

# CONSTITUTION AND BY-LAWS OF THE JAMES HILL PARENT ADVISORY COUNCIL

## ARTICLE 1 – NAME:

The name of the organization shall be:

**THE JAMES HILL ELEMENARY PARENT ADVISORY COUNCIL.** As per the School Act Bill  
67 – Division 2 – Sections 8 (1).

## ARTICLE 2 – PURPOSE AND OBJECTIVES OF THE JAMES HILL ELEMENTARY ADVISORY COUNCIL:

- 1) The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at James Hill Elementary School – school District #35 (Langley).
- 2) The objectives of the organisation will be:
  - a) To enhance communication between:
    - i) The Parents                      The School Board
    - ii) The Community AND    The School Administration
    - iii) The Students                The Staff
  - b) To provide for a formal means of consultation and recommendations for:
    - i) Budgetary matters
    - ii) Curriculum offering
    - iii) New instructional programs
    - iv) Facilities and equipment
    - v) Learning resources
    - vi) Setting of school goals
  - c) To promote cooperation between the home and the school in providing for the education of children.
  - d) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
  - e) To organize and provide additional resources to the school through approved volunteer activities.

## ARTICLE 3 – RULES OF ORDER:

Roberts' Rules of Order shall govern the procedure of all meetings. In the event of a conflict between this constitution and Roberts' Rules of Order, this constitution will prevail.

#### **ARTICLE 4 – MEMBERSHIP:**

- 1) All voting parents and guardians students attending James Hill Elementary School shall be voting members.
- 2) Administration and staff (teaching and non-teaching) or James Hill Elementary School shall be non-voting members.
- 3) Members of the school community who are not parents of students attending James Hill Elementary School shall be non-voting members.

#### **ARTICLE 5 – EXECUTIVE COMMITTEE:**

The Executive officers shall be elected from the voting members at each Annual General Meeting. Members of the Executive may be employees or elected officials of School District #35 or the Ministry of Education, with the exception of the S.P.C. Representative<sup>i</sup>.

The Executive officers shall be as follows

- 1) President
- 2) Vice President
- 3) Secretary (ies)
- 4) Treasurer
- 5) D.P.A.C. Representative

And may also include any of the following, as necessary;

- 6) One or more Hot Lunch Coordinator
- 7) One or more Fundraising Coordinator
- 8) One or more Room Parent Coordinator
- 9) One or more Sunshine Parent
- 10) Phoning Parent
- 11) Past President
- 12) School Planning Council Representative (this position is filled by 3 voting members, one of whom is an Executive Officer. These voting members cannot be employees of School District #35 or the Ministry of Education.

#### **EXECUTIVE MEETINGS:**

The Executive may prescribe executive meeting times. The president may call extraordinary meetings.

- a) Any member of the Executive shall have a vote.

#### **ARTICLE 6 – NOMINATION PROCEDURES:**

1. One month prior to the date of the Annual general Meeting the Executive Committee shall oversee the formation of a Nomination Committee.
2. The Nominations Committee shall be responsible for writing letters of notice seeking nominations for the elected positions within the Council and shall distribute letter of notice to all families in the school at least 14 days prior to the Annual General Meeting.
3. The Nominations Committee shall receive all nominations including those delivered at the Annual general Meeting until the close of nominations.

#### **ARTICLE 7 – ELECTION OF OFFICERS:**

1. All elected and appointed members of the Executive shall resign at the end of each year.
2. Retiring officers are eligible for nomination and re-election.
3. Election of officers shall be determined by a show of hands unless a secret ballot is requested. The elected officer shall be the nominee obtaining the largest number of votes. In the event of a tie, the deciding vote shall come from the chair of the meeting. In the event that ballots are used in an election, all ballots will be destroyed after the election has been completed. Voting by proxy shall not be permitted.
4. Elected officers will hold office from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.
5. Any elected member may service on the executive committee for as many years as he or she is elected to that position.<sup>ii</sup>

#### **ARTICLE 8 – VACANCY ON THE EXECUTIVE:**

1. In the event of a resignation or sudden vacancy on the Executive during the year, or if any office is not filled at the time of election, the Executive may appoint a member to fill the vacancy for the remainder of the term until the next election.

#### **ARTICLE 9 – SUB-COMMITTEES:**

1. The Executive shall appoint all committee persons.
2. Each chairperson may be requested to submit a report to the Executive plus a report at the General Meeting.
3. School staff may be afforded representation on committees.

## **ARTICLE 10 – MEETINGS**

1. General Meetings shall be held regularly during the year.
2. The President or his/her designate with a minimum of seven (7) days' notice may call a special meeting at any time.
3. The Annual General Meeting shall be held by the end of the second week of June.
4. Unless otherwise provided, a simple majority shall decide upon questions arising at any meeting.
5. In the case of a tie vote, the motion will be lost.
6. On all matters, votes must be cast personally. Voting by proxy shall not be permitted.

## **ARTICLE 11 – QUORUM:**

1. The voting members present at any duly called General Meeting shall constitute a quorum.

## **ARTICLE 12 – FINANCE:**

1. The financial year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.
2. The Treasurer shall present at the Annual General Meeting a financial report detailing actual and expected income and expenditures for the current year.
3. A financial report detailing actual income and expenditures for the last fiscal year shall be published each year in September newsletter.
4. The finds of the James Hill Elementary Parent Advisory Council shall be placed in a chartered bank.<sup>iii</sup>
5. The executive shall name three signing officers, consisting of the President, the Treasurer and one other member of the Executive Committee. Any two signatures shall be required to execute any banking and legal documents.
6. No money shall be spent above and beyond the approved budget or a pre-determined petty cash amount, unless presented to and voted upon by the members.
7. An examination of the financial records should be completed at the end of the year by two or three parents, who do not have signing authority on the PAC's bank account, to ensure the financial statements presented to the membership fairly reflect the PAC's financial position.<sup>iv</sup> A need for audits will be agreed upon by the members at any general Meeting, whereupon an independent audit will be appointed as to need.<sup>v</sup>
8. A budget and a tentative plan of expenditures will be drawn up by the President, Vice President, Secretary and Treasurer and may include the Past Treasurer. The Budget is to be presented at an Executive Meeting and once approved, it shall then be presented at a General Meeting by November 30<sup>th</sup> each year.
9. The Treasurer will make available a financial report for each Executive and General Meeting.

10. The current year's Executive shall ensure that there is a minimum of \$500 available at the end of the year as a start-up fund for coming year.
11. Money shall be counted at the school and only leaves the school for bank deposit. Money shall always be counted, dated, recorded and signed by at least two people.
12. The Executive has the authority to commence normal operations at the beginning of each school year on the basis of assuming the previous year's budget.
13. Candidates for the position of Treasurer should have accounting or bookkeeping experience. At least, candidates should be comfortable with numbers and familiar with the basics of financial record keeping.

#### **ARTICLE 13 – AMENDMENTS TO THE CONSTITUTION**

1. This Constitution may be amended at any General Meeting provided a minimum of 14 days written notice of motion to amend has been given to the members prior to the date of the General Meeting.
2. A two-thirds majority of voting members present is required to carry the amendment.
3. A copy of any amendments to the Constitution and Bylaws will be provided to the Principal of the school.

#### **ARTICLE 14 – CODE OF CONDUCT**

1. The James Hill Elementary Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the community.
2. An Executive member who is approached by a parent with a concern relating to Section 1 is in a privileged position and must treat such discussion as confidential.

## **ARTICLE 15 – DISSOLUTION**

1. In the event of dissolution and following payment of all outstanding debts, disbursement of the remaining funds shall be decided upon at a General Meeting.
2. All records of the organization shall be placed under the jurisdiction of the School District #35, Langley in the person of the Principal of the school.
3. In the event of dissolution, any outstanding contracts (i.e. vending machines) will be terminated.
4. Upon winding up or dissolution of the Executive, 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(s) having a similar charitable purpose. This provision is unalterable.<sup>vi</sup>

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<sup>i</sup> Amended & passed October 20, 2008

<sup>ii</sup> Amended & passed March 6, 2001

<sup>iii</sup> Amended & passed November 5, 2001

<sup>iv</sup> Amended & passed March 6, 2001

<sup>v</sup> School District #35 has agreed to provide audit services if required. Amended & passed May 26, 1999

<sup>vi</sup> Amended & passed June 12, 2000