

CONSTITUTION & BYLAWS FOR HERITAGE MOUNTAIN ELEMENTARY PARENT ADVISORY COUNCIL

Approved March 2023. Amended May 2024.

Constitution

Section I – NAME

The name of this organization is the Heritage Mountain Elementary Parent Advisory Council, of School District 43 (Coquitlam) (the “Council”)

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 – MISSION STATEMENT

The Council’s mission is to advocate for excellence in education, the safety and well-being of our students and for the effective meaningful involvement of parents as partners.

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 Heritage Mountain Elementary 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 (name of your district parent advisory council) 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. 43

"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. 43

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in Heritage Mountain Elementary.

"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. 43

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 43

"SPC" means the school planning council created for Heritage Mountain Elementary according to the School Act.

Bylaws

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Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Heritage Mountain Elementary school (“HME”) are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of HME may be invited to become non-voting members of the Council.

3. 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 Council.

4. HME faculty that have students enrolled at HME are considered voting members and are entitled to vote providing that the item being voted on does not pose a conflict of interest to their role as staff at HME.

5. Voting members are entitled to one vote per family, irrespective of the number of children enrolled at HME.

6. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

7. 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.

Conduct

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

4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

5. Members will be given reasonable notice of general meetings.
6. Any member wishing to place an item on the agenda of a general meeting shall contact the executive at least (10) ten days prior to the scheduled meeting with their request. The member (or their designate) is required to attend the meeting to speak to this agenda item, otherwise such item will be removed from the agenda.

Extraordinary meetings

7. The executive, with a minimum seven (7) days' notice, may call an extraordinary or 'special' meeting. These meetings are designed to address only one or two items or urgent business that cannot wait until the regular general meeting.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. The voting members present at any duly called general meeting, special meeting, or AGM shall constitute a quorum.
2. 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).
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
4. Members must vote in person on all matters. Voting by proxy will not be permitted.
5. 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.
6. A vote will be taken to destroy the ballots after every election.

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 the chair, vice-chair, secretary, DPAC representative treasurer, communications representative, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 43 or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting ("AGM").
5. Elections will be conducted by the chair of the Nominations Committee.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1st – June 30th).
7. No person may hold the same executive position for more than four years.
8. No person may hold the same executive position for more than two consecutive years (except for treasurer which is limited to three consecutive years). However, consideration shall be given to continuity of the elected PAC executive offices. If there is no nomination for an executive position that needs to be replaced, then the PAC may extend the term of the outgoing officer by 1 year by a majority vote at the AGM.
9. A member cannot occupy more than one executive position at any given time.

Vacancy

10. 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 general meeting.

Removal of executive

11. 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.
12. 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

5. 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.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the chair.

Quorum

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

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council representatives

1. Three representatives to the school planning council (SPC) must 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.

District Parent Advisory Council representative

2. One representative to the District 43 Parent Advisory Council (“DPAC”) may be elected annually from among the voting members who are not employees or elected officials of School District No. 43 or the Ministry of Education.

Election of SPC and DPAC representatives

3. The election of representatives to the SPC and DPAC must be by secret ballot.

Term of office

4. SPC and DPAC representatives will hold office for a term of one year.

Vacancy

5. If an SPC or DPAC 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.

External committees

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 43 or the Ministry of Education to represent the Council on an external committee or to an external organization.

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

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by 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 and should not cast a vote.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chair will

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution

- (h) be a signing officer
- (i) submit an annual report on behalf of the Executive team.

B. The Vice-Chair will

- (a) support the chair
- (b) assume the duties of the chair in the chair's absence or upon request
- (c) assist the chair in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer

C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council
- (g) may be a signing officer

D. The Treasurer will

- (a) be a signing officer
- (b) ensure all funds of the Council are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure that proper financial records and books of account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

E. The DPAC Representative will

- (a) attend all meetings of the DPAC and represent, speak, and vote on behalf of the Council
 - (b) maintain current registration of the Council
 - (c) report regularly to the membership and executive on all matters relating to
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the DPAC

- (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liaise with other parents and DPAC representatives

F. The Communications Representative will

- (a) Be responsible for maintaining the lines of communication between parent community and Council's executive team.
- (b) Prepare/write a PAC newsletter to report pertinent PAC information to the parent community.
- (c) Manage the PAC email account: heritagemountainpac@gmail.com
- (d) Liaise with school secretary to find date of monthly HME newsletter distribution so the PAC one can be included (when applicable).
- (e) Manage and update Social Media channels.
- (f) Keep outside notice boards up to date, when applicable. Limit to HME PAC approved events.
- (g) Organize a class representative from each division at the start of the year.
- (h) Create an email distribution list for all the class reps. in order to outline their duties.
- (i) Send PAC information out via the class reps as needed.

G. The School Planning Council (SPC) representatives will

- (a) attend all meetings of the school planning council (SPC)
- (b) represent, speak, and vote on behalf of the Council at SPC meetings
- (c) request and take direction from the membership and executive
- (d) be strong advocates for meaningful parent involvement in the school and school planning
- (e) provide a written report to all general and executive meetings
- (f) attend general and executive meetings as directed by the membership or executive
- (g) submit an annual report

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.
5. Removal of a member of a Committee. Breaching the Code of Ethics may cause for removal of a committee member. The removal can be done through a majority vote by PAC Executive.

A *standing committee* exists every year and may be described in the bylaws. Examples are budget, nominating, programs, hot lunch, special events, and fundraising.

An *ad hoc committee* is created to do a specific task within a certain time period.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be September 1 to August 31.

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 for banking and legal documents. These shall include the PAC Chair, the Treasurer and one or more other executive officers as decided by the executive. Two signatures will be required on all banking and legal documents, including cheques.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval prior to or at the first General Meeting of the financial year.
6. The annual budget requires approval by a majority of no less than 75% of the voting members.
7. A contingency or reserve fund shall be set up and maintained for the administration of the Committee's activities. The amount shall be a minimum of \$1,000 dollars. This amount must be carried forward to each new term.

Non-budgeted expenditures

8. The executive will present all proposed expenditures beyond the current budget for approval by membership at the next general meeting. Expenses not included in the approved budget are not allowed, -with the exceptions set by Section X item 9 herein.
9. The executive may approve by majority (50% plus 1): -(i) expenditures up to \$500, - or (ii) exceedance of budgeted expenses up to \$500, in either case - which require approval by membership at the next general meeting.

Treasurer's report

10. A treasurer's report will be presented at each general meeting.
11. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the executive on demand.

Auditor

12. 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 chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – 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 another parent advisory council or councils in School District No. 43 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

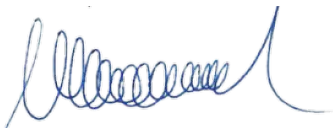
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of HME.

**Adopted by Heritage Mountain Elementary Parent Advisory Council, of School District 43 at
Port Moody, British Columbia, on _____ 3 May, 2024.**

Signatures of chair and one other executive member

Marcela De La Pena

Chair 2023-2024

A handwritten signature in blue ink, appearing to be "M. De La Pena", written in a cursive style.

Treasurer 2023-2024

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of _____ (name of your council) have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____