

Constitution

Section I – NAME

The name of this Council is **Promontory Heights Elementary Community School Parent Advisory Council**.

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.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
 2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
 3. To advise the school board, principal, and staff on any matter relating to the school programs, policies, plans and activities.
 4. To participate in the work of the school planning council through the Council's elected representatives.
 5. To promote the interests of public education and, in particular, the interests of **Promontory Heights Elementary Community School**.
 6. To provide leadership in the school community.
 7. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
 8. To provide parent education and professional development, and a forum for discussion of educational issues.
 9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
 10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
 11. To organize and support activities for students and parents.
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12. To provide financial support for the goals of the Council, as determined by the membership.
13. To advise and participate in the activities of Chilliwack School District 33 District Parent Advisory Council, and the BC Confederation of Parent Advisory Councils

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 **Promontory Heights Elementary Community School Parent Advisory Council’s** constitution and bylaws

“district” means School District No. 33

“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. 33

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

“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

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 33

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

BYLAWS FOR PROMONTORY HEIGHTS ELEMENTARY COMMUNITY SCHOOL PAC

Table of Contents

Section I	Membership
Section II	Meetings of Members
Section III	Proceedings at General Meetings
Section IV	Executive
Section V	Executive Meetings
Section VI	District Parent Advisory Council, and External Committee Representatives
Section VII	Conduct of Executive and Representatives
Section VIII	Duties of Executive and Representatives
Section IX	Committees
Section X	Financial Matters
Section XI	Constitution and Bylaws Amendments
Section XII	Property in Documents
Section XIII	Dissolution

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in **Promontory Heights Elementary Community School** are voting members of the **Promontory Heights Elementary Community School Parent Advisory Council**.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of **Promontory Heights Elementary Community School** may be invited to become 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. Every member will uphold the constitution and comply with these bylaws.

NOTE: determine the voting/non-voting rights of school staff who also have children registered at the school they teach in. Possible wording could be “In the instance of a staff member also being a parent of a student registered at (name of your school), the status of parent shall prevail.”

Section II –MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings shall be held on a regular basis during the school year to conduct current business (July to September).
3. General meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting to be held in May.
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4. The Annual General Meeting shall be held each May and shall include:
 - Presentation of the minutes from the previous Annual General Meeting
 - Presentations from the reports from the executive and any committee chairs
 - Election of the new executive officers
 - Approval of financial statements and proposed budget
 - An audit or financial review report on the PAC finances
(this is particularly important if there is a change in Treasurer)

5. The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaison with parents.

Conduct

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.

7. 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 meetings

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

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for General Meetings and the AGM will be five voting members which must include three executive members.

 2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
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Voting

3. 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).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. 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.
7. A vote will be taken to destroy the ballots after every election.

Section IV -- EXECUTIVE**Role of executive**

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

Executive defined

2. The executive may be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, and such other members of the Council as the membership decides. In the event all positions cannot be filled, the minimum to be viable is three, Chairperson, Secretary and Treasurer.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
 5. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
 6. No two members of the same family may serve on the executive at the same time.
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Term of office

7. The executive will hold office for a term of one year beginning July 1st, in accordance with the fiscal year.
8. No person may hold the same executive position for more than four years.

NOTE: It is recommended a member only holds one executive position at one time.

Vacancy

9. 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

10. Executive members must make every effort to attend all meetings; if it is not possible they must notify the Chair or Vice-Chair in a timely manner. If an executive member is not or unable to perform their duties then they may be removed from their position before the expiration of their term.
11. 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.
12. 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

13. 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.
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Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings. An effort will be made to hold 4 executive meetings a year.

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 vote, the chair does not have a second or casting vote and the motion is defeated.
 6. Minutes will be maintained for all executive meetings.
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Section VI - DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the School District No. 33 District Parent Advisory Council may be elected annually from among the voting members who are not employees or elected officials of School District No. 33 or the Ministry of Education.

Election of DPAC representative

3. The election of the representative to the DPAC must be simple majority of votes cast.

Term of office

4. DPAC representative will hold office for a term of one year in accordance with the fiscal year.

Vacancy

5. 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 simple majority of votes cast.

External Committees

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 33 or the Ministry of Education to represent the Council on an external committee or to an external organization.

7. 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 membership and of the Council.

Privilege

3. 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

4. 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.

5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**A. The Chairperson will**

- (a) speak on behalf of the Council
 - (b) consult with Council members
 - (c) provide leadership
 - (d) preside at general and executive meetings
 - (e) ensure that an agenda is prepared and presented for all meetings
 - (f) be current on the Promontory Heights Elementary Community School PAC Constitution, Bylaws and Meeting rules
 - (g) read information sent to the PAC and distribute information to the members
 - (h) consult PAC members regularly and keep them informed
 - (i) prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and other digital media and post on school website and/or bulletin board
 - (j) appoint committees where authorized by the membership or executive
 - (k) ensure that the Council is represented in school and district activities
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- (l) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (m) be a signing officer for cheques and documents
- (n) submit an annual report
- (o) ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting
- (p) ensure a Nominations Committee is formed in March

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) know where to find resources to assist members
- (f) may be a signing officer for cheques and documents
- (g) ensure all relevant information regarding this position is passed on to the succeeding Vice-Chairperson by the June general meeting

C. The Secretary will

- (a) ensure that members are notified of meetings
 - (b) record and file minutes of all meetings (general, executive and AGM)
 - (c) compose and provide the minutes of all PAC meetings within two weeks
 - (d) record the attendance at all general and executive meetings
 - (e) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
 - (f) prepare and maintain other documentation as requested by the membership or executive
 - (g) issue and receive correspondence on behalf of the Council
 - (h) ensure safekeeping of all records of the Council
 - (i) may be a signing officer of cheques and documents
 - (j) ensure all relevant information regarding this position is passed on to the succeeding Secretary by the June general meeting
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D. The Treasurer will

- (a) be a signing officer of cheques and documents
- (b) ensure all funds of the Council are properly accounted for
- (c) deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- (d) disburse funds as authorized by the membership or executive
- (e) ensure that proper financial records and books of account are maintained
- (f) ensure all expenditures are authorized by motion or through the approved budget
- (g) report on all receipts and disbursements at general and executive meetings
- (h) make financial records and books of account available to members upon request
- (i) have the financial records and books of account ready for inspection or audit annually
- (j) with the assistance of the executive, draft an annual budget outlining the basic annual expenditures to be presented at the PAC Annual General Meeting
- (k) prepare an annual report for the PAC Annual General Meeting
- (l) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (m) ensure that all relevant information regarding this position is passed on to the succeeding Treasurer after completing the fiscal year end

E. The immediate Past Chairperson can

- (a) advise and support the membership and executive
- (b) serve as an advisor to the Chairperson
- (c) provide information about resources, contacts, and other matters
- (d) ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting
- (e) submit an annual report for the General Meeting

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
 2. 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.
 3. Committees will report to the membership and executive as required.
 4. A Nominating Committee will be appointed annually before the annual general meeting.
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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 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 before the current budget expires.

Non-budgeted expenditures

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

7. The executive may authorize general expenses up to \$200.00 without approval from the membership.

Treasurer's report

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

Auditor

9. Members at a general meeting may appoint an auditor.
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Section XI – CONSTITUTION AND BYLAW 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.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. A review of the Constitution and Bylaws shall take place every 3-5 years by a committee consisting of at least three members including one executive member.

Section XII – PROPERTY IN DOCUMENTS

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

A copy of the adopted Constitution and Bylaws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.

Any subsequent amendments to the Constitution and Bylaws must be forwarded to the Superintendent in the form of the amended and adopted document.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 33 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Promontory Heights Elementary Community School.

Adopted by Promontory Heights Elementary Community School PAC at Chilliwack, British Columbia, on _____.

Signatures of president and one other executive member

CODE OF ETHICS

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

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
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 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 _____ (Promontory Heights Elementary Community School PAC) 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 _____
