

Hazel Trembath Elementary School Parent Advisory Council

Constitution and Bylaws

Constitution

Section 1. Name

The name of the group shall be the Hazel Trembath Parent Advisory Council, hereafter called “HTPAC”.

Section 2. Affiliation

HTPAC shall be an active member of the District Parent Advisory Council, and the British Columbia Confederation of Parent Advisory Councils, hereafter called “DPAC” and “BCCPAC”.

Section 3. Definitions

- a) “Parent” or “member” means all parents and guardians of any child currently enrolled at Hazel Trembath Elementary School.
- b) “General Meeting” means any regularly scheduled open meeting.
- c) “Committee Meeting” means any additionally scheduled meeting for members of the HTPAC committee and executive.
- d) “Executive Meeting” means any additionally scheduled meeting for members of the HTPAC executive.
- e) “HTPAC Committee” is the group of members with elected positions.

Section 4. Aims and Objectives

HTPAC is a non-profit organization operated by its members. In any given year, its voting members are comprised of the parents of children enrolled at Hazel Trembath Elementary School.

The purpose of the HTPAC shall be carried out without purpose of gain for the members, and any profits or other accretions to HTPAC shall be used for promoting its objectives.

HTPAC's primary mandate is to promote and enhance effective communication between parents and students and the community and the school staff and administration.

HTPAC resolves to facilitate quality education through co-operative effort, consensus building and group decision making.

HTPAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

HTPAC will review, discuss and make recommendations to school staff and administration on:

- school policy and procedures
- programs and services
- facilities and equipment
- parent/community education
- learning resources

HTPAC shall promote co-operation between the home and school in providing for the education of children.

HTPAC shall promote a sense of community by encouraging the involvement of parents and other community members.

HTPAC shall keep parents informed of policies and programs within the school.

HTPAC shall raise and allocate funds for the benefit of all students.

Bylaws

Section 5. Membership

All parents and guardians of students enrolled at Hazel Trembath Elementary School shall be voting members of the HTPAC.

Administration and both teaching and non-teaching staff of Hazel Trembath Elementary School shall be non-voting members of the HTPAC.

Members of the school community who are not parents of students currently enrolled in the school shall be non-voting members of the HTPAC. At no time shall the HTPAC have more non-voting than voting members.

Section 6. Executive Officers

HTPAC shall elect a slate of officers from the voting members for each school year, at the May HTPAC meeting (or Annual General Meeting).

If an elected executive officer is also a Hazel Trembath Elementary employee, they shall be an officer without voting privileges.

Vacancies occurring in any office of the Executive between elections may be filled by the direction of the Executive for the unexpired term, subject to approval of the general membership at the next general meeting.

Any member of the Executive may be removed, by majority vote at a duly called general meeting.

6A. Executive Officers

Executive Officer positions of Chairperson and Treasurer must be filled preferentially to Coordinator positions.

Duties of the Executive officers shall be those conventionally associated with the official title, specifically:

Chairperson or Co-Chairpersons

- shall convene and preside at all general, executive and committee meetings.
- shall ensure that an agenda is prepared and presented
- shall appoint committees where authorized to do so by the Executive or membership
- Shall be one of the three signing Officers of the executive, along with the Treasurer and one other executive officer. In the case of 2 Co-Chairpersons, either both or one can be a Signing Officer.
- shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- shall liaise with school staff and administration
- shall direct the Secretary regarding correspondence on behalf of the organization
- shall work with the Treasurer to create and follow an annual budget based on projected income and expenditures and present it in the September or October general meeting of the following school year and shall outline the ongoing fixed expenditures, special projects and/or expenses and proposed revenue generating ideas that will help to meet the budget goals.

Vice-Chairperson

- shall assume the responsibilities of the Chairperson in the Chairperson's absence
- shall accept other duties as required
- shall remain unfilled in the case of two Co-Chairpersons.

Secretary

- shall record the minutes of general and special meetings.

- may issue and receive correspondence on behalf of the organization.
- shall copy and distribute minutes to the Executive and Committee members, School Administrator, teachers and staff within a few days of each meeting.
- shall post a copy of the minutes on the school notice board or website.
- shall retain a copy of the minutes in a permanent file.
- shall retain a copy of the sign-in sheet of all general and special meetings

Treasurer

- shall be responsible for and report on the accounts of the organization
- shall be one of the signing officers of the executive along with the Chairperson and one other officer
- shall prepare a financial report for publication and distribution to all members
- shall work with the Chairperson to create and follow an annual budget based on projected income and expenditures.

6B. Coordinators/Representatives:

- are responsible to the Executive and the general membership
- shall seek the advice and guidance of the Executive at the onset of their responsibilities, preferably during an Executive meeting
- shall attend meetings and be prepared to report progress of projects/activities
- shall follow guidelines of past projects/activities
- shall keep a binder or file of projects to be passed on to their successors at the end of their term
- may form a committee, as necessary to fulfill their obligations.
- while preferable to have all coordinator positions filled, if there are not enough parent volunteers, it is incumbent upon the Executive to decide which position to fill and which to leave empty.

District Parent Advisory Council Representative (DPAC)

- shall attend DPAC general meetings and convey all relevant information arising from those meetings to the HTPAC executive.

- bring any relevant HTPAC issues and/or information to DPAC as directed by the Executive

Fundraising Coordinators & Special Events Coordinators

- shall organize and direct specific fundraising activities such as Fun Fair, Santa's Breakfast or any other current fundraiser.

Directory Coordinator

- shall produce and distribute a yearly School Directory for the sole private use of parents and students
- shall endeavor to have the directory completed and distributed in a timely manner, preferably within 6-8 weeks of the beginning of the school year

Hot Food Days Coordinator

- shall provide a monthly Hot Food Day as a HTPAC fundraising initiative
- shall collect orders, do shopping, preparation and distribution of food.

Child Care Coordinator

- shall organize child care for meetings and activities as directed by the Executive

Newsletter Coordinator

- shall produce and distribute a monthly information newsletter to parents using input and submissions from the executive.

Social Coordinator

- shall prepare light refreshments for PAC general meetings.

Teacher's Appreciation Luncheon Coordinator

- shall prepare and run the annual Teacher's Appreciation Luncheon on behalf of the HTPAC

Grade 5 Events Coordinator

- shall coordinate the purchase and money collection for the grade 5 sweatshirts
- shall prepare a DVD or keepsake for the end of the year graduation ceremonies
- shall work with students and staff on the end of the year graduation ceremonies
- may also decide to do fundraising as long as it does not conflict with school based fundraising. Bottle drives, car washes, clothing drives or pre-approved sales of specific items as long as it is clear that the proceeds will support the grade 5 expenses.

Fruit and Veggie Program Coordinator

- shall coordinate and run the fruit and veggie program including distribution of produce to classrooms

Fun Fair Coordinator

- shall assemble a committee for Fun Fair and oversee it. Will be in charge of all aspects of fun fair including games, rides, prizes, food, tickets.

Santa Breakfast Coordinator

- shall coordinate all aspects of the Santa Breakfast, including getting food donations, selling tickets, getting volunteers and decorations. Can assemble a committee if required.

Snack Day Coordinator

- shall purchase the food for snack days and select dates for holding snack days. Will also prepare food if required.

Movie Night Coordinator

- shall select movie to be shown, sell tickets, run concession and purchase food required for concession. Can assemble a committee if required.

Section 7. General, Executive and Committee Meetings

- 1) The day, time and number of General Meetings will be set by the Executive. Dates for these meetings shall be determined at the beginning of the year and made available to parents.
- 2) All policy and spending decisions greater than \$500(outside approved annual budget) shall be made at monthly meetings where all parents can participate.
- 3) A special meeting is a separate session held at a time different from that of any regular general meeting and may only be convened to consider one or more items of urgent business.
- 4) The Chairperson(s) shall prepare meeting agendas after accepting input from other parents and the school Administration. Any parent wishing to place an item on the agenda of a meeting shall contact the Chairperson(s)
- 5) Each parent entering a meeting shall sign the attendance record to that quorum and eligibility to vote may be determined and recorded for any audits of HTPAC records.
- 6) Voting at all meetings will be by a show of hands except where noted in Section 8.
- 7) Majority vote rules, except when voting on changes to the Constitution which requires a 2/3 majority.
- 8) A quorum for a general meeting shall be those voting members present. A quorum for an Executive meeting shall be those voting members present.
- 9) Meetings shall be conducted efficiently and ethically.

Section 8. Elections

The executive officers and coordinators shall be elected annually by majority vote of the members present at the May General Meeting.

In the event that two or more candidates stand for election to an office, voting will be by secret ballot.

Voting for DPAC Representative must be conducted by secret ballot as stated in the School Act Law. The number of ballots received must be recorded in the meeting minutes.

In a secret ballot, one ballot counter shall be chosen from non voting members in attendance.

Each voting parent shall have one vote.

There shall be no proxy voting.

The term of office shall be from the next July 1st to the following June 30th. There shall be a one month period (June) where the new and old executive work together, however final responsibility will reside with the old executive.

Elected officers such as Chairperson, Vice-Chairperson, Treasurer, Secretary shall have a maximum two year term unless there are no other persons willing to accept the position. Coordinators and Representatives may serve on the Committee for as many years as he/ she is elected to the position.

The newly elected Chairperson shall be installed the next meeting following Elections and will chair the meeting.

All Executive officers, coordinators and representatives shall pass their files, binders and records to the new candidates at the final PAC meeting of the school year in

June.

Section 9. Constitutional Amendments

Amendments to the Constitution and Bylaws of the HTPAC may be made at any General Meeting at which business is conducted providing:

- A minimum fourteen days written notice of the meeting has been given to all members.
- The notice of the meeting included a notice of the specific amendments proposed.
- A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- Amendments will be recorded by the Secretary in the meeting minutes.

Section 10a. Finances

A budget and tentative plan of expenditures shall be drawn up by the Chairperson and Treasurer and presented for approval at the September or October meeting of the following year.

All funds of the HTPAC shall be on deposit in a Chartered Bank or Credit Union or any Financial Institute registered under the Bank Act.

The Executive shall name at least three Signing Officers, for banking and legal documents, two of whom shall be the Chairperson and Treasurer. One School Administrator must also sign all legal documents.

All monies spent above and beyond a pre-determined budget projection will first be presented to and approved by the Executive, and then approved by a majority at a General Meeting.

A Treasurer's Report to all members shall be published in the HTPAC newsletter.

A year end financial review shall be carried out every two years. This review can be performed by at least two parents who do not have signing authority on the bank account and are appointed by the PAC membership.

Note: It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.

Section 10b. Funding Parameters/Definitions

Funds specified in the HTPAC budget on a yearly basis shall follow these parameters.

Teacher's Classroom Needs Fund

- given to each teacher after the budget is accepted at the October General Meeting
- funds should be used as needed by each teacher as they see fit for their classroom needs. To be submitted at the end of the school year annually.

Student Services Fund

- given to the Student Services Head to cover extra student expenses and help reach departmental goals (computer programs etc)
- paid out after Oct. budget approval

Performing Arts

- covers the costs of bringing artists in for assemblies
- invoiced as necessary

Transportation

- covers the cost of buses for individual class field trips and annual district track meet - invoiced as necessary

Outdoor Playground Equipment

- as required

Sunshine Fund / Year End Gifts

- bereavement gifts, flowers, fruit baskets etc

School Funds

- covers the cost of student projects or school wide presentations eg. Owl project, Stream of Dreams
- invoiced as necessary

Grade 5 Grad Donation from PAC and Grade 5 Fundraising

- donation paid out regardless of funds raised
- Coordinator may decide to do fundraising provided it is not conflicting with school fundraising.
- covers partial costs of graduation ceremony decorations and/or cake, helps with costs of sweatshirts for low income families, covers bus cost for Playland graduation field trip and parent/staff chaperone entrance fees
- any remaining funds can be put towards lowering Playland entrance cost

Section 11. Dissolution

In the event of dissolution of the HTPAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having similar charitable purpose. This clause shall be unalterable.

All records of the HTPAC shall be placed under the jurisdiction of the Coquitlam

District Parent Advisory Council with copies forwarded to School District #43, by the HTPAC Chairperson.

Section 12. District Records

A copy of this document shall be forwarded to the Coquitlam District Parent Advisory Council, and to the Hazel Trembath Website, by the HTPAC Chairperson.

Amended and Adopted

September 10, 2019

_____ Christy Carter, Chairperson

_____ Kim Mitchell, Co-Chairperson

_____ Laura Code, Secretary

_____ Leona Poson, Treasurer

