

Northridge Parent Advisory Council

Constitution

MISSION

The Northridge PAC is dedicated to the education and well-being of the whole child by building a strong foundation of knowledge and lifelong learning, through effective communication with home and the school community. Our mission is for parents, students, and staff to work together and develop a sense of pride in our school community.

BELIEFS

1. We believe that all students must be recognized as individuals with unique abilities, interests, and needs. All students deserve to be respected and valued for the gifts that they bring to our school community.
2. We believe that the Northridge PAC, through commitment and creativity, will generate a strong community spirit, thus creating an increased ownership in and commitment to our school by all.
3. We believe that our students, staff, and parents should be proud of our school and their combined efforts within it.

Section I- NAME

1. The name of this Council is Northridge Parent Advisory Council
2. The Council shall operate exclusively as a non-profit organization. No part of its income or assets shall inure to the personal financial benefit of any member, except for the reimbursement of reasonable expenses incurred on behalf of the Council.
3. The PAC is committed to operating in a fair, inclusive and respectful manner. All PAC activities, decisions, and communications will be free from bias or discrimination and will respect the dignity and rights of all individuals, in accordance with the [BC Human Rights Code](#).

Section II- PURPOSES OF THE COUNCIL

The purposes of the Council are to:

1. enhance communication between parents, students, and staff.
2. provide a forum for the discussion of educational programs and services.
3. represent the views of parents in an effective and positive manner.
4. contribute to a sense of community within the school and between the school, home, and neighbourhood.
5. organize activities and events that facilitate social interaction and community building between students, staff, and parents.
6. promote and empower parent involvement in the school.
7. provide parent education opportunities.
8. provide financial support for the goals of the Council, as determined by the membership
9. assist parents in accessing the system and to facilitate advocacy for the school community.
10. advise and participate in the activities of the District Parent Advisory Council (DPAC), known as the Victoria Confederation of Parent Advisory Councils (VCPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC)

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Section III -INTERPRETATION OF TERMS

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

“district” means School District No. 61

“DPAC” or **“district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No.61. In Victoria, this is the Victoria Confederation of Parent Advisory Councils (VCPAC)

“PAC” or **“parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in Northridge Elementary School

“parent” is as defined in the [School Act](#) and means:

1. a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the [Family Law Act](#) that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
2. a person who usually has the care and control of the student or child;
3. and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled at Northridge Elementary School

“school” means any public elementary or secondary educational institution as defined in the *School Act* operating within School District No. 61

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BYLAWS

Section I - MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Northridge Elementary School are voting members of the Council.

Non-voting members

2. Administration and staff (teaching and non-teaching) of Northridge elementary school may be non-voting members of the council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. All members shall uphold the constitution and comply with these bylaws.

Section II -MEETINGS OF MEMBERS

General meetings

1. All meetings are open to all parents and staff.
2. Representation from the school administration shall be encouraged at meetings.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. General meetings will be held not less than eight times during the school year. One of those meetings being the annual general meeting.

Conduct

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community
6. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
7. If procedural problems arise on an issue not covered in these bylaws, Robert's rules of order shall be used to resolve the issue.

Notice of meetings

8. Members will be given reasonable notice of general meetings.
9. Executive meetings and committee meetings may be held any time deemed necessary. The purpose of these meetings is to implement decisions of the general meetings and plan for future meetings. These meetings do not require prior notice.
10. There shall be an annual general meeting for the purpose of election of officers held in June each year.

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Section III - PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be six voting members (the minimum number of voting members that can reasonably be expected to attend).
2. If at any time during a general meeting a quorum ceases to be present, business requiring a vote must be suspended until there is a quorum present.

Voting

3. Each voting member shall be entitled to one vote, regardless of the number of children in the school.
4. Any employee or elected official of School District 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to voting.
5. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
6. In the case of a tie vote, the motion is defeated.
7. Members must vote personally on all matters, voting by proxy shall not be permitted.
8. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
9. Secret ballots will be destroyed after the vote.

Section IV - EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the Chair, Vice-Chair, Secretary, Treasurer, and such other members of the Council as the membership decides.

Election of executive

3. The executive members shall be elected from the voting members at the annual general meeting held in June of each year.
4. The Executive committee shall call for nominations at least two times prior to the annual general meeting. This call may be made at a general meeting, by notice in the newsletter, via e-mail or in any manner that is accessible to all members.
5. Elections will be conducted by the Chair unless they are nominated for a position, in which case the membership will elect another member to conduct the elections.
6. Any employee or elected official of School District 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to accepting.

Term of office

7. The term of an executive position shall be one year and commence on July 1st following election at the AGM and shall end June 30th the following year.
8. No person may hold more than one elected executive position at any one time.

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9. No person may hold the same executive position for more than two consecutive years unless waived by the vote of 75% of members at the annual general meeting
10. No person may hold the same executive position consecutively for more than four years

Vacancy

11. In the event of a vacancy on the executive during the year, the membership at a general meeting shall elect a new executive member from among the voting members for the remainder of the term.

Removal of executive

12. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member (an eligible representative of a Council member) to complete the term.
13. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

14. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section V - EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chair. The purpose of these meetings is to implement decisions of the general meetings and plan for future meetings.
2. Meetings will be conducted efficiently and with fairness to the members present.
3. Executive meetings will be held not less than two times during the school year.

Notice

4. Executive members will be given reasonable notice of executive meetings and must include all members.

Section VI - REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Victoria Confederation of Parent Advisory Councils (VCPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. 61 or the Ministry of Education.
2. The election of the representative to the DPAC must be by secret ballot.
3. DPAC representatives will hold office for a term of one year.
4. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such an election must be by secret ballot.

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Committee Chairperson(s)

5. The membership or executive may elect or appoint a member as a Committee Chairperson. Any employee or elected official of School District 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to accepting.
6. The committee chairperson will report to the membership or executive as required.

External committees representative

7. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No.61 or the Ministry of Education to represent the Council on an external committee or to an external organization.
8. The representative will report to the membership or executive as required.

Section VII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.
3. All executive members and representatives are required to review the constitution and bylaws annually.

Privilege

4. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

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

Section VIII - DUTIES OF EXECUTIVES AND REPRESENTATIVES

The Chair will:

1. be the official spokesperson for the organization.
2. preside at all membership, special, and executive meetings.
3. ensure that an agenda is prepared and presented.
4. consult PAC members regularly.
5. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
6. ensure a summary of PAC activities is presented annually

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7. be a signing officer.
8. provide appropriate training and support to the incoming Chairperson to ensure they are prepared to take over the position.
9. take on additional duties as needed.

The Vice-chair will:

1. support the chair.
2. assume the duties of the chair in the chair's absence or upon request.
3. assist the Chair in the performance of their duties.
4. be a signing officer.
5. provide appropriate training and support to the incoming Vice Chair to ensure they are prepared to take over the position.
6. take on additional duties as needed.

The Secretary will:

1. take minutes at the monthly meetings and prepare them for distribution.
2. record and file minutes of all meetings
3. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
4. ensure safekeeping of all records of the Council.
5. be a signing officer.
6. provide appropriate training and support to the incoming Secretary to ensure they are prepared to take over the position.
7. take on additional duties as needed.

The Treasurer will:

1. be a signing officer.
2. ensure all funds of the Council are properly accounted for.
3. disburse funds as authorized by the membership or executive.
4. ensure that proper financial records and books of account are maintained.
5. report on all receipts and disbursements at general and executive meetings.
6. make financial records and books of account available to members upon request.
7. with the assistance of the executive, draft an annual budget.
8. ensure that other signing officers have access to the financial records and books of account in the treasurer's absence.
9. submit an annual financial statement at the annual general meeting.
10. provide appropriate training and support to the incoming Treasurer to ensure they are prepared to take over the position.
11. take on additional duties as needed.

The DPAC Representative will:

1. attend meetings of the Victoria Confederation of Parent Advisory Council (VCPAC) and represent, speak, and vote on behalf of the Council.
2. report regularly to the membership and executive on all matters relating to the DPAC.
3. seek and give input to the DPAC on behalf of the Council.
4. receive, circulate, and post DPAC newsletters, brochures, and announcements.

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5. receive and act on all other communications from the DPAC.
6. liaise with other parents and DPAC representatives.
7. provide appropriate training and support to the incoming DPAC Representative to ensure they are prepared to take over the position.
8. take on additional duties as needed.

Members-at-Large will:

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

Section IX - COMMITTEES AND COORDINATORS

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. Standing Committee Chairpersons shall be appointed annually during the annual general meeting.
3. Ad hoc committees can also be formed as needed.
4. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
5. Committees Chairpersons will report to the membership and executive as required.

Section X -FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st-June 30th

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

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

Annual budget

5. The executive will prepare a budget and present it to the membership for approval annually.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

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

Auditor

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

Section XI - CONSTITUTION AND BYLAWS AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

Section XII - PROPERTY IN DOCUMENTS

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

Section XIII - DISSOLUTION

DISSOLUTION:

1. In the event of dissolution on winding up of the council, and following payment of all outstanding debts and costs of dissolution or winding up, the assets and remaining funds of the council shall be distributed to another parent advisory council or councils in School District #61 (Victoria) having purposes and objectives similar to those of the council, and which meets all requirements of the British Columbia gaming commission, as the members of the council may determine at the time of the dissolution or winding up.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Northridge Elementary School.

Adopted by Northridge Parent Advisory Council at Victoria, British Columbia, on (date)

AMENDED this _____ day of _____, 2026

Robyn Heath – Chairperson

Kerry-Lynn Weatherhead – Vice Chair

Denise Baillet – Treasurer

Danielle Eeuwes – Secretary

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Code of Ethics

A parent who accepts a position as a PAC executive member, representative or committee member must:

1. uphold the Constitution and Bylaws
2. perform their duties with honesty and integrity.
3. work to ensure that the well-being of all students is the primary focus of all decisions.
4. respect the rights of all individuals.
5. take direction from the members, ensuring representation processes are in place and encourage and support parents and students with individual concerns to act on their own behalf and provide information on the processes for taking forward concerns.
6. works to ensure those issues are resolved through due process.
7. strive to be informed pertaining to their role and only pass on information that is reliable.
8. respect all confidential information.
9. support staff and consider their well-being when making decisions.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of _____ Northridge Parent Advisory Council 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 _____