

Forest Grove Parent **Advisory Council** Constitution and By-Laws

This Constitution was prepared in December 1991,
Amended June 1992
Amended January 1996,
Amended June 9, 1998,
Amended June 1, 2000,
Amended May 26, 2003
Amended February 22, 2021

In accordance with the guidelines set out in the
Provincial School Act, S.B.C. 1989, Chapter 61, Section 8(1).

Table of Contents

DEFINITIONS	4
CONSTITUTION	5
I - Name	5
II - Purpose	5
III - Objectives	5
BY-LAWS	6
I - Membership	6
Voting members	6
Non-voting members	6
Compliance with Bylaws	6
II - Meetings of Members	6
General Meetings	6
Extraordinary Meetings	6
Annual General Meeting	6
Procedure	7
Conduct	7
Notice of meeting	7
III - Proceedings at General Meetings	7
Quorum	7
Voting	7
IV - Executive	7
Role of executive	7
Executive defined	8
Eligibility	8
Election of executive	8
Terms of office	8
Vacancy	8
Removal of executive	8
Remuneration of executive	8
V - Executive Meetings	9
Meetings	9
Quorum	9
Notice	9
Voting	9
VI - District Parent Advisory Council, and External Committee representatives	9
District Parent Advisory Council representative	9
Election of SPC and DPAC Representatives	9

Terms of office	9
Vacancy	9
External committees	10
VII - Conduct of Executive and Representatives	10
Code of ethics	10
Representing the Council	10
Privilege	10
Disclosure of interest	10
VIII - Duties of Executive and Representatives	10
The Chairperson will	10
The Vice-Chairperson will	11
The Secretary will	11
The Treasurer will	11
The DPAC Representative will	11
Members-at-Large will	12
The immediate Past Chairperson will	12
IX - Committees	12
Standing committees	13
Nomination Committee	14
X - Financial Matters	14
Financial Year	14
Power to raise money	14
Bank Accounts	14
Signing authority	14
Annual budget	15
Non-budgeted expenditures	15
Treasurer's report	15
Auditor	15
XI - Constitution and Bylaw Amendments	15
XII - Property in Documents	15
XIII - Dissolution	16
Appendix A - Code of Ethics Agreement for Executive members and representatives	17
Appendix B - Administration of the Code of Ethics	18
Appendix C - Conflict of Interest and Perceived Bias	20
Appendix D: School Code of Conduct	23

DEFINITIONS

These definitions are for the purpose of clarity only.

“Board or District”	the Burnaby School District #41 Board of Trustees.
“Committee”	A group of volunteers of the Forest Grove PAC delegated to consider, investigate, take action and/or report upon some matter or business as described in the Constitution and By-Laws.
“Community organizations”	Groups that demonstrate an interest in education and are not already included in the scope of the council’s constitution and bylaws.
“DPAC” or “district parent advisory council”	The parent advisory councils organized according to the school act and operating as a district parent advisory council in school district no. 41.
“Executive”:	The officers of the PAC designated as follows: Chair, Vice Chair, Treasurer, Secretary, and Member at Large
“Notice”:	A written announcement distributed to each student to take home to parents of the students of the school and which is posted on the announcement board outside the main school office. Or a digital notice sent out via list-serv.
“Member(s)”:	All parent(s) or legal guardian(s) of any student(s) registered at Forest Grove Elementary school.
“PAC” or “Parent Advisory Council	The parents organized according to the School Act and operating as a parent advisory council in Forest Grove Elementary.
“Parent”	Is as defined in the School Act and means (a) The guardian of the person of the student or child, (b) The person legally entitled to custody of the student or child, or (c) The person who usually has the care and control of the student or child
“School”:	Forest Grove Elementary School, Burnaby, B.C.
“Student(s)”:	An individual(s) enrolled at Forest Grove Elementary School

CONSTITUTION

I - Name

The name of this Council is Forest Grove Parent Advisory Council (PAC) as per the BC School Act, Section 8.

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

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

II - Purpose

The purpose of the PAC is to promote and support the school through various committees and projects by working with the school administration and staff to maintain optimum school conditions and atmosphere. The PAC shall also encourage parents to participate in meaningful educational activities and decision-making to strengthen the role of families in education and schooling, and to foster meaningful parent participation.

III - Objectives

The objectives of the Council will be:

1. To promote the education and welfare of students in the school
2. To advise the school board, principal, and staff on any matters relating to the school, other than matters assigned to the school planning council.
3. To participate in the work of the school planning council through the Council's elected representatives
4. To promote the interests of public education and, in particular, the interests of Forest Grove Elementary.
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of District #41 DPAC and BCCPAC

BY-LAWS

I - Membership

Voting members

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

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Forest Grove Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered at Forest Grove Elementary 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. Every member will uphold the constitution and comply with these bylaws.

II - Meetings of Members

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

Extraordinary Meetings

3. Extraordinary General Meetings may be called by the executive with a minimum of seven (7) days written notice given to members.
4. If, for some reason, a situation necessitates an Extraordinary Meeting originating from other than the executive, there shall be a petition of intent signed by not less than fifty (50) members and this petition presented to the Executive at a General Meeting. Upon receipt of the petition, the executive shall call an extraordinary meeting within fourteen (14) days, allowing (7) days written notice to members.

Annual General Meeting

5. The Annual General Meeting shall be held in May. The following business will be transacted:
 - a. Reports of outgoing committee chairpersons
 - b. Reports of executive officers

- c. Constitutional revisions, if any
- d. Annual elections, and
- e. Any other business which needs to come before the meeting.

Procedure

6. Meetings shall be conducted according to Roberts' Rule of Order (most current edition), unless they are in conflict with the guidelines of this Constitution and By-Laws.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. 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.

Notice of meeting

9. Members will be given reasonable notice of general meetings.

III - Proceedings at General Meetings

Quorum

1. The total number of all voting members present at any duly called General meetings shall constitute a quorum.

Voting

2. 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).
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
4. Members must vote in person on all matters. Voting by proxy will not be permitted.
5. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, a secret ballot.
6. A vote will be taken to destroy the ballots after every election.

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 Chairperson, Vice-chairperson, Treasurer, Secretary, Member at Large, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees of elected officials of School District #41 of the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Each Executive officer, and Chairperson must resign after each year in office; however they may stand for re-election for an additional year.
6. Elections will be conducted by the chair of the Nominations Committee.

Vacancy

7. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

8. 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 an eligible member to complete the term.
9. 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 a meeting.

Remuneration of executive

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

Terms of office

10. The executive will hold office for a term of one year beginning immediately following the elections.
11. No persons may hold the same executive positions for more than four years.
- 12.

V - Executive Meetings

Meetings

1. Executive meetings will be held at the call of the Chairperson. At least one meeting will be held before each general meeting.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie, the chair does not have a second or casting vote and the motion is defeated.

VI - District Parent Advisory Council, and External Committee representatives

District Parent Advisory Council representative

1. One representative to the Burnaby DPAC may be elected annually from among the voting members who are not employees or elected officials of the School District #41 or the Ministry of education.

Election of DPAC Representatives

2. The election of representatives to the DPAC must be by secret ballot.

Terms of office

3. DPAC representatives will hold office for a term of one year.

Vacancy

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 election must be by secret ballot.

External committees

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District #41 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

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 (see Appendix A)
2. On election or appointment, every executive member and representative must review the school code of conduct (appendix D)

Representing the Council

3. Every executive member and representative must act solely in the interests of the parent membership council.

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 of 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.

VIII - Duties of Executive and Representatives

A. The Chairperson will

- a. Speak on behalf of the Council
- b. Consult with Council members
- c. Preside at membership and executive meetings

- d. Ensure that the agenda is prepared
- e. Appoint committees where authorized by the membership or executive
- f. Ensure that the Council is represented in school and district activities
- g. Ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. Be a signing officer
- i. Submit an annual report*

B. The Vice-Chairperson will

- a. Support the Chairperson
- b. Assume the duties of the Chairperson in the Chairperson's absence or upon request
- c. Assist the Chairperson in the performance of his or her duties
- d. Accept extra duties as required
- e. Be a signing officer
- f. Submit an annual report*

C. The Secretary will

- a. Ensure that members are notified of meetings
- b. Record and file minutes of all meetings
- c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. Prepare and maintain other documentation as requested by the membership or executive
- e. Issue and receive correspondence on behalf of the Council
- f. Ensure safekeeping of all records of the Council
- g. May be a signing officer
- h. Submit an annual report*

D. The Treasurer will

- a. Be a signing officer
- b. Ensure all funds of the Council are properly accounted for
- c. Disburse funds as authorized by the membership or executive
- d. Ensure that proper financial records and books of account are maintained
- e. Report on all receipts and disbursements at general and executive meetings
- f. Make financial records and books of account available to members upon request
- g. Have the financial records and books of account ready for inspection or audit annually
- h. With the assistance of the executive, draft an annual budget
- i. Ensure that another signing officer has access to the financial records and book of the account in the treasurer's absence
- j. Submit an annual financial statement at the annual general meeting

E. The DPAC Representative will

- a. Attend all meetings of Burnaby School District #41 and represent, speak, and vote on behalf of the Council
- b. Maintain current registration of the Council

- c. Report regularly to the membership and executive on all matters relating to the DPAC
- d. Seek and give input to the DPAC on behalf of the Council
- e. Receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. Receive and act on all other communications from the DPAC
- g. Liaise with other parents and DPAC representatives
- h. Submit an annual report*

F. Members-at-Large will

- a. Serve in a capacity to be determined by the Council at the time of election, and at other times as the council requires
- b. Submit an annual report*

G. The immediate Past Chairperson will

- a. Advise and support the membership and executive
- b. Provide information about resources, contacts, and other matters
- c. Submit an annual report*

*Annual reports are important because they

- Provide an opportunity to review personal and council goals and achievements
- Provide a record of actions taken
- Outline responsibilities for those considering running for an executive position

IX - Committees

1. The membership and executives may appoint committees to further the Council's purposes and carry on it's affairs.
2. Committee Chairpersons will be elected at the May General Meeting to coordinate and serve on the standing committees. The need for each committee will be reviewed annually. A record of all committee objectives and duties of members will be maintained and reviewed annually by the executive. When the need for a new committee of committees arise(s), the chairperson(s) will be elected at a General Meeting.
3. A nominating committee will be appointed annually before the annual general election
4. Special committees (including nominating committee) may be established by the executive or upon recommendation by the General Membership for a set purpose with one member acting as Committee Chairperson and reporting to the Executive. The Executive shall establish guidelines for the committees, with all committees being responsible to the Executive.
5. A Constitutional Review Committee shall be established no fewer than ninety days prior to the Annual General Meeting and shall be responsible for reviewing the constitution for recommendations to the Executive and approval at the Annual General Meeting. This committee shall consist of the Executive Members and any interest members of the PAC or school staff.
6. Committees may be co-chaired if agreed upon by the Executive. Committee meetings will be open to any member.

7. The duties of the Committee Chairperson shall be:
 - a. To assume responsibility for the work of the committee
 - b. To attend PAC meetings and other meetings necessitated by their position
 - c. To maintain communication with the Executive and the PAC regarding the functioning and effectiveness of their committee, including financial position and requests.
 - d. Upon consultation with the Executive, to communicate to parents any pertinent information (i.e. by means of newsletters, notices, and pamphlets).
 - e. To consult with and/or arrange with the Executive and the PAC regarding any monies required by the committee.
 - f. To maintain accurate and detailed records of their respective committees and to pass these records on to the new chairperson(s).
 - g. To make available at the Annual General Meeting detailed reports of their respective committee's annual activities.

Standing committees

8. The following are Standing Committees of the PAC; however, the Executive reserves the right to control the number and description of these committees:
 - a. Emergency
 - b. Non-event Fundraising
 - c. Hot lunch
 - d. Health and Safety
 - i. Parking & Traffic
 - ii. Lice checks
 - e. Seed to table program/ garden club
 - f. Grade 7 Grad
 - g. So fun
 - i. Welcome back coffee
 - ii. Monster Mash
 - iii. Winter movie night
 - iv. Caroling
 - v. Pancake breakfast
 - vi. Spring movie night
 - vii. Read-a-thon
 - viii. Sports day concession
 - h. Grants
 - i. Teacher Appreciation
 - j. Website /social media
 - k. Mandarin program

Nomination Committee

9. A Nomination Committee, of at least two members, will be formed sixty days prior to the Annual Elections each year or as required by the Executive. Elections shall be conducted by secret ballot.
10. The duties of The Nomination Chairperson shall be:
 - a. To ensure notice of impending elections be given to members not less than twenty-eight (28) days prior to the Annual Elections.
 - b. To encourage nomination and/or election of Executive, and Chairperson.
 - c. To compile and maintain a list of all nominees and assure their consent to serve in their respective nominated capacities. It is recommended that the nominee chairperson(s) be knowledgeable about the committee they are accepting nomination(s) for and/or have experience within the committee.
 - d. To ensure notice of nominees is given to members no less than seven (7) days prior to the Annual Elections.
 - e. To receive nominations for Executive, and Chairperson positions up to and during the Annual Elections until nominations are declared closed by the Nomination Chairperson.
 - f. To conduct elections for Executive, and Chairperson and positions at the May Annual General Meeting

X - Financial Matters

Financial Year

1. The financial year of the Council will be September 1 to August 31.

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 shall name five (5) signing officers for banking purposes; one of whom shall be the Chairperson, one of whom shall be the Treasurer, one of whom shall be the Principle, the other an administration or staff member. There shall be one Executive and one administration or staff signature on each cheque

Annual budget

5. A budget and tentative plan of expenditures shall be reviewed by the Executive and presented for approval at a General Meeting prior to the end of October each year.
6. Not fewer than five hundred dollars (\$500.00) shall be held over for the start up costs for the following year.

Non-budgeted expenditures

7. All monies spent above and beyond \$250.00 must be presented to and voted on by the Executive, and then approved at the General Meeting. Details of any expenditure less than \$250.00 shall be reported at the next General Meeting.

Treasurer's report

8. A treasurer's report will be presented at each general meeting and shall be published with the meeting minutes.

Auditor

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

*Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

XI - Constitution and Bylaw Amendments

1. The Constitution and By-Laws shall be examined annually by the Executive to ensure that they continue to meet the Associations needs. Any amendments deemed necessary and/or appropriate shall be proposed at the Annual General Meeting, or at a Special Meeting called for the purpose of making amendment(s), providing:
 - a. Seven (7) days written notice of the meeting has been given to members,
 - b. Notice of the meeting includes specific amendments proposed.
 - c. A two-thirds ($\frac{2}{3}$) majority vote of those voting members present at the meeting is obtained to amend the Constitution and By-Laws.

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 the property of the Council and shall be turned over to the

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

XIII - Dissolution

1. If for any reason the Council is to be dissolved, seven (7) days written notice of any meeting called for the purpose of dissolving the Council shall be given to the members. A motion to dissolve shall require a two-thirds ($\frac{2}{3}$) majority vote by those voting members present.
2. In accordance with the British Columbia Gaming Commission, in the event of dissolution of the Council, the disbursement of Gaming funds which remain after payment of all cost, charges and expenses which are properly incurred shall be distributed to such charitable organizations having a similar charitable purpose as determined by a majority vote of members of this meeting. This provision shall be unalterable.
3. In the event of dissolution of the Council, the disbursement of its remaining funds and assets, after satisfaction of its debts and liabilities, and disposition of all records, shall be decided upon by a majority vote of members at this meeting.

Adopted by Forest Grove Parent Advisory Council at Burnaby, British Columbia, on February 22, 2021.

Signature of Chairperson _____

Signature of one other executive member _____

Appendix A - Code of Ethics Agreement for Executive members and representatives

A parent who accepts a position as a Council Executive member, committee member, or representative

1. Upholds the constitution and bylaws, policies, procedures of the electing body
2. Performs his or her duties with honesty and integrity and in the interest of the Council
3. Works to ensure that the well-being of students is the primary focus on 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 Forest Grove Elementary Parent Advisory Council. I 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 _____

Email address _____

This document is copied from the Code of Ethics in the BC Confederation of Parent Advisory Councils Leadership Manual 2004

Appendix B - Administration of the Code of Ethics

Administration of the Code of Ethics

The following is a process for dealing with a concern that an executive member, committee member, or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect volunteers, executive members, and representatives from vexatious and mischievous complaints.

PROCESS

1. All complaints, verbal and written, will be received by the president. The president may appoint another executive member to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the president, the complainant will be directed to the vice-president. If the president and vice-president are involved, any executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive members in the process.

8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the council executive within 30 days of being notified of the decision.

Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC, local DPAC Advocacy Project, BCCPAC, or the BCCPAC Advocacy Project.

Appendix C - Conflict of Interest and Perceived Bias

Conflict of Interest and Perceived Bias

What is a Conflict of Interest?

If a parent or a member of the parent's immediate family could benefit financially from a decision of the PAC, DPAC, or school planning council that the parent can influence or vote on, the parent has a conflict of interest. This is true whether the parent is an executive member, committee member, or member at large.

What is Perceived Bias?

Perceived bias may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. For example, if a parent is an employee or elected official of the school district or Ministry of Education (or is married to one), others may question whether the parent is acting solely in the interests of the council.

Examples

Your council should consider the implications of choosing a parent for an executive, committee, or representative role who might have a conflict of interest or perceived bias. Here are two examples:

Example #1

A PAC directs its president to express concern to the principal or school district about bullying on the playground. The president is employed as a noon-hour supervisor. Discussing playground policy might require the president to disagree with her supervisor (the principal) or employer (the district), and might even put her in breach of her collective agreement. She might not be comfortable, or able, to represent the PAC's concerns in the way the parents expect. The president has a financial interest in protecting her job.

Example #2

The DPAC chooses a parent who is also a teacher to represent the DPAC on a district budget committee. Other members of the committee, as well as the broader community, may not feel confident that the parent is speaking solely in the interests of parents. This perception of bias may diminish what the parent has to say.

Check Your Bylaws

It is important to address these concerns before problems arise. Check your council's bylaws. Do they address the issues of *conflict of interest* and *perceived bias*? Consider adopting bylaws that

- prohibit parents from using their position on the council for personal gain
- prohibit any parent who is an employee or elected official of the school district or Ministry of Education from holding an executive position or representing the council on an external committee or organization
- clarify that any parent speaking for or representing the council must do so solely in the interests of the parent membership.

Encourage Full Disclosure

Even with carefully written bylaws, the issues of conflict of interest and perceived bias should be discussed openly.

Consider incorporating a requirement for full disclosure in your council's nomination procedure. Ask nominees or prospective volunteers to disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their executive, committee, or representative duties.

As part of your meeting procedure, consider adopting a policy or practice requiring parents to identify themselves by name, PAC (at a DPAC meeting), and any other role they hold in the education system before speaking on an issue.

A Cautionary Note

Just because a parent holds a position in the education system, or owns a business that supplies goods or services to the school or district, the parent is not precluded from participating fully as a council member. The parent can vote on issues that affect all parents in the same way, including elections in which they are a candidate, and can participate in all activities that do not involve decision-making.

When the parent has a financial interest not common to other members of the council, they should refrain from voting. When a parent may be seen to be biased, members should exercise caution in electing or appointing the parent to an executive, committee, or representative position.

Appendix D: School Code of Conduct

CODE OF CONDUCT

Burnaby School District's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.

It is the shared responsibility of students, staff, parents/guardians and the broader community, to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect

All members of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered to be:

- Interfering with the learning and working of others
- Bullying, harassing, intimidating, retaliating, discriminating or violent
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender and age.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

All members of the Burnaby School District community have the right to be treated fairly and consistently, and should know and understand this Code of Conduct.

Adopted Spring 2016

