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Section I – Name
The name of this Council is Happy Valley Parent Advisory Council and here after referred to as PAC.

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 – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

a) To promote the education and welfare of students in the school
b) To encourage parent involvement in the school, and to support programs that promote parent involvement
c) To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
d) To participate in the work of the school planning council through the Council's elected representatives
e) To promote the interests of public education and, in particular, the interests of (name of your school)
f) To provide leadership in the school community
g) To contribute to a sense of community within the school and between the school, home, and neighbourhood
h) To provide parent education and professional development, and a forum for discussion of educational issues
i) To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
j) To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
k) To organize, in co-operation with school staff, activities and events for students and parents for the purpose of; fostering school/community spirit and/or raising funds for school equipment, supplies and programs.
l) To provide financial support for the goals of the Council, as determined by the membership
m) To advise and participate in the activities of Happy Valley Parent Advisory Council

Section III -- 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. 62

"DPAC" or "district parent advisory council" "SPEAC" or "Sooke Parent Education 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. 62

"PAC" or "parent advisory council" mean the parents organized according to the School Act and operating as a parent advisory council in (name of your 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. 62

"school" means any public elementary or secondary educational institution as defined in the
School Act operating within School District No. 62

"SPC" means the school planning council created for (Happy Valley Elementary according to the School Act

Bylaws for Happy Valley PAC

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Section I – MEMBERSHIP

Voting members

a) All parents and guardians of students registered in Happy Valley Elementary School are voting members of the Council.

Non-voting members

a) Administrators and staff (teaching and non-teaching) of (name of your school) may be invited to become non-voting members of the Council.
b) 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.
c) At no time will the Council have more non-voting than voting members.

Compliance with bylaws

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

Section II –MEETINGS OF MEMBERS

General meetings

a) General meetings will be conducted with fairness to all members (maybe held at "Meet the Staff Night")
b) Shall be held within 45 days of the start of the fall school term.
c) The last General meeting of the school year shall be held between May 1 and June 25.
d) 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

a) At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
b) 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.
c) If procedural problems should arise, Robert Rule's of Order will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution and Bylaws

Notice of meetings

a) Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

a) A quorum for general meetings will be ten* voting members (*the minimum number of voting members that can reasonably be expected to attend).
b) A quorum for general meetings will be 10% of the voting members.
c) 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.

A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

Voting

a) 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).
b) In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
c) Members must vote in person on all matters. Voting by proxy will not be permitted.
d) 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.
e) A vote will be taken to destroy the ballots after every election.

Section IV -- EXECUTIVE

Role of executive

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

Executive defined

The executive will include the president, vice-president, secretary, treasurer, immediate past president and such other members of the Council as the membership decides.

The composition of your executive should suit your council's needs. At a minimum, you should fill the positions of president, secretary, and treasurer.
PACs are required by the School Act to elect three representatives to the school planning council. One of the representatives must be on the PAC executive. To meet this requirement, one of the representatives may already hold an executive position, or you may modify your PAC bylaws to create an additional executive position called "PAC Executive Representative to the SPC".
You may choose whether to include your DPAC representative on your executive.

Eligibility

a) Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 62 or the Ministry of Education.
b) Any elected representative of a Council member is eligible to serve on the executive, except employees or elected officials of School District No. 62 or the Ministry of Education.

Nomination and Election of executive

a) The executive will be elected at each annual general meeting.
b) Elections will be conducted by the chair of the Nominations Committee comprised of Teacher Representative, PAC Executive Representative and a Representative from PAC Membership as a whole.

Term of office

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

Vacancy

a) 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.
b) If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible representative of a Council member to fill the vacancy until the next annual general meeting.

Removal of executive

a) 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 *(an eligible representative of a Council member)* to complete the term.
b) 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

a) 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
Executive meetings will be held at the call of the president.

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

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

Voting
All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1). 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

School Planning Council representatives
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
One representative to the SPEAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 62 or the Ministry of Education.

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

Term of office
SPC and SPEAC representatives will hold office for a term of one year.

Vacancy
If an SPC or SPEAC 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

a) The membership or executive may elect or appoint a member *Happy Valley PAC* who is not an employee or elected official of School District No. 62 or the
b) Ministry of Education to represent the Council on an external committee or to an external organization.
c) The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

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

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

Privilege

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

a) 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.
b) Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President 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

The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership, principal (for PACs), or superintendent/school board liaison (for DPACs) before the meeting to give

them an opportunity for input.
The terms “president” and “chairperson” are often used interchangeably.
The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.

B. The Vice-President will

a) support the president
b) assume the duties of the president in the president’s absence or upon request
c) assist the president in the performance of his or her duties
d) accept extra duties as required
e) be a signing officer
f) submit an annual report

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

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.
Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

D. The Treasurer will

a) will be responsible for and will report on the accounts to the Council
b) ensure all funds of the Council are properly accounted for
c) ensure that proper financial records and books of account are maintained
d) report on all receipts and disbursements at general and executive meetings
e) make financial records and books of account available to members upon request
f) have the financial records and books of account ready for inspection or audit
g) 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) will be responsible for preparing and submitting gaming grant application
k) submit an annual financial statement at the annual general meeting

E. The S.P.E.A.C. (DPAC) Representative will

a) attend all meetings of SPEAC 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 the SPEAC
d) seek and give input to the SPEAC on behalf of the Council receive, circulate, and post SPEAC or BCCPAC newsletters, brochures, and announcements
e) receive and act on all other communications from the SPEAC
f) liaise with other parents and SPEAC representatives

H. Hot Lunch Coordinators

a) Set menu and hot lunch dates at first executive meeting
b) Shall organize the purchase, preparation, and sale of food at the school
c) Arrange volunteers
d) Be signing officer

I. 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
(Earthquake Preparedness, Fundraising Committee, Spring Fair Committee)

a) The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
b) 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.
c) Committees will report to the membership and executive as required.
d) A Nominating Committee will be appointed annually before the annual general meeting.

Section X – FINANCIAL MATTERS

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

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

Bank accounts
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
The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget
The executive will prepare a draft budget and present it to the membership for approval before the 1st general meeting in the fall school year.

The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year, usually the entire financial year. It must not extend over more than one financial year.

Non-budgeted expenditures
The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report
A treasurer's report will be presented at each general meeting.

Auditor
Members at a general meeting may appoint an auditor.

Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

a) The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
b) Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
c) 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

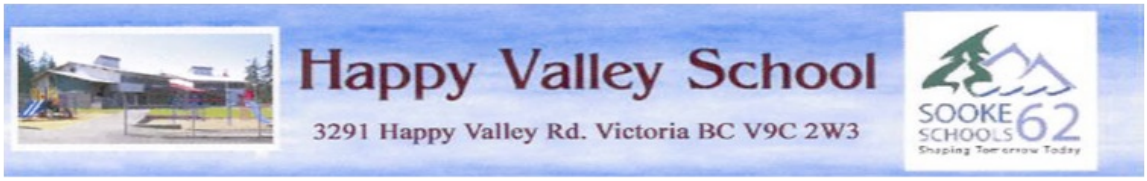
a) All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative,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

Section XIII – DISSOLUTION

a) 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. 62 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution. The event of winding up or dissolution, all records of the Council shall be given to the principal of Happy Valley Elementary.

Adopted by Happy Valley PAC at Victoria, British Columbia, on _____.
Signatures of president and one other executive member

_____ _____ _____



CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative upholds the constitution and bylaws, policies, and procedures of the electing body performs his or her duties with honesty and integrity and in the interests of the Council works to ensure that the well-being of students is the primary focus of all decisions respects the rights of all individuals takes direction from the membership and executive 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 works to ensure that issues are resolved through due process strives to be informed and only passes on information that is reliable respects all confidential information supports public education

Statement of Understanding

I, the undersigned, in accepting the position of

_____

of _____ Happy Valley PAC 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 _____