

**PEBBLE HILL PARENT ADVISORY COUNCIL
CONSTITUTION & BYLAWS**

CONSTITUTION

1. NAME

1.1 The name of the organization is the Pebble Hill Advisory Council.

2. MISSION STATEMENT

2.1 The Pebble Hill Advisory Council ("PAC") is dedicated to the education and well-being of the child. The PAC's primary mandate is to provide cooperation and effective communication between home and school. The PAC shall foster meaningful participation, strengthen the role of the families in education and participate in meaningful educational activities and decision-making.

2.2 The PAC is not for profit organization. All activities of the PAC shall be carried on without gain or advantage conferred on any member or related party. Any profits or donations of any kind shall be used solely to promote the PAC's objectives.

3. PURPOSE

The purposes of the PAC are:

3.1 To carry on activities to promote and enhance meaningful parent participation in an advisory role with the school, school district and province by:

3.1.1 Providing information to enable and enhance the member's participation and decision making in education

3.1.2 Promoting effective communication and consultation between parents, students and school administration and staff

3.1.3 Providing other relevant information to members

3.1.4 Reviewing, discussing and recommending to school staff and administration on:

- Parent/community education
- School policy and procedures
- Programs and services
- Learning resources

3.2 To advance the education and well-being of children at Pebble Hill School and the surrounding community of South Delta by:

3.2.1 Exercising leadership in developing and expressing collective parental views, as identified by the PAC.

3.2.2 Informing and educating parents, children and the public on key issues affecting children, schools and education.

3.2.3 Promoting excellence and equal opportunity in public education.

3.2.4 Fostering cooperation and understanding between parents and educators in the education and guidance of children and youth.

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- 3.2.5 To liaise with local and community organizations representing students, parents, teachers, school staff, principals, administrators and school trustees.
- 3.3 To act as an advocate for parents in educating, informing and advising parents on proper procedures to address grievances and concerns with school administration and staff, school trustees and the Ministry of Education.
- 3.4 To organize, support and initiate school activities and events by:
 - 3.4.1 Providing a coordinating body to organize parent volunteers
 - 3.4.2 Maintaining a current list of parent and community resources and volunteers
 - 3.4.3 Working cooperatively with school administration and staff
- 3.5 To support the PAC sponsored playground by:
 - 3.5.1 On-going examination and review of the physical structure for defects, weaknesses, and areas for improvement and making recommendations for repair and enhancements.

4. MEMBERSHIP

- 4.1 All parents and legal guardians of students registered at Pebble Hill Elementary School shall be voting members of the PAC.

5. POLICY OF NON-DISCRIMINATION

- 5.1 Membership and activities of the PAC shall be free of commercial, partisan, sectarian, racial and gender bias.

6. DISSOLUTION

- 6.1 In the event of wind-up or dissolution of the PAC and following payment of all outstanding debts, the PAC shall transfer all of its remaining property and assets to a charitable institution having similar objects and purposes which will be decided by a majority of the members at the final general meeting, or if this cannot be done, to another charitable institution recognized by Revenue Canada as qualified under provisions of the Income Tax Act of Canada.
- 6.2 All the records of the PAC shall be placed under the jurisdiction of the Delta School District or the principal of Pebble Hill School as determined by the members at the final meeting.

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BYLAWS

1. MEMBERSHIP

- 1.1 All parents and legal guardians of students registered at Pebble Hill Elementary School shall be members of the PAC and have the right to vote.

2. MEMBERSHIP RIGHTS AND OBLIGATIONS

- 2.1 Any member shall have the right to any and all information pertaining to the PAC business, subject to the provisions of the "Code of Conduct".
- 2.2 Any member has the right to express concerns with regard to PAC business, at a General Membership meeting and have those concerns placed on the agenda.
- 2.3 It is the member's right to attend any and all duly constituted PAC meetings.

3. EXECUTIVE

- 3.1 The PAC shall have an Executive up to seven (7) positions consisting of:
- Past Chair
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Fundraising Chair
 - District Representative
- 3.2 The Membership shall elect the Executive from the voting members at the AGM. Each Executive position is for a one (1) year term. No member shall hold more than one (1) Executive position per term. Any member can hold the same Executive position for no more than three (3) consecutive one (1) year terms, unless no other volunteer has come forward to fill the position in question. The Chair position may only be held by the same person for three (3) consecutive one (1) year terms.
- 3.3 It shall be the responsibility of the Executive to achieve the objectives and purposes of the Membership without contravening the Constitution and Bylaws.
- 3.4 The Executive is empowered to spend up to one hundred dollars (\$100.00) CDN dollars, per Executive meeting, without Membership approval, provided that it is passed by a two-thirds (2/3) majority vote of the Executive members present.
- 3.5 Any Executive member, who is approached by a parent with a concern relating to an individual or individuals, is in a position of privilege and must treat any such discussion with discretion, protecting the confidentiality of the member involved (see Code of Conduct); and further, such concern shall be brought to the Executive for resolution.

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- 3.6 If there is a vacancy in the Executive, for any reason, the Executive shall appoint a voting Member to fill the position. The Membership must approve the appointment at the earliest possible General Membership meeting. It is imperative that the Executive function with a full slate and time will be of the essence. The appointed Executive member shall have the same rights and duties as those elected Executive members and the term will end at the next AGM.
- 3.7 The members may, by special resolution, remove an Executive member before the expiration of his/her term of office on the following grounds:
- 3.7.1 The member ceases to be a member of the PAC
 - 3.7.2 The member is convicted of a criminal offense
 - 3.7.3 The member fails to observe the Constitution and Bylaws, purposes or policies of the PAC
 - 3.7.4 The member breaches the Code of Conduct

4. DUTIES OF EXECUTIVE

Executive duties will be determined by Membership needs and will include but not limited to:

4.1 Past Chair

- 4.1.1 Facilitate a smooth transition for the newly elected Chair
- 4.1.2 Act as a continuing consultant for the Chair to provide consistency from term to term
- 4.1.3 Chair the Nominating Committee
- 4.1.4 Ensure that each newly elected member receives a copy of the current Constitution and Bylaws
- 4.1.5 Make recommendations for any amendments to the Constitution & Bylaws
- 4.1.6 Attend as many Executive, General, Special and Annual General Meetings (AGM's) as possible

4.2 Chair

- 4.2.1 Convene and preside at all General Membership, Special and Executive meetings
- 4.2.2 Take such actions, together with the Executive, to ensure that the objectives and purposes of the PAC are achieved without contravening the Constitution & Bylaws
- 4.2.3 Appoint committees as required, with Membership approval
- 4.2.4 Be a member of every committee, though not required to attend meetings
- 4.2.5 In conjunction with the Treasurer and Fundraiser, prior to the AGM draw up a proposed budget for the ensuing year
- 4.2.6 Be one of the three (3) signing officers of the Executive
- 4.2.7 Act as a liaison between the Principal and PAC
- 4.2.8 Be the official representative of the PAC
- 4.2.9 Act as the Editor of the newsletter
- 4.2.10 Attend all Executive, General, Special and AGM meetings

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4.3 Vice-Chair

- 4.3.1 Assume the responsibility of the Chair in the Chair's absence
- 4.3.2 Responsible for ensuring a bi-monthly PAC newsletter is produced, published and distributed
- 4.3.3 Provide guest speakers as required by the Membership
- 4.3.4 Maintain an up-to-date list of volunteers in order to staff the standing committees at the AGM meeting
- 4.3.5 Ensure that all preparations are made for any and all meetings
- 4.3.6 Attend all Executive, General, Special and AGM meetings

4.4 Treasurer

- 4.4.1 Responsible for compiling and recording the transactions and financial activities of the PAC using the systems, procedures and standards outlined in the Policy and Procedures Manual.
- 4.4.2 In conjunction with the Chair and Fundraiser prepare a proposed budget for the ensuing year
- 4.4.3 Present the proposed budget at the AGM meeting for Membership approval
- 4.4.4 Prepare and present an annual financial statement at the AGM covering the financial period from July 1 to June 30
- 4.4.5 Prepare and present a monthly financial statement at each General Membership meeting
- 4.4.6 Prepare monthly bank reconciliation for presentation at the Executive meetings
- 4.4.7 Be one of the three (3) signing officers of the PAC
- 4.4.8 Attend all Executive, General, Special and AGM meetings
- 4.4.9 Apply for B.C. Govt Gaming Grant annually

4.5 Secretary

- 4.5.1 Ensure that an agenda is prepared, posted and presented seven (7) days prior to all General Membership and Special meetings
- 4.5.2 Record, produce and distribute the minutes of General Membership, Specials, AGM and Executive meetings. Such minutes to be distributed to the Executive and posted on the PAC bulletin board within seven (7) days of the meeting
- 4.5.3 Receive and issue correspondence on behalf of the PAC
- 4.5.4 Hold all official PAC records
- 4.5.5 Inform members of all meetings using the newsletter or other written means
- 4.5.6 Record the members present and motions as they are presented and passed at any meeting
- 4.5.7 Be one of the three (3) signing officers of the PAC
- 4.5.8 Ensure that a copy of the PAC Constitution and Bylaws are available to all members
- 4.5.9 Attend all Executive, General, Special and AGM meetings

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4.5.10 Prepare and maintain other documentation as requested by the Membership or Executive

4.6 Fundraising Chair

4.6.1 Responsible for all fundraising activities to meet budget requirements

4.6.2 At all Executive meetings, represent any committees that raise funds

4.6.3 In conjunction with the Treasurer and Chair prepare a proposed budget for the ensuing year

4.6.4 Follow any systems and procedures for managing, collecting, recording and safeguarding any funds raised by any committee

4.6.5 Responsible for staffing all fundraising committees in conjunction with the Vice-Chair

4.6.6 Attend all Executive, General, Special and AGM meetings

4.6.7 Prepare and present for Membership approval a fundraising agenda for the year

4.7 District Representative

4.7.1 Act as a liaison between the District Parent Advisory Council (DPAC) and the Membership by attending all DPAC and PAC meetings

4.7.2 Provide the Membership with a full written report on any and all DPAC business which pertains to the Membership

4.7.3 Act as advocate for the Membership with the DPAC and the British Columbia Confederation of Parent Advisory Councils (BCCPAC)

5. EXECUTIVE MEETINGS

5.1 Meetings shall be held at least 4 times per year. The Executive shall set the time and location.

5.2 The Chairperson may call extraordinary Executive meetings.

5.3 Quorum for any Executive meeting shall be four (4) Executive members.

6. COMMITTEES

6.1 The Executive and/or Membership may appoint committees to further the PAC's purposes and carry on its affairs. Some examples of committees may be but not limited to: Hot Lunch, Emergency Preparedness, Nominating, Social, Newsletter.

6.2 The tasks of each committee will be specified by the Executive and/or the Membership at the time the committee is established. Committees are responsible to the Executive and Membership as required.

6.3 Orientation of the newly appointed committee will be the responsibility of the outgoing committee members.

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- 6.4 Committee members must observe the Constitution and Bylaws. Failure to do so will result in termination of the members position on the committee.

7. MEETINGS

- 7.1 A General Membership meeting shall be called at least four (4) times per Executive term. The members must be given at least seven (7) days notice of the meeting.
- 7.2 An Annual General Meeting (AGM) shall be in May of each year.
- 7.3 The Secretary shall prepare and post a working agenda seven (7) days prior to each general membership meeting. Any member with a PAC concern may contact the Secretary and have the concern placed on the agenda.
- 7.4 All General Membership meetings shall be chaired by the Chairperson, or in their absence, the Vice-Chair. If the Chair or Vice-Chair is not present within fifteen (15) minutes after the appointed meeting time, then the members present shall choose a chair from one of the Executive members present. If quorum of Executive members is not present, then no business can take place and the meeting is dissolved.
- 7.5 The Secretary must ensure that a quorum of four (4) Executive members are present before business shall be transacted.
- 7.6 All business, in order to be binding:
- A motion shall be brought forward by a member
 - A second member shall support by seconding the motion
 - Reasonable discussion shall take place on the motion
 - The questions shall be called to put the motion to a vote
 - No further discussion is allowed on the motion once the question has been called
 - A show of hands and secret ballot must achieve a majority (50% +1) for the motion to be passed
- 7.7 Meetings shall be conducted efficiently and with fairness to all members present.
- 7.8 All General Membership meetings should be adjourned by a motion put forward by the Chair and passed by a simple majority of the Membership present.
- 7.9 The Executive with a minimum of seven (7) days written notice may call Extraordinary General Membership meetings. Notice shall include reasons why the Extraordinary meeting has been called. The Secretary is not required to post an agenda. All business conducted at the meeting is considered binding and must be conducted according to the provisions set out in the Bylaws.
- 7.10 In the event that a member or members have a concern that is not being

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addressed at a General Membership meeting, they have the right to petition the Executive to call an Extraordinary meeting to deal with the specific concern. The petition must be signed by not less than ten (10) members. The Executive must call this Extraordinary meeting within seven (7) days. Should the Executive fail to comply, it is the Members right to call this Extraordinary Meeting to deal with the specific concern. The General Membership must be given seven (7) days written notice which will identify the members concern and the reasons for the meeting. The members present shall by a show of hands appoint one of their own to Chair the meeting and another to act as Secretary who shall record any and all business.

- 7.11 All Administration and Teachers are welcomed and encouraged to attend the General Membership meetings as guests without voting privileges and do not count towards quorum, unless they are members as described in Bylaw 1.1.

8. VOTING PROCEDURES

- 8.1 Every present member is entitled to one vote.
- 8.2 Unless otherwise provided, questions arising at any meeting shall be decided upon by motion with a simple majority vote (50% +1).
- 8.3 In the case of a tie vote, the motion will be lost.
- 8.4 Voting shall be done by a show of hands with the exception of the election of officers which shall be done by secret ballot.
- 8.5 Any member may request a written vote. Such request must be approved by a majority of the members present.

9. ELECTION PROCEDURES

- 9.1 The Executive for the PAC shall be elected from the voting members at the AGM. A Nomination Committee will be formed prior to the vote and election will be done by secret ballot.
- 9.2 Elections shall be conducted by the Nominating Committee.
- 9.3 In the event that there is only one (1) member nominated for an Executive position, the member shall be acclaimed by a vote. Should two (2) or more members be nominated for an Executive position, an election shall take place.
- 9.4 Voting shall be done by secret ballot and counted by the Nominating Committee. A majority of votes cast will determine the outcome.
- 9.5 A vote shall be taken to destroy the ballots.

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10. FINANCES

- 10.1 The fiscal year of the PAC shall cover the period July 1 to June 30. A fiscal year-end report shall be prepared and presented by the Treasurer at the AGM.
- 10.2 A proposed budget shall be prepared by the Chair, Fundraising Chair and Treasurer and presented by the Treasurer at the AGM.
- 10.3 A monthly financial report shall be prepared and presented by the Treasurer at every General Membership meeting.
- 10.4 All PAC funds, with the exception of a petty cash float not exceeding fifty (\$50) dollars, shall be on deposit' at a Bank or Credit Union where such deposit is covered by Canadian Depositors Insurance.
- 10.5 The PAC shall have three (3) signing officers; the Chair, Treasurer and Secretary. All banking and legal documents must be signed by any two (2) of the above.
- 10.6 All financial expenditures in excess of one hundred (\$100.00) dollars must be approved by the Membership. The Executive may spend up to one hundred (\$100.00) dollars, per Executive meeting, without General Membership approval.
- 10.7 A member shall be reimbursed for all pre-approved expenses necessary and reasonably incurred by them while engaged in PAC business.
- 10.8 An independent auditor may be appointed to review PAC records as determined by the members.

11. RECORDS

- 11.1 PAC records shall include, but not be restricted to:
 - 11.1.1 Minutes of all meetings, which shall include a record of all motions passed, and all financial documents presented
 - 11.1.2 DPAC and BCCPAC information
 - 11.1.3 PAC newsletters
 - 11.1.4 Financial records of prior years
 - 11.1.5 Any other materials of significance to the PAC
- 11.2 The Secretary shall hold all PAC official records.
- 11.3 A copy of the minutes of all meetings shall be kept and can be requested from the Secretary by any member.
- 11.4 All official records, shall be kept for a minimum of seven (7) years or such other period as may be required by the Income Tax Act of Canada or the Societies Act of British Columbia or the School Act of British Columbia or other similar legislation.

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12. CONSTITUTION AND BYLAW AMENDMENTS

- 12.1 Amendments to the Constitution may be made at the AGM providing:
 - 12.1.1 Thirty (30) days written Notice of the Annual General meetings has been given to all members, and
 - 12.1.2 Sixty (60) days written notice of the specific Constitutional amendments proposed has been given to all members, and
 - 12.1.3 A two-thirds (2/3) majority of thirty (30) voting members present is required to amend the constitution (20 members out of 30 in favor)

- 12.2 Amendments to the Bylaws may be made at the AGM providing:
 - 12.2.1 Thirty (30) days written Notice of the Annual General meetings has been given to all members, and
 - 12.2.2 Sixty (60) days written notice of the specific Bylaw amendments proposed has been given to all members, and
 - 12.2.3 A two-thirds (2/3) majority often (10) voting members present is required to amend the bylaws (7 out of 10 members).

13. CODE OF CONDUCT FOR EXECUTIVE MEMBERS

A PAC member who accepts a position as a PAC Executive member shall do all of the following:

- 13.1 Uphold the Constitution and Bylaws, policies and procedures of the PAC.
- 13.2 Perform hi/her duties with honesty and integrity.
- 13.3 Work to ensure that the well-being of the students is the primary focus of all decisions.
- 13.4 Respect the rights of all PAC members, teachers, administration and students.
- 13.5 Encourage and support parents and students with individual concerns and provide information on the process for taking the concern forward.
- 13.6 Work to ensure that issues are resolved through due process.
- 13.7 Strive to be informed and pass on information that is reliable and correct.
- 13.8 Respect all confidential information.

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14. EXPULSION

- 14.1 A member may be expelled by a special motion passed by two thirds (2/3) majority of the members present at any duly constituted meeting. Cause to which the Membership may deem expulsion reasonable including but not limited to:
- Dissemination of hate propaganda
 - Embezzlement of PAC funds
 - Or any activities which contravene the purposes and objectives of the PAC
- 14.2 The members, through the Executive, shall give fourteen (14) days written notice to the member in question, which will include a brief explanation of the reasons for the proposed expulsion and the date for the meeting at which the motion shall be brought forward. The member has the right to be heard at the meeting before the motion is put to a vote at which time the member shall be excused from the room. A secret ballot will then be taken.
- 14.3 The member shall be advised by the Chair of the outcome of the vote.
- 14.4 The member has the right to appeal the expulsion at the next scheduled General Membership meeting. The expelled member must provide the Secretary with fourteen (14) days written notice of his/her intention to appeal.