

# Constitution

## Section I – NAME

The name of this Council is Frank Hobbs Parent Advisory Council (the "PAC") as sanctioned by the School Act.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

## Section II – FOUNDATION PHILOSOPHY

As parents, we recognize that our children's success at school depends on our interest, support and involvement in their education and the school community.

## Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
4. To participate in the work of the school planning council through the Council's elected representatives
5. To promote the interests of public education and, in particular, the interests of Frank Hobbs School
6. To provide leadership in the school community
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To provide parent education and professional development, and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership

13. To advise and participate in the activities of the Victoria Confederation of Parent Advisory Councils and the BC Confederation of Parent Advisory Councils

#### **Section IV – INTERPRETATION OF TERMS**

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

**“district”** means School District No. 61

**“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. 61

**“PAC”** or **“parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in Frank Hobbs School

**“parent”** is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) 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. 61

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 61

# Bylaws

## Section I – MEMBERSHIP

### Voting members

1. All parents and guardians of students registered in Frank Hobbs School are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting.

### Non-voting members

2. Administrators and staff (teaching and non-teaching) of Frank Hobbs School are invited to become non-voting members of the Council.
3. Members of the community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

### Compliance with bylaws

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

## Section II – MEETINGS OF MEMBERS

### General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (AGM). The agenda for meetings will be circulated to all members via newsletter and/or website a minimum of 7 days prior to a meeting.
3. The Annual General Meeting (AGM) will be held in May.

### Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

## **Notice of meetings**

4. Members will be given reasonable notice of general meetings. Notice may be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

## **Section III – PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for general meetings will be seven voting members.
2. 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. The quorum cannot be waived or suspended, even by unanimous consent.

### **Voting**

3. 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).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy or on e-mail will not be permitted.
6. *Voting is always by secret ballot*, not by a show of hands.
7. All ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting, before the result of the votes are called.

## **Section IV -- EXECUTIVE**

### **Role of executive**

1. The executive will manage the Council's affairs between general meetings.

## **Executive defined**

2. The executive will include:
  - a Chair,
  - a Co-Chair, Meeting Facilitator,
  - a Co-Chair, Communications,
  - a Treasurer,
  - a VCPAC representative, and
  - a Fundraising Coordinator.

## **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive.

## **Election of executive**

4. The executive will be elected at each annual general meeting, with one position being voted on at a time. Only one position must appear on a voting sheet, with the result of each vote being announced immediately after the ballot sheets are counted, before the next position is voted upon.
5. Elections will be conducted by one of the existing executive members, as agreed on by the membership. A minimum of one other executive member, and maximum of two other executive members, will also assist with the counting of the ballot sheets.

## **Term of office**

6. The executive will hold office for a term of one year from July 1st to June 30th.
7. No person may hold the same executive position for more than four consecutive years.

## **Vacancy**

8. Executive members must give written intention of resignation, which must be circulated to all executive members. 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 to fill the vacancy until the next annual general meeting.

### **Removal of executive**

9. 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.
10. 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.

### **Remuneration of executive**

11. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

## **Section V – EXECUTIVE MEETINGS**

### **Meetings**

1. Executive meetings will be held at the call of the president as deemed necessary. At least one executive meeting will be held each school term.
2. General executive business between meetings may be conducted by email. Examples of general business include circulating newsletter articles for verification by executive members, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes.
3. Matters requiring a vote or more detailed discussion will be brought to an executive meeting for decision making purposes. The President will call executive meetings, as per the request of the executive members.

### **Quorum**

4. A quorum for executive meetings will be a majority (50% plus 1) of the six members of the executive.

### **Notice**

5. Executive members will be given at least 14 days notice of executive meetings.

### **Voting**

5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
6. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
7. A secret ballot will be used for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

## **Section VI - DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVES**

### **District Parent Advisory Council representative**

1. One representative to the Victoria Confederation of Advisory Councils (VCPAC) may be elected annually from among the voting members. A VCPAC representative may be an employee or elected official of any school board, or the Ministry of Education.

### **External committees**

2. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization.
3. The representative will report to the membership or executive as required.

## **Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

1. At the first executive meeting of the school year, every executive member and representative must agree on and sign a code of ethics acceptable to the membership.

### **Representing the Council**

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

### **Privilege**

3. 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**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

## **Section VIII – DUTIES OF EXECUTIVE**

### **A. The Chair will**

- consult with Council and executive members, primarily through regular newsletters, website information and meetings. Parent surveys can also be used to enable this function, as approved by executive
- coordinate parent newsletter updates: assign a Council member or executive member to write monthly news updates (this can be done on a month-by-month basis or one volunteer could take on responsibility of this function for the entire school year). Ensure content is up-to-date, accurate and reflective of current PAC issues and events.
- speak on behalf of the Council, arranging meetings with the school Principal as required
- ensure that general meeting dates, lunch days and PAC school events are scheduled at the commencement of the school year (usually requires a meeting with executive, food and events coordinators, and Administration before the start of the school year in September)
- call executive meetings at the request of the executive members, as required or requested
- preside at the PAC AGM in May
- appoint committees where authorized by the membership or executive
- ensure that Council activities are aimed at achieving the purposes set out in the constitution



- ensure safekeeping of all records of the Council
- act as a signing officer

## **B. The Co-Chair, Meeting Facilitator will**

- identify a suitable meeting venue for general meetings
- ensure that meeting agendas are prepared and circulated onto the website and parent information board, a minimum of 7 days prior to each meeting
- identify a note taker for general meetings (this individual could be a different PAC member for each separate meeting, or the same person for all meetings throughout the school year). The note taker will provide a record of the meeting to the Vice President (communications)
- ensure refreshments for meetings are available on time and according to the annual PAC budget
- liaise with the Chair and determine who is to preside at each general meeting, as determined by individual availability and meeting content
- arrange for guest speakers for the general meetings, as required
- assist the Chair in the performance of his or her duties
- may act as a signing officer

## **C. The Co-Chair, Communications will**

- maintain the PAC website, ensuring posts are current and relevant to the activities of the Council
- ensure meeting notes are posted onto the website in a timely fashion (including unapproved minutes with a special note indicating that these notes are in draft form), ideally no more than two weeks after any meeting
- regularly check email correspondence on the Frank Hobbs PAC email account, forwarding enquiries to the appropriate person(s) as necessary
- assist the president in the performance of his or her duties
- may act as a signing officer

## **D. The Treasurer will**

- act as one of the signing officers
- ensure all funds of the Council are properly accounted for

- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive and input from the Chair (and Administration), draft an annual budget, for approval at the May AGM
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

#### **E. The DPAC Representative will**

- attend all meetings of the Victoria Confederation of Advisory Councils to represent, speak, and vote on behalf of the Council
- maintain current VCPAC registration of the Council
- report regularly to the membership and executive on all matters relating to the DPAC, circulating notes to the membership via newsletter or e-mail after every VCPAC meeting
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a VCPAC vote

## **F. The Fundraising Coordinator will**

- Consult with PAC members and executive in order to plan fundraising objectives and activities
- Assist with the construction of event and fundraising sub-committees as required
- Communicate formal appreciation of financial contributions to donors and sponsors
- Assist the executive with the planning of fundraising activities and anticipated budget for the school year, for formal approval at the May AGM

## **Section IX – COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
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.
4. A Nominating Committee will be appointed annually before the annual general meeting.

Terms of reference for ad hoc committees will be formulated as necessary.

## **Section X – FINANCIAL MATTERS**

### **Financial year**

1. The financial year of the Council will be July 1st to June 30th of the following year.

### **Power to raise money**

2. The Council may raise and spend money to further its purposes.

### **Bank accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

## **Signing authority**

4. The executive will name at least three signing officers (including the President and Treasurer) for banking and legal documents. Two signatures will be required on all of these documents.

## **Financial Procedure**

5. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 10th, unless given prior approval. Receipts must be dated within that school year (i.e. from 1<sup>st</sup> July until 10<sup>th</sup> June), to ensure consideration for reimbursement.
6. Under the recommendation of the Treasurer, the executive may authorize that any debt or obligation that it considers to be unrealizable or uncollectible be written off.

## **Annual budget**

7. The executive will prepare a budget (including revenue and expenditures) and present it to the membership for approval at the Annual General Meeting in May. The approved budget covers the time of the financial year July 1st to June 30th. The approved budget provide the executive the authority to make the transactions included in the budget without coming back to the general membership for approval. Budgets may be amended by the executive as needed with the approval of the membership.

## **Non-budgeted expenditures**

8. The executive will present all proposed expenditures not included in the current budget which exceed \$250 for approval at the next general meeting. Any requests for additional expenditure must be submitted in writing, detailing the amount requested, reason for expenditure, anticipated date of spend and include the numbers and ways that the students would benefit. This information must be submitted 14 days prior to any general meeting in order to be considered by the Council members.

## **Start-up Funds**

9. Each Executive must leave start-up funds, for the following year's Executive, of at least \$500 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

## **Auditor**

10. Members at a general meeting may appoint an auditor.

## **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
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 XII – PROPERTY IN DOCUMENTS**

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

## **Section XIII – DISSOLUTION**

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution passed by a three-quarters majority at a duly convened General Meeting.
2. 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. 61 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of Frank Hobbs School.

Adopted by Frank Hobbs School Parent Advisory Council at Victoria, B.C., on March 21, 2017

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Andrea Frost

Richard McIlmoyle

Steven Gidden

Signed by PAC Chair and Co-Chairs