

 **HATZIC MIDDLE SCHOOL**

**PARENT ADVISORY COUNCIL**

**Constitution and Bylaws**

**TABLE OF CONTENTS**

CONSTITUTION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION I NAME

SECTION II PURPOSE OF THE PAC

SECTION III DISSOLUTION

SECTION IV INTERPRETATION OF TERMS

BYLAWS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION V MEMBERSHIP IN PAC

SECTION VI MEETINGS

SECTION VII QUORUM AND VOTING

SECTION VIII ELECTION OF EXECUTIVE OFFICERS & NON-EXECUTIVES

SECTION IX TERM OF OFFICE

SECTION X EXECUTIVE OFFICERS

SECTION XI DUTIES OF OFFICERS

SECTION XII CODE OF ETHICS

SECTION XIII COMMITTEES

SECTION XIV FINANCES

SECTION XV CONSTITUTION & BYLAW AMENDMENTS

**CONSTITUTION**

**SECTION I NAME**

a. The name of the association shall be “*Hatzic Middle School Parent Advisory Council*”, herein referred to

as PAC.

b. The PAC will operate as a non-profit organization with NO personal financial benefit.

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

**SECTION II PURPOSE OF THE PAC**

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of the

students of Hatzic Middle School.

a. To advise the principal and staff on the parent's views on any matter relating to school programs, policies,

plans &/or activities.

b. To communicate with parents and to promote co-operation between home and school in providing for the

education of children.

c. To assist parents in accessing the system and to provide advocacy support for individual children and their

parents.

d. To organize PAC activities and events.

e. To contribute to the effectiveness of the school by promoting the involvement of parents and other

 community members.

**SECTION III DISSOLUTION**

In the event of dissolution or winding-up of the PAC, and after payment of all debts and costs of dissolution or

winding-up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils

in School District No. 75 Mission, having purposes and objectives similar to those of the PAC and which meet all

requirements of the British Columbia Gaming commission, as the members of the PAC may determine at the time of dissolution or winding-up. The clause shall be unalterable.

In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 75 in the person of the principal of the school.

**SECTION IV INTERPRETATION OF TERMS**

**Parents:** The parent(s) or guardian of a child(ren) at Hatzic Middle School.

**PAC (Parent Advisory Council):** Any organized group of parents recognized under the British Columbia School Act.

**School:** Any public elementary, middle or secondary educational institution within School District No. 75 (Mission).

**District:** School District No. 75 (Mission).

**SD 75:** School District No. 75 (Mission).

**DPAC:** The Mission District Parent Advisory Council which is recognized by the Board of Trustees of School District No.

75 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 IN PAC**

a. All parents and guardians of students registered at Hatzic Middle School are voting members of the PAC.

b. Administration and staff (teaching and non-teaching) of Hatzic Middle School may be non-voting

members of the PAC.

c. 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 PAC.

d. At no time shall the PAC have more non-voting members than voting members.

**SECTION VI MEETINGS**

a. Meetings will be conducted efficiently and with fairness to the members present.

b. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each

year. In extenuating circumstances, by open vote of the members in attendance, the PAC may approve the

standing over of the election of some of these officers until a General Meeting in September.

c. General meetings shall be held no less than eight times per year, one being the AGM.

d. Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings

is to carry on business between general meetings.

e. Special meetings shall be convened by the chairperson within 15 days of a written request to do so by a

minimum of 10 percent of the PAC membership. The written request must be dated, signed by all 10

percent of members and state the purpose for which the meeting is requested. The meeting shall be

restricted to this purpose only. Executive officers are required to attend special meetings.

f. If procedural problems arise on any issue not covered in these bylaws*, Robert’s Rules of Order Newly*

*Revised, 1990 or later edition,* shall be used to resolve the issue.

g. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

**SECTION VII**

**A. QUORUM**

a. Five (5) voting members present at any duly called general meeting shall constitute a quorum.

b. A quorum of an Executive meeting shall be two Executive members.

**B. VOTING**

a. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority

vote (50% plus 1).

b. In the case of a time vote the motion is defeated.

c. Members must vote personally on all matters. Voting by proxy shall not be permitted.

d. 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.

**SECTION VIII ELECTION OF EXECUTIVE OFFICERS**

a. The executive officers shall be elected from the voting members at the AGM. No official of the

school district (elected official: i.e. School Trustee-amended Oct. 12, 2018)or Ministry of Education shall hold an executive position.

b. Call for nominations shall be made at two meetings before the AGM. *Nominations shall come from*

*membership.*

c. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer

(*an individual who has been nominated by a member)* who shall hold office until the next election.

d. The Nominations Committee Chairperson (President) shall conduct elections.

**SECTION IX TERMS OF OFFICE**

a. The term of office shall commence immediately following election at the AGM and shall be for two

years.

b. No person may hold any one position for more than two consecutive years.

c. The Past Chairperson, if still eligible as a PAC member, shall hold that office for one year.

d. If at any time a PAC executive position is unable to be filled, a current PAC executive officer may

 hold a second position with the PAC. (amended Sept. 16, 2016)

**SECTION X EXECUTIVE OFFICERS**

a. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past

President.

b. The Executive Officers may be as follows:

1. President or two (2) Co-Chairpersons

2. Vice-President(s)

3. Treasurer

4. Secretary

5. District Parent Advisory Council Representative (2)

6. Two or more Members-At-Large

7. Past President

**SECTION XI DUTIES OF OFFICERS**

**The President 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 purpose of the organization

i. Be the official spokesperson for the organization

j. Be a signing officer

k. Submit an annual report

**The Vice-President shall:**

a. Assume the responsibilities of the president in the president’s absence or upon request

b. Assist the president in the performance of his/her duties

c. Accept extra duties as required

d. Be a signing officer

e. Submit an annual report

**The Secretary shall:**

a. Ensure that members are notified of meetings

b. Record the minutes of the 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 PAC

g. Submit an annual report

**The Treasurer shall:**

a. Be one of the singing officers of the executive

b. Receive all funds for the PAC or authorize another signing officer to count money and deposit

 money into the PAC account at its financial institution (amended Apr. 11, 2017)

c. Disburse funds authorized by the executive or members

d. Maintain an accurate record of all expenditures of the PAC

e. Deposit all funds collected on behalf of the PAC in the account at a recognized financial institution

approved by the PAC or authorize another signing officer to count money and deposit money into the PAC account at its financial institution (amended Apr. 11, 2017)

f. Make books available for viewing by the members upon request

g. Have the books ready for inspection or audit annually

h. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV

i. Ensure that another signing officer has access to the books in the event of his/her absence

j. Submit an annual financial statement at the AGM of the PAC

**The DPAC 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

**Members at Large shall:**

1. Serve in a capacity to be determined by the PAC at the time of their election and at other times throughout their tenure as the need of the PAC requires

**Past President shall:**

a. Help smooth the transition between presidents

b. Assist, advise and support the PAC

c. Provide information about resources, contacts and other essential information to the PAC

d. Act as a consultant for the president

e. Chair the nomination committee

**Removal of an Executive Member:**

The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term of office and may elect a successor to complete the term.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the member not less than fourteen (14) days before the meeting.

All documents, records, 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 President when the member or committee member ceases to perform the task to which the papers relate.

**SECTION XII CODE OF ETHICS**

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

a. Upholds the constitution, bylaws, policies & procedures of the electing body (PAC).

b. Performs his/her duties with honesty and integrity.

c. Works to ensure that the well-being of students is the primary focus of all decisions.

d. Respects the rights of all individuals.

e. Takes direction from the members ensuring representation processes are in place.

f. Encourages and supports parents and students with individual concerns to act on their own behalf

and provides information on the process for taking forward concerns.

g. Works to ensure those issues are resolved through due process.

h. Strives to be informed and only passes on information that is reliable.

i. Respects all confidential information.

j. Supports public education.

**Statement of Understanding:**

I, the undersigned, in accepting the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the Hatzic

Middle School PAC Executive, have read, understood and agree 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION XIII COMMITTEES**

a. Standing committees shall be appointed annually at the AGM

b. Committees are responsible to the executive and members

c. The PAC executives may appoint members to committees annually

d. Shall keep the President informed and up to date of all committee activities

**SECTION XIV FINANCES**

a. A budget and tentative plan of expenditures will be drawn up by the executive before the start of

the school year.

b. The executive will present for approval at a general meeting all proposed expenditures above and

beyond the budget

c. All funds of the organization will be kept on deposit in a bank or financial institution registered

under the Bank Act.

1. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents
2. Financial year end will be July 31st. Therefore, the fiscal year end date used for Gaming Grant Application with by July 31st (added Apr. 11, 2017)
3. Expenditure of a non-cost recovery nature, not listed on the annual budget, in excess of $300.00, require the approval of a simple majority of the general membership (added Apr. 11, 2017)

**SECTION XV CONSTITUTION & BYLAW AMENDMENTS**

a. Except as provided in the constitution, the members may, by a majority of not less than 75% of the

votes, cast and amend the constitution and bylaws of the organization

b. 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 (14) days before the meeting.

c. The notice of the meeting shall include the proposed amendments.

d. A constitution or bylaw amendment shall be dated, signed and forwarded to the school board office for safekeeping only.

Adopted by HATZIC MIDDLE SCHOOL PAC at Mission, British Columbia on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

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President Secretary

Amended by HATZIC MIDDLE SCHOOL PAC at Mission, British Columbia on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

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President Secretary