



Shoreline Middle School PAC

CONSTITUTION & BYLAWS

Adopted: 2025-MAY-20

CONSTITUTION

SECTION I: NAME

The name of the Association shall be the ÉCOLE INTERMÉDIAIRE SHORELINE COMMUNITY MIDDLE SCHOOL PARENT ADVISORY COUNCIL, herein referred to as Shoreline PAC.

The Shoreline PAC will operate as a non-profit Organization with no personal financial benefit to its members.

SECTION II: PURPOSE OF THE COUNCIL

1. Support, encourage and improve the quality of education and the wellbeing of students in Shoreline Middle School.
2. Advise the principal and staff on parents' views on any matter relating to the school programs, policies, plans, and activities.
3. Organize and fundraise for PAC activities and school events.
4. Contribute to the effectiveness of the school by promoting the involvement of parents and other community groups.
5. The business of the Shoreline PAC shall be unbiased with respect to race, religion, gender, political, socio-economic status, sexual orientation, physical or mental ability, and conflict of interest.

This is guided by the School District 61 Discrimination Policy (4303):

A responsive and safe school environment is necessary for students to learn and achieve high academic standards. Discrimination is not part of such an environment. As students learn by example, all members of the school community should model respectful conduct regardless of perceived differences and should refuse to tolerate any form of discrimination. This policy is meant to be congruent with the Canadian Human Rights Act, The British Columbia Human Rights Code, Greater Victoria School District Students' Charter of Rights and Canadian Charter of Rights and Freedom.

Discrimination includes harassment, any negative or adverse conduct, comment, gesture or contact, and systemic barriers based on the above grounds. This conduct is harmful and can create a working or learning environment that is intimidating, humiliating, or uncomfortable. It

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includes any behaviour that is known, or reasonably should be known, to be offensive.

Discrimination means the subordination of groups or individuals resulting from a distinction, preference or exclusion based on the grounds of race, religion, colour, ethnicity, place of origin, language, age, disability, socio-economic status, gender identity, gender expression, sexual orientation, sex, or any other difference.

<https://www.sd61.bc.ca/our-district/documents/name/policy-4303-discrimination/>

SECTION III: INTERPRETATION OF TERMS

Parent or Parents — The parent/parents or legal guardian/guardians of a child or children registered in École Intermédiaire Shoreline Community Middle School. This definition is based on Section 1 of the [School Act](#). It is recognized and welcomed that other people in a student's life may want to take an active role in the PAC and its activities.

Parent Advisory Council — Any organized group of parents recognized under the British Columbia School Act.

Shoreline PAC — École Intermédiaire Shoreline Community Middle School Parent Advisory Council.

Executive Officers — Parents elected to the Executive of the Shoreline PAC as defined in [Section VIII](#).

Voting Members — As defined in [Section IV](#).

Student — The same meaning as in the School Act.

VCPAC — The Victoria Confederation of Parent Advisory Councils, which is recognized by the Board of Trustees of SD61 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Regular General Meeting -- Every general meeting, other than an Annual General Meeting is a regular general meeting.

Annual General Meeting (AGM) -- For election of Executive Officers held each year.

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BYLAWS

SECTION IV: MEMBERSHIP

Membership of the Shoreline PAC is bestowed but not limited by:

1. All parents and guardians of students registered in École Intermédiaire Shoreline Community Middle School are voting Members of the Shoreline PAC.
2. Administration and Staff (teaching and non-teaching) may be invited to become non-voting Members of the Shoreline PAC. .
3. Members of the school community who are not parents of students currently registered in the school may be invited to become non-voting Members of the Shoreline PAC.
4. At no time shall the Shoreline PAC have more non-voting than voting Members.
5. Every voting member of the Shoreline PAC shall be eligible to be on Committee or the Executive of the Shoreline PAC.
6. Every member shall uphold the Constitution and comply with these Bylaws.
7. There are no membership fees.
8. A member shall cease to be a member of Shoreline PAC when their child ceases to be a student at École Intermédiaire Shoreline Community Middle School.

SECTION V: MEETINGS

1. Executive meetings may be held anytime or place as necessary as decided upon by the President and one other member.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each year.
3. General Meetings shall be held once a month, as published in the school calendar, generally once a month for the school year.
4. The purpose of Executive Meetings is to carry on business between general meetings. To conduct business, the number of Executive present must be equal to or greater than $\frac{1}{2}$ of the number of Executive positions currently filled.
5. All meetings will be conducted efficiently and with fairness to all members.

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6. A Shoreline PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
7. If procedural problems arise on an issue not covered in these bylaws, [Robert's Rules of Order](#) shall apply.

SECTION VI: QUORUM and VOTING

1. All General Meetings and Annual General Meetings must have a quorum present to conduct business.
2. A quorum is one half the Executive positions currently filled plus one other voting member.
3. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority (50% plus 1) of eligible voting Members present.
4. Voting by proxy is not permitted.

SECTION VII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting Members at a legally held Annual General Meeting.
2. The term of office shall be for one school year beginning July 1st and ending June 30th.
3. The Chairperson shall be eligible for the same office for no more than two consecutive terms.
4. Any executive position that becomes vacant during the school year shall be filled by Executive appointment or general vote as determined by the Executive depending on the time remaining in the current school year.

SECTION VIII: EXECUTIVE OFFICERS

1. A Board of elected Officers will manage the affairs of the Shoreline PAC whose titles and duties may be determined by the needs of the PAC.
2. The composition of the Executive may be as follows:
 - a. Chairperson
 - b. Past Chairperson
 - c. Vice-Chairperson

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- d. Treasurer
 - e. Secretary
3. The positions of Chairperson, Vice-Chairperson , Treasurer and Secretary are essential and must be filled before any nominations will be accepted for other Executive positions. These positions will be given signing authority for the funds of the PAC.
4. There may be at least three or more of the following positions:
- a. VCPAC Representative.
 - b. Members-at-Large
 - c. Communications Coordinator.
 - d. Fundraising Coordinator.
 - e. Safety/ Health Coordinator.

SECTION IX: DUTIES OF EXECUTIVE OFFICERS

CHAIRPERSON's Duties:

- 1. To convene and preside at general, special and executive meetings.
- 2. To ensure that an agenda is prepared and presented.
- 3. To know the constitution, bylaws and meeting rules.
- 4. To know where to find resources to assist Members.
- 5. To facilitate the appointment of Committees where authorized to do so by the Executive or Membership.
- 6. To consult with PAC Members regularly.
- 7. To ensure that the PAC is represented in school and school district activities.
- 8. To ensure that PAC activities are aimed at achieving the objectives and purposes of the Organization (PAC).
- 9. To act as the official spokesperson for the Organization (PAC).
- 10. To ensure all Members are afforded equal and unobstructed input into the PAC's affairs and discussion without bias.
- 11. To cast a vote in the case that there may be a tie in the council vote.
- 12. To be a Signing Officer.**

PAST CHAIRPERSONS DUTIES:

- 1. Assist and support the President and the Executive as required.

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2. Encourage and facilitate the synergy and flow of ideas that are common to the PAC goals.

VICE CHAIRPERSON'S DUTIES:

1. To assume the responsibilities of the President in the president's absence and/or upon request from either the President or the PAC.
2. To assist the President in the performance of his/her duties.
3. To accept extra duties as required.
4. **To be a Signing Officer.**

SECRETARY'S DUTIES:

1. To ensure that Members are notified of meetings.
2. To record and publish the minutes of General, Special, and Executive meetings.
3. To keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for Members upon request.
4. Issue and receive correspondence on behalf of the Organization (PAC).
5. Safely keep all records of the PAC.
6. Shall keep a complete and current inventory, including location, of all PAC assets.
7. ***May be a Signing Officer.***

TREASURER DUTIES:

1. Receive all funds for the Shoreline PAC.
2. Disburse funds authorized by the executive or Members.
3. Safely store and maintain an accurate record of all expenditures of the Shoreline PAC.
4. Give a report of all receipts and expenditures at all general meetings.
5. Deposit all funds collected on behalf of the Shoreline PAC in an account at a recognized financial institution approved by the Shoreline PAC.
6. Make books available for viewing by Members upon request.
7. Have the books ready for inspection or audit annually.
8. With the assistance of the executive, draft a budget and tentative plan of expenditures.

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9. Ensure that another signing officer has access to the books in the event of their absence.
10. Submit an annual financial statement at the Annual General Meeting of the Shoreline PAC.
11. Apply for the PAC Gaming Grant in June, with consultation with the new Executive in May. In November, submit an annual report on the previous Gaming Grant.
- 12. Will be the Principal Signing Officer.**

MEMBER-AT-LARGE DUTIES:

1. Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.

VCPAC REPRESENTATIVE DUTIES:

(VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS)

1. Represents and votes on behalf of the Shoreline Parent Advisory Council at monthly and/or General VCPAC meetings.
2. Reports back to the Shoreline PAC.

COMMUNICATIONS COORDINATOR DUTIES:

1. Prepare and distribute newsletters and bulletins to parents as Directed by the Executive.
2. Shall distribute materials from the PAC mailbox.
3. These duties may or may not include some website materials.

FUNDRAISING COORDINATOR DUTIES:

1. Propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution and Bylaws.
2. Coordinate activities related to fundraising events and act as liaison between the Fundraising Committee and the Executive.
3. Be responsible for Gaming (Bingo/Direct Access) funding in concert with the Treasurer.

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SAFETY/HEALTH COORDINATOR DUTIES:

1. Monitor student safety issues such as emergency preparedness, safe passage routes and other issues dealing with safety OR health.
2. Sit on the Emergency Preparedness Committee.
3. Report to the PAC at Executive and General Meetings.

SECTION X: CODE OF CONDUCT

1. A parent who accepts a position as an Executive Officer:
 - a. Upholds the constitution and bylaws, policies and procedures of the Shoreline PAC;
 - b. Performs their duties with honesty and integrity;
 - c. Works to ensure that the well-being of the students is the primary focus of all decisions;
 - d. Respects the rights of all individuals;
 - e. Takes direction from the Shoreline PAC, ensuring representation processes are in place;
 - f. 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;
 - g. Works to ensure those issues are resolved through due process;
 - h. Strives to be informed and only passes on information that is reliable;
 - i. Respects all confidential information;
 - j. Supports public education;
 - k. Assess the financial undertakings to ensure they are within the annual budget;
 - l. Ensures all relevant information is passed on to their successors.
2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the Shoreline PAC must disclose fully and promptly the nature and extent of their interest to the Shoreline PAC and Executive. Such an Executive Officer must avoid using their position on the Shoreline PAC for personal gain.

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3. Any information received in confidence by an Executive Officer from École Intermédiaire Shoreline Community Middle 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.
4. By agreeing to be a member of the Shoreline PAC Executive, either by election or appointment, every Executive Officer agrees to abide by the Code of Ethics.

BREACH OF THE CODE OF CONDUCT:

1. May be cause for removal of an Executive officer or Committee Member. The Members may, by a majority of not less than 75% of the votes cast, remove an Executive Member before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive Member shall be given to the Members not less than 14 days before the meeting.

SECTION XI: COMMITTEES

1. Standing and Ad Hoc Committees shall be formed, when necessary,
2. Committees are responsible to the Executive and Members,
3. The PAC Executive may appoint Members to Committees annually, or as required.

SECTION XII: FINANCE

1. A budget and tentative plan of expenditures will be drawn up by the Shoreline PAC Executive and presented for approval before the budget in force at that time expires.

The budget gives the Executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year and must not extend over more than one financial year.

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2. The Shoreline PAC Executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the Shoreline PAC will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate Shoreline PAC account..
4. All money paid out by the PAC will be as a cheque issued upon receipt of a detailed invoice or receipt.
5. The Shoreline PAC Executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents. A signing officer cannot be a signatory on any reimbursement to themselves.
6. Signing authorities cannot be related.
7. A qualified person other than the treasurer shall check the financial records of the PAC annually.
8. The fiscal year of the Shoreline PAC is July 1st to June 30th.
9. The PAC or its groups shall not have borrowing powers.
10. All monies raised by the PAC will belong to the PAC and be used on activities that are successfully voted on during a General, Annual or Special Meeting.

SECTION XII: CONSTITUTION & BYLAW AMENDMENTS

1. The Constitution and /or Bylaws of the Shoreline PAC may be amended at any Annual, General, or Special Meeting.
2. Except as provided in the constitution, the Members may, by a majority of not less than 75% of the legal votes cast, amend the Shoreline PAC Constitution and Bylaws.
3. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all Members of the Shoreline PAC in writing at least fourteen days before the meeting. This may be by e-mail or web page feature as well as hand or mail outs.

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4. The Constitution and these Bylaws may not be rescinded, altered or added to except by special resolution at a general meeting; the notice of the meeting shall include the proposed amendments.
5. A constitution or bylaw amendment shall be dated, signed, and forwarded to the École Intermédiaire Shoreline Community Middle School office for safekeeping only. They will also be posted on the school's website.

SECTION XIII: PROPERTY IN DOCUMENTS

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 president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION XIV: DISSOLUTION CLAUSE

The Shoreline PAC may be dissolved at any time by a special resolution passed by two-thirds majority vote of entitled Members at any duly convened meeting.

In the event of dissolution, the funding from the Gaming account and assets that remain after payment of all costs, charges and expenses which are properly incurred in winding up the Shoreline PAC, shall be distributed to such charitable Organization(s) in British Columbia having a similar charitable purpose.

NOTE: THIS PROVISION SHALL REMAIN UNALTERABLE.

Adopted by Shoreline PAC at Victoria, British Columbia, on May 20th, 2025.

Chair
Name:

Executive Member:
Name:

Signature:

Signature:

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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.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of **Shoreline PAC** have read, understood, and agreed to abide by this Code of Ethics. 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 Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

This page can be photocopied and used annually for all executive members and representatives

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