



Constitution & Bylaws

Chief Tomat Parent Advisory Council
(May 27, 2025)

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CTE PAC CONSTITUTION

SECTION 1 – NAME

1. The name of this organization is the **Chief Tomat Elementary School Parent Advisory Council**.
2. In this document, Chief Tomat Elementary School shall be referred to as “CTE” or “the school”, and the Parent Advisory Council shall be referred to as “CTE PAC” or “the PAC”.

SECTION 2 – MEMBERSHIP

1. All parents and legal guardians of students registered at Chief Tomat Elementary School are voting members of the PAC.
2. Cessation of membership is when a parent or legal guardian no longer has a child registered at CTE.

SECTION 3 - PURPOSE

1. The CTE PAC is established to promote the meaningful involvement of parents and caregivers in their child’s school and to:
 - 1.1. Foster positive home-school relationships,
 - 1.2. Encourage parent and caregiver input and participation in school decision-making,
 - 1.3. Support student learning, well-being, and a strong sense of school community,
 - 1.4. Promote parent and caregiver engagement in school life to enhance both the school environment and each child’s educational experience,
 - 1.5. Enrich the student experience through fun events, activities, and opportunities that build school spirit and connection,
 - 1.6. Support the goals of the School Learning Plan through parent-led initiatives and collaboration with school staff.
2. The CTE PAC may advise the School Board, principal, and school staff on any matter relating to the school, including ways to support and advance the goals outlined in the School Learning Plan. This may include:
 - 2.1. School policies and programs
 - 2.2. Curriculum and educational goals
 - 2.3. Budget priorities and school planning
 - 2.4. Parent and community involvement
 - 2.5. Strategies and initiatives connected to the School Learning Plan
3. The CTE PAC will support the overall effectiveness of the school by encouraging volunteer participation and fostering collaboration between home, school, and the broader community on educational, social, and cultural matters.
4. The CTE PAC may fundraise to support extracurricular and school programs or resources, including but not limited to:
 - 4.1. Programs and services



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- 4.2. Facilities and equipment
- 4.3. Parent and community education
- 4.4. Learning resources

SECTION 4 – FINANCES AND REMUNERATION:

Refer to the Finances and Code of Conduct sections of the bylaws for additional information and applicable regulations.

1. The PAC exists to benefit the school community, not to make money for its members. Any money raised or earned by the PAC must be used to support the goals and activities of the PAC.
2. PAC Executive Members cannot be paid for their time or work with the PAC. However, they may be reimbursed for reasonable out-of-pocket expenses related to their PAC duties.
3. No Executive Member shall receive any form of financial compensation or preferential treatment as a result of serving on the PAC. This includes, but is not limited to, direct payments, honorariums, discounts, or contracts involving the member, their family, or their business.

SECTION 5 – DISSOLUTION

1. In the event of the dissolution of the CTE PAC, and following payment of all outstanding PAC all costs, charges and debts incurred, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
 - 1.1. All gaming funds or assets purchased with gaming funds held at the date of dissolution or cessation of existence shall be distributed by the PAC to the School as defined by the BC Gaming Guidelines.
 - 1.2. Any funds in the PAC accounts will be distributed to enhance academic, information technology or other student learning projects at CTE as per the purpose of the CTE PAC.
2. All records of the PAC shall be placed under the jurisdiction of School District 23 in the person of the Principal of CTE until such time that the CTE PAC is re-established.
3. If the PAC has been inactive or dissolved, a group of parents or legal guardians currently enrolled at the school may initiate the re-establishment of the PAC as per the *BC School Act*.



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CTE PAC BYLAWS

SECTION 1 - INTERPRETATION OF TERMS

“BC Gaming”	For the purposes of this bylaw, the term “BC Gaming” refers to any branch of the provincial government responsible for regulating gambling or charitable gaming activities. This primarily includes the Gaming Policy and Enforcement Branch, and the Community Gaming Grants Branch. PACs may participate in licensed fundraising events, such as 50/50 draws, raffles, and bingo, in accordance with applicable regulations.
“COPAC”	The Central Okanagan Parents Advisory Council (COPAC) are the legislated parent voice at the school district level, representing the collective views of school PACs in School District # 23.
“Executive Meeting”	A scheduled meeting of the CTE PAC Executive Members.
“Executive Member(s)”	A PAC Member elected to a CTE PAC Executive position by the PAC members. Also referred to as the “Executive” or “Executive officers”.
“Gaming Account”	A designated PAC bank account used exclusively for receiving and disbursing funds from gaming grants and gaming licenses, in accordance with applicable BC Gaming regulations.
“General Account”	A PAC bank account where all non-gaming PAC funds are deposited and from which approved non-gaming related PAC expenditures are made. Also referred to as the Community Account.
“General Meeting”	Any scheduled open meeting for all members of the CTE PAC.
“PAC” or “Parent Advisory Council”	The organization of parents and legal guardians established in accordance with the <i>School Act</i> , operating as a PAC for Chief Tomat Elementary School. A PAC is the official collective voice of parents at the school. It is a legally recognized body, established under the BC School Act, that allows parents to advise the school and school district on matters relating to education, student well-being, and school operations. Each school is permitted only one PAC, which must be established upon request by parents.
“Parent”	The parent or legal guardian of a student currently enrolled at Chief Tomat Elementary School. Any reference to a parent in these bylaws includes both parent(s) and legal guardian(s) of a CTE student, as defined by the School Act.
“Proxy”	A written authorization allowing one person to vote on behalf of another. The CTE PAC does not allow proxies.
“Quorum”	The minimum number of voting members that need to be present at a meeting to conduct official PAC business. The quorum requirement ensures that a representative number of voting members are present in the room when decisions are made.
“Special Meeting”	An additional meeting scheduled, as needed, including Executive Meetings.
“Student”	A child currently enrolled at CTE School.



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SECTION 2 – MEMBERSHIP

Refer to the Code of Conduct and Good Standing sections of this bylaw for additional details and applicable regulations.

1. All members of Good Standing, including staff whose children attend CTE, have the right to attend all General and Special Meetings.
2. Voting members must be in Good Standing to exercise their right to vote.
3. All members must follow the Code of Conduct to remain in Good Standing.
4. All Executive and Coordinators must follow the Code of Conduct and the Code of Ethics to remain in Good Standing.
5. Cessation of membership is when a parent or legal guardian no longer has a child registered at CTE.

SECTION 3 - PAC EXECUTIVE & COORDINATORS

Executive Officers

1. A volunteer board of elected officers (the Executive) will manage the business of the PAC. Executive officers are accountable to the membership.
2. The CTE PAC Executive will manage the PAC's affairs between general meetings.
3. All Executive officers must have a current School District criminal record check on file with the CTE Administration. Failure to provide a criminal record check will lead to removal from the Executive.
4. Parents or legal guardians of students currently enrolled at Chief Tomat Elementary (CTE) who are also administrators, teachers, or full-time staff members of CTE, or who hold elected office within School District No. 23 or the Ministry of Education, are not eligible to run for Executive or Coordinator positions on the PAC.
 - 4.1. Exception: Individuals employed as Lunch Supervisors at CTE may run for Executive or Coordinator positions.
5. No person may hold more than one executive position with signing authority at one time. *Refer to the Signing Authority sub-section for additional details and applicable regulations.*
6. Executive members may be elected to share the duties of one position between two (2) individuals, except for the President and Vice-President role.
 - 6.1. If one person in a shared position steps down, the remaining officer will have the option to request a call for nominations for the shared position to be filled.
7. To encourage a smooth transition between retiring Executive officers and their replacements, provisions shall be made for appropriate knowledge transfer.
8. The Executive is as follows:
 - 8.1. President
 - 8.2. Vice-President
 - 8.3. Treasurer
 - 8.4. Secretary
 - 8.5. COPAC Representative



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8.6. Members-At-Large, to a maximum of (3).

8.6.1. Any parent holding an office with the British Columbia Confederation of Parent Advisory Councils (BCCPAC) or the Central Okanagan Parent Advisory Council (COPAC) shall automatically be a member of the Executive and serve as a Member-at-Large if not elected to another Executive position.

Executive Member Term

9. Executive members shall be elected from among the voting members at the Annual General Meeting (AGM).
10. The term of office shall begin on July 1st following the election at the AGM and conclude on June 30th of the second year.
11. Executive members shall serve for a term of two (2) school years, with the exception of the Member(s) at Large, who shall serve a one (1) school year term.
12. A PAC member may serve in the same Executive position for a maximum of two (2) consecutive years. *Exceptions for unfilled positions are outlined in the Extension of Executive Terms and Vacant Positions section of these bylaws.*
13. An Executive member may serve on the Executive for multiple years in different roles.
14. The June PAC meeting shall be designated for welcoming the incoming Executive, supporting a smooth transition, and assisting with start-up activities

Duties of Executive Officers

15. The Executive may create, amend, or remove Executive duties as needed to support the purposes and effective operation of the PAC. Any such changes must be ratified by a majority vote of the Executive at a duly called Executive Meeting.
16. The following outlines the general duties and responsibilities of each Executive Officer.

16.1. President

- Shall schedule and preside at all meetings of the PAC and Executive.
- Shall appoint committees where authorized by the membership or Executive.
- Shall have the right to attend and participate in all PAC committee meetings. This responsibility may be shared with or delegated to the PAC Vice-President.
- Shall have signing authority in accordance with the Finance Section of this bylaw.
- Shall work closely with the Treasurer to ensure proper oversight of PAC financial practices, in accordance with the Finance Section of these bylaws.
- Shall ensure that an agenda is prepared and presented before each meeting.
- Shall act as the liaison between the PAC and CTE administration, other school PACs and the community.
- Shall attend COPAC Meetings if the COPAC Representative cannot attend a meeting.
- Shall serve as the official spokesperson for the PAC and may consult with, or delegate public relations responsibilities to the Secretary or Communications Coordinator, as appropriate.



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- Shall be responsible for managing and maintaining sole access to the CTE PAC President's official School District No. 23 email account.
- Shall submit a written Year End Report at the Annual General Meeting.
- Shall help make a smooth transition between Presidents.

CTE Staff Communication Portfolio:

- Shall send a monthly email to the teachers to see if there is anything they would like to review with the PAC and to answer any questions they may have.
- Shall coordinate as the main point of contact between the teachers and PAC.
- Shall facilitate teacher participation and involvement.
- • Shall work in coordination with the Treasurer and school administration to oversee the organization and approval process for teacher funding requests.
- *This portfolio may be delegated to a Communication Coordinator role that reports directly to the President.*

16.2. Vice –President

- Shall assume the responsibility of the President position in case of their absence or removal from office. If the position of President is vacated for any reason, the Vice President will become acting President until a by-election can occur.
- Shall function as an assistant to the President.
- Shall assume the responsibilities of the President, Secretary or Treasurer in that officer's absence.
- Shall have signing authority as per the Finance Section of this bylaw.
- Shall accept extra duties as required by the President.

Munchalunch / Hot Lunch Administration Portfolio:

- Ensure that the government Food Safe Program regulations are followed.
- Coordinate and oversee Lunch Program volunteers to help organize and maintain a regular lunch program by:
 - Scheduling volunteers as required.
 - Creating and distributing a menu
 - Collecting and organizing classroom orders
 - Ordering and arranging food delivery to the school.
 - Serving and distributing food
 - Submitting all receipts and expenditures to the Treasurer
- Use proper accounting practices to record transactions, which will include:
 - Bringing all purchases to the attention of the Executive for approval
 - Keeping a record of total amounts paid as well as names of individual payees to keep a record in case of discrepancies.



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- Having a second person count the money and verify the cash slip; this may be the CTE administration, any Executive officer, or PAC member.
- Accept other duties as required.
- *This portfolio may be delegated to a MunchaLunch/Hot Lunch Coordinator role that reports directly to the Vice President.*

16.3. Treasurer

- Shall be responsible for conducting the financial duties of the PAC as outlined in the Finances Section. *Refer to the Finance section of this bylaw for further information and regulations.*
- Shall have a basic understanding of accounting and bookkeeping.
- Shall have signing authority as per the Finance Section of this bylaw.
- Shall ensure all PAC funds are properly accounted for and shall ensure proper handling and maintenance of all financial records as per the Finance Section of this bylaw.
 - This includes the accurate maintenance of all financial records and books of accounts, including oversight of the PAC Community, Gaming, School, and Munchalunch accounts as per the Finance Section of this bylaw.
- Shall maintain a PAC Community Bank Account at an approved financial institution registered under the *Bank Act*.
- Shall maintain a second chequing account at an approved financial institution that shall be designated as the Gaming Account.
 - This bank account shall be operated in accordance with the BC Gaming regulations. It is the responsibility of the Treasurer to ensure compliance with such regulations.
- Shall review and authorize each reconciled bank statement monthly with the President, ensuring that all deposits and withdrawals align with the monthly activities and budget.
- Shall present a financial report at all General Meetings to be included in the meeting minutes.
 - Monthly reports will include the account, opening balance, closing balancing, credits, debits, the date, who completed the report and any relevant financial information.
 - The complete financial report should be prepared and circulated to the Executive for review before the General Meeting.
 - For months when no meeting is held, the monthly report will be presented at the next General Meeting.
- Shall receive, collect, and deposit all funds on behalf of the PAC in the respective PAC bank accounts in a timely manner.
- Shall pay all bills and accounts that have been approved by the PAC.
- Shall support Event Committees with event budgets and financial records.
- Shall make financial records and books of accounts available to members upon request.
- Shall collaborate with the Executive to prepare the budget(s) for the school year as per the Finance Section of this bylaw.
- Shall submit a Year End Treasurer Report at the AGM as per the Finance Section of this bylaw.



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- Shall coordinate with the President and school administration to track, record, and report on teacher funding requests in alignment with the PAC budget.
- Shall maintain the confidentiality of all PAC financial records and shall not disclose information to any individual who is not a member of the PAC, unless expressly authorized by the Executive.
- Shall be responsible for organizing the financial inspection(s) as per the Finance Section of this bylaw.

Gaming Portfolio:

- Shall be responsible for the PAC Gaming portfolio and ensure that gaming licenses are obtained for all PAC events in compliance with BC Gaming regulations.
- Shall ensure the timely completion and submission of the PAC Community Gaming Grant application.
- Shall prepare and submit all required reports on Gaming Fund expenditures and Gaming Licensing compliance, as mandated by legislation.
- *This portfolio may be delegated to a Gaming Coordinator role that reports directly to the Treasurer.*

16.4. Secretary

- Shall maintain all PAC records including minutes, Executive, Coordinator, and Committee reports, official correspondence, and resignation letters as per the Property in Documents section of this bylaw.
- Shall be responsible for managing all PAC correspondence and maintaining all documents and mail.
- Shall keep accurate and official minutes of all meetings of the PAC and Executive.
 - Minutes should consist only of facts, actions, and motions of business that the PAC has done or is going to do; there will be no thoughts, opinions, or comments in the minutes.
 - Minutes should be sent to the President and one other Executive member for approval within seven (7) days following the date of the General Meeting.
 - Shall forward meeting minutes to the appropriate administration for publishing on school website.
- Shall keep an accurate copy of the Constitution and Bylaws and provide copies to members upon request.
- Shall have signing authority in accordance with the Finance section of this bylaw.

16.5. COPAC Representative

Refer to the Election of the COPAC Representative section of this bylaw for additional details and applicable regulations.

- Shall act as the CTE Central Okanagan Parents Advisory Council (COPAC) Representative.
- Shall attend COPAC meetings and represent, speak, and vote on behalf of the CTE PAC.
- Shall report back regularly to the membership and Executive on all matters relating to the COPAC and give a report at the General Meetings about COPAC matters.



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- Shall seek input from COPAC when required.
- Shall receive, circulate, and post COPAC newsletters, brochures, emails, and announcements as appropriate, and shall receive and act on all other communications from the COPAC.
- Shall ensure current registration of the CTE PAC with the British Columbia Confederation of Parent Advisory Councils (BCCPAC) if the PAC deems appropriate.
- Shall assist with the PAC Constitution and Bylaws Committee as required.
- *In accordance with the BC School Act, the COPAC Representative role must be elected by secret ballot.*

16.6. Members At Large

- Shall serve in a capacity determined by the Executive at the time of election or as needed throughout the term.
- Shall provide support to Executive Officers, Coordinators, or Committee Members, particularly in the event of vacancies.
- *This is an optional Executive position; not all Member at Large positions are required to be filled.*

Coordinator Positions

17. The Executive may appoint PAC Coordinators to further the PAC's purpose and conduct its affairs as the needs of the PAC may require.
18. The PAC Coordinators are accountable to the Executive and the membership.
19. The Executive may create, remove, and/or adjust the duties of the Coordinator positions at their discretion to further the PAC's purposes and continue its affairs as the needs of the PAC may require.
20. The PAC Coordinator position terms can be set for one (1) or two (2) school years at the discretion of the Executive.

Executive & Coordinator Election Procedures

Refer to the Quorum and Voting section of this bylaw for further details and regulations.

21. Elections will be held during the PAC Annual General Meeting (AGM).

Nominations

22. A call for nominations shall be made at the first meeting in April and distributed to all PAC Members one (1) month prior to the AGM.
23. Nominations may be received up to and during the AGM or until declared closed by the President.
24. Members of Good Standing may nominate themselves or another member in Good Standing for a position.
25. Nominations must be submitted in writing to the official CTE PAC School District email account.
26. In the case where someone nominates a member other than themselves, the member must be notified, in writing, of their nomination and the nominee must accept the nomination in writing.
27. All nominees must provide a written statement of intent that briefly outlines why they want the position.



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28. Nominations will be accepted up to and during the AGM.

- 28.1. For nominations from the floor during the AGM, the nominee must be present, physically or electronically, to accept a nomination.
- 28.2. Members nominated during the AGM who have not submitted a written statement of intent prior to the meeting, and who accept the nomination, must verbally present a brief statement of intent at the time of their nomination.

Election Procedures

29. The Executive will appoint an Elections Coordinator to conduct elections.

- 29.1. The Election Coordinator may be appointed Scrutineers as required at the time of the elections.

30. The election for all Executive and Coordinator positions will be done by secret ballot; paper votes will be tallied by the Principal or a member who has not been nominated for an Executive and/or Coordinator position.

31. If only one candidate is standing for election to a position, the candidate shall be elected by acclamation.

32. Upon election or appointment, Executive and Coordinator members will be required to sign a copy of the CTE PAC Code of Ethics for Executive and Coordinator Members.

33. In the event of a mid-year vacancy on the Executive, the PAC shall hold a byelection to elect a replacement Executive member by a vote, who shall hold the position until the next election.

Election of the COPAC Representative

This sub-section is established in accordance with the requirements of the BC School Act.

34. The CTE PAC must elect a representative to the Central Okanagan Parent Advisory Council (COPAC), as required by the *BC School Act*.

35. The COPAC Representative, including any acting appointments, must be elected by secret ballot, regardless of whether there is one nominee or multiple nominees. *This clause is unalterable in accordance with the requirements of the BC School Act.*

- 35.1. If no nominations are received at the time of election, a secret ballot vote shall be held to appoint the Vice-President as the acting COPAC Representative. This appointment will remain in place until another eligible member volunteers and is elected to the role.
- 35.2. If the Vice-President is unable to serve as the acting COPAC Representative due to meeting conflicts, an alternate Executive Member may be nominated and elected by secret ballot from among the President, Treasurer, or Secretary to assume the role of acting COPAC Representative for the remainder of the term or until a new COPAC representative is elected.

Extension of Executive Terms and Vacant Positions

36. If a person has held the same Executive position for two consecutive years and no nominations are received for that position, the members present at the AGM may, by a two-thirds (2/3) majority vote, approve a one-year extension of that individual's term until the next AGM.

- 36.1. The individual must be willing to continue in the role and must remain a parent or guardian of a student enrolled at CTE for the full duration of the extended term.
- 36.2. No individual may serve more than three (3) consecutive years in the same Executive position, including any approved extensions.



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37. If an elected Executive position remains vacant after the AGM, a call for nominations must take place at each consecutive General Meeting until the position is filled.

Installation of Officers

38. The installation of the elected Executive shall take place at the June General Meeting after the AGM, and they shall hold office until their successors are installed, or they cease to be a member.
- 38.1. If a June General Meeting is not held, formal transition of the roles will occur during a June Executive Meeting and installation of the Executive may occur at the September General Meeting.

Removal/Resignation of an Executive Officer

39. The following are grounds for the removal of any Executive Officer or Coordinator:
- 39.1. Theft in or outside of the school.
- 39.2. Misconduct of a physical threat or sexual nature in or outside of the school.
40. Any theft or misconduct is to be brought to the attention of the other Executive, the school principal, COPAC, and, if required, the RCMP; at no time should this information be spread as gossip.
41. The following may be grounds for the removal of any Executive officer or Coordinator:
- 41.1. Failing to observe the Constitution, Bylaws, or Code of Ethics for Executive and Coordinator Members.
- 41.2. Missing two (2) or more consecutive General or Executive Meetings without notifying the President.
- 41.3. Not fulfilling the duties of their elected position.
- 41.4. Misrepresenting the CTE PAC or its members
42. When a complaint is brought to the attention of the Executive it will be addressed in a timely manner; the subject of the complaint will have the opportunity to respond to the grievance.
43. A resignation is a personal decision to leave the PAC Executive. Resignation letters must be submitted to the PAC President; the Secretary will hold all resignation letters.

Remuneration of Executive and Coordinators

44. No Executive or Coordinator member will be paid for serving on the PAC. *This clause is unalterable.*
45. Executive Officers and Coordinators may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC business; expenditures must be approved by the Executive in advance of purchasing items and requesting reimbursement.
46. Any reimbursement request must have full receipts showing the items purchased and the total amount.
47. Reimbursement will be made only for the amount accounted for; all reimbursements will be provided to the Executive or member within a reasonable time period of seven (7) to fourteen (14) days.
48. Any non-Executive Officer or non-Coordinator member must first receive approval from the Executive before purchasing items and requesting reimbursement.



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SECTION 5 – COMMITTEES

1. The Executive may appoint members to sit on committees to further the PAC's purposes and conduct its affairs.
2. The President will be an ex officio member of all committees. This duty may be delegated or shared with the Vice President.
3. School staff may be invited to participate as non-voting representatives on specific committees but may not serve as Chair.
4. Committee members shall be appointed by a majority vote of the Executive.
 - 4.1. Appointees must be informed of their role and must formally accept the appointment before participating in committee business.
5. The terms of reference for each committee shall be set by the Executive at the time the committee is created, or by the committee at its first meeting, as determined by the Executive or membership.
6. Committees are accountable to the PAC and all committee members are required to follow the PAC Constitution and Bylaws.
7. No committee may act independently or represent the PAC without the express approval of the Executive.
8. Committee members shall determine their own Chairperson unless otherwise directed by the Executive.
9. Committee recommendations must be submitted to the PAC for discussion and approval, in accordance with the PAC's Constitution and Bylaws.
10. Committee Chairs shall report on their activities at all General Meetings and, if requested, at Executive Meetings. When a report is to be presented at an Executive Meeting, the Chair should notify the President at least 48 hours in advance to have the report added to the meeting agenda.

SECTION 6 -MEETINGS

General Meetings

1. A minimum of six (6) General Meetings will be held during the school year, unless otherwise decided by a majority vote at a General Meeting; one of the six (6) meetings will be the AGM.
 - 1.1. Meetings will be arranged (preferably) on a pre-determined day each month during the school year.
 - 1.2. General Meetings, when possible, should be scheduled when the Treasurer is available, as bank statements must be presented and available for PAC review at every General Meeting.
2. The meeting Chair may reschedule and/or table any topic at a General Meeting with the approval of at least two (2) voting members.
3. General Meetings may be conducted in person or electronically; in-person meetings must be held on the school property.

Notice of General Meetings

4. Members will be given reasonable notice of General Meetings, with a minimum of fourteen (14) days' notice.
5. Members will be given reasonable notice of any General Meeting date change(s).
6. Agendas will be sent out with a minimum of one (1) week before each General Meeting.



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7. Notice of meetings may occur via email, newsletter, website, social media, and/or any other appropriate communication medium. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Other Meetings

8. Executive Meetings shall be held at the discretion of the Executive. Executive Meetings may be held any time or place as deemed necessary by the President, to conduct business between general meetings.
9. Special Meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting members.
 - 9.1. Every reasonable effort shall be made to provide a minimum of seven (7) days notice to the general membership for any Special Meeting being called.
10. Committee meetings shall be held as required to conduct the business of the Committee.

Annual General Meeting (AGM)

11. The PAC's AGM shall be held in May of each school year.
12. The date of the AGM will be published as soon as it has been determined; the date of the AGM should be determined in time to be advertised at the April General Meeting.
13. The President shall present a Year End Report.
14. The Secretary shall present a copy of the minutes from the previous year's AGM.
15. The Treasurer shall present a Year End Financial Report, including an interim budget, as per the Finance Section of this bylaw.
16. The Election of the Executive Officers will occur at the AGM.
17. A motion to transfer signing authority to the new Executive officers shall occur at the AGM. If the signing authority must change during the school year, a motion to transfer signing authority may be made at any General Meeting. *Further information may be found in the Finance Section of this Bylaw.*

Meeting Etiquette

18. All members must adhere to the following meeting guidelines and agreements:
 - 18.1. Seek first to understand, then to be understood.
 - 18.2. Demonstrate mutual respect for people and ideas. Such respect does not necessarily represent agreement.
 - 18.3. Everyone has a voice.
 - 18.4. Be confidential and use discretion.
 - 18.5. 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.
19. 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.
20. The CTE PAC will refrain from partisan political action or other activities that do not serve the interests of the school district or the public school system.



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21. At General Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
 - 21.1. Individual concerns involving CTE personnel, students, parents, or other members of the community will be directed to the principal, district, or another appropriate problem-solving body outside the PAC.
22. Meetings will be conducted efficiently and with fairness to the members present. Meeting Etiquette and Code of Conduct is to be adhered to.
23. If a member does not follow the PAC Code of Conduct during any meeting, the President, or their delegate, may ask the member to leave the meeting.
24. When problems arise that cannot be resolved in consultation with the PAC Constitution and Bylaw or the *School Act*, the most current version of Robert's Rules of Order will become the final authority.

Meetings Held Electronically

25. The Executive may authorize PAC meetings to be held electronically when in-person meetings are not possible or preferred.
26. Electronic meetings must use platforms that allow full participation, including identification of participants, requesting to speak, submitting and viewing motions, and voting.
27. All electronic meetings are subject to the PAC's Constitution and Bylaws. Additional rules may be adopted, provided they do not conflict with these governing documents.
28. Anonymous online voting shall be considered equivalent to a ballot vote when required by bylaw or policy.
29. During electronic meetings, all participants must identify themselves by their full name and keep their cameras turned on when voting, unless pre-approved by the Chair due to technical or accessibility reasons.
30. Attendance at electronic AGMs or General Meetings is limited to PAC members, school staff and administration, and invited guests.

SECTION 7 -QUORUM AND VOTING

Quorum

A quorum is the minimum number of voting members that need to be present at a meeting to conduct official PAC business or pass motions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made.

1. Quorum for a General Meeting requires a minimum of five (5) voting PAC Members present to pass a vote, with at least three (3) of these members being Executive Officers. *This clause is unalterable.*
2. Quorum for an Executive Meeting shall be two-thirds (2/3) of its voting Executive Officers.
3. If quorum is lost at any point during a General Meeting, any business requiring a vote must be suspended until quorum is re-established.
4. Members attending electronically count toward quorum, provided their participation meets the standards for full engagement (e.g., audio and/or video access, ability to vote).
5. The quorum cannot be waived or suspended, even by unanimous consent.



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Voting

6. All voting members of the PAC have one (1) vote.
7. All voting members of the PAC must be in Good Standing to exercise their right to vote.
8. A quorum must be present to allow a vote to proceed and be passed or defeated.
9. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50% plus 1).
 - 9.1. In case of a tie vote, the President has the option of breaking that tie. If a tie vote is unavoidable, the motion is defeated.
10. Voting by proxy will not be permitted; members must be present to vote on any/all matters as an assurance that no vote has been manipulated.
11. Voting will be done by a show of hands.
 - 11.1. Exception: Executive Elections will be done by secret ballot. If a secret ballot is used, a vote shall be taken to destroy the ballots.
12. Members must declare any potential conflict of interest or bias and must abstain from participating in any discussion or voting related to that matter.

Electronic Voting

13. When meetings are held electronically, voting may proceed and shall be conducted in accordance with the general voting procedures outlined in these bylaws.
14. When meetings are held electronically, attendees must identify themselves by full first and last name and have their device camera turned on to have their vote counted.
15. In the case of an electronic secret ballot, appropriate and secure voting software will be used and every effort will be made to validate the identity of each voting member; this includes requiring members to attend the meeting individually on their own device, at least for the voting portion of the meeting, to have turned on their video and audio, and to be accessing the meeting through a stable internet connection.

Executive Voting Conducted Outside of Meetings

16. In circumstances where an urgent decision is required between scheduled meetings, the Executive may conduct a vote using electronic communication platforms such as social media, group messaging, or email. Decisions made in this manner shall carry the same authority as those made during an in-person or virtual meeting, provided these requirements are met.
17. For any such vote to be valid:
 - 17.1. All Executive members must be given reasonable notice of the proposed motion and a clear deadline to respond.
 - 17.2. Quorum must be met, as defined in these bylaws.
 - 17.3. The results of the vote, including who voted and how (in favour, opposed, abstained), must be recorded by the Secretary or acting Secretary.
18. The motion and the outcome of any vote conducted outside a formal meeting must be reported and entered into the official minutes at the next Executive Meeting or General Meeting, whichever occurs first.



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SECTION 8 – CODE OF CONDUCT / ETHICS

General

1. The PAC shall operate as a non-profit organization with no personal financial benefit to any Executive Officer as a result of their position. *This clause is unalterable.*
2. The business of the PAC shall be conducted in an inclusive and respectful manner, free from bias related to race, religion, gender, national origin, sexual orientation, physical or mental ability, or political beliefs.
3. All members of the PAC are expected to treat one another with courtesy, dignity, and respect in all communications and interactions.
4. The CTE PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
 - 4.1. Any individual concerns or issues raised during a PAC meeting will be tabled and redirected to the school Principal for discussion outside of the PAC forum.

Conflict of Interest

5. Any real or perceived conflict of interest must be promptly disclosed to the PAC Executive and membership.
6. If a PAC member, or their family member or business, may benefit financially from a PAC-related decision (e.g., providing a service for a PAC event), the member must declare the conflict prior to any discussion or vote on the matter.
 - 6.1. The member must recuse themselves from all related discussions and voting, both at Executive and General Meetings.
7. Provided the conflict has been fully disclosed and the member has recused themselves, the PAC may choose to proceed with engaging the member's business if it is deemed in the best interest of the PAC and approved through the regular voting process. *Refer to the Disclosure of Interest section for further information and regulations.*

Code of Ethics for Executive and Coordinators

8. On election or appointment, every Executive and Coordinator must sign and agree to abide by a Code of Ethics acceptable to the general membership.
9. 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 being granted by the person giving the information.
10. An Executive member 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.
11. Every Executive member and representative must act solely in the interests of the PAC Members.
12. A parent who accepts a position as an Executive member or Coordinator will:
 - 12.1. Uphold the Constitution and Bylaws.
 - 12.2. Perform their duties with honesty and integrity.
 - 12.3. Ensure that the well-being of students is the primary focus of all decisions.
 - 12.4. Respect the rights of all individuals.
 - 12.5. Take direction from the members and ensure that representation processes are in place.



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- 12.6. 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.
- 12.7. Work to ensure that issues are resolved through due process.
- 12.8. Strive to be informed and only pass on information that is reliable and correct.
- 12.9. Respect all confidential information.
- 12.10. Support public education.
- 13. Any Executive member who misses more than two (2) General Meetings or two (2) Executive Meetings without providing prior notice to the President may be removed from the Executive. Notice must be given in advance, and the reason for the absence must be considered reasonable and appropriate by the President or Executive.
- 14. The Code of Ethics will be reviewed by Executive members each April and suggested revisions, should there be any, will be voted on at the AGM.

Disclosure Of Interest

These requirements support the principles of the PAC Constitution regarding financial neutrality and ethical conduct.

- 15. An Executive or Coordinator member who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their interest to the membership.
- 16. Such an Executive or Coordinator member must avoid using their position for personal gain or to influence a decision in their personal favour.
 - 16.1. Conflicts may be financial or non-financial in nature, including situations where a personal relationship, bias, or other interest may reasonably be perceived to influence judgment.
 - 16.2. This includes, but is not limited to, direct payments, honorariums, discounts, or business contracts in which the Executive Officer, their family, or their business provides goods or services to the PAC, the school, or any related activities.
 - 16.3. Exception: If an Executive Officer or Coordinator offers a service that is considered beneficial to a specific PAC event or initiative, the membership may vote to approve an exception by Special Resolution. If approved, the member must:
 - 16.3.1.1. Recuse themselves from all related discussion and voting.
 - 16.3.1.2. Declare the conflict at the General Meeting.

Good Standing

- 17. All members must follow the Code of Conduct to remain in Good Standing.
- 18. Members who violate the Code of Conduct will lose their Good Standing for a period of one month, will be asked to leave any PAC meeting that occurs during that month, and will lose their right to vote for the duration of the one month “cooling off period.”

Executive Officers/Coordinators

- 19. All Executive Officers and Coordinators must uphold both the general membership Code of Conduct and the Code of Ethics to remain in good standing.
- 20. Any Executive Officer or Coordinator who violates either the Code of Conduct or the Code of Ethics shall be required to step down from their position. They will be ineligible to run for any PAC-elected office for a period of one (1) year and must comply with the conditions outlined in Section 7.1.



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21. The membership may, by a majority vote of not less than 75% of the votes cast at a duly called meeting, remove an Executive Officer or Coordinator before the end of their term. An eligible member may then be elected to serve the remainder of the term.
22. Written notice specifying the intent to bring forward a motion for removal must be provided to all members at least fourteen (14) days prior to the meeting. In accordance with Section 4, the individual subject to removal will be given the opportunity to respond to the concerns prior to the vote.

SECTION 9 - ELECTRONIC COMMUNICATION

23. Electronic communication/electronic media will be understood to include email, social media, internet, and any other form of online communication.
24. Email correspondence will be considered an appropriate mechanism for official communication between the PAC Executive and PAC members or school personnel.
25. Text messaging, group chat, and/or other online media may be used as an appropriate mechanism for communication between Executive members, if agreed on by all Executive members.
26. PAC members should direct PAC inquiries to the official CTE PAC School District email account.
27. The use of email or online media to harass, be abusive, defame, or disclose information about or to another PAC member is prohibited.
28. Any minor child of a PAC member will be identified by first name only in any public communication; images of any minor child of a PAC member will only be shared with the permission of the parent or legal guardian.
29. All PAC-related communications are considered confidential and will not be posted, photographed, or otherwise reshared without the permission of the Executive.
30. Any PAC member who fails to follow electronic communication etiquette will be considered not in good standing.

SECTION 10 – FINANCE

Refer to the Property in Documents section of this bylaw for additional details and regulations.

1. The financial year of the CTE PAC will be September 1st to August 31st of each year.
2. The PAC shall maintain a Community Account at a recognized financial institution approved by the membership.
 - 2.1. The Executive must ensure a minimum balance of \$1,000.00 of unallocated total funds in the PAC Community bank account.
3. The Gaming Portfolio shall be managed by the Treasurer in accordance with the “PAC Internal Control Information Bulletin – Charitable Gaming”, as issued by BC Gaming.
4. The PAC shall maintain a separate Gaming Funds Account at a recognized financial institution approved by the membership.
5. Bank cards are allowed to be used for facilitating online banking for the PAC accounts but must be in “view only” mode, making sure that there is no withdrawal, deposit or change functions.
6. The President and Treasurer will both have access to all PAC bank accounts.
7. Payments made by the PAC may be issued by cheque or electronic funds transfer (e-transfer), subject to the capabilities and policies of the PAC’s banking institution. For the purposes of these bylaws, all



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- references to “cheque signing” or “signing authority” shall be understood to include both the physical signing of cheques and the electronic authorization of e-transfers.
8. The Treasurer, with the assistance of the Executive, shall prepare an Annual Budget and present it to the membership for review and adoption at the October General Meeting each year.
 - 8.1. A notice of motion must be issued in advance of the October meeting to allow members sufficient time to review, discuss, and vote on the proposed budget.
 - 8.2. Any expenditure under \$100 that is not included in the adopted budget may be approved at the discretion of the President, without requiring a vote at a General Meeting.
 - 8.3. Any expenditure of \$100 or more that is not included in the adopted budget must first be presented to and approved by the Executive, and then ratified by a majority vote of members at a General Meeting, prior to the expenditure being reimbursed.
 9. The Treasurer shall ensure the accurate maintenance of all financial records and books of accounts, including oversight of the PAC Community, Gaming, School, and Munchalunch accounts. Accurate maintenance includes but is not limited to:
 - 9.1. All reports must be kept in a separate binder or electronic folder, accessible by the PAC Executive, with the associated receipts, deposit slips, and any original information. Copies should be made in the event the originals are misplaced.
 - 9.2. All physical financial records must be kept in a secure location on school grounds.
 - 9.3. All cheques must have two (2) authorized signatures, and the cheque must not be signed by the person requesting reimbursement.
 - 9.4. A monthly bank reconciliation of all bank accounts.
 - 9.4.1. This bank reconciliation will be provided to the President for review and approval prior to presentation at each General Meeting.
 - 9.5. An accurate account of all receipts and expenditures. Receipts must be kept for all expenditures.
 - 9.6. Ensuring that another member with signing authority has access to the financial records and books of account in the treasurer’s absence.
 10. The Treasurer is responsible for keeping all funds belonging to the PAC secure and depositing the funds as quickly as possible.
 11. All receipts for expenses incurred on behalf of the PAC must be submitted promptly to the Treasurer, along with a description of the item purchased, the purchase date, and the name of the purchaser.
 12. All funds raised at PAC events must be counted immediately by the event organizer in the presence of at least one other PAC member. Both individuals must sign to confirm the total amount collected. The funds shall then be turned over to the Treasurer as soon as possible.
 - 12.1. The Treasurer shall not be one of the individuals involved in counting or signing off on the cash total.
 - 12.2. If the Treasurer is not available at the event, event funds should be provided to an Executive Member and the total funds received sent via text or email to the Treasurer.
 13. Financial documents shall be made available to any PAC member upon request within a reasonable timeframe.
 14. A Year End Financial Report to all members shall be presented and ratified by the membership at the AGM, and published in the CTE newsletter prior to the end of each school year.



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- 14.1. The report should provide a clear and accessible financial summary for members. It may include, but is not limited to:
 - 14.1.1. A comparison of actual revenue and expenditures against the approved budget, with notes on any significant variances
 - 14.1.2. Explanations for any over- or under-budget categories.
 - 14.1.3. Highlights of key programs, resources, or events financially supported by the PAC during the year
 - 14.1.4. Information on any Community Gaming Grant, including relevant deadlines or reporting requirements.
 - 14.1.5. Preliminary financial goals or priorities for the upcoming school year.
- 14.2. The report shall include an interim budget for the upcoming school year to permit PAC expenditures during the summer months leading up to the formal budget adoption at the October Annual Budget Meeting. This interim budget should be ratified separately from the Year End Financial Report.
15. All PAC minutes and financial records must be retained properly for five (5) years as per the Property of Documents section of this bylaw.
16. The financial records of the PAC shall be inspected at the end of a Treasurer's term or every two years, whichever occurs earlier.
 - 16.1. A person with bookkeeping experience, other than the treasurer, shall review the accounts of the PAC. No Executive member or relative shall inspect the accounts.
 - 16.2. A copy of the inspection report shall be provided directly to the President via the formal School District PAC email and distributed as soon as possible to the Executive.
 - 16.3. The inspection report shall be made available to members upon request.

Signing Authority

17. Signing authority under this section applies only to financial transactions and does not confer authority to sign contracts or other binding documents on behalf of the PAC. The authority to sign contracts, agreements, or official documents is vested solely in the President, unless otherwise approved by a vote of the Executive.
18. The financial signing authorities shall be vested in the President, Vice-President, Treasurer and Secretary, with two signatures required on all payments.
19. No person may hold more than one Executive position with signing authority at one time.
20. Signing authority shall not be granted to individuals who are related to one another or share a close personal relationship, including but not limited to family members, partners, or individuals living in the same household.
21. A person with signing authority is not permitted to sign a cheque in their own name.
22. The Treasurer will only sign cheques or approve e-transfers in emergency situations where the other signatories are unavailable. If this occurs, the Executive must authorize the Treasurer's signature.
23. If a signing officer resigns or forfeits their position, their signing authority must be terminated immediately.



SECTION 11 - CONSTITUTION/BYLAW AMENDMENTS & SPECIAL RESOLUTIONS

Constitution and Bylaw Amendments

1. General review of the Constitution and Bylaws will be done every three (3) years, or as deemed necessary by the Executive.
2. The Constitution and Bylaws may be amended by the membership by Special Resolution at any General Meeting.
3. Any amendments to the PAC Constitution and Bylaws must be sent to the Secretary/Treasurer of School District #23, the COPAC and BC Gaming.

Special Resolutions

4. For Special Resolutions, 75% of the members present must vote in favor of the resolution and PAC Members will be notified of the amendment resolution at least fourteen (14) days prior to the meeting.

SECTION 12 – PROPERTY IN DOCUMENTS

1. The Constitution and Bylaws of the PAC shall be filed with the Board of School Trustees in the person of the Secretary-Treasurer for safekeeping and the COPAC.
2. PAC records should be stored in a place accessible to all members of the Executive.
3. PAC records may be stored physically or digitally; appropriate safeguarding must be in place to protect financial and gaming records.
4. All original documents including electronic, records, minutes, correspondence, or other papers kept by a member, Executive member, or committee member in connection with the PAC shall be deemed to be property of the organization and shall be turned over to the President when the member, Executive member, or committee member ceases to perform the task to which the documents relate.

Records Retention and Destruction

Retention Period

5. All financial and organizational records shall be retained in accordance with legal requirements and PAC operational needs.
6. Financial records must be kept for a minimum of five (5) years, or as required by BC Gaming or other applicable legislation.

Destruction of Financial Records

7. The destruction of any financial records must be conducted in a secure and responsible manner.

Authorization and Oversight

8. The Secretary and Treasurer shall jointly determine which financial records are eligible for destruction, in accordance with retention guidelines.
9. The President must provide final approval for destruction of any PAC documents.
10. A minimum of two individuals must be present during the destruction process, one of whom must be either the Secretary or the Treasurer.



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11. A brief record of the destroyed documents, including the date and individuals involved, shall be maintained in PAC files for reference.

The CTE PAC Constitution & Bylaws were adopted by the Chief Tomat Elementary School PAC in West Kelowna, British Columbia, on:

May 27, 2025

DATE

Sarah Lebeter


Sarah Lebeter (Jul 19, 2025 12:20 PDT)

NAME OF PRESIDENT

PRESIDENT'S SIGNATURE

Kathi Kelly


Kathi Kelly (Jul 19, 2025 12:21 PDT)

NAME OF SECRETARY

SECRETARY'S SIGNATURE

CTE Constitution and Bylaws_2025 Update_Final

Final Audit Report

2025-07-19

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