

# Chimney Hill Elementary School

## Parent Advisory Council

### Constitution and Bylaws

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## REVISION HISTORY

DATE	REVISION #	REVISION	EDITOR
NOVEMBER 21 <sup>ST</sup> , 2001.	1.0	CREATION OF CONSTITUTION AND BYLAWS	PRESIDENT – LORI ROSS SECRETARY – TARA DONG
2011	1.1	<ul style="list-style-type: none"> <li>• TYPED A COPY OF THE PAC CONSTITUTION AND BYLAWS IN ORDER FOR “SOFT” COPY TO BE AVAILABLE FOR AMENDING AS AND WHEN NEEDED.</li> <li>• AMENDED BYLAWS SECTION X AND SECTION XI -TO REPLACE G.- THE EXECUTIVE POSITIONS OF TWO OR MORE MEMBER’S-AT 0LARGE WITH G A SOCIAL EVENTS COORDINATOR AND H A COMMUNITY DEVELOPMENT COORDINATOR (DUTIES DEFINED IN SECTION X) AND CHANGED H PAST CHAIRPERSON TO I PAST CHAIRPERSON</li> </ul>	VANESSA HILTON
MAY 2012	1.2	<ul style="list-style-type: none"> <li>• <b>AMENDED IN SECTION IV – INTERPRETATION OF TERMS</b>– ADD TERM AND DEFINITION OF PAC EXECUTIVE</li> <li>• <b>AMENDED SECTION VIII- ELECTION OF EXECUTIVE OFFICERS</b> POINT 3 – REGARDING VACANT EXECUTIVE POSITION &amp;AMENDED POINT 4 SO THAT EXECUTIVE CAN HOLD TWO NON-CONFLICTING POSITIONS. POINT 5 PAST CHAIRPERSON ACTS AS A MENTOR TO NEW CHAIRPERSON. ADDED HOT LUNCH COORDINATOR AS A SUB OFFICER REPORTING TO FUNDRAISER COORDINATOR AND ITS TASKS</li> <li>• <b>AMENDED SECTION IX TERM OF OFFICE</b> POINT 1 AND 2</li> <li>• <b>AMENDED SECTION XI - DUTIES OF OFFICERS</b> REMOVED “PERSONAL GOALS” FROM I. PAST CHAIRPERSON CONSIDERATIONS FROM WITHIN IN. AMENDED E FUNDRAISER COORDINATOR TO INCLUDE SUB SECTION FOR HOT LUNCH COORDINATOR</li> <li>• <b>AMENDED SECTION XV – CONSTITUTION &amp; BYLAWS AMENDMENTS</b> SO THAT SEVEN DAYS ARE SUFFICE AS OPPOSED TO 14 DAYS WITH NEW TECHNOLOGIES IN PLACE FOR ALL TO REVIEW THE CHANGES TO THE CONSTITUTION 7&amp; BYLAW DOCUMENT PRIOR TO THE MEETING TO VOTE THAT THE CHANGES ARE ACCEPTABLE.</li> </ul>	REVISED BY CHAIR – PINKY JHAJ, EDITED BY VICE CHAIR – SURB ATWAL. REVIEWED BY ALL PAC EXECS AND PRINCIPAL MR CHRIS BALDRY

DATE	REVISION #	REVISION	EDITOR
		<ul style="list-style-type: none"> <li>• <b>AMENDED SECTION XIII – COMMITTEES, TO REFLECT COMMUNITY INSPIRATION COMMITTEE FORMATION NOTES 3 &amp; 4.</b></li> <li>• <b>ADDED SECTION XVIII – EXTENDING A PAC EXECUTIVES TERM</b></li> <li>• <b>AMENDED SECTION XVII – PROPERTY IN DOCUMENTS – ADDED REFERENCE TO <a href="mailto:CHIMNEYHILLPAC@GMAIL.COM">CHIMNEYHILLPAC@GMAIL.COM</a> AND THE DOCUMENT STORAGE THAT IT HAS WITHIN AND WHICH EXECUTIVES SHOULD HAVE ACCESS TO THE PASSWORD. ALSO EMAIL <a href="mailto:HOTLUNCHCHIMNEYHILL@GMAIL.COM">HOTLUNCHCHIMNEYHILL@GMAIL.COM</a></b></li> <li>• </li> </ul>	

# CONSTITUTION

## SECTION I – NAME

THE NAME OF THE ASSOCIATION SHALL BE THE **CHIMNEY HILL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC)**.

THE COUNCIL WILL OPERATE AS A NON-PROFIT ORGANIZATION WITH NO PERSONAL FINANCIAL BENEFIT.

THE BUSINESS OF THE COUNCIL SHALL BE UNBIASED TOWARDS RACE, RELIGION, GENDER OR POLITICS.

## SECTION II – PURPOSES OF THE PAC

THE PURPOSE OF THE COUNCIL IS TO SUPPORT, ENCOURAGE AND IMPROVE THE QUALITY OF EDUCATION AND THE WELL-BEING OF STUDENTS IN CHIMNEY HILL ELEMENTARY SCHOOL.

1. TO ADVISE THE PRINCIPAL AND STAFF ON PARENTS' 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 ASSIST PARENTS IN ACCESSING THE SYSTEM AND TO PROVIDE ADVOCACY SUPPORT FOR INDIVIDUAL CHILDREN AND THEIR PARENTS.
4. TO ORGANIZE PAC ACTIVITIES AND EVENTS.
5. 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 COUNCIL, AND AFTER PAYMENT OF ALL DEBTS AND COSTS OF DISSOLUTION OR WINDING UP, THE ASSETS AND REMAINING FUNDS OF THE COUNCIL SHALL BE DISTRIBUTED TO ANOTHER PARENT ADVISORY COUNCIL OR COUNCILS IN SCHOOL DISTRICT No.36 (SURREY) HAVING PURPOSES AND OBJECTIVES SIMILAR TO THOSE OF THE COUNCIL, AND WHICH MEET ALL REQUIREMENTS OF THE BRITISH COLUMBIA GAMING COMMISSION. THIS CLAUSE SHALL BE 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.36 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. 36.
- **PARENT ADVISORY COUNCIL** – ANY ORGANIZED GROUP OF PARENTS RECOGNIZED UNDER THE BRITISH COLUMBIA SCHOOL ACT.
- **PARENT ADVISORY COUNCIL EXECUTIVE** – ANY PAC MEMBER THAT HAS BEEN ELECTED TO HOLD AN POSITION OF EXECUTIVE OFFICER, AS PER SECTION VIII (REVISION 1.2)
- **SCHOOL** – ANY PUBLIC ELEMENTARY OR SECONDARY EDUCATIONAL INSTITUTION WITHIN SCHOOL DISTRICT No. 36 (SURREY).
- **DISTRICT** – SCHOOL DISTRICT No. 36 (SURREY).

- **SD 36** – SCHOOL DISTRICT No. 36 (SURREY).
- **DPAC** – THE (SURREY) DISTRICT PARENT ADVISORY COUNCIL, WHICH IS RECOGNIZED BY THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 36, 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 THE CONSTITUTION.

## **SECTION V – MEMBERSHIP IN A PAC**

1. ALL PARENTS AND GUARDIANS OF STUDENTS REGISTERED AT CHIMNEY HILL ELEMENTARY SCHOOL ARE VOTING MEMBERS OF THE PARENT ADVISORY COUNCIL.
2. ADMINISTRATION AND STAFF (TEACHING AND NON-TEACHING) OF CHIMNEY HILL ELEMENTARY SCHOOL MAY BE NON-VOTING MEMBERS OF THE 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 COUNCIL.
4. AT NO TIME SHALL THE COUNCIL HAVE MORE NON-VOTING 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 (MAY) OF EACH YEAR.
3. GENERAL MEETINGS SHALL BE HELD NOT LESS THAN EIGHT 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 ISSUED NOT COVERED IN THESE BYLAWS, ROBERT’S RULES OF ORDER SHALL BE USED TO RESOLVE THE ISSUE.
6. A COUNCIL 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**

### **A. QUORUM**

THE VOTING MEMBERS PRESENT AT ANY DULY CALLED GENERAL MEETING SHALL CONSTITUTE A QUORUM.

### **B. 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 OR WHERE REQUESTED BY AT LEAST ONE MEMBER PRESENT 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 EMPLOYEE OF CHIMNEY HILL ELEMENTARY OR ELECTED OFFICIAL OF THE SCHOOL DISTRICT OR MINISTRY OF EDUCATION SHALL HOLD AN EXECUTIVE POSITION.
2. CALL FOR NOMINATION SHALL BE MADE AT THE TWO MEETINGS BEFORE THE ANNUAL GENERAL MEETING.
3. IN THE EVENT OF A VACANCY ON THE EXECUTIVE DURING THE YEAR, ~~THE PAC EXECUTIVE TEAM WILL COLLECTIVELY WORK TOGETHER TO ENSURE THE DUTIES OF THE VACANT POSITION ARE CARRIED FORWARD SHALL UNTIL AN EXECUTIVE HAS BEEN APPOINTED BY MAJORITY VOTE AT ANY GIVEN REGULAR PAC MEETING OR A NEW OFFICER WHO SHALL HOLD OFFICE~~ UNTIL THE NEXT ELECTION. **(REVISION 1.2)**
4. THE NOMINATIONS COMMITTEE CHAIRPERSON SHALL CONDUCT ELECTIONS.

## **SECTION IX – TERM OF OFFICE**

1. THE TERM OF OFFICE SHALL COMMENCE IMMEDIATELY FOLLOWING ELECTION AT THE AGM AND SHALL BE FOR ~~ONE~~ TWO YEAR. ~~EACH YEAR THE TERM WILL BE RE-VOTED IN AT EACH AGM, IN THE EVENT THAT THE EXECUTIVE OFFICER FOR ANY REASON NO LONGER CAN MAINTAIN THE POSITION FOR THE REMAINDER OF HIS/HER TERM.~~ **(REVISION 1.2)**
2. NO PERSON MAY HOLD ANY ONE POSITION FOR MORE THAN TWO CONSECUTIVE YEARS, ~~UNLESS VOTED BY A SPECIAL RESOLUTION~~ **(REVISION 1.2)**
3. ~~IDEALLY~~ NO PERSON MAY HOLD MORE THAN ONE ELECTED EXECUTIVE POSITION AT ANY ONE TIME, ~~HOWEVER IN THE INSTANCES WHERE BY THERE ARE MANY VACANT EXECUTIVE POSITIONS, AN EXECUTIVE MAY HOLD TWO POSITIONS. HOWEVER THESE POSITION MUST BE NON-CONFLICTING E.G. FUNDRAISER COORDINATOR EXECUTIVE CANNOT ALSO HOLD TREASURER BUT THE FUNDRAISER COORDINATOR EXECUTIVE MAY ALSO HOLD THE SOCIALS COORDINATOR EXECUTIVE POSITION OR SECRETARY ETC.~~ **(REVISION 1.2)**
4. THE PAST CHAIRPERSON SHALL HOLD THAT OFFICE FOR ONE YEAR ~~AND BE AVAILABLE TO MENTOR THE NEW CHAIRPERSON AS AND WHEN REQUIRED~~ **(REVISION 1.2)**

## **SECTION X – EXECUTIVE OFFICERS**

1. THE AFFAIRS OF THE COUNCIL SHALL BE MANAGED BY A BOARD OF ELECTED OFFICERS AND THE IMMEDIATE PAST CHAIRPERSON.
2. THE EXECUTIVE OFFICERS MAY BE AS FOLLOWS:
  - a. CHAIRPERSON
  - b. VICE-CHAIRPERSON(S)
  - c. TREASURER
  - d. SECRETARY
  - e. FUNDRAISING COORDINATOR
    - a. **HOT LUNCH COORDINATOR (REVISION 1.2)**
  - f. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE
  - ~~g. TWO OR MORE MEMBERS AT LARGE (REVISION 1.1)~~
  - h. **SOCIAL EVENTS COORDINATOR (REVISION 1.1)**
  - i. **COMMUNITY DEVELOPMENT COORDINATOR (REVISION 1.1)**
  - j. **PAST CHAIRPERSON (REVISION 1.1)**

## **SECTION XI – DUTIES OF OFFICERS**

### **A. THE CHAIRPERSON 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. ISSUE AND RECEIVED CORRESPONDENCE ON BEHALF OF THE ORGANIZATION,
- l. SUBMIT AN ANNUAL REPORT.

(CONSIDERATIONS:

- THE MEETING AGENDA IS THE RESPONSIBILITY OF THE CHAIRPERSON; HOWEVER, IT IS COMMON PRACTICE TO DISCUSS THE AGENDA WITH THE PRINCIPAL AHEAD OF TIME. THIS IS IN THE INTERESTS OF A GOOD WORKING RELATIONSHIP, AS WELL AS GIVING THE PRINCIPAL THE OPPORTUNITY FOR INPUT.
- THE CHAIRPERSON COULD, ON OCCASION, DELEGATE THE RESPONSIBILITY OF CHAIRING A MEETING OR OTHER DUTIES TO THE VICE-CHAIRPERSON TO GAIN EXPERIENCE FOR THE CHAIRPERSON'S ROLE.
- THE TERMS "PRESIDENT" AND "CHAIRPERSON" ARE INTER-CHANGEABLE.
- THE CHAIRPERSON USUALLY SUBMITS A REPORT AT EACH MEETING OUTLINING CONTACTS MADE, CONCERNS IDENTIFIED, AND UPCOMING AGENDA ITEMS.)

### **B. THE VICE-CHAIRPERSON SHALL:**

- a. ASSUME THE RESPONSIBILITIES OF THE CHAIRPERSON IN THE CHAIRPERSON'S ABSENCE OR UPON REQUEST,
- b. ASSIST THE CHAIRPERSON IN THE PERFORMANCE OF HIS/HER DUTIES,
- c. ACCEPT EXTRA DUTIES AS REQUIRED,
- d. MAY BE A SIGNING OFFICER,
- e. MAY SUBMIT AN ANNUAL REPORT.

### **C. 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. MAY ISSUE AND RECEIVE CORRESPONDENCE ON BEHALF OF THE ORGANIZATION.
- e. MAY BE A SIGNING OFFICER
- f. SAFELY KEEP ALL RECORDS OF THE COUNCIL
- g. MAY SUBMIT AN ANNUAL REPORT.



(CONSIDERATIONS:

- IF CHANGES ARE MADE TO THE CONSTITUTION AND BYLAWS, THEY ARE DATED AND INITIALED AND A COPY SHOULD BE SUBMITTED TO THE SCHOOL BOARD OFFICE FOR SAFEKEEPING.
- FINANCIAL RECORDS SHOULD BE KEPT FOR SEVEN YEARS.
- DECISIONS ON OTHER DOCUMENTS SHOULD BE BASED ON THEIR VALUE OR PRECEDENT SETTING NATURE. MINUTES CAN BE A VALUABLE HISTORY OF THE PAC.)

**D. THE TREASURER SHALL:**

- a. BE ONE OF THE SIGNING OFFICERS OF THE EXECUTIVE,
- b. RECEIVE ALL FUNDS FOR THE COUNCIL,
- c. DISBURSE FUNDS AUTHORIZED BY THE EXECUTIVE OR MEMBERS,
- d. MAINTAIN AN ACCURATE RECORD OF ALL EXPENDITURES OF THE COUNCIL,
- e. GIVE A REPORT OF ALL RECEIPTS AND EXPENDITURES AT ALL GENERAL MEETINGS,
- f. DEPOSIT ALL FUNDS COLLECTED ON BEHALF OF THE COUNCIL 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 XIV.
- j. ENSURE THAT ANOTHER SIGNING OFFICER HAS ACCESS TO THE BOOKS IN THE EVENT OF HIS/HER ABSENCE,
- k. SUBMIT AN ANNUAL FINANCIAL STATEMENT AT THE ANNUAL GENERAL MEETING OF THE COUNCIL.

(CONSIDERATIONS

- THE BOOKS REMAIN THE RESPONSIBILITY OF THE TREASURER. MEMBERS MAY VIEW THEM WHEN ACCOMPANIED BY THE TREASURE OR A DESIGNATED EXECUTIVE MEMBER.)

**E. THE FUNDRAISING COORDINATOR SHALL:**

- a. PROPOSE FUNDRAISING PROJECTS AT GENERAL MEETINGS TO BE APPROVED BY THE GENERAL MEMBERSHIP,
- b. OVERSEE ALL FUNDRAISING ACTIVITIES,
  - a. THE HOT LUNCH COORDINATOR WILL BE RESPONSIBLE FOR THE HOT LUNCH MONTHLY FUNDRAISER (REVISION 1.2)
- c. MAY BE ONE OF THE SIGNING OFFICERS,
- d. BE RESPONSIBLE FOR COLLECTING ALL FUNDRAISING INCOME,
  - a. THE HOT LUNCH COORDINATOR WILL BE RESPONSIBLE FOR ALL THE HOT LUNCH FUNDS (REVISION 1.2)
- e. TRANSFER ALL FUNDS TO THE TREASURER IN A TIMELY MANNER,
  - a. THE HOT LUNCH COORDINATOR WILL TRANSFER THE HOT LUNCH FUNDS IN A TIMELY MANNER TO THE TREASURER (REVISION 1.2)
- f. MAINTAIN ACCURATE RECORD OF ALL FUNDRAISING REVENUE AND EXPENSES,
  - a. THE HOT LUNCH COORDINATOR MAINTAIN ACCURATE RECORD OF ALL FUNDRAISING REVENUE AND EXPENSES
- g. MAY SUBMIT AN ANNUAL REPORT.

**F. THE DPAC REPRESENTATIVE 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. MAY SUBMIT AN ANNUAL REPORT TO THE PAC

~~G. MEMBERS AT LARGE (DIRECTORS) SHALL: REVISION (1.1)~~

~~A) SERVE IN A CAPACITY TO BE DETERMINED BY THE COUNCIL AT THE TIME OF THEIR ELECTION, AND AT OTHER TIMES THROUGHOUT THEIR TENURE AS THE NEEDS OF THE COUNCIL REQUIRE,~~

~~B) MAY SUBMIT AN ANNUAL REPORT.~~

**G. THE SOCIAL EVENTS COORDINATOR SHALL: (REVISION 1.1)**

- a. PROPOSE SOCIAL EVENTS AT GENERAL MEETINGS TO BE APPROVED BY THE GENERAL MEMBERSHIP,
- b. OVERSEE ALL SOCIAL ACTIVITIES,
- c. MAY BE ONE OF THE SIGNING OFFICERS,
- d. BE RESPONSIBLE FOR COLLECTING ALL SOCIAL EVENT INCOME,
- e. TRANSFER ALL FUNDS TO THE TREASURER IN A TIMELY MANNER,
- f. MAINTAIN ACCURATE RECORD OF ALL SOCIAL EVENT REVENUE AND EXPENSES,
- g. MAY SUBMIT AN ANNUAL REPORT.

**H. THE COMMUNITY DEVELOPMENT COORDINATOR SHALL: (REVISION 1.1)**

- a. PROPOSE COMMUNITY DEVELOPMENT PROJECT AT GENERAL MEETINGS TO BE APPROVED BY THE GENERAL MEMBERSHIP,
- b. OVERSEE ALL COMMUNITY DEVELOPMENT ACTIVITIES,
- c. MAY BE ONE OF THE SIGNING OFFICERS,
- d. BE RESPONSIBLE FOR COLLECTING ALL COMMUNITY DEVELOPMENT INCOME,
- e. TRANSFER ALL FUNDS TO THE TREASURER IN A TIMELY MANNER,
- f. MAINTAIN ACCURATE RECORD OF ALL COMMUNITY DEVELOPMENT REVENUE AND EXPENSES,
- g. MAY SUBMIT AN ANNUAL REPORT

**I THE PAST CHAIRPERSON SHALL: (REVISION 1.1)**

- a. HELP SMOOTH THE TRANSITION BETWEEN CHAIRPERSONS,
- b. ASSIST, ADVISE AND SUPPORT THE COUNCIL,
- c. PROVIDE INFORMATION ABOUT RESOURCES, CONTACTS, AND OTHER ESSENTIAL INFORMATION TO THE COUNCIL,
- d. ACT AS A CONSULTANT FOR THE CHAIRPERSON,
- e. CHAIR THE NOMINATING COMMITTEE,
- f. MAY SUBMIT AN ANNUAL REPORT.

(CONSIDERATIONS ANNUAL REPORTS ARE IMPORTANT BECAUSE THEY:

- PROVIDE AN OPPORTUNITY TO REVIEW ~~PERSONAL AW WELL AS~~ (REVISION 1.2) ORGANIZATIONAL GOALS,
- PROVIDE A RECORD OF ACCOMPLISHMENTS AND ACTIONS TAKEN,
- OUTLINE JOB DESCRIPTIONS FOR THOSE CONSIDERING RUNNING FOR AN EXECUTIVE POSITION.)

## **SECTION XII – 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 HER/HIS 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. WORKS TO ENSURE THOSE ISSUES ARE RESOLVED THROUGH DUE PROCESS.
8. STRIVES TO BE INFORMED AND ONLY PASSES ON INFORMATION THAT IS RELIABLE.
9. RESPECTS ALL CONFIDENTIAL INFORMATION.
10. SUPPORTS PUBLIC EDUCATION.

### **SECTION XIII – COMMITTEES**

1. STANDING AND AD HOC COMMITTEES SHALL BE FORMED WHEN NECESSARY.  
E.G A COMMITTEE IS SET UP TO INVESTIGATE AIR QUALITY IN THE SCHOOL IS AN AD HOC COMMITTEE THAT WOULD BE DISSOLVED AFTER SUBMITTING A FINAL REPORT.
2. A NOMINATING COMMITTEE SHALL BE APPOINTED ANNUALLY BEFORE THE ANNUAL GENERAL MEETING.
3. (REVISION 1.2) EVERY YEAR A COMMITTEE WILL BE FORMED FOR THE SOLE PURPOSE FOR THE COMMUNITY INSPIRATION AWARD. THE FOLLOWING MEMBERS SHALL FORM THE COMMITTEE:
  - COMMUNITY DEVELOPMENT CORDINATOR,
  - ADMINISTRATION - PRINCIPAL AND EITHER VICE PRINCIPAL OR GRADE 7 TEACHER (IF REQUIRED)
  - ONE OTHER PAC EXECUTIVE
4. (REVISION 1.2) ONCE THE AWARD (THE SELECTED PARTICIPANT WILL RECEIVE THE SPONSORSHIP FUNDS, ONCE HE / SHE HAVE COMPLETED THEIR SPEECH AT THE GRADE 7 GRADUATION DINNER) HAS BEEN DISBURSED, THE COMMITTEE IS ALSO DISSOLVED.
5. COMMITTEES ARE RESPONSIBLE TO THE EXECUTIVE AND MEMBERS.
6. THE PAC EXECUTIVE MAY APPOINT MEMBERS TO COMMITTEES ANNUALLY.

#### **CONSIDERATIONS:**

- A NOMINATIONS COMMITTEE IS A STANDING COMMITTEE, AS IT IS REQUIRED EVERY YEAR.

### **SECTION XIV – FINANCES**

1. THE FINANCIAL YEAR WILL BE JULY 1<sup>ST</sup> TO JUNE 30<sup>TH</sup>.
2. A BUDGET AND TENTATIVE PLAN OF EXPENDITURES WILL BE DRAWN UP BY THE EXECUTIVE AND PRESENTED FOR APPROVAL AT THE SEPTEMBER MEETING.
3. THE EXECUTIVE WILL PRESENT, FOR APPROVAL AT A GENERAL MEETING, ALL PROPOSED EXPENDITURES ABOVE AND BEYOND THE BUDGET.
4. THE EXECUTIVE SHALL HAVE THE AUTHORITY TO PAY ACCOUNTS UNDER \$100 WITHOUT THE CONSENT OF THE GENERAL MEMBERSHIP. THESE EXPENSES MUST BE DISCLOSED AT THE NEXT GENERAL MEETING.

5. ALL FUNDS OF THE ORGANIZATION WILL BE KEPT ON DEPOSIT IN A BANK OR FINANCIAL INSTITUTION REGISTERED UNDER THE BANK ACT.
6. THE EXECUTIVE SHALL NAME AT LEAST THREE SIGNING OFFICERS FOR BANKING AND LEGAL DOCUMENTS. TWO SIGNATURES WILL BE REQUIRED ON ALL OF THESE DOCUMENTS.
7. A TREASURER'S REPORT SHALL BE PRESENTED AT EACH GENERAL MEETING.
8. MEMBERS AT A GENERAL MEETING MAY APPOINT AN AUDITOR.

### **SECTION XV – 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 MEETING AT WHICH A RESOLUTION WILL BE CONSIDERED TO AMEND THE BYLAWS SHALL BE GIVEN TO ALL MEMBERS IN WRITING AT LEAST ~~FOURTEEN~~ (REVISION 1.2) **SEVEN** 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.

### **SECTION XVI – REMOVAL OF AN EXECUTIVE MEMBER**

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 14 DAYS BEFORE THE MEETING.

### **SECTION XVII – PROPERTY IN DOCUMENTS**

- a. ALL DOCUMENTS, RECORDS, MINUTES, CORRESPONDENCE OR OTHER PAPERS KEPT BY A MEMBER , EXECUTIVE OFFICER OR COMMITTEE MEMBER IN CONNECTION WITH THE ORGANISATION, SHALL BE TURNED OVER TO THE CHAIRPERSON WHEN THE MEMBER, EXECUTIVE OFFICER OR COMMITTEE MEMBER CEASES TO PERFORM THE TASK TO WHICH THE PAPERWORK RELATES TO.
- b. **THE PAC HAS A GMAIL ACCOUNT [CHIMENYHILLPAC@GMAIL.COM](mailto:CHIMENYHILLPAC@GMAIL.COM) WHICH ALSO HAS DOCUMENT STORAGE, SO THAT ALL CORRESPONDENCE CAN BE STORED ELECTRONICALLY, ALONG WITH ALL PAC EXECUTIVES AND MEMBER'S CONTACTS. THE PASSWORD FOR THE GMAIL ACCOUNT IS TO BE KNOWN BY THE CHAIR AND THE VICE CHAIR. WHEN CHAIR AND VICE CHAIR EXECUTIVES TERMS HAVE EXPIRED, THEY MUST GIVE THE NEW CHAIR THE NEW PASSWORD AND AN ORIENTATION OF HOW THE DOCUMENTS ARE STORED AND HOW THEY CAN BE RETRIEVED.**
- c. **THE PAC HOT LUNCH COORDINATOR HAS A GMAIL ACCOUNT [HOTLUNCHCHIMNEYHILL@GMAIL.COM](mailto:HOTLUNCHCHIMNEYHILL@GMAIL.COM). THIS EMAIL ADDRESS ALSO HAS ALL PAC EXECUTIVES AND MEMBER'S CONTACTS. THE PASSWORD FOR THIS GMAIL ACCOUNT IS TO BE KNOWN BY THE CHAIR, VICE CHAIR AND HOT LUNCH COORDINATOR. WHEN CHAIR, VICE CHAIR AND / OR HOT LUNCH COORDINATOR EXECUTIVES TERMS HAVE EXPIRED, THEY MUST GIVE THE NEW CHAIR AND THE NEW HOT LUNCH COORDINATOR THE NEW PASSWORD.**

**SECTION XVIII – EXTENDING A PAC EXECUTIVES TERM (REVISION 1.2)**

IF AT THE NOMINEE COMMITTEE, THERE IS NO NOMINEE PRESENTED FOR THE NEXT YEAR EXECUTIVES ROLES SUCH AS:

- CHAIRPERSON
- VICE CHAIRPERSON
- TREASURER
- SECRETARY
- FUNDRAISING COORDINATOR
  - HOT LUNCH COORDINATOR
- COMMUNITY DEVELOPMENT COORDINATOR
- SOCIAL EVENT COORDINATOR

A SPECIAL RESOLUTION IS REQUIRED TO BE PASSED IN THE MAJORITY VOTE OF NOT LESS THAN 75% OF THE VOTES CAST, FOR THE EXISTING EXECUTIVE TO RUN AN ADDITIONAL TERM. FOR THIS AN AMENDMENT WILL BE ATTACHED TO THE CONSTITUTION AND BYLAWS DOCUMENT , AS AN APPENDIX AND SENT TO THE DPAC AS REFERENCE.

**STATEMENT OF UNDERSTANDING**

I, THE UNDERSIGNED, IN ACCEPTING THE POSITION OF \_\_\_\_\_ ON THE CHIMNEY HILL ELEMENTARY 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: \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
VICE CHAIRPERSON – SURB ATWAL

\_\_\_\_\_  
PRINCIPAL – CHRIS BALDRY