

*Adopted September
xx, 2011*

SD #23 Hudson Road Elementary Parent Advisory Council CONSTITUTION



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CONSTITUTION

SECTION I NAME

- The name of the Association shall be the School District #23 Hudson Road Elementary Parent Advisory Council (PAC).
- The Council shall operate as a non-profit organization with no personal financial benefit.
- The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II INTERPRETATION OF THE TERMS

- **Community Organizations** – groups that demonstrate an interest in education and are not already included in the scope of this constitution.
- **COPAC** – the Central Okanagan District Parent Advisory Council, which is recognized by the Board of Trustees of School District #23; the umbrella group of Parent Advisory Councils formed or to be formed in each school.
- **District** – School District #23 (Central Okanagan).
- **Parents** – the parent/parents or guardian of a child or children in School District #23.
- **Parent Advisory Council** – any organized group of parents recognized under the British Columbia School Act.
- **PAC Executive** – Elected members of the PAC who conduct day to day business in the interest of the PAC.
- **School** – any public elementary or secondary educational institution within School District #23 (Central Okanagan).
- **SD23** – School District #23 (Central Okanagan).

SECTION III PURPOSES OF THE PAC

Mission Statement: The SD#23 Hudson Road Elementary Parent Advisory Council is dedicated to the education and well-being of the children attending Hudson Road Elementary. The Council's primary mandate is to promote effective communication between parents, teachers and the school's administration. The Council encourages meaningful participation of parents in school-related activities.

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in Hudson Road Elementary School.

1. To advise the principal and staff of parents' views on any matter relating to school programs, policies, plans and activities.
2. To communicate with parents and to promote cooperation between home and school in providing for the education of children.

3. To assist parents in accessing the school information and programs and to provide advocacy support for children and their parents. The role of the PAC is to advise parents about how to present their concerns and to ensure that there is an appropriate procedure to hear about individual concerns or complaints at the school as well as at the District level.
4. To organize PAC activities and events. When organizing PAC activities the PAC has the right to make its own decisions, but it should consult with the school principal and staff to ensure that the activities truly support the mandate(s) of the school.
5. To contribute to the success of the school by promoting the involvement of parents and other community members.

BYLAWS

SECTION IV MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Hudson Road Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Hudson Road Elementary School may be non-voting members of the Council **unless he or she is a parent of a HRE student, in which case he or she will be considered a voting member.**
3. At no time shall the Council have more non-voting than voting members.
4. If a parent has a conflict of interest or bias with any business or event conducted by the PAC, he or she should abstain from influencing the outcome. The existence of a conflict of interest or bias will be determined by the PAC at a meeting and recorded in the minutes.

SECTION V MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order, **current** edition, shall be used to resolve the issue.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held at the last business meeting of the year (**May**).
4. General meetings shall be held not less than eight times per year, one of those to be the AGM, and **once** every month unless otherwise agreed upon by the PAC. The location of the meetings will be determined by the PAC Executive.
5. Executive meetings may be held anytime or place as deemed necessary. The purpose of Executive meetings is to carry on business between general meetings. The HRE PAC Executive has the right to make decisions by phone **or e-mail** based on the agreement of three Executive members.
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. PAC Executives should hear individual concerns

outside of meeting times. A parent with a concern should be assisted, as per Section III, Purposes of the PAC.

7. Each year, the PAC will need to identify:
 - a) Issues of concern to parents
 - b) Calendar of events
 - c) Areas of interest.
8. Agendas and meeting minutes shall be posted on the PAC website.
9. At each meeting, the principal of Hudson Road Elementary shall update the PAC on current school business.

SECTION VI QUORUM

The voting members, no less than four, at any duly called general meeting shall constitute a quorum.

SECTION VII 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, a motion is defeated.
3. Members must vote in person 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 elections.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected by the voting members at the Annual General Meeting. No **administrator** or elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting at minimum one general meeting prior to the Annual General Meeting.
3. In the event of a vacancy on the Executive during the year, the Executive shall appoint an interim officer (an individual who has been nominated by a PAC member) who shall hold office until a bi-election can be held.
4. The Executive shall conduct elections.

SECTION IX TERMS OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for two years, with the option of voluntary resignation at the end of 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 (with the exception of School Planning Council member)
4. The Past Chairperson shall hold that office for one year and be a non-voting member of the Executive.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers.
2. **The Executive Officers may be as follows:**
 - a) Chairperson
 - b) Vice-Chairperson
 - c) Treasurer
 - d) Secretary
 - e) School Planning Council Member (may be held in conjunction with another Executive position)
 - f) Members at large x 4

SECTION XI DUTIES OF OFFICERS

1. **The Chairperson shall:**
 - a) convene and preside at membership, special and Executive meetings,
 - b) ensure that an agenda is prepared and presented to the Principal prior to the meeting,
 - 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 aim to achieve the objectives and purposes of the organization,
 - i) be the official spokesperson for the organization,
 - j) be a signing officer,

2. **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,

3. **The Secretary shall:**
 - a) ensure that members are notified of meetings,
 - b) record the minutes of general **and** special 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) be a signing officer,
- f) safely keep all records of the Council,
- g) ensure that when changes are made to the Constitution and Bylaws, that the documents are dated, initialed, and are submitted to the School District 23 Board Office and COPAC for safekeeping,
- h) file meeting minutes and monthly financial statements and ensure they are kept for seven years,
- i) file other records as deemed appropriate for a future resource. Decisions on the retaining of other documents should be based on their value or precedent-setting nature.

4. 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 general meetings,
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC **within seven days**.
- g) make books available for viewing by members upon request,
- h) have the books ready for inspection or audit annually,
- i) draft a budget and tentative plan of expenditures as per Section XIV, with the assistance of the Executive
- j) ensure that another signing officer has access to the books in the event of his/her absence,
- k) and submit an annual financial statement at the Annual General Meeting of the Council.

The books remain the responsibility of the treasurer. Members may view them when accompanied by the treasurer or an Executive member.

5. Members at Large

- a) attend monthly PAC meetings
- b) assist PAC Executive in the performance of its duties
- c) accept extra duties as required
- d) provide updates on COPAC initiatives
- e) and liaison with hot lunch coordinator and provide monthly updates on the hot lunch program

SECTION XII CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC or COPAC).
2. Performs her/his duties with honesty and integrity.

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 necessary information for bringing concerns forward.
7. Works to ensure parents' concerns are resolved through due process.
8. Strives to be informed and takes care to pass on information.
9. Respects all confidential information.
10. Supports public education.

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the Executive and members.
4. The PAC Executive may appoint members to committees annually.
5. **All committees must submit a final report one month after an event or after dissolution**

Definitions:

- A standing committee is required for the duration of the school year (i.e. hot lunch committee)
- An ad hoc committee is developed for a specific purpose and is dissolved after submitting a final report.

SECTION XIV FINANCES

1. A budget and tentative plan of expenditures for each PAC-sanctioned event shall be presented to the PAC at least one general meeting prior to the event.
2. The Executive will present, for approval at a general meeting, all proposed expenditures above and beyond the 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 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 Executive (no less than four) has the right to approve expenditures up to and not exceeding \$300 without the vote of the membership but expenditures must be declared at the next PAC meeting.
8. PAC money (other than section XIV #7) can only be spent if authorized by a motion passed at a general meeting of the membership.
9. A budget can be developed for a given period of time stating expenses and voted on at a PAC meeting. Once the PAC approves the budget then the expenses as stated in the budget can be made without further PAC approval. The budget cannot extend for more than one school year.

SECTION XV DISSOLUTION

1. In the event of dissolution, any remaining funds shall be distributed as follows:
 - a. Pay all outstanding debts.
 - b. Pay all dissolution costs.
 - c. Pay remaining funds to Hudson Road Elementary School. In the event that the school is closed, the PAC shall provide the funds to another School District 23 West Kelowna school, having purposes and objectives similar to those of the Council, 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 #23.

SECTION XVI 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. The notice of the meeting shall include the proposed amendments.
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School District 23 board Office and COPAC for safekeeping.

SECTION XVII REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, given 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 XVIII PROPERTY AND DOCUMENTS

All documents, records, minutes, correspondence or other papers, and property 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 HUDSON ROAD ELEMENTARY PARENT ADVISORY COUNCIL at Hudson Road Elementary School, British Columbia, on _____, 20____.

Chairperson/Secretary_____ / _____.

Note: This page to be photocopied and signed by PAC members holding a PAC Executive position

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Hudson Road Elementary Parent Advisory Council 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: _____