

## CONSTITUTION

The name of this Council is Foothills Elementary Parent Advisory Council (Foothills Elementary PAC)

The purpose of the Council will be to support, encourage, and improve the education and well being of students, encourage parent involvement in the school, and promote cooperation between the school, homes, and the community.

The Council will be a non-profit organization with no personal financial benefit to members. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability. All members shall be treated with fairness and respect.

## BYLAWS

### SECTION 1 – MEMBERSHIP

1. All parents and guardians of students registered in Foothills School are voting members of the Council. In this document, “parent” is used as defined in the school act, and includes guardians and people legally entitled to custody of the student.
2. Administrators and staff (teaching and non-teaching) of School may be invited to become non-voting members of the Council.  
**Note: this is if they are not already a voting member.**
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members.
4. Every member will uphold the constitution and comply with these bylaws.

### SECTION 2 – GENERAL MEETINGS

1. General meetings will be held monthly during the school year, on a regular schedule.
2. The annual general meeting will be held in June for purpose of election of officers with the nominations being made in the May general meeting.
3. Additional meetings shall be held at the discretion of the Executive with a minimum change to 3 days notice.
4. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.

5. A quorum for general meetings will be \_\_4\_\_ voting members.  
**Note:** a quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group.
6. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### SECTION 3 – EXECUTIVE

1. The executive will manage the Council's affairs between general meetings.
2. The executive will include the Chair, Vice-chair, Secretary, Treasurer, and such other executive members as the general membership decides.
3. Officer positions may be shared, with approval of the general membership.
4. Any voting member of the Council is eligible to serve on the executive, including teachers and other employees of the school district, with the exception of the position of the Chair. Teachers, employees, or elected officials of the school district 57 or the Ministry of Education are not eligible to serve as Chair.
5. Teachers, employees or elected officials of School District No. 57 or the Ministry of Education must inform the members when nominated of their status before voting takes place.
6. The executive will be elected at each annual general meeting in June.
7. The executive will hold office from Sept to the end of June, or until their successor has been elected.
8. An elected member of council may hold the same executive position for as long as he/she is elected to a position.
9. No person may hold more than one elected executive position at any one time.
10. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

### SECTION 4 – VOTING

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
2. In keeping with other organizations, the chairperson will not vote on any issues other than to break a tie.

3. Members must vote in person on all matters. Voting by proxy will not be permitted.
4. Voting is by a show of hands.

## **SECTION 5 – EXECUTIVE MEETINGS**

1. Executive meetings will be held at the call of the Chair, or by request of a majority of executive members.
2. A quorum for executive meetings will be a majority of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. The executive may meet by email/telephone as necessary.

## **SECTION 6 –DISTRICT PARENT ADVISORY COUNCIL, EXTERNAL COMMITTEE REPRESENTATIVES**

1. A representative to the District Parent Advisory Council (DPAC) shall be elected annually from among the voting members who are not employees or elected officials of School District No. 57 or the Ministry of Education.
2. The elected representative shall obtain information by attending Monthly DPAC meetings or from the (DPAC) website and report back to the Foothills PAC.

## **SECTION 7 – CONDUCT**

1. All members must act solely in the interests of the parent membership of the Council.
2. Any information received in confidence by a member 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.
3. A member must avoid using their position on the Council for personal gain. No member may be remunerated for serving on the executive or committee, but may be reimbursed for expenses reasonably incurred while engaged in the Council's affairs.

## **SECTION 8 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

1. The Chair shall preside at membership and executive meetings, speak on behalf of the Council, prepare the agenda, become a signing officer, submit a written annual report at the Annual General Meeting in June and perform other duties as associated with the office.
2. The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence, and accept extra duties as required. The Vice-Chair may also be a signing officer.
3. The Secretary shall record the minutes of general, special and Executive meetings, keep all approved minutes in a minute book, and make copies of minutes available to all members (email or other). The Secretary may also be a signing officer.
4. The Treasurer shall ensure all funds are properly accounted for with a monthly revenue/expense breakdowns on the accounts of the council, shall with the assistance of the executive draft a tentative budget and plan of expenditures to be presented for approval at a general meeting prior to the end of October each year, be one of the 3 signing officers of the Executive, prepare an annual report at the Annual General Meeting in June.

## **SECTION 9 – COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs. Committee chairpersons shall be volunteers or willing nominees accepted by a majority vote of the voting members present at a general meeting.
2. 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.

## **SECTION 10 – FINANCIAL MATTERS**

1. The financial year of the Council will start September 1<sup>st</sup> each year.
2. The Council may raise and spend money to further its purposes.
3. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
4. All funds of the organization will be on deposit in a Bank or Financial Establishment registered under the Bank Act.

5. The executive will prepare an annual budget and present it to the membership for approval.
6. All proposed expenditures not listed on the current budget will be presented for approval at the next general meeting. Council money can only be spent if authorized by a motion passed at a general meeting.
7. All funds collected on behalf of the Foothills PAC shall be counted as soon as practicable by two (2) people, one of whom is an executive member. Each of the two (2) members must sign off on the amounts counted and be submitted to the Treasurer. Exceptions to this would be an ongoing collection such as Hot Lunch order forms or other of the kind.
8. A treasurer's report will be presented at each general meeting.
9. Members at a general meeting may appoint an auditor or audit committee.

## **SECTION 11 – CONSTITUTION AND BYLAW AMENDMENTS**

1. Amendments to the Constitution and By-laws of the FOOTHILLS SCHOOL Parent Advisory Council may be made at any general meeting at which business is conducted.
2. Written notice of the meeting must be given to all members (14 days minimum). Notice posted on the School/PAC Website 14 days in advance is considered to be sufficient notice.
3. The notice of the meeting shall include the amendments proposed.
4. A two-thirds (2/3) majority vote by voting members present will be required to amend the Constitution and By-laws.

## **SECTION 12 – DISSOLUTION**

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 a registered charity or registered charities in British Columbia, as defined in the Income Tax Act or such charitable organization or organizations in British Columbia having a similar charitable purpose.

NOTE: APRIL 7, 2005 The Foothills Elementary PAC Resolved that in event of dissolution Section 12 shall not be altered or amended and shall continue to be binding for any future Foothills Elementary PAC's.