

# **HYLAND ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**

## **CONSTITUTION**

### **PART I - NAME**

The name of this organization shall be Hyland Elementary School Parent Advisory Council

### **PART II - PURPOSES**

The purposes of this organization shall be:

- 1) To promote the interests of public education in general and, in particular, the interests of Hyland Elementary School;
- 2) To contribute to a sense of community within the school and between the school, the home and the neighbourhood;
- 3) To provide leadership within the school community and to promote the involvement of parents/guardians in all aspects of our children's education;
- 4) To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighbourhood;
- 5) (a) To encourage and support programs in the school with promote the involvement of parents/guardians;  
(b) In consultation with the principal and staff, to organize activities and programs where appropriate;  
(c) To raise funds and organize volunteers for these activities and programs;
- 6) To raise funds as needed to purchase equipment and materials for the school;

- 7) To assist parents/guardians in obtaining information about the school, and in communication with teachers and administrators about their child's progress or other concerns;
- 8) To provide a forum for discussion of educational issues at the school, district and provincial levels;
- 9) To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities;
- 10) To advise the district parent advisory council of members' views on district and provincial policies, and to make recommendations where appropriate;
- 11) To promote a positive image of the school within the local community and Surrey school district at large.

### PART III - BYLAWS

The organization shall be empowered to enact bylaws governing its conduct and operations. All matters not covered by the bylaws shall be governed by *Robert's Rules of Order*.

**HYLAND ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL  
BYLAWS**

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## **PART I - MEMBERSHIP**

### Entitlement to membership

1. All parents and guardians of students enrolled in Hyland Elementary School are entitled to be members of Hyland Elementary School Parent Advisory Council.

### Voting and nonvoting members

2. (a) All members of the organization shall be voting members except as provided in 2(b).

(b) Members who are also Hyland Elementary School staff shall not have a vote.

### Compliance with the bylaws

3. Every member shall uphold the constitution and comply with these bylaws.

## **PART II - MEETINGS OF MEMBERS**

### General Meetings

4. General meetings of the members shall be held not less than four times during the school year. One of these meetings shall be the general annual meeting.

### Notice

5. (a) Except as provided in section 7, members shall be given not less than 14 days written notice of a general meeting.

(b) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

### Right to attend and vote

6. (a) Every member of the organization has a right to attend general meetings.

(b) Only voting members have the right to vote on matters before the meeting.

(c) At the discretion of the executive, non-members may attend the meetings but are not eligible to vote.

#### Request by member

7. (a) Any two members may request the calling of a general meeting.

(b) The request shall be in writing delivered to the president stating the reason for the meeting. On receiving the request, the president shall call the meeting.

(c) Member shall be given not less than 7 days written notice of a meeting called under this section, except at the discretion of the President less notice may be given in an emergency situation.

#### Code of conduct

8. (a) At general meetings, members shall not discuss individual school personnel, students, parents/guardians or other members of the school community.

(b) The organization shall refrain from partisan political action or other activities which do not serve the interests of the school or public school system.

### **PART III - PROCEEDINGS AT GENERAL MEETINGS**

#### Quorum

9. (a) A quorum for general meetings shall be three members, at least one of whom shall be a member of the executive.

(b) All members present shall record their name and telephone number on a document prepared for this purpose to record attendees.

#### Voting

10. A voting member present at a general meeting is entitled to one vote.

11. No proxies are permitted.

12. Voting is by a show of hands or, where requested by two members present, by secret ballot.

13. Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.

14. In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.

## **PART IV - EXECUTIVE**

### Executive defined

15. There shall be an executive consisting of a president, vice-president, secretary, and treasurer.

### Eligibility

16. (a) Any voting member of the organization is eligible to serve on the executive.

(b) A candidate for treasurer must have some bookkeeping or accounting background.

### Election of executive

17. (a) The executive shall be elected at each annual general meeting to hold office for a term of one year from July 1st to June 30th.

(b) Candidates for president and treasurer shall have served a minimum of one year in another position on the executive or a committee.

### Term of office

18. No member of the executive may hold the same position for more than two consecutive terms, save and except there are no other willing and able valid candidates for that position.

### Vacancy

19. (a) If an executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the executive for any other reason, the remaining executive may appoint a person eligible under section 16 to fill the vacancy.

(b) An executive member so appointed holds office until the next general meeting, when an election will be held.

### Removal of an executive

20. (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 a successor to complete the term.

(b) Written notice specifying the intention to propose the resolution to remove the executive member shall be given to the members not less than 14 days before the meeting.

## Privilege

21. Any information received in confidence by an executive member from school personnel, a student, parent, guardian or other member of the school community is privileged and shall not be divulged without permission of the person giving the information, except if information relates to a matter of general concern or interest that can be discussed without disclosure.

## **PART V - EXECUTIVE MEETINGS**

### Meetings

22. (a) Executives meetings shall be held at the call of the president.
- (b) There shall be at least one executive meeting held prior to each general meeting.

### Request by executive member

23. Any executive member may request the calling of an executive meeting, and the president shall call the meeting.

### Quorum

24. A quorum for executive meetings shall be three members of the executive.

### Notice

25. (a) Executive members shall be given a reasonable notice of executive meetings. Verbal notice given to each executive member shall be sufficient
- (b) The inadvertent omission to give notice to an executive member, or the failure of an executive member to receive notice, does not invalidate the proceedings at the meeting.

### Voting

26. (a) Questions arising at executive meetings shall be decided by a simple majority of the votes cast.
- (b) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.



## Committees

27. (a) The executives may appoint committees to meet the organization's objective or to carry on its affairs.

(b) A committee shall be appointed if required by the members at a general meeting.

(c) The terms of reference of each committee shall be specified by the executive at the time it is established, or by the committee at its first meeting, as the executive decides.

28. (a) Committees shall report to the executive as the executive requires.

(b) Committees may meet and adjourn as they see fit.

(c) Proceedings at committee meetings shall follow *Robert's Rules of Order*.

## **PART VI - DUTIES OF EXECUTIVE**

### President

29. (a) The president shall

(1) prepare an agenda for all meetings; and

(2) preside at all general and executive meetings.

(b) The president is an ex officio member of all committees established by the executive.

(c) Except as the executive decides from time to time, the president is the spokesperson on behalf of the organization.

### Vice-President

30. The vice-president shall assume the duties of the president in the president's absence. When not carrying out the president's duties, the vice-president shall assist the president as needed and perform such special duties as the executive decides.

#### Secretary

31. (a) The recording secretary shall
- (1) keep minutes and attendance of all meetings, and
  - (2) maintain and ensure the safekeeping of all records and documents of the organization, except those required to be kept by the treasurer.
- (b) The corresponding secretary shall conduct the correspondence of the organization.
- (c) The positions of recording and corresponding secretary may be held by one person.

#### Treasurer

32. (a) The treasurer shall
- (1) keep proper accounting records of all financial transactions of the organization;
  - (2) report to the executive and members on all accounts of the organization when required; and
  - (3) assist the executive in preparing an annual budget.
- (b) The treasurer's reports shall include the following matters;
- (1) current balances of all accounts held by the organization;
  - (2) all sums of money received and spent by the organization since the last report;
  - (3) all goods, equipment and materials purchased or sold since the last report; and
  - (4) all assets and liabilities of the organization

#### Secretary - treasurer

33. The offices of secretary and treasurer may be held by one person who shall be known as the secretary-treasurer.

#### Absence of secretary

34. In the absence of a secretary from a meeting, the chair shall appoint another person to act as secretary at the meeting.

## **PART VII - FINANCIAL MATTERS**

#### Financial year

35. The financial year shall be August 1st to July 31st

#### Power to raise money

36. The organization may raise and spend money to further its purposes.

#### Bank Accounts

37. The organization may establish and maintain such bank accounts as the executive decides. All funds of the organization shall be kept on deposit in a chartered bank or credit union.

#### Signing Authority

38. The president, vice-president, treasurer and one other person to be decided upon by the executive, are the authorized signatories for all banking and legal documents of the organization. At least two signatures, one of which shall be the treasurer's, are required on these documents.

#### Spending

39. (a) The executive may spend money as approved by the members at a general meeting.

(b) The executive may spend a maximum of \$100.00 without prior approval of the members. Any such expenditure shall be reported to the members at the next general meeting.

#### Annual Budget

40. Each September, the executive shall prepare a budget for the school year. The budget shall be presented to the members for approval at the first general meeting of the school year.

#### Financial Control Procedures

41. (a) All members of the executive and any supporting members must abide by the procedures put forward by the recommendations of the District PAC in co-operation with the School District's Internal Audit Dept.

(b) The president and treasurer must present a completed Parent Advisory Council Financial Controls Checklist to the members at the general meeting at the end of each year.

#### Appointment of auditor

42. The organization may appoint an auditor.

## **PART VIII - DISSOLUTION**

### Circumstances of dissolution

43. (a) The members may, by a majority of not less than 75% of the votes cast, dissolve the organization.
- (b) Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to members not less than 14 days before the meeting.
44. The organization shall dissolve on permanent closure of the school by School District #36 (Surrey) or by the province.

### Distribution of assets

45. (a) On dissolution of the organization by the members under section 43, the assets of the organization, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
- (b) On permanent closure of the school under section 44, the assets of the organization, after payment of all debts, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
46. Where not less than 25% of the students in the school are relocated to another school, a portion of the assets, after payments of all debts, equal to the portion of the students being relocated, shall be transferred to the Parent Advisory Council in the other school.

## **PART IX - AMENDMENTS TO CONSTITUTION AND BYLAWS**

47. (a) The members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
- (b) Written notice specifying the proposed amendments shall be given to the members not less than 14 days before the meeting.
- (c) Where the proposed amendments exceeds one page, they need not be given to every member, but shall be posted in a conspicuous place in the school.

## **PART X - GENERAL**

### Written notices

48. Any written notices required to be given by these bylaws shall be deemed to have been sufficiently given if handed to the students to take home.

### Property in documents

49. All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Amended and adopted by Hyland Elementary School Parent Advisory Council at Surrey, British Columbia, on June 7th 2017.

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Jody Haysom - President

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Maria Alindada - Treasurer