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CONSTITUTION

Section I - Name

The name of the Association shall be the Hastings Elementary Community School Parent Advisory Council.

Section II— Purposes

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, other than matters assigned to the school planning council.
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 Hastings 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.
12. To obtain and provide financial support for the goals of the Council, as determined by the membership.
13. To advise and participate in the activities of Vancouver District Parent Advisory Council.

Section III — Dissolution

- 1) In the event of dissolution of the Council, and following payment of all costs, charges, and expenses which are properly incurred, the assets that remain shall

be distributed to:

- A registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada). Distribution will be determined by the membership at a final General Meeting,
- or
- Such charitable organization or organizations in British Columbia having a similar charitable purpose.

These provisions for remaining assets are unalterable.

2) In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District No 39 in the person of the principal of the school. This provision is unalterable.

Section IV - Manner of Operation

The Council will operate as a not-for-profit organization. The business of the Council shall be conducted in a manner unbiased towards race, religion, or gender. This provision is unalterable.

Bylaws

Section I -- INTERPRETATION OF TERMS

1. **“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws
2. **“district”** means the Vancouver School Board, District No. 39
3. **“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. 39
4. **“PAC” or “parent advisory council”** mean the parents organized according to the School Act and operating as a parent advisory council in Hastings Elementary Community School
5. **“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 childand, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 39

2. **“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 39
3. **“SPC”** means the school planning council created for Hastings Elementary Community School according to the School Act

Section II – MEMBERSHIP

1. Voting members

All parents and guardians of students registered in Hastings Elementary Community School are voting members of the Council. Parents or Guardians who are also administrators or staff of Hastings Elementary Community School are voting members of the Council except on matters that are directly affected by their role as an employee.

2. Non-voting members

Administrators and staff (teaching and non-teaching) of Hastings Elementary Community School may be invited to become non-voting members of the Council. 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.

3. Compliance with bylaws

Every member will uphold the constitution and comply with these bylaws.

Section III – MEETINGS of Members

1. General meetings

- a. General meetings will be conducted with fairness to all members. Robert’s Rules of Order will be used for meetings of the general membership.
- b. General meetings will normally be held once per month but not less than four times during the school year. One of those meetings will be the annual general meeting.
- c. Additional general meetings may be held at the call of the Executive or upon receipt of a petition representing five per cent (5%) of the eligible membership. (Based on 2005, this would be approximately 67 members based on an average of 670 students assuming two parents (voters)).

2. Conduct

- a. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

- b. 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.

3. Notice of meetings

Members will be given reasonable notice of general meetings with a minimum of 14 days for those meetings that have not been previously scheduled and advertised.

Section IV – Proceedings at general meetings

1. Quorum

- a. A quorum for general meetings will be eight voting members.
- b. If at any time during a general meeting a quorum ceases to be present, business then in progress may continue with recommendations being made but a decision cannot be made without quorum.

2. Voting

- a. 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).
- b. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.
- c. Members must vote in person on all matters. Voting by proxy will not be permitted.
- d. 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.
- e. A vote will be taken to destroy the ballots after every election.

Section V – EXECUTIVE

1. Role of executive

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

2. Executive defined

The executive will include the Chairperson, Vice-Chairperson, Secretary, Treasurer, immediate Past-Chairperson, Members at Large and other members of the Council as the membership decides.

3. Eligibility

Any voting member of the Council is eligible to serve on the executive, except employees of, or elected officials of, School District No. 39 or the Ministry of Education.

4. Election of executive

- a. The terms of all Officers will be on a rotating basis, with the Chairperson, Secretary and one Member at Large being elected in one year for a two year term, and the remaining Officers being elected in the following year for a two-year term (three positions). The additional members at large are elected on an annual basis for one-year terms.

The Chairperson, Treasurer and one Member at Large will be elected at the October annual general meeting in odd years (three positions).

- b. The immediate Past-Chairperson will serve on the Executive for one year following the election of a new Chairperson
- c. The Vice-Chairperson, Secretary and one Member at Large will be elected at a general meeting at the October annual general meeting in even years (three positions).
- d. Additional Members at Large, to a maximum of four may be elected at a general meeting for a one year term (minimum of two positions).
- e. Elections will be conducted by the Chairperson of the Nominations Committee or, if there is not a Nomination Committee, the Chairperson of the annual general meeting.

2. Term of office

- a. The Executive will hold office for the designated term of up to one or two years beginning the first of November following the Annual General Meeting held in October.
- b. No person may hold the same Executive position for more than four years.

3. Vacancy

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.

4. Removal of executive

- a. 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.

- b. 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.

5. Remuneration of executive

No executive member may be remunerated for serving on the executive, but may be reimbursed for pre-approved expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section VI – Executive Meetings

1. Meetings

Executive meetings will be held at the call of the Chairperson. At least one meeting will be held before each general meeting.

2. Quorum

A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

3. Notice

Executive members will be given reasonable notice of executive meetings.

4. Voting

- a. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
- b. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.

Section VII - School Planning Council, District Parent Advisory Council and external committee representatives

1. School Planning Council representatives

Three representatives to the school planning council (SPC) will be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

2. District Parent Advisory Council Liaison

One representative to the Vancouver DPAC may be elected annually from among the voting members.

3. Election of SPC representatives

The election of representatives to the SPC must be by secret ballot.

a. Term of office

SPC representatives will hold office for a term of one year.

b. Vacancy

If an SPC 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 by secret ballot.

2. External committees

The membership or executive may elect or appoint a member (a representative of a Council member) who is a voting member to represent the Council on an external committee or to an external organization.

The representative will report to the membership or executive as required.

Section VIII – CONDUCT of executive and representatives

1. Code of ethics

On election or appointment, every executive member and representative will uphold the purpose of the constitution and abide by the bylaws and policies as determined as acceptable to the membership.

2. Representing the Council

Every executive member and representative must act solely in the interests of the parent membership of the Council.

3. Privilege

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.

4. Disclosure of interest

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. Such an executive member or representative must not use his or her position on the Council for personal gain.

Section IX – Duties of executive and representatives

1. The Chairperson will

- speak on behalf of the Council
- consult with Council members
- preside at membership and executive meetings
- ensure that an agenda is prepared
- appoint committees where authorized by the membership or executive
- ensure that the Council is represented in school and district activities
- ensure that Council activities are aimed at achieving the purposes set out in the constitution
- be a signing officer
- submit an annual report

2. The Vice-Chairperson will

- support the Chairperson
- assume the duties of the Chairperson in the Chairperson's absence or upon request
- assist the Chair in the performance of his or her duties
- accept extra duties as required
- be a signing officer
- submit an annual report when requested by the Chairperson or a General meeting of the PAC

3. The Secretary will

- ensure that members are notified of meetings
- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the Council
- ensure safekeeping of all records of the Council
- may be a signing officer
- submit an annual report when requested by the Chairperson or a General meeting of the PAC

4. The Treasurer will

- be one of the signing officers
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive

- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

5. The DPAC Liaison will

- attend Meetings of the Vancouver DPAC and represent, speak, and vote on behalf of the Council
- maintain current registration of the Council
- report regularly to the membership and executive on matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on communications from the DPAC
- liaise with other parents and DPAC representatives
- submit an annual report when requested by the Chairperson or a General meeting of the PAC

6. Members-at-Large will

- serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- submit an annual report when requested by the Chairperson or a General meeting of the PAC

7. The immediate Past Chairperson will

- advise and support the membership and executive
- provide information about resources, contacts, and other matters
- submit an annual report when requested by the Chairperson or a General meeting of the PAC

8. The School Planning Council (SPC) representatives will

- attend meetings of the school planning council (SPC)

- represent, speak, and vote on behalf of the Council at SPC meetings
- request and take direction from the membership and executive
- be strong advocates for meaningful parent involvement in the school and school planning
- provide a report to general and executive meetings
- attend general and executive meetings as directed by the membership or executive

Section X – 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. When possible, a Nominating Committee will be appointed prior to May of each year before the October annual general meeting.

Section XI – Financial matters

1. Financial year

The financial year of the Council will be September 1st to August 31st.

2. Power to raise money

The Council may raise and spend money to further its purposes.

3. Bank accounts

All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

4. Signing authority

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

5. Annual budget

The executive will prepare a budget and present it to the membership for approval before the current budget expires.

6. Non-budgeted expenditures

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

7. Treasurer's report

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

8. Auditor

Members at a general meeting may appoint an auditor.

Section XII – 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.

Section XIII – Property in Documents

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

Section XIV – 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. 39 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 Hastings Elementary Community School.

Amended and Adopted by Hastings Elementary Community School Parent

Advisory Council at Vancouver, British Columbia, on June 21, 2006.

Signed by Steve Baker

Beatrice Scott

Chairperson

Secretary