member of the PLE PAC on any PLE PAC issues in which they are in a position of conflict of interest, which can be determined by the Chair (e.g. a vote on PLE PAC financial issues pertaining to Gaming Funds or by individual choice).
2. A simple majority of 50% plus 1 shall be the deciding vote at any General Meeting. In the case of a tie vote in a General Meeting the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands with the exception of all elections of Executive members or for issues as deemed sensitive by the Chair which must be done by secret ballot (see APPENDIX 7). A vote shall be taken to destroy the ballots after each election.

B) Quorum

1. The voting members present at any General Meeting shall constitute a quorum when five (5) or more voting members are present, with a minimum of two (2) Executive members for a total of five (5) voting members.
2. Quorum at an Executive Meeting shall be a minimum of three (3) Executive members.

SECTION 10 – ELECTION OF EXECUTIVE MEMBERS

1. The Executive will manage the PLE PAC's business between General Meetings.
2. The Executive members shall be elected from the voting members at the AGM.
3. A Staff-Parent may not hold an Executive position on the PLE PAC.
4. Any voting member of the PLE PAC is eligible to serve on the Executive except a Staff-Parent.
5. If an Executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the Executive for any other reason, thirty (30) days notice shall be made to the General membership so that all eligible members have an opportunity to fill the vacancy.
6. The vacancy will be filled by the Executive.
7. No General member and no Executive member, shall be remunerated for serving on the PLE PAC, but may be reimbursed for all expenses reasonably and necessarily incurred by him/her while engaged in the business of the PLE PAC upon approval.

SECTION 11 – TERM OF OFFICE

1. The term of office shall be August 1 through July 31.
2. No member of the Executive may hold the same position for more than three (3) consecutive terms. If the said position remains vacant by October, the incumbent may be asked if they wish to serve a fourth term.

SECTION 12 – EXECUTIVE MEMBER POSITIONS

The Executive members shall be as follows:

- President
- Vice-President
- Secretary
- Treasurer
- COPAC Representative

SECTION 13 – DUTIES OF EXECUTIVE MEMBERS

1. The President shall:
 - a. Convene and preside at all General, Special and Executive meetings, unless notice is given to the Vice-President or other designate.
 - b. Ensure that an agenda is prepared and presented.
 - c. Know the Constitution and Bylaws of the PLE PAC.
 - d. Appoint committees where authorized to do so by the Executive or General membership.
 - e. Consult PLE PAC members regularly.
 - f. Ensure that the PLE PAC is represented in School and School District activities.
 - g. Ensure that the PLE PAC activities are aimed at achieving the objectives and purpose of the PLE PAC.
 - h. Be the official spokesperson for the PLE PAC.
 - i. Be a signing officer.
 - j. Submit an Annual Report. (see APPENDIX 3)
 - k. Keep in contact with the principal regarding school needs and activities.
 - l. Along with the PLE PAC Secretary, issue, receive and file correspondence on behalf of the PLE PAC.
 - m. Be an ex officio member of all committees established by the PLE PAC.

- n. Report at staff meetings as invited.
2. The Vice-President shall:
- a. Assume responsibilities of the Chair in the Chair's absence or upon request.
 - b. Assist the Chair in the performance on his/her duties.
 - c. Be a signing officer.
 - d. Know the Constitution and Bylaws of the PLE PAC.
 - e. Act as Chair of Dispute Resolution Process (see APPENDIX 4).
 - f. Ensure that all Executive members and Committee Coordinator/Chair sign the Statement of Understanding (see APPENDIX 9).
 - g. Provide support and assistance to other Executive members and Committee Coordinators as necessary.
 - h. Maintain an up-to-date volunteer book/database and draw upon those volunteers among others, as needed for PLE PAC functions and meetings.
3. The Secretary shall:
- a. Record the minutes of the General, Special, and Executive Meetings.
 - b. Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for Executive members and General members upon request.
 - c. Know the Constitution and Bylaws of the PLE PAC.
 - d. Along with the President, ensure that an agenda is prepared and presented.
 - e. Along with the President issue, receive, and file correspondence on behalf of the PLE PAC
 - f. Be the fourth signing officer, if possible.
 - g. Safely file all minutes/records of the PLE PAC.
 - h. Make copies of minutes/records available to all PLE PAC members up on their request.
4. The Treasurer shall:
- a. Be a signing officer.
 - b. Be familiar with, follow, and encourage others to follow all Cash Handling Procedures (see APPENDIX 1).
 - c. Know the Constitution and Bylaws of the PLE PAC.
 - d. Disperse funds authorized by the Executive or passed by a vote at a PLE PAC General Meeting.
 - e. Maintain an accurate record of all expenditures of the PLE PAC, as well as a year to year, Asset Accrual Statement (see APPENDIX 3).
 - f. Give report of receipts and expenditures at General Meetings when requested.
 - g. Work with Event/Committee Chair to present final "per project" accounting.
 - h. Ensure that all funds collected on behalf of the PLE PAC are deposited in an account at a recognized financial institution approved by the PLE PAC.
 - i. Make books available for viewing by all members upon request.
 - j. Have the books ready for inspection or audit annually.
 - k. With the assistance of the Executive, draft an Operating Budget and Tentative Plan of Expenditures as per Section 16 Finances.

- l. Ensure that another signing officer has access to the books/files in the event of his/her absence.
 - m. Submit a Year End Report (see APPENDIX 3)

- 5. COPAC (District Parent Advisory Council) Representative shall:
 - a. Know the Constitution and Bylaws of the PLE PAC.
 - b. Be a strong advocate for meaningful parental involvement in the School and in the development of the School Plan.
 - c. Request direction from the General PLE PAC membership.
 - d. Represent and speak on behalf of the PLE PAC at COPAC meetings.
 - e. Report back to the PLE PAC at every General Meeting.
 - f. Attend COPAC meetings (in person or remotely).
 - g. May appoint an alternate representative from the executive to any COPAC meetings when unable to attend such meetings.

SECTION 14 – CODE OF ETHICS

A parent who accepts a position as a PLE PAC Executive member or Committee Chair:

1. Upholds the constitution and bylaws, policies, and procedures of the PLE PAC.
2. Performs his/her 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 provide information on the process for taking forward concerns (See APPENDIX 10).
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education.
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Shall read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9).
13. Review and agree to the “Role of Committees” (see APPENDIX 2).

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Peachland Elementary PLE PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the Dispute Resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Member: _____

Signature: _____

Date: _____ Phone # or Email: _____

SECTION 15 – COMMITTEES

1. Shall be responsible to, and report to, the Executive and PLE PAC membership. All Committee Coordinators must sign the Statement of Understanding (see APPENDIX 9).
2. Standing and Ad Hoc Committees shall be formed when necessary.
3. When handling cash, must follow all established Cash Handling Procedures (see APPENDIX 1).
4. All parents, common-law spouses or legal guardians have the right to sit on any school based committee.
5. Organize meeting times, dates and location.
6. All committee members should review the “Role of Committees” (see APPENDIX 2).

SECTION 16 – FINANCES

1. The financial year shall be from July 1 to June 30 to reflect the term of office.
2. An operating budget and tentative plan of expenditures shall be drawn up by the newly elected Executives with the assistance of the past Executives and presented for approval by the General members (see APPENDIX 5) before the school year end.
3. All funds of the PLE PAC shall be deposited in a bank or financial institution registered under the Bank Act.
4. The President, Vice-President, Secretary (if possible) and Treasurer shall be the signing officers.
5. All new signing officers are required to do appropriate paper work at the bank after elections or before the commencement of their term.
6. All extraordinary expenditures (above and beyond budget) must be voted on by the General membership, if the amount exceeds \$200.
7. All books must be up-to-date at year end.
8. All books and cheques belonging to the PLE PAC are to remain on school property unless they are in the process of being updated.
9. All cheque processing must be done on school property with the assistance of a 2nd and/or 3rd signing officer (if possible) and have two (2) signatures.
10. A Treasurer Report shall be presented at each General Meeting.
11. Members at a General Meeting may agree upon the appointment of an independent auditor.
12. All cash handling procedures must be adhered to (See APPENDIX 1).

SECTION 17 – Removal of Executive Member

1. Follow the Dispute Resolution Process (see APPENDIX 4).
2. The Members may, by a majority of not less than 75% of the votes cast, remove an Executive Member from their position before the expiration of his/her term of office, and may elect a successor to complete the term.

SECTION 18 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, an executive member, or committee coordinator in connection with Peachland Elementary PAC, shall be deemed property of the PLE PAC, and shall be turned over the Chairperson when the member, executive member, or committee coordinator ceases to perform the task to which the documents relate.

PEACHLAND ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PLE PAC) CONSTITUTION / BYLAWS
ADOPTED at Peachland, British Columbia, on _____ BY PEACHLAND
ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

Signature _____

President (print) _____

Signature _____

Other Executive member (print) _____

Signature _____

Principal (print) _____

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APPENDIX 1 – Cash Handling Procedures

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PLE PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PLE PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. All PLE PAC cash and/or cheques handled by Peachland Elementary parents must be double- custodial (handled by two parties, one of whom must be an Executive).
2. The deposit slip must be initialed by both parties prior to leaving the School property. No uncounted funds are to leave the School.
3. The returning deposit slip must be attached to the original cash tally sheet and filed in the financial books.
4. The PLE PAC Treasurer or designate, is responsible for deposits and this individual must be present at the time the cash/cheques are tallied. The designate would be the event coordinator or event leader, whenever possible.
5. At the end of an event day, anyone with cash and/or cheques to be deposited must hand them over to the PLE PAC Treasurer or designate for tallying or deposit, or for tallying and safe storage.
6. Parents are not permitted to reimburse themselves directly from the proceeds of any PLE PAC event. Parents must submit an expense voucher to the PLE PAC Executive for reimbursement by cheque. These expenses must be approved prior to the event whenever possible.
7. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost, or stolen monies.
8. Under “Special Circumstances”, the event Coordinator or Committee Chair may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.
9. Funds collected from pre-orders must be counted and recorded. These funds may be kept in the safe/locked until the event and used as float money. The amount used must be recorded and signed by an Executive and the Event Coordinator/Committee Chair. The float amounts must be subtracted before counting and recording event sales, even though both pre-sales and day of event sales can be deposited as one deposit. This will ensure that the pre-order sales and day of event sales are properly recorded for the Event Reports.

APPENDIX 2 – Role of Committees

The “Role of Committees” in PLE PACs

Effective Committees contribute greatly to the success of any volunteer organization. Committees have important advantages over meetings of the entire membership:

- Committees promote sharing of responsibility and allow more members to take on an active role. New and less experienced members gain valuable information and find support in other parents. Parents who are hesitant to take on a new volunteer task may be willing to offer time to a committee they are interested in.
- Meetings are smaller, more focused, and less formal. There is more time for discussion, and issues can be handled on short notice. Responsibilities can be broken down into more manageable proportions.
- Many tasks require special skills or interest. Committee members often volunteer or are chosen for their expertise or interests. These members are willing to carry the bulk of the workload on an issue, freeing other members to devote their time to other things.
- Complex or difficult issues can be researched and discussed thoroughly before recommendations are taken to the larger group, allowing for a more thoughtful and informed decision-making process.

Creating a Committee

Committees are appointed under the bylaws by the membership or executive to perform a particular task. Committees are technically “Committees of the Executive” and are overseen by the Executive. The President is an ex-officio member of every committee, meaning a member “by virtue of his or her position”. The President does not have to attend every committee meeting, but is responsible for overseeing the committee via reports/minutes/attendance at committee meetings to ensure it is working effectively.

There are two types of committees:

Standing Committees

Exist every year and are usually described in the bylaws. Examples are hot-lunch, programs, special events, and fundraising.

Ad HOC Committees

Ad hoc Committees are created to do a specific task within a certain time period. Examples are policy and nominating.

Defining the Committees' Role – Terms of Reference

To be effective, a committee must have well-defined terms of reference, including:

- Minutes of every meeting.
- The committees' mandate – a clear and limited purpose.
- Clearly defined tasks.
- A Committee Chair, responsible for the Committee. Additional volunteers can be invited either by the Committee Chair or the Executive.
- A plan and time line.
- Directions on reporting – to whom, when, and in what form. Most committees report to the executive which then decides when the committee should report to the General membership.
- Direction on filling Committee vacancies.
- An Initial Committee Report and an Annual Committee Report shall be submitted. The minutes shall serve as interim reports given at Executive Meetings.

Terms of reference should be specified by the Executive or membership at the time the Committee is appointed, and written into the minutes, or as separate document attached to the minutes. Sometimes, the Committee itself is given authority to create its own terms of reference at its first meeting. These terms of reference should be reviewed and approved by the body that created the Committee.

All Committee members should have a copy of the terms of reference. A list of Committee members and the terms of reference should be available to any PLE PAC member who requests them.

Limits of a Committee Authority

A Committee can do only what it is authorized to do in its terms of reference. In general, Committees make recommendations. They may be given authority to take certain action but they may not make decisions without approval.

The PLE PAC Executive should take care to ensure that committees are reporting as required and are not taking action beyond their authority.

APPENDIX 3 – Executive/Committee Reports

The attached sample reports can both be copied and used as they are or they can be used as a guideline to create a report. If a report is created, it must contain the information used in the sample as it is information that is required for other informative documents.

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Peachland Elementary
PLE PAC Initial Committee

Report

Date:

Name of Committee:

Committee Chair:

Name(s) of Committee members:

Purpose of the Committee:

Goals for the Year:

Additional Comments:

Peachland Elementary PLE PAC

Annual Committee Report

Date:

Name of Committee:

Committee Chair:

Name(s) of Committee members:

Year-end Report (eg: Were goals achieved?)

Suggested Improvements:

Additional Comments:

Elementary PLE PAC

Annual Treasurer Report

Date:

Treasurer:

Approved Expenses	Actual Expenses	Revenue	Variance/ Difference	
<u>PROGRAMS / SERVICES / FEES</u>				
<u>Free Community Events</u>				
<u>Committee Name:</u> (eg: Fundraising)				
<u>Committee Name:</u>				
	Opening Balance	Expenses Year End Total	Revenue Year End Total	Closing Balance
<u>Fiscal year:</u>				

Suggested Improvements:

Additional Comments:

Peachland Elementary PLE

PAC Annual Chair Report

Date:

Chair:

Year-End Report (goals and achievements):

Suggested Improvements:

Additional Comments:

Peachland Elementary PLE PAC

Asset Accrual Statement

Fiscal Year:

Treasurer:

Example: Fill out table below. At year-end, add a copy to the PLE PAC Asset Book.

Asset	Date of Purchase	\$ Amount/Value
Coffee urn	05/09/2000	\$75

Asset	Date of Purchase	\$ Amount/Value
4 Table Clothes	Donated (2014)	\$100 (Replacement Value)

APPENDIX 4 – Dispute Resolution Process

Step 1:

Every concern brought forward is immediately funneled to the President. The President is responsible to gather any pertinent information. Every concern is documented and this log will remain with the President. It is recognized that sometimes a person needs only to receive some direction or information to resolve the situation. If it is deemed a “personality conflict”, the person raising the concern is encouraged to go back to the individual to work it through. This would also be the case if a second person came forward with the same issue. In case of a third person bringing forth the same issue, step 1 of the dispute resolution process is applied.

When there are three (3) grievances against the same PLE PAC Executive member, brought forward by three (3) different members of the PLE PAC, the President will use the Constitution/Bylaws, appropriate Policies, and be assisted by the Vice-President, who are responsible to research the issue as it pertains to the PLE PAC. These two individuals, (President and Vice-President) are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this point.

If the grievances are against the President, the concern shall be taken to the Vice-President to seek a neutral Executive member to take the place of the Vice President and the Vice President shall act as the President in the resolution process.

Step 2:

If step 1 fails to resolve the issue, the individual is required to provide a written request for assistance. This is given to the Executive, where it will be addressed “In Camera”, and possible solutions to the concerns are offered. At this point, if it is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concerns, the resolution, and the action taken by the person involved, are recorded. These minutes are kept separate from the regular executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to step 3.

Step 3:

A resolution is put forward to the PLE PAC General Meeting stating the intention of removing (insert person’s name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is recorded in the regular PLE PAC General minutes.

APPENDIX 5 – Sample Budget

This sample can be used as a guideline to create the Annual Budget. One must be created for the Gaming Account and one for the General Account.

**Peachland Elementary PLE PAC
Proposed Operating Budget – General Account**

Fiscal Year:

	Estimated Balance		
September Balances			
TOTAL			
	Estimated Expenses	Estimated Revenue	
PROGRAMS / SERVICES / FEES			
Committee:			
Committee:			
Event:			
Asset Purchase			
TOTAL			

APPENDIX 6 – Sample Call for Nominations

Include this sample in the PLE PAC Newsletter one month before elections.

The following Executive positions are available for the 2021/2022 term:

President

Vice-President

Secretary

Treasurer

COPAC Representative

All Executive duties are listed in the Constitution/Bylaws on the PLE PAC bulletin board, online at <http://www.ple.sd23.bc.ca/pacnews/> or can be made available upon request ple.pacpresident@sd23.bc.ca

If you would like to nominate someone or nominate yourself for any of the Executive positions above, please fill out the form below and return to the school by April 2, 2021. Indicate up to two positions preferred.

Nominee Name: _____

Position 1: _____

Phone# or Email: _____

Position 2: _____

APPENDIX 7 – Sample Secret Ballot

This sample can be copied and cut out for use at the AGM.

Position: President	Name:
Position: Vice-President	Name:
Position: Secretary	Name:
Position: Treasurer	Name:
Position: COPAC Representative	Name:

APPENDIX 8 – Sample Written Notice of Meeting

Include this Sample in the PLE PAC Newsletter at the beginning of the month or minimum seven (7) days before the meeting.

Below is our Agenda for the upcoming meeting. Have a topic you would like to discuss?? Please email us at ple.pacpresident@sd23.bc.ca and let us know.

All parents are invited.

Agenda for General Meeting November 13th 2020

1. Meeting start at 8:45 am
2. Approval of agenda
3. Approval of minutes from last GM
4. Old Business
 - a. School Issues - fence at back of school needs repair.
5. Executive Reports
 - a. Principal Report
 - b. Hot Lunch Report
 - c. Popcorn Report
 - d. Fundraiser Report
 - e. Treasurer Report
6. New Business
 - a. Call for any new school issues
 - b. Vandalism and recent Break-ins.**
7. Open Discussion
8. Meeting Adjourned

APPENDIX 9 – Code of Ethics

A parent who accepts a position as a PLE PAC Executive member or Committee Chair:

1. Upholds the constitution and bylaws, policies, and procedures of the PLE PAC.
2. Performs his/her 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 provide information on the process for taking forward concerns (See APPENDIX 10).
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education.
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9).
13. Review and agree to the “Role of Committees” (see APPENDIX 2)

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Peachland Elementary PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the Dispute Resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Member: _____

Signature: _____

Date: _____ Phone # or Email: _____

DRAFT