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## CONSTITUTION

### Section 1

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

The purposes of the ~~Council~~ 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 in 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. ¶

~~Hastings PAC will work to ensure that the school environment is welcoming, supportive, and provides equal opportunities for students of all backgrounds and abilities. ¶~~

~~To encourage parent involvement in the school, and to support programs that promote parent involvement. ¶~~

- ~~1. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council. ¶~~

~~To participate in the work of the school planning council through the Council's elected representatives. ¶~~

- ~~2. To promote the interests of public education and, in particular, the interests of Hastings Elementary Community School. ¶~~
- ~~3. To provide leadership in the school community. ¶~~
- ~~4. To contribute to a sense of community within the school and between the school, home, and neighbourhood. ¶~~
- ~~5. To provide parent education and professional development, and a forum to discuss anything related to the school for discussion of educational issues. ¶~~
- ~~6. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns. ¶~~
- ~~7. To advise assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.~~
- ~~8. To organize and support activities for Hastings students and parents. ¶~~
- ~~9. To obtain and provide financial support for the goals of the Council Hastings PAC, as determined by the membership. ¶~~
- ~~10. To advise and participate in the activities of Vancouver District Parent Advisory Council. ¶~~

## Section 2

In the event of dissolution of the ~~Hastings PAC Council~~, 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 Council~~ 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 Council~~ will operate as a not-for-profit organization. The business of the ~~Hastings PAC Council~~ 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. "~~C~~ommunity organizations" means groups that demonstrate an interest in education and are not already included in the scope of the ~~Hastings PAC Council's constitution~~ constitution and bylaws;
2. "~~D~~istrict" means the Vancouver School Board, District No. 39;
3. "DPAC" or "~~D~~istrict ~~P~~arent ~~A~~dvisory ~~C~~ouncil" means the parent advisory ~~c~~ouncils 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~~" or "~~parent advisory council~~" mean the parents organized according to the School Act and operating as a parent advisory council in Hastings ~~Elementary Community School~~;
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; ~~is as defined in the School Act and means;~~ ¶

~~"parent" means a parent as defined in the School Act of a child enrolled in a K-12~~

~~educational program in the school district;~~

- ~~a. the guardian of the person of the student or child;~~
- ~~b. the person legally entitled to custody of the student or child, or~~

~~7. the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 39~~

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

~~9. "SPC" means the school planning council created for Hastings Elementary Community School according to the School Act~~

### **Voting members**

All parents and guardians of students registered at Hastings ~~Elementary Community School~~ are voting members of the **Hastings PAC Council**. Parents or ~~g~~Guardians who are also administrators or staff of Hastings ~~Elementary Community School~~ are voting members of the **Hastings PAC Council** 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 ~~Elementary Community School~~ may be invited to become non-voting members of the **Hastings PAC Council**. 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 Council**.

### **Compliance with bylaws**

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

#### ~~1. Operation and governance~~

~~Operation and governance of Hastings PAC resides with the PAC Executive.~~

## **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. ~~Meetings may be held as "hybrid" (some members attending in person, others attending via technology) or as completely remote (no one~~

~~attending in person, everyone on technology.)~~ 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.
- d.
- e. ~~(Based on 2005, this would be approximately 67 members based on an average of 670 students assuming two parents (voters)).~~

### **Conduct**

- a. ~~At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.~~
- b. The **Hastings PAC** Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

#### **1. 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 Chairperson 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 ~~will not be~~ 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 PAC Council's affairs between general meetings.

### 2. Executive defined

The executive will include the Chairperson, Vice-Chairperson, Secretary, Treasurer, immediate Past-Chairperson, and Members at Large. ~~and other members of the Council as the membership decides.~~

### Eligibility

Any voting member of the Hastings PAC Council is eligible to serve on the executive, except employees of, or elected officials of, School District No. 39 or the Ministry of Education.

### 3. 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. , with the Chairperson, Secretary and one Member at Large being elected in one year for a two year term, and the remaining Officers being elected in the following year for a two year term (three positions). The additional members at large are elected on an annual basis for one year terms.~~
- ~~a. The Chairperson, Treasurer and one Member at Large will be elected at the October annual general meeting in odd years (three positions).~~
- ~~b. c. The immediate Past-Chairperson will serve on the Executive for one year following the election of a new Chairperson.~~  
~~The Vice-Chairperson, Secretary and one Member at Large will be elected at a general meeting at the October annual general meeting in even years (three positions).~~
- e. d. Two additional Members at Large will be elected at the annual general meeting each year for a one-year term. Two additional ~~a-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. ~~No additional members at large can, to a maximum of four may be elected at a general meeting for a one year term (minimum of two positions).~~

Elections will be conducted by the Chair ~~person of the Nominations Committee or, if there is not a Nomination Committee, the Chairperson of the annual general meeting.~~

#### 4. Term of office

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

#### 5. 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 ~~Council~~ **Hastings PAC** to fill the vacancy until the next annual general meeting.

#### 6. 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.**

#### 7. 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 ~~person~~. 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 ¶¶

## Notice

Executive members will be given reasonable notice of executive meetings.

## 3. 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

### ~~School Planning Council representatives ¶¶~~

~~Three representatives to the school planning council (SPC) will be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive. ¶¶~~

### ~~1. District Parent Advisory Council Liaison~~

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

### ~~2. Election of SPC representatives ¶¶~~

~~The election of representatives to the SPC must be by secret ballot. ¶¶~~

### ~~3. Term of office ¶¶~~

~~SPC representatives will hold office for a term of one year. ¶¶~~

### ~~4. 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.~~

~~If an SPC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot. ¶¶~~

### ~~5. External committees~~

~~The membership or executive may elect or appoint a member (a representative of a Council member) who is a voting member to represent the~~



~~Council~~ **Hastings PAC** on an external committee or to an external organization.

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

### **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. as outlined in this document. as determined as acceptable to the membership.~~

### **Representing the Council**

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

### **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.

### **Disclosure of interest**

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

## **Duties of executive and representatives**

### **1. ~~The Chairperson will~~**

- ~~schedules Hastings PAC PAC~~ **schedules Hastings PAC executive and general meetings**
- ~~regularly attends Hastings PAC PAC~~ **regularly attends Hastings PAC executive and general meetings**
- ~~regularly meets with school administrator(s)~~ **regularly meets with school administrator(s)**
- ~~speaks on behalf of the Hastings PAC Council~~ **speaks on behalf of the Hastings PAC**
- ~~ensures agendas are prepared and presides at general and executive meetings consult with Council members~~ **ensures agendas are prepared and presides at general and executive meetings**
- ~~preside at membership and executive meetings~~ **preside at membership and executive meetings**
- ~~ensure that an agenda is prepared~~ **ensure that an agenda is prepared**
- ~~appoints and oversees committees and subcommittees to ensure compliance with the Hastings PAC PAC budget, Constitution, and bylaws where authorized by the membership or executive~~ **appoints and oversees committees and subcommittees to ensure compliance with the Hastings PAC budget, Constitution, and bylaws where authorized by the membership or executive**

- ensures that the Hastings PAC Council is represented in school and district activities
- ensures that Hastings PAC Council activities are aimed at achieving the purposes set out in the constitution
- is a signing officer
- submits an annual report for the Annual General Meeting

## 2. The Vice-Chairperson will

- regularly attends Hastings PAC executive and general meetings support the Chairperson
- assist the Chair in the performance of the Chair's duties assume the duties of the Chairperson in the Chairperson's absence or upon request
- assumes the duties of the Chair if asked by the Chair or if the Chair is absent assist the Chair in the performance of his or her duties
- accept extra duties as required
- is a signing officer
- submits an annual report when requested by the Chairperson or a general meeting of the Hastings PAC

## 3. The Secretary will

- regularly attends Hastings PAC executive and general meetings
- ensures executive and general that 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 upon request
- ensures safekeeping of Hastings PAC Council records prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the Council
- may be a signing officer
- submits an annual report when requested by the Chairperson or a General meeting of the PAC

## 4. The Treasurer will

- regularly attends Hastings PAC executive and general meetings be one of the signing officers
- ensures all funds of the Hastings PAC Council are properly accounted for, including compliance with requirements that may be imposed by

### ~~funding bodies for Gaming funding~~ ¶

- ~~disburses~~ funds as authorized by the membership or executive
- ~~ensure that proper financial records and books of account are maintained~~ ¶
- ~~reports~~ on all receipts and disbursements at general and executive meetings
- makes financial records and books of account available to members upon request
- ~~have the~~ financial records and books of account ready for inspection or ~~annual~~ audit ~~annually~~
- 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 will~~

- ~~attends~~ ~~Meetings of the~~ Vancouver DPAC ~~meetings~~ and represents, speaks, and votes on behalf of the ~~Hastings PAC Council~~
- maintains current registration of ~~Hastings PAC the Council~~
- serves as an information conduit and liaison between Vancouver DPAC and Hastings PAC
- ~~report regularly to the membership and executive on matters relating to the DPAC~~ ¶
- ~~e e k and give input to the DPAC on behalf of the Council~~ ¶
- ~~receive, circulate, and post DPAC newsletters, brochures, and announcements~~ ¶
- ~~receive and act on communications from the DPAC~~ ¶
- liaises with other parents and DPAC representatives
- reports back to Hastings PAC as ~~submit an annual report when~~ requested by the Chairperson or a ~~G~~ general meeting of ~~Hastings the~~ PAC

### 6. ~~Members-at-Large will~~

- regularly attend ~~Hastings PAC 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
- ~~serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires~~ ¶
- ~~submit an annual report when requested by the Chairperson or a~~

## ~~General meeting of the PAC~~

### 7. ~~The immediate Past Chairperson will~~

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

### 8. ~~The School Planning Council (SPC) representatives will~~

- ~~attend meetings of the school planning council (SPC)~~
- ~~represent, speak, and vote on behalf of the Council at SPC meetings~~
- ~~request and take direction from the membership and executive~~
- ~~be strong advocates for meaningful parent involvement in the school and school planning~~
- ~~provide a report to general and executive meetings~~
- ~~attend general and executive meetings as directed by the membership or executive~~

~~Whenever possible, recruitment for a the next Treasurer or Chair should begin when there is at least one year remaining in the term of the member actively holding that position., if that member is not continuing in the Treasurer role. This will allow for mentorship and transfer of institutional knowledge. Recruitment for the next Chair should also follow this best practice if it appears as though the current Chair will not be able to serve their term as Past Chair.~~

## Section 8

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs. ~~The mandate of the A committee may be terminated dissolved by a vote of the executive. A committee will be dissolved by the executive if the executive concludes that the committee is found to be acting in breach of the Constitution Constitution or bylaws.~~
2. The purpose of the committee should be defined at the time of its creation, by the membership and executive. ~~Within 14 days, tThe committee members should 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) ~~how the membership of the committee, including anyone interested in becoming a member of the committee can the process for joining the committee, and if there is a deadline to do so~~
- d) The mandate of the committee;
- e) If the committee is formed to address a particular initiative, the date(s) and location(s) (if needed) for the initiative to run, and the time requirements or limitations; ~~frame if the initiative is intended to run for multiple years~~
- f) ~~who from the Hastings school community is eligible to participate in the initiative, and how they can participate~~
- g) A description of how the mandate meets the ~~requirements~~ purposes of the these bylaws and the Hastings PAC Constitution and bylaws
- h) ~~what any funds, if any, sought by the committee as of the date of formation; is seeking from PAC to move ahead with its mandate, and whether those are Operating or Gaming funds~~
- i) ~~the process of how the committee intends to obtain administrator permission for its initiative, if required~~ the processes by which the committee intends to operate;
- j) whether the ~~initiative~~ committee requires a staff sponsor
- k) ~~a draft workback schedule for the executive to review, including specific milestones, timeline for financial disbursements, and timing of regular reports back to the executive and general membership. The reports should include opportunities for the executive and membership to ask questions about the committee's progress.~~
- l) ~~how the committee proposals can find ways to decrease costs to the PAC for its initiative including for obtaining grants, bursaries, donations, discounts, or sponsorships, or working with administrators to provide guidance on spending of school funds~~
- m) Opportunities for community and ~~whether~~ stakeholder engagement would aid moving ahead with the committee's mandate

¶

- n) ~~The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or ¶ by the committee at its first meeting, as the membership or executive decide.~~

3. ~~Committees will report to the membership and executive as required. ¶~~

4. ~~When possible, a Nominating Committee will be appointed prior to May of each year before the October annual general meeting. ¶~~

## Section 9

### 1. Financial year

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

## 2. Power to raise money

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

## 3. Bank accounts

All funds of the Hastings PAC ~~Council~~ must be kept on deposit in the name of the Hastings PAC ~~Council~~ 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 or herself; it must be signed by two other people with signing authority.~~

## 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 the ~~next~~ general meeting. ~~Since PACs cannot operate in deficit conditions, t~~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 at 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 ~~Council's~~ 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.
3. ~~Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.~~ ¶

## 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 ~~Council~~ **Hastings PAC** shall be deemed to be property of the **Hastings PAC** ~~Council~~ 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 of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 39 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution. ¶~~
2. In the event of winding up or dissolution, all records of the ~~Council~~ **Hastings PAC** shall be given to the principal of ~~Hastings Elementary Community School~~.

Amended and Adopted by Hastings ~~Elementary~~ Community **Elementary**

School Parent Advisory Council at Vancouver, British Columbia, on \_\_\_\_\_,

2024.

Signed by

Chairperson

Secretary