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CONSTITUTION

Section 1

The name of the Association is the Hastings Community Elementary School (“Hastings”) Parent Advisory Council, hereinafter also referred to as “Hastings PAC”.

The purpose of the Hastings PAC is to provide a forum for parents to collaborate with Hastings school administration and staff to promote the education and welfare of students at the school. As needed, Hastings PAC will fundraise, apply for grants, or administer funding to run programs and initiatives that meet this objective.

Hastings PAC will facilitate opportunities for parent involvement in the school and provide the viewpoints of parents on anything to do with the school. Upon request, Hastings PAC will facilitate communication between parents and school administration or staff about any concerns related to their child/children or the school.

Hastings PAC is committed to fostering a sense of community within students, parents, and the school. We will incorporate ideas and information from people with a wide range of identities, backgrounds, and experiences to inform Hastings PAC’s priorities and initiatives. We will consider equity and Reconciliation when creating or continuing PAC projects.

Section 2

In the event of dissolution of the Hastings PAC, and following payment of all costs, charges, and expenses which are properly incurred, the assets that remain shall be distributed to:

1. 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
2. Such charitable organization or organizations in British Columbia having a similar charitable purpose.

These provisions for remaining assets are unalterable.

In the event of dissolution of the Hastings PAC 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.

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

BYLAWS

Section 3

In these bylaws and in the Constitution, unless the context otherwise requires:

1. "Community organizations" means groups that demonstrate an interest in education and are not already included in the scope of the Hastings PAC'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. "Executive" or "Hastings Executive" means the elected, governing body of Hastings PAC;
5. "Hastings PAC" mean the parents organized according to the School Act and operating as a parent advisory council in Hastings
6. "parent" means a parent as defined in the School Act of a child enrolled in a

K-12 educational program in the school district;

7. "school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 39

Voting members

All parents and guardians of students registered at Hastings are voting members of the Hastings PAC. Parents or guardians who are also administrators or staff of Hastings are voting members of the Hastings PAC except on matters that are directly affected by their role as an employee.

Non-voting members

Administrators and staff (teaching and non-teaching) of Hastings may be invited to become non-voting members of the Hastings PAC. 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 Hastings PAC.

Compliance with bylaws

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

Section 4

General meetings

- a. General meetings will be conducted with fairness to all members, and will follow a code of conduct that emphasizes civil discourse and a spirit of constructive collaboration. 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. Members may attend general meetings in person, or by virtual attendance when available.
- 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, or by a motion approved at a general meeting where quorum has been met.

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.

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 Chair does not have a second or casting vote and the motion is defeated.
- c. Members must vote in person, or by virtual attendance when available, on all matters. Voting by proxy is not 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. For members attending by virtual attendance, when available, the Hasting PAC may allow such members to vote by a show of hands if the Hasting PAC does not have the technical ability for secret ballot.
- e. A vote will be taken to destroy the ballots after every election.

Section 5

1. Role of executive

The executive will manage the Hastings PACs affairs between general meetings.

2. Executive defined

The executive will include the Chair, Vice-Chair, Secretary, Treasurer, immediate Past-Chair, and Members at Large.

3. Eligibility

Any voting member of the Hastings PAC 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

The terms of all Officers will be on a rotating basis as follows:

- a. The Chair, Treasurer, and one Member at Large, will be elected at the annual general meeting in years ending with odd numbers for a two-year term.

- b. The Vice-Chair, Secretary, and one Member at Large will be elected at the annual general meeting in years ending with even numbers for a two-year term.
- c. The immediate Past-Chair will serve on the Executive for one year following the election of a new Chair.
- d. Two additional Members at Large will be elected at the annual general meeting each year for a one-year term. Two additional Members at Large may be elected (optional) each year at the annual general meeting for a one-year term. If four Members at Large are elected to one year terms, no additional Members at Large may be elected.

Elections will be conducted by the Chair.

5. Term of office

- a. The Executive will hold office for the designated term of up to one or two years beginning the first day of the month following the Annual General Meeting held after the commencement of the academic year.
- b. No person may hold the same Executive position for more than four years consecutively.

6. 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 Hastings PAC to fill the vacancy until the next annual general meeting.

7. 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. The notice must include the reason(s) why those making the motion would like the executive member removed.

8. 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 6

1. Executive Meetings

Executive meetings will be held at the call of the Chair. 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 7

1. District Parent Advisory Council Liaison

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

2. Vacancy

If the DPAC rep resigns or ceases to hold office for any other reason during their term, another eligible representative may be appointed by the executive.

3. External committees

The membership or executive may elect or appoint a member to represent the Hastings PAC on an external committee or to an external organization.

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

4. 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 of the Hastings PAC.

5. Representing the Council

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

6. 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.

7. Disclosure of interest

An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Hastings PAC 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 Hastings PAC for personal gain.

Duties of executive and representatives

1. The Chair

- schedules Hastings PAC executive and general meetings
- regularly attends Hastings PAC executive and general meetings
- regularly meets with school administrator(s)
- speaks on behalf of the Hastings PAC
- ensures agendas are prepared and presides at general and executive meetings
- appoints and oversees committees to ensure compliance with the Hastings PAC budget, Constitution, and bylaws
- ensures that the Hastings PAC is represented in school and district activities
- ensures Hastings PAC activities achieve the purposes set out in the Constitution
- is a signing officer
- submits an annual report for the Annual General Meeting

2. The Vice-Chair

- regularly attends Hastings PAC executive and general meetings
- assumes the duties of the Chair if asked by the Chair or if the Chair is absent
- is a signing officer
- submits an annual report when requested by the Chair or a general meeting of the Hastings PAC

3. The Secretary

- regularly attends Hastings PAC executive and general meetings
- ensures executive and general members are notified of meetings

- records and files minutes of executive meetings
- keeps an accurate copy of the Constitution and bylaws, and makes copies available to members
- ensures safekeeping of Hastings PAC records
- may be a signing officer
- submits an annual report when requested by the Chair or a general meeting of the PAC

4. **The Treasurer**

- regularly attends Hastings PAC executive and general meetings
- ensures all funds of the Hastings PAC are properly accounted for, including compliance with requirements that may be imposed by funding bodies
- disburses funds as authorized by the membership or executive
- reports on all receipts and disbursements at general and executive meetings
- makes financial records and books of account available to members upon request
- has financial records and books of account ready for inspection or annual audit
- with the assistance of the executive, drafts an annual budget
- ensures that another signing officer has access to the financial records and books of account in the treasurer's absence
- is a signing officer
- submits an annual financial statement at the annual general meeting

5. **The DPAC Liaison**

- attends Vancouver DPAC meetings and represents, speaks, and votes on behalf of the Hastings PAC
- maintain current registration of Hastings PAC
- serves as an information conduit and liaison between Vancouver DPAC and Hastings PAC
- liaises with other parents and DPAC representatives
- reports back to Hastings PAC as requested by the Chair or a general meeting of Hastings PAC

6. **Members-at-Large**

- regularly attend Hastings PAC executive and general meetings
- serve on at least one PAC committee or in at least one function needed by Hastings PAC, as determined by the Chair

7. The immediate Past Chair

- advises and supports the executive and membership
- provides information about resources, assets, contacts, and Hastings PAC procedures, especially during the transition to a new Chair
- submits an annual report when requested by the Chairperson or a General meeting of the PAC

Whenever possible, recruitment for a Treasurer or Chair should begin when there is at least one year remaining in the term of the member actively holding that position.

Section 8

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs. A committee may be dissolved by a vote of the executive. A committee will be dissolved by the executive if the executive concludes that the committee is acting in breach of the Constitution or bylaws.
2. The purpose of the committee should be defined at the time of its creation, by the membership and executive. The committee members shall meet and establish terms of reference for its mandate, including the following:
 - a) the name of the committee
 - b) the members of the committee
 - c) the membership of the committee, including the process for joining the committee
 - d) the mandate of the committee;
 - e) If the committee is formed to address a particular initiative, the date(s) and location(s) for the initiative, and the time requirements or limitations;
 - f) A description of how the mandate meets the purposes of these bylaws and the Hastings PAC Constitution
 - g) any funds sought by the committee as of the date of formation;
 - h) the processes by which the committee intends to operate;
 - i) whether the committee requires a staff sponsor
 - j) committee proposals for obtaining grants, bursaries, donations, discounts, or sponsorships, or working with administrators to provide guidance on spending of school funds
 - k) opportunities for community and stakeholder engagement with the committee's mandate

Section 9

1. Financial year

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

2. Power to raise money

The Hastings PAC may raise and spend money to further its purposes.

3. Bank accounts

All funds of the Hastings PAC must be kept on deposit in the name of the Hastings PAC in a bank or financial institution registered under the Bank Act or a credit union registered pursuant to the Credit Union Incorporation Act RSBC 1996 c. 82.

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. A signing officer cannot sign for a funds transfer to himself, herself, or themselves.

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 a general meeting. The executive may override spending decisions that would exceed available funds, even if the spending is in the budget approved at the annual general meeting. In the case of any such override, the executive shall make a report to the next general meeting.

Treasurer's report

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

7. Auditor

Members at a general meeting may appoint an auditor.

Section 10

1. The members may, by a majority of not less than 75% of the votes cast, amend the Hastings PAC constitution and bylaws.
2. Written notice summarizing the proposed amendments must be provided to the members not less than 14 days before the meeting. The full proposed amendments can be made accessible electronically not less than 14 days before the meeting..

Section 11

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in

connection with the Hastings PAC shall be deemed to be property of the Hastings PAC 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.

1. In the event of winding up or dissolution, all records of the Hastings PAC shall be given to the principal of Hastings.

Amended and Adopted by Hastings Community Elementary School Parent

Advisory Council at Vancouver, British Columbia, on _____, 2024.

Signed by

Chairperson

Secretary