

HAMILTON ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL (PAC)

BYLAWS

Version 2.0 (3rd Draft)

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SECTION I MEMBERSHIP IN A PAC

- A. All parents and guardians of students registered at Hamilton Elementary School are voting members of the Parent Advisory Council (PAC).
- B. Administration and staff (teaching and non-teaching) of Hamilton Elementary School are non-voting members of the PAC.
- C. At no time shall the PAC have more non-voting than voting members.
- D. All members remain members until:
 - a. Their child(ren) cease(s) to attend Hamilton Elementary School; or
 - b. They are no longer a staff member at Hamilton Elementary School.
- E. All members are considered to be in good standing until they cease to be a member.

SECTION II CONFLICT OF INTEREST & PERCIEVED BIAS

- A. The voice of the PAC must clearly be, and must be perceived to be, that of the parents of Hamilton Elementary School.
- B. Members are to refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary interest.
- C. Individuals who may be in a situation of *perceived bias* by virtue of another role they hold within the educational system should avoid functions within the PAC.
- D. Members who have concerns regarding conflict of interest or perceived bias should raise those concerns to the PAC Executive Officers.

SECTION III CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member or as a PAC Committee Member must sign a Statement of Understanding (*see Section XV - Statement of Understanding*) and must:

- A. Uphold the constitution and bylaws of the Hamilton Elementary PAC;
- B. Perform their duties with honesty and integrity;
- C. Ensure that the well being of students is the primary focus of all decisions and activities;
- D. Respect the rights of all individuals;
- E. Take direction from the voice of the members (voting and non-voting);
- F. Strive to be informed and only passes on information that is reliable;
- G. Respect all confidential information; and
- H. Support public education.

SECTION IV ELECTION OF EXECUTIVE OFFICERS

- A. The Executive Officers of the Hamilton Elementary School PAC shall be elected from the voting members present at the first PAC Meeting of the new school year (September.)
- B. No employee or elected official of the school district or Ministry of Education may hold an executive position.
- C. Nominations may come from both non-voting and voting members, however only voting members may cast a vote or ballot during the elections process.
- D. In the event of a vacancy of a PAC Executive Officer during the school year, a call for nominations will occur at the next general meeting and a vote will occur.
- E. The term of office shall commence immediately following their election and shall be for one school year.
- F. No person may hold more than one elected executive position at any time.

SECTION V REMOVAL OF AN EXECUTIVE OFFICER

- A. Members may, by a majority of not less than 75% of the votes cast, remove an Executive Officer before the expiration of their term of office, and may elect a successor to complete the term.
- B. Notice specifying the intention to make a motion to remove an Executive Officer shall be given to the members not less than 14 days before the general meeting where the vote for removal is to take place.

SECTION VI DEFINITION OF EXECUTIVE OFFICERS

The affairs of the Hamilton Elementary PAC are to be managed by a board of elected officers deemed “The Executive Officers.”

The Executive Officers for the Hamilton Elementary PAC are as follows:

- Chairperson(s)
- Treasurer
- Secretary
- District Parent Advisory Council (DPAC) Representative

Additional Executive Officers may be appointed and/or elected as the need arises, and may include (but are not limited to):

- Vice-Chairperson(s)
- Past Chairperson

SECTION VII COMMITTEES

- A. Standing and ad-hoc Committees shall be formed when necessary.
- B. Committees may select their own Chairperson(s.)
- C. Committees are responsible for providing updates to the Executive Officers.
- D. Committees are responsible for providing written and/or verbal updates at all general meetings.
- E. The Hamilton Elementary PAC Executive Officers may appoint members to Committees annually. Some of these Committees may include (but are not required or limited to):
 - a. Fundraising
 - b. Hot Lunch
 - c. Sports Day
 - d. Social Media
 - e. Grade 7 Graduation

SECTION VIII MEETINGS

- A. General meetings will be held no less than five times per school year (September to June.) This does not include the AGM.
- B. There will be one Annual General Meeting (AGM) held in June of each school year.
- C. Minimum 7 days notice of a general meeting shall be provided to members of the PAC
 - a. Once a meeting date has been posted, Executive Officers reserve the right to cancel and/or change this date as necessary provided 2 days notice is given to members of the PAC.
- D. An agenda will be posted a minimum of 3 days in advance of any general meeting.
- E. Additional Executive meetings may be held at any time or place as deemed necessary by the Executive Officers and/or the Committees, provided 7 days notice is given to members of the PAC.
 - a. The purpose of Additional Executive meetings would be to carry on business between general meetings, as deemed necessary by the Executive Officers.
- F. Any group of members at any time may call a special meeting of the Hamilton Elementary PAC, provided they submit a signed petition and an agenda to the Executive Officers within 14 days of their proposed meeting date.
- G. Meetings can be held either in-person, by conference call, or virtually through a secure online platform such as Zoom, Meet, Skype, etc., provided the location is posted 7 days prior to the meeting date.
- H. Meetings will be conducted efficiently and with fairness to all members present.
- I. Meeting minutes will be posted a minimum of 14 days following a meeting.
- J. If the Chairperson(s) will not be present at a meeting, they will designate an Executive Officer to chair the meeting in their absence.
- K. Meetings are not to be a forum for the discussion of individual school personnel, individual students, individual parents, or other individual members of the school community.

SECTION IX QUORUM

A quorum (def.) *“is the minimum number of members that must be present at meetings to make the proceedings of those meetings valid.”*

- A. Quorum can be formed from any combination of PAC executive members, Committee members, other elected members, and non-elected members.
- B. The number of voting members and/or Executive Officers present shall be deemed “quorum,” as long as voting members out-number non-voting members who are present.

SECTION X VOTING

- A. Motions, questions, decisions, financial disbursements, and disputes arising at any meeting shall be decided upon by voting members, by a simple majority vote (50% plus one).
- B. In the case of a tie vote, the motion is defeated.
- C. Voting members must vote personally on all matters.
- D. Voting by proxy is not permitted.
- E. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot if deemed necessary by the Executive Officers.
- F. Each parent/guardian that is present at a general meeting is entitled to one vote.
- G. The Chairperson(s) may postpone a vote for one consecutive meeting to allow additional participation by members.
- H. In the case of an urgent and/or time-sensitive decision required on behalf of the Executive Officers, voting may occur by email. Decisions reached by email must be noted at the next general meeting, and a copy of the email correspondence must be submitted as an addendum to be included in that meeting’s minutes.

SECTION XI DUTIES OF EXECUTIVE OFFICERS

A. The Chairperson(s) shall:

- a. Convene and preside at General, AGM, and Additional Executive Meetings;
- b. Ensure that an agenda is prepared, approved, and presented;
- c. Know the Constitution and Bylaws;
- d. Know where to find resources to assist members and/or seeks out those resources as needed and/or requested.
- e. Appoint Committees where authorized to do so by the Executive Officers or other members;
- f. Consult PAC Executive and PAC members regularly;
- g. Ensure that the PAC is represented in school activities, as applicable;

- h. Ensure that PAC activities are aimed at achieving the objectives and purposes set-forth by the PAC Executive Officers;
- i. Be the official spokesperson for the Hamilton Elementary PAC;
- j. Be a signing officer of the Hamilton Elementary PAC Executive;
- k. Assist the Secretary with overseeing the general PAC Executive email account HamiltonSD38PAC@gmail.com; and
- l. Submit an annual report at the AGM.

B. The Vice-Chairperson (if appointed) shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence;
- b. Assist the Chairperson in the performance of his/her duties;
- c. Accept extra duties as required; and
- d. Be a signing officer of the Hamilton Elementary PAC Executive.

C. The Treasurer shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence;
- b. Be a signing officer of the Hamilton Elementary PAC Executive;
- c. With the assistance of the Executive Officers, draft a budget and tentative plan of expenditures as per *Section XII – FINANCES*;
- d. Apply for the British Columbia PAC Gaming Grant between April 1 and June 30, for the forth-coming school year;
- e. Receive all funds on behalf of the Hamilton Elementary PAC Executive Officers, and/or other members as needed and/or required;
- f. Disburse funds authorized by the Executive Officers, Committees, or members;
- g. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the Executive Officers;
- h. Maintain an accurate and updated record of all expenditures of the Executive Officers and Committees;
- i. File the Annual Gaming Account Summary Report, due 90 days following the PAC fiscal year end (August 31);
- j. Give a report of all receipts and expenditures at all general meetings;
- k. Make books available for viewing by members upon request;
- l. Have the books ready for inspection or audit annually;
- m. Ensure that another signing officer has access to the books in the event of the Treasurer's absence;
- n. Assist the Secretary with overseeing the general PAC Executive email account HamiltonSD38PAC@gmail.com ; and
- o. Present an annual financial statement at the AGM.

D. The Secretary shall:

- a. Ensure that members are notified of meetings, and provide notification of meetings as per *Section VIII - MEETINGS*;
- b. Collect input and draft general meeting agendas, for approval and presentation by The Chairperson(s);
- c. Record the minutes of general and any additional executive meetings, and post the minutes per *Section VIII - MEETINGS*;
- d. With assistance from the Executive Officers and Committees, draft and maintain a monthly calendar of all activities of the PAC, including but not limited to: meeting dates, fundraisers, hot lunches, etc.;
- e. Provide an overview of the monthly calendar at all general meetings and/or by request of the PAC Executive Officers, Committees or members.
- f. Keep an accurate and up-to-date copy of the Constitution and Bylaws, and have copies available for members upon request;
- g. Issue and receive correspondence on behalf of the Hamilton Elementary PAC Executive, including overseeing the general PAC Executive email account HamiltonSD38PAC@gmail.com ;
- h. Be a signing officer of the Hamilton Elementary PAC Executive; and
- i. Safely keep all records of the Hamilton Elementary PAC, in accordance with *Section XIII – Property of Documents*.

E. The DPAC Representative shall:

- a. Attend PAC and DPAC meetings;
- b. Seek and give input on behalf of the PAC to the DPAC, as required;
- c. Report back to the PAC at general meetings regarding DPAC meetings; and
- d. Circulate minutes from DPAC meetings to the Hamilton Elementary PAC Executive Officers and/or by member request.

F. The Past Chairperson (if appointed) shall:

- a. Help smooth the transition between Chairpersons;
- b. Assist, advise and support the Executive Officers;
- c. Provide information about resources, contacts, and other essential information to the Hamilton Elementary PAC, as required;
- d. Act as a consultant for the Chairperson; and
- e. Attend general meetings, as possible.

SECTION XII FINANCES

- A. The PAC Fiscal Year is defined as September 1 to August 31.
- B. A budget and tentative plan of expenditures will be drawn up by the Executive Officers, and presented for approval before the current budget expires.
- C. The Executive Officers will present, for approval at general meetings, all proposed expenditures above and beyond the budget.
- D. All expenditures must receive approval by vote, per *SECTION X - VOTING*, prior to the expenditure occurring.
- E. All PAC funds will be kept in a bank or financial institution registered under The Bank Act.
- F. A Treasurer's Report shall be presented at each general meeting.
- G. The members of the Hamilton Elementary PAC may appoint an auditor at any time.
- H. The Hamilton Elementary PAC and its' Executive Officers shall have no borrowing power.
- I. There will be no remuneration to Executive Officers, Committee Members, or any other voting or non voting member of the Hamilton Elementary PAC.

SECTION XIII PROPERTY OF DOCUMENTS

- A. All documents, records, minutes, correspondence, and/or other papers (both physical and/or electronic) which are kept by a member, Executive Officer, or Committee in connection with the Hamilton Elementary PAC shall be deemed to be property of the Hamilton Elementary PAC, and shall be turned over to an Executive Officer when the member, Executive Officer, or Committee member ceases to perform the task to which the papers relate.
- B. All minutes, reports, and/or other important documentation will be kept both in physical form (located in a physical box in the school's administrative office) and in electronic form (within the PAC Executive email account as well as via Google Drive.)
- C. All records will be kept for a minimum of 5 years, at which time they can be shredded, deleted, and/or destroyed.

SECTION XIV CONSTITUTION & BYLAWS AMENDMENTS

- A. A vote must be held in order to propose amendment of the Hamilton Elementary PAC Constitution and/or Bylaws, and must abide by *SECTION X - VOTING*.
- B. Notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members 7 days before the meeting.
- C. The notice of the meeting shall include the proposed amendments.
- D. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.
- E. A Constitution and Bylaws Committee, chaired by a PAC Executive Officer, may be established as necessary in order to review and propose amendments to the Constitution and/or Bylaws.

SECTION XV STATEMENT OF UNDERSTANDING

- A. A parent who accepts a position as a PAC Executive Member or as a PAC Committee Member must sign a Statement of Understanding and abide by the Constitution and Bylaws set forth by the Hamilton Elementary PAC.
 - B. A signed Statement of Understanding will be valid for the length of the term of office.
 - C. Statements of Understanding will be kept as official records according to *SECTION XIII – PROPERTY OF DOCUMENTS*.
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HAMILTON ELEMENTARY PAC – STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____, as part of the Hamilton PAC Executive, have read, understood, and agree to abide by the Constitution, Bylaws, and Code of Ethics set out in these documents.

Name: _____

Date: ____/____/____

Phone Number: _____

Email: _____

Signature: X _____