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CONSTITUTION

SECTION I NAME

1. The name of the association shall be the HILLSIDE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL.
2. The PAC will operate as a non-profit organization with no personal financial benefit.
3. The business of the PAC shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSES OF THE PAC

1. The purpose of the PAC is to support, encourage and improve the quality of education and the well being of students in Hillside Elementary School.
2. To advise the principal and staff on parents' views on any matter relating to school programs, policies, plans and activities.
3. To communicate with parents and to promote co-operation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III DISSOLUTION

Upon winding up or dissolution of the Hillside Elementary School Parent Advisory Council the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

SECTION IV INTERPRETATION OF TERMS

Parents – the parent/parents or guardian of a child or children in School District No. 75

(PAC) 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. 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 A PAC

1. All parents and guardians of students registered at Hillside Elementary School are voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of Hillside Elementary School may be non-voting members of the PAC.
3. PAC members who are also school board or Ministry of Education employees may be non-voting members of the PAC.
4. 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.
5. At no time shall the PAC have more non-voting than voting members.

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 MAY 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 in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
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

A. QUORUM

- 5 (five) 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 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. A vote shall be taken to destroy the ballots after the election.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the AGM. No employee 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 two meetings before the AGM. *Nominations shall come from membership.*
3. 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.
4. The Nominations Committee Chairperson (President) shall conduct elections.

SECTION IX TERM OF OFFICE

The term of office shall commence July 1 until June 30, for one year.

SECTION X EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past President.
2. The Executive Officers may be as follows:
 - A. President
 - B. Vice-President(s)
 - C. Treasurer
 - D. Secretary
 - E. District Parent Advisory Council Representative (2)
 - F. Two or more Members-At-Large
 - G. 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 purposes 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 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 signing officers of the executive
- 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 expenditures as per Section XIV
- 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 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:

- a) 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 needs of the PAC require

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) chair the nomination committee

SECTION XII CODE OF ETHICS

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

1. Upholds the constitution, bylaws, policies and procedures of the electing body (PAC)
2. Performs his/her 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 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 information 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 Hillside PAC 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: _____

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.
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 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 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 or 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 (14) 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 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 fourteen (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 property of the organization and shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Hillside Elementary PAC at Mission, British Columbia, on _____

President

Secretary