



Hatzic Elementary School Parent Advisory Council Constitution and Bylaws

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CONSTITUTION

SECTION I NAME

The name of the Association shall be:

Hatzic Elementary School – Parent Advisory Council

The council will operate as a non-profit organization with no personal financial benefit.
The business of the council shall be unbiased towards race, religion, gender or politics.

SECTION II STATEMENT OF PURPOSE

The Hatzic Elementary School – Parent Advisory Council (P.A.C.) is an association of the parents and guardians of the children who attend Hatzic Elementary School. The objectives of the group are:

- A. To act as a bridge between the school, the home and the community.
 - To welcome and introduce new families to the school.
 - To further school/community relations by utilizing local merchants and services whenever possible.
- B. To assist in the betterment of the educational service at the school by offering advice to the principal on relevant school policies, programs and concerns.
- C. To enhance teacher awareness of the many facets of the P.A.C. and to promote an active and effective relationship between parents and teachers.
- D. To assist the school by encouraging parents to volunteer for various activities on of which may be an annual fundraising activity.

SECTION III DISSOLUTION

In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining assets shall be distributed to such charitable organization(s) in British Columbia having similar charitable purpose, which will be decided upon by the membership at the final General Meeting. This provision shall be unalterable.

In the event of dissolution of the Council all records of the organization shall be placed under the jurisdiction of the principal of the school. In a secure location within the school. In the



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event that a new Parent Advisory Council is formed, these records will be released to the incoming executives.

BY-LAWS

A. MEMBERSHIP

1. VOTING MEMBERSHIP

- a. Eligible for voting membership in the P.A.C. are all parents or guardians of children at Hatzic Elementary School.
- b. The executive shall be elected to a one-year term by the voting membership in May, the last General meeting of the year.
- c. The newly elected members shall meet with the current executive in June, prior to taking office in September.
- d. The executive shall consist of a chairperson, a vice-chair person, secretary, treasurer and up to four (4) members-at-large.
- e. The principal shall be an ex officio member of the executive.
- f. The executive shall consult with the principal at an executive meeting at least once a month during the school year.
- g. No member of the executive shall hold office for more than three (3) consecutive years.
- h. To ensure continuity, no more than one-half of the executive body shall retire in one school year.
- i. In case of a mid-term vacancy in the executive, a replacement may be appointed by the chairperson for the remainder of the school term.
- j. The position of chairperson can be held by co-chairs in the event that no one person would like to hold the position.

2. ASSOCIATED MEMBERSHIP

- a. The administration and teaching staff of Hatzic Elementary School shall be associate or non-voting members.
- b. Members of the community are encouraged to take part in school affairs as associate members.



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B. MEETINGS

1. The regular meetings shall be held on the third Wednesday of each month excluding holidays, to a minimum of six (6) meetings per school year.
2. The chair person shall reschedule/convene as such time and place as (s) he, in consultation with the executive, deem necessary:
 - Executive meetings
 - Special meetings of the voting membership
 - General meetings

A. GENERAL

1. Amendments to the constitution and bylaws of the Hatzic Elementary Parents Advisory Committee may be made at any general meeting at which business is conducted providing:
 - a. A minimum of fourteen (14) days written notice of the meeting has been given to all members
 - b. The notice of the meeting includes notice of the specific amendments proposed.
2. A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the constitution and bylaws.
3. In all matters of procedure not covered by these bylaws, Robert's Rules of Order shall apply.



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B. DUTIES OF OFFICERS

1. CHAIRPERSON

- a. The chairperson shall preside at all meetings of the executive and of the voting membership
- b. The chairperson shall be responsible for:
 - Preparation of the agenda for all meetings.
 - Ensuring that all activities of the association are regularly reported to the members
 - Arranging meetings whenever necessary or desirable with the School Board Trustee assigned as liaison to Hatzic Elementary School.

2. VICE-CHAIRPERSON

The vice-chairperson shall carry out the duties of the chairperson during his/her absence.

3. SECRETARY

The secretary shall be responsible for:

- Keeping minutes of all executive and membership meetings.
- Conducting the correspondence of the association under the direction of the chairperson and the executive.



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4. TREASURER

- a. The treasurer shall receive all monies raised by the P.A.C. and account for all expenditures to the general membership.
- b. Monies raised by the parents shall be held in the P.A.C. account at Canada Trust, Mission B.C.
- c. Signing officers shall include two (2) executive members and two (2) staff members. One of each shall be required for all transactions, relating to the General Revenues Account. Signing officers shall include two (2) executive members, both of which shall be required for all transactions relating to the Gaming Revenues Account.
- d. Expenditures in excess of \$100.00 require the approval of a simple majority at a general meeting.
- e. Special accounts (e.g. for use by ad hoc committee for major fundraising activity) may be arranged on the advice of the executive and with the approval of a simple majority a general meeting.

5. MEMBERS-AT-LARGE

Responsibilities of members-at-large shall include:

- Acting as liaison with the District Parents' association.
- Attending School Board meetings and reporting to the membership on relevant matters.
- Assisting other officers in establishing as hoc committees when deemed necessary.

Responsibilities for these duties shall be decided at the monthly executive meetings.

HATZIC ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS
AMMENDED AND ADOPTED: APRIL 18, 2012