



HERITAGE PARK MIDDLE SCHOOL PARENT ADVISORY COUNCIL

Constitution and Bylaws

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CONSTITUTION

SECTION I NAME

1. The name of the Association shall be the HERITAGE PARK MIDDLE SCHOOL PARENT ADVISORY COUNCIL, herein referred to as PAC.
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

The purpose of the PAC is to support, encourage and improve the quality of education and the wellbeing of students in Heritage Park Middle School.

1. To advise the principal and staff of parent's views on any matter relating to the school -- programs, policies, plans, and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To organize PAC activities and events
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

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 School District No. 75 (Mission) having purposes and objectives similar to those of the PAC, and which will meet all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of the 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 the School District No. 75 (Mission) in the person of the principal of the school.

SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child or children in School District No. 75 (Mission).

Parent Advisory Council (PAC) - 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).

School District - School District No. 75 (Mission).

SD75 - 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 (Mission) 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 Heritage Park Middle School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Heritage Park Middle School, who are not parents of students currently enrolled in the school, may be non-voting members of this council.
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.

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 September of Each Year.
3. General Meetings shall be held not less than 8 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 Newly Revised, 2011 or later Edition* shall be used to resolve this 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 QUORUM AND VOTING

QUORUM

1. Five (5) voting members present at any duly called general meetings shall constitute a quorum.
2. A quorum of an Executive meeting shall be two Executive members.

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 Annual General Meeting. No elected official of the school district of Ministry of Education shall hold an executive position.
2. Call for nominations shall be made prior to & at the Annual General Meeting.
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 PAC) who shall hold office until the next election.
4. The Existing Chairperson, or previous executive member shall conduct the election. If no previous executive member exists, a meeting facilitator shall be volunteered or nominated on AGM date.

SECTION IX TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than two consecutive years. Only exception is if position is unable to be filled and members do not want 2 positions.
3. If any time PAC executive position is unable to be filled, a current PAC executive officer may hold a second position with the PAC.
4. The Past Chairperson, if still eligible as a PAC member, shall hold that office 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 Chairperson.
2. The Executive Officers may be as follows:
 - a. Chairperson or two Co-Chairpersons
 - b. Vice-Chairperson(s)
 - c. Secretary
 - d. Treasurer
 - e. Two District Parent Advisory Council Representatives
 - f. Two or more Members-At-Large (Directors)
 - g. Past Chairperson

SECTION XI DUTIES OF OFFICERS

1. **The Chairperson or co-Chairpersons 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) May issues and receive correspondence on behalf of the organization
- l) Submit and annual report

1) The Vice-Chairperson shall:

- a) Assume the responsibilities of the Chairperson &/or Co-Chairpersons in their absence or upon request.
- b) Assist the Chairperson &/or Co-Chairpersons in the performance of **their** duties
- c) Accept extra duties as required
- d) Be a signing officer
- e) Submit an annual report

2) 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) Safely keep all records of the PAC
- f) May be a signing officer
- g) Submit an annual report

3) 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 expenditures as per Section XV
- j) Ensure that another signing officer has access to the books in the event of their absence
- k) Submit an annual financial statement at the Annual General Meeting of the PAC

4) The DPAC Representatives 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

5) Members-At-Large (Directors) 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.

6) The Past Chairperson shall:

- a) Help smooth the transition between Chairpersons
- b) Assist, advise, and support the PAC

- c) Provide information about resources, contacts, and other essential information to THE PAC act as a consultant for the Chairperson
- d) Chair the nomination committee

SECTION X REMOVAL OF AN EXECUTIVE OFFICER

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.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than fourteen 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 Chairperson or Co-Chairpersons when the member, executive member, or committee member ceases to perform the task to which the papers relate

SECTION XIII COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary
2. A Nominating Committee may 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
5. Shall keep the Chairperson(s) informed and up to date of all committee activities

SECTION XIV CODE OF ETHICS

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC)
2. Performs their 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. Strives to be informed and only passes on information that is reliable
8. Respects all confidential information
9. Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Heritage Park Middle School 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: _____

Note: This page could be photocopied and used yearly for the new executive to sign.

SECTION XV FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval at the Annual General Meeting
2. The executive will present, for approval at the 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
7. The Fiscal Year will be September 1st to August 31st

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 (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.

Adopted by Heritage Park Middle School PAC at Mission, British Columbia on:

_____, 20____.

Chairperson or Co-Chairpersons

Secretary

Changes must be integrated into the constitution.

Amended by Heritage Park Middle School PAC at Mission, British Columbia on

_____, 20____.

Chairperson or Co-Chairpersons

Secretary

Changes must be integrated into the constitution.