

**École Hammond Bay School
Parent Advisory Council Society**

Constitution and Bylaws

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CONSTITUTION

SECTION I: NAME

The name of the association shall be the ÉCOLE HAMMOND BAY SCHOOL PARENT ADVISORY COUNCIL (P.A.C.).

The Council will operate as a non-profit origination with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II: PURPOSES OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in École Hammond Bay School.

1. To advise the principal and staff on parents' views on any matter relating to the school programs, policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize and assist with school community activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III: DISSOLUTION

1. In the event of dissolution or winding up the Council, and after payment of all 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 No.68 having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission, as members of the Council may determine at the time of dissolution or winding up and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No.68 in the person of the principal of the school.

SECTION IV: INTERPRETATION OF TERMS

Parents – the parent/parents or guardian of a child or children in School District No.68.

Parent Advisory Council – any organized group of parents recognized under the British Columbia School Act.

School – any public elementary or secondary educational institution within School District No.68.

District – School District No.68.

SD68 – School District No.68.

DPAC – the Nanaimo/Ladysmith District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 68, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

SECTION V: MEMBERSHIP

1. All parents and guardians of students registered at École Hammond Bay School are voting members of the Parent Advisory Council.
2. Administration staff (teaching and non-teaching) of École Hammond Bay School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.
5. Any voting member who is also an employee of the School Board or the Ministry of Education shall declare their employment status prior to participating in discussions or casting votes.

SECTION VI: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in June of each year.
3. General meetings shall be held not less than eight times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered by these bylaws, Robert's Rules of Order (edition no.10) shall be used to resolve the issue. A copy shall be kept in the school library.

6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Individual issues may be represented by the P.A.C. executive.

SECTION VII

A. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the Chairperson may cast the deciding vote, being the only vote the chairperson shall have.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. The election of representatives to the School Planning Council must be by secret ballot.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made during two weeks prior to the AGM.

3. In the event of a vacancy on the executive during the year, the executive may appoint a new officer who shall hold office until next election.
4. A Nominations Chairperson shall conduct elections or appoint an alternate.
5. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district or employees of the Ministry of Education. One of the representatives must be an elected officer of the Parent Advisory Council.

SECTION IX: TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past Chairperson shall hold that office for one year.
5. The term of office for School Planning Council representatives shall be one year.

SECTION X: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - A. Chairperson
 - B. Vice-Chairperson(s)
 - C. Treasurer
 - D. Secretary
 - E. District Parent Advisory Council Representative

- F. Fundraising Chair
- G. Two to four Members-At-Large
- H. Past Chairperson

SECTION XI: DUTIES OF OFFICERS

A. The Chairperson shall:

- a. Convene and preside at membership, special and executive meetings
- b. Ensure that an agenda is prepared and presented
- c. Know the constitution and bylaws and meeting rules
- d. Know where to find resources to assist members
- e. Appoint committees where authorized to do so by the executive or membership
- f. Consult PAC members regularly
- g. Ensure that the PAC is represented in school and school district activities
- h. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i. Be the official spokesperson for the organization
- j. Be a signing officer
- k. Usually submit a report at each meeting
- l. Submit an annual report

B. The Vice-Chairperson shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b. Assist the Chairperson in the performance of his/her duties
- c. Accept extra duties as required
- d. Be a signing officer

C. The Secretary shall:

- a. Ensure that members are notified of meetings
- b. Record the minutes of general, special and executive meetings.
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d. Issue and receive correspondence on behalf of the organization
- e. May be a signing officer
- f. Safely keep all records of the Council
- g. Ensure that all changes made to the constitution and bylaws are dated and initialled by the current Chairperson
- h. Financial records should be kept for seven years

D. The Treasurer shall:

- a. Be one of the signing officers of the executive
- b. Receive all funds for the Council
- c. Disburse funds authorized by the executive or members
- d. Maintain an accurate record of all expenditures of the Council
- e. Give a report of all receipts and expenditures at all general meetings.
- f. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by PAC
- g. Make books available for viewing by member upon request, when accompanied by the treasurer or a designated executive member
- h. Have the books ready for inspection or audit annually
- i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIC
- j. Ensure that another signing officer has access to the books in the event of his/her absence
- k. Submit an annual financial statement at the AGM of the Council

E. The DPAC/PAC Representative shall:

- a. Attend PAC and DPAC meetings
- b. Seek and give input on behalf of the PAC to the DPAC
- c. Report back to the PAC
- d. Submit an annual report to the PAC

F. The Fundraising Chairperson shall:

- a. Coordinate, appoint and oversee committees to execute fundraising projects
- b. Receive and review information sent to the Council regarding fundraising and present ideas for consideration
- c. Submit an annual report

G. Members at Large (Directors) shall:

- a. serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require.

H. The Past Chairperson shall:

- a. help smooth the transition between Chairpersons
- b. assist, advise and support the Council
- c. provide information about resources, contacts and other essential information to the Council.
- d. act as a consultant for the Chairperson
- e. chair the nominating committee

I. The School Planning Council (SPC)

representative(s) shall:

- a. Be one of the three elected SPC representatives
- b. Represent and speak on behalf of the PAC at SPC meeting
- c. Take direction from the general PAC membership
- d. Report back to the PAC at general meetings

SECTION XII: CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC).
2. Performs her/his duties with honesty and integrity and discretion.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on formation that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

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

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number: _____

Note: This page can be photocopied and used yearly for the new executive to
sign.

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the AGM. It is required every year and can consist of one person.
3. Committees are responsible to the Executive and members.
4. The PAC Executive may appoint members to committees annually.

SECTION XIV: FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the Executive and presented for approval before the current budget expires.
2. The Executive will present, for approval at a general meeting, all proposed expenditures above and beyond budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The Executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.

SECTION XV: CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only.

SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, by a majority of not less than 76% of the votes cast, remove an Executive member before the expiration of his or her term of office.
2. Written notice specifying the intention to make a motion to remove the Executive member shall be given to the members not less than 14 days before the meeting.

SECTION XVII: PROPERTY IN DOCUMENTS

All documents, record, minutes, correspondence or other papers kept by a member, Executive member or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the Chairperson when the member, Executive member or committee member ceases to perform the task to which the papers relate.

Adopted by École Hammond Bay School PAC at Nanaimo, British Columbia on _____, 20____.

Chairperson/Secretary