

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

Table of Contents

CONSTITUTION

Section I	Name
Section II	Purposes
Section III	Dissolution
Section IV	Interpretation of Terms

BYLAWS

Section V	Membership in a PAC
Section VI	Meetings
Section VII	Quorum and Voting
Section VIII	Election of Executive Officers
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 and Bylaw Amendments
Section XVI	Removal of an Executive Officer
Section XVII	Property in Documents

CONSTITUTION

SECTION I NAME

The name of the Association shall be the Pacific Heights Elementary Parent Advisory Council (School District #36), hereinafter called the PAC.

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

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

SECTION II PURPOSES OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students in Pacific Heights Elementary 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 co-operation between the home and school in providing for the education of children.

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To advise the DPAC of members' views on district and provincial policies and to make recommendations where appropriate.

SECTION III DISSOLUTION

1. 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 Surrey School District No. 36, having purposes and objectives similar to those of the Pacific Heights 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. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of Surrey School District No. 36 in the person of the Secretary-Treasurer of the school district.

SECTION IV INTERPRETATION OF TERMS

Parents – parent/parents or guardian of a child or children in Surrey School District No. 36.

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

School – any public elementary or secondary education institution within Surrey School District No. 36.

District – Surrey School District No. 36

DPAC – the Surrey District Parent Advisory Council, which is recognized by the Board of Trustees of Surrey School District No. 36, 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.

School days – days in which school is “in session”, excluding breaks or unforeseeable interruptions of school being “in session”.

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

BYLAWS

SECTION V MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Pacific Heights Elementary School are voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of Pacific Heights Elementary School may be non-voting members of the PAC.
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 PAC.
4. At no time shall the PAC have more non-voting members than voting members.
5. Every member of the PAC shall uphold the constitution and comply with these bylaws.

SECTION VI MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present. Conduct of meetings will follow Robert's Rules of Order.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in September 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 any time 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 in these bylaws, Robert's Rules of Order shall be used to resolve the issue, unless they are in conflict with the guidelines in this constitution.
6. 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 QUORUM AND VOTING

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).

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

2. In the case of a tie vote, the motion is defeated.
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 where requested by two members present. A vote shall be taken to destroy the ballots after the election.
5. The election of School Planning Council representatives 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. In the event of a vacancy on the executive during the year, the executive shall appoint another eligible person who shall hold office until the next election.
3. The Past President shall conduct elections.
4. Three representatives to the School Planning Council shall be elected annually from voting members, and may not be employees of any BC school district. If none of the School Planning Council representatives are members of the PAC executive, then one SPC representative shall be elected as the SPC/PAC Representative.

SECTION IX TERM OF OFFICE

1. The term of office for all elected officers shall commence immediately following election at the Annual General Meeting and shall be for one year.
2. No person may hold any one position for more than two consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The past President shall hold that office for one year.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by the executive officers and the immediate Past President.
2. The Executive Officers may be as follows:
 - * President
 - * Vice-President
 - * Treasurer

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

- * Secretary
- * District Parent Advisory Council Representative
- * School Planning Council Representative
- * Past President

Note: Although there may be three School Planning Council Representatives elected; only one shall be an executive officer.

SECTION XI DUTIES OF OFFICERS

A. 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 purposes of the organization
- (i) be the official spokesperson for the organization, except as the executive decides from time to time
- (j) issue and receive correspondence on behalf of the organization
- (k) be a signing officer

B. 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

C. The Secretary shall:

- (a) ensure that members are notified of meetings
- (b) record the minutes of general, special and executive meetings and post the minutes for viewing by all members of the PAC within 14 school days of the meeting.
- (c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- (e) safely keep all records of the PAC
- (e) be a signing officer

In the absence of a Secretary from a meeting, the President shall appoint another person to act as Acting Secretary at the meeting.

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

D. The Treasurer shall:

- (a) be a signing officer
- (b) receive all funds for the PAC
- (c) disburse funds authorized by the executive or members
- (d) maintain an accurate record of all expenditures of the PAC
- (e) give a report of all receipts and expenditures at all general meetings
- (f) deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- (g) make books available for viewing by members upon request
- (h) have the books ready for inspection or audit annually
- (i) with the assistance of the executive, draft a budget and tentative plan of expenditure
- (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 Annual General Meeting of the PAC
- (l) submit application and conduct all business with the BC Gaming Commission regarding funds

E. 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

F. The School Planning Council Representative shall:

- (a) be one of three elected School Planning Council representatives
- (b) represent and speak on behalf of the PAC at SPC meetings
- (c) take direction from the general PAC membership
- (d) report back to the PAC at general meetings

G. The 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) conduct elections

SECTION X11 CODE OF ETHICS

On election or appointment to an executive position, a member shall sign a Statement of Understanding as set out below and agree to:

1. Uphold the constitution and bylaws, policies and procedures of the electing body
2. Perform his/her duties with honesty and integrity
3. Work to ensure that the well-being of 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

PACIFIC HEIGHTS ELEMENTARY PARENT ADVISORY COUNCIL

6. Encourage and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns
7. Work to ensure those issues are resolved through due process
8. Strive to be informed and only pass on information that is reliable.
9. Respect all confidential information
10. Support public education

Statement of understanding

I, the undersigned, in accepting the position of _____ on the Pacific Heights 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: _____ **Date:** _____

Signature: _____ **Phone number:** _____

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary
2. Committees are responsible to the executive and members
3. 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 the approval at a general meeting, all proposed expenditures above and beyond this 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.
7. The PAC President may spend up to a maximum of \$100 without prior approval by the PAC. However, any such expenditure shall be reported to the members at the next general meeting.
8. All expenditures shall be repaid within 7 school days of the receipt of the expenditure by the treasurer.

SECTION XV CONSTITUTION AND BYLAW AMENDMENTS

1. Except as provided in the constitution, a 75% majority of those voting members present at the meeting will be required to amend the constitution and bylaws of the PAC.

**PACIFIC HEIGHTS ELEMENTARY
PARENT ADVISORY COUNCIL**

2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments. Where the proposed amendments exceed one page they need not be given to every member but posted in a conspicuous place in the school.
4. A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only.
5. Any written notices required to be given by these bylaws shall be deemed to have been sufficiently given if handed to the students to take home.

SECTION XVI REMOVAL OF AN EXECUTIVE MEMBER

1. 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 a successor to complete the term.
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, 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 the property of the organization, and shall be turned over to the President when the member, executive member ceases to perform the task to which the papers relate.

Adopted by Pacific Heights Elementary PAC at Surrey, BC on _____

President

Secretary