



**SUNSHINE HILLS**

*Parent Advisory Council*

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**CONSTITUTION**

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SECTION I	NAME .....	3
SECTION II	PURPOSES .....	3
SECTION III	DISSOLUTION .....	3
SECTION A	MEMBERSHIP .....	5
SECTION B	MEMBERSHIP .....	5
SECTION C	VOTING.....	5
SECTION D	ELECTION OF EXECUTIVE OFFICERS/SPC REPS.....	6
SECTION E	TERM OF OFFICE .....	6
SECTION F	EXECUTIVE OFFICERS.....	6
SECTION G	DUTIES OF THE OFFICERS.....	6
SECTION H	COMMITTEES .....	8
SECTION J	FINANCIES .....	8
SECTION K	CONSTITUTION AND BYLAW AMENDMENTS.....	8
SECTION L	CODE OF CONDUCT .....	9
A.	ROUTINE BUSINESS .....	10
B.	COMMITTEES – GENERAL .....	10
C.	COMMITTEES – STANDING.....	10
D.	COMMITTEES – AD-HOC .....	10
E.	NOMINATING COMMITTEE .....	10
F.	STANDING FINANCIAL CONTRIBUTIONS TO THE SCHOOL .....	10
A.	ROUTINE BUSINESS .....	10
B.	COMMITTEES - GENERAL .....	10
C.	COMMITTEE - STANDING .....	11
D.	COMMITTEE – AD-HOC .....	11
E.	NOMINATING COMMITTEE .....	12
F.	STANDING FINANCIAL CONTRIBUTIONS TO THE SCHOOL .....	12

# CONSTITUTION

## SECTION I NAME

The name of the association shall be the Ecole Elementaire Sunshine Hills Elementary Parent Advisory Council (School District No. 37).

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 PURPOSES

The purposes of the Ecole Elementaire Sunshine Hills Elementary School Parent Advisory Council (hereafter referred to as the SHPAC) shall be:

1. To establish an effective liaison between the parents and staff of Ecole Elementaire Sunshine Hills Elementary School in order to benefit the education and well being of the students.
2. To provide parents with a greater understanding of the school, especially its philosophy, programs, policies, procedures and operations.
3. To provide parents, staff and interested community members with the opportunity to exchange ideas, express their views and to offer advice regarding the program within their school.
4. To encourage all families in the school to support and participate in school activities.
5. To keep parents informed regarding educational and community issues which affect their school and its programs.
6. To provide for parents a channel of communication through which their opinions and/or concerns about the educational programs in their community or district may be conveyed to their elected local or provincial representative.
7. To encourage and facilitate the utilization of community resources as a means of enhancing and enriching the school's programs.
8. To support those community and district activities which relate in a positive way to the philosophy, goals and programs of the school.

## SECTION III DISSOLUTION

1. If the SHPAC desires to disband, members must be notified at least two weeks prior to the calling of a Final General Meeting.
2. A motion of dissolution must be passed by a two-thirds majority vote of the members.
3. In the event of dissolution of the Council, the assets which remain following payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to either:

a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act (Canada)*, as may be determined by the members of the SHPAC upon dissolution.

OR

such charitable organization or organizations in British Columbia having a similar charitable purpose, as may be determined by the SHPAC upon dissolution.

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 School District #37 and turned over to the principal of the school.

# BYLAWS

## SECTION A MEMBERSHIP

1. The voting membership shall comprise of all parents or guardians of students attending Ecole Elementaire Sunshine Hills Elementary School, except where a parent falls into a non-voting category as in #2 (below).
2. All staff members of the school shall be associate (non-voting) members.
3. Other interested individuals from the community may be accepted as non-voting members if approved by the executive of the SHPAC.
4. Student participation may be permitted at the discretion of the executive.
5. At no time shall the council have more non-voting than voting members.

## SECTION B MEMBERSHIP

1. General meetings shall be held at least three times during the school year.
2. There shall be an Annual General Meeting held each spring for the purpose of election of officers, receiving annual reports of officers and for any other business that may arise.
3. Special meetings may be called at the request of the president, the executive or the principal or at the written request of ten or more members and shall be called within ten days of the request."
4. Meetings will be conducted efficiently and with fairness to the members present.
5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
6. All general meetings, special meetings and executive meetings shall be open to any member of the SHPAC.

## SECTION C VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. The quorum for executive meetings shall be more than half of the executive members.
3. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
4. In the case of a tie vote, the motion will be lost.
5. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
6. Voting shall be done by a show of hands with the exception of the election of officers which will be conducted by secret ballot when there is more than one nominee for an office.
7. A majority of votes will elect officers, and, in the case of a tie, ballots shall be re-cast.
8. The election of representatives to the School Planning Council must be by secret ballot.

## **SECTION D ELECTION OF EXECUTIVE OFFICERS/SPC REPS.**

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at any General Meeting.
3. Vacancies occurring in any office shall be filled .by appointment of the executive for the unexpired term, subject to ratification at the next general meeting.
4. Elections shall be conducted by the Nominating Committee chairperson.
5. A vote shall be taken to destroy the ballots.
6. Three parent representatives to the SPC shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

## **SECTION E TERM OF OFFICE**

1. The term of office begins at the close of the Annual General Meeting and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position but no person may hold anyone position for more than two consecutive years unless another term is approved unanimously by those members attending the Annual General Meeting
3. No person may hold more than one elected executive position at anyone time.
4. The Executive Member-at-Large shall hold that office for one year.
5. The term of office for SPC representatives shall be for one year.

## **SECTION F EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers, who must be volunteers who do not receive remuneration or other financial benefit for their services regardless of the type of service performed.
2. The Executive Officers will be as follows:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Secretary
  - e. District Parent Advisory Council Representative
  - f. Executive Member-at-Large
  - g. Members-at-Large (optional)

## **SECTION G DUTIES OF THE OFFICERS**

1. The executive may add additional duties to any officer as the need arises.

### **A. PRESIDENT**

- a) shall convene and preside at all membership, special and executive meetings

- b) shall ensure that an agenda is prepared and presented
- c) shall ensure that all activities of the SHPAC are regularly reported on to the members
- d) shall appoint committees where authorized to do so by the executive or membership
- e) shall be an ex-officio member to all committees except the Nominating Committee
- f) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization.
- g) shall be the official spokesperson for the organization
- h) shall be a signing officer
- i) shall submit an annual report

**B. VICE PRESIDENT**

- a) shall assume the responsibilities of the president in the president's absence
- b) shall assist the president in the aforementioned duties
- c) shall accept extra duties as required
- d) may be a signing officer
- e) shall submit an annual report
- f) shall arrange for the executive and membership to be notified of all meetings

**C. SECRETARY**

- a) shall record the minutes of membership, special, and executive meetings
- b) shall distribute minutes to Council members
- c) shall keep an accurate copy of the Constitution and Bylaws and, if and when changes are made, the amended copy should be submitted to the school board office for safekeeping
- d) shall issue and receive correspondence on behalf of the Council e) may be a signing officer
- e) shall safely keep all records of the Council
- f) shall submit an annual report

**D. TREASURER**

- a) shall be responsible for and report on the accounts of the Council
- b) shall be one of the three signing officers of the executive as per Section XI
- c) shall prepare a financial report for publication in the newsletter as per Section XI
- d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XI
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

**E. DPAC REPRESENTATIVE**

- a) shall attend and vote at DPAC meetings
- b) shall report on such meetings to the PAC
- c) shall keep the SHPAC membership in the BCCPAC current
- d) shall seek input from the PAC
- e) shall submit an annual report

**F. EXECUTIVE MEMBER-AT-LARGE**

- a) shall be a past member of SHPAC and help smooth transition between

- b) councils
- c) shall assist and advise the Council
- d) shall act as a consultant for the president
- e) shall submit an annual report

#### **G. MEMBERS-AT-LARGE**

- a) shall serve in a capacity determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council may require
- b) shall submit an annual report

#### **H. SCHOOL PLANNING COUNCIL REPRESENTATIVE**

- a) shall be one of three elected SPC representatives
- b) shall represent and speak on behalf of the P AC at SPC meetings
- c) shall take direction from the general PAC membership
- d) shall report back to the PAC at General Meetings

### **SECTION H COMMITTEES**

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nomination Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. Members may be appointed annually to committees by the president (after consultation with the executive). Chairpersons of any committees may be granted an executive vote if approved by the executive as a Member-at-Large.

### **SECTION J FINANCIES**

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of May of each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a petty cash amount of \$200.00 will be first presented to and voted on by the executive and then approved by a majority at a general meeting.
5. A need for audits will be agreed upon by the members at any general meeting whereupon an independent auditor will be appointed as needed.

### **SECTION K CONSTITUTION AND BYLAW AMENDMENTS**

Amendments to the Constitution and Bylaws of the SHPAC may be made at any general meeting at which business is conducted provided:

1. Written notice of the meeting has been given to all members (14 days minimum) .
2. That all proposed amendments have been submitted in writing at the previous general meeting or circulated in writing to the membership at least two weeks in advance.



3. A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **SECTION L CODE OF CONDUCT**

1. The SHPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive
  - a. Upholds the constitution and bylaws, standing rules, policies and procedures of the SHPAC
  - b. Performs her/his duties with honesty and integrity
  - c. Works to ensure that the well-being of students is the primary focus of all decisions.
  - d. Respects the rights of all individuals.
  - e. Takes direction from the members, ensuring that representation processes are in place.
  - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - g. Works to ensure that issues are resolved through due process.
  - h. Strives to be informed and only passes on information that is reliable and correct
  - i. Respects all confidential information.
  - j. Supports public education.

## **APPENDIX 1**

### **STANDING RULES**

#### **A. ROUTINE BUSINESS**

#### **B. COMMITTEES – GENERAL**

#### **C. COMMITTEES – STANDING**

#### **D. COMMITTEES – AD-HOC**

#### **E. NOMINATING COMMITTEE**

#### **F. STANDING FINANCIAL CONTRIBUTIONS TO THE SCHOOL**

#### **A. ROUTINE BUSINESS**

1. Notification of all general and special meetings shall be duly publicized not less than five days prior to the meeting.
2. If any member has a specific matter or concern that he/she wishes to raise at a meeting, the president shall be notified verbally, in writing or by telephone no later than twenty-four hours before the meeting.
3. The principal and/or his/her delegate shall be invited to all executive meetings.
4. Regular meetings of the executive shall be held prior to each general meeting and a minimum of five times during each school year.
5. The secretary shall keep a record of attendance at executive and general meetings.
6. The absence, without reasonable cause, of any executive officer from three consecutive meetings of the executive shall constitute a vacancy which will be dealt with as outlined in the Bylaws Section VI #3.
7. Any funds raised by the SHPAC shall be spent as determined in consultation with the principal, the executive and the general membership.
8. The executive and committee chairpersons or appointed delegates may be reimbursed for all expenses necessary and reasonably incurred by them while engaged in the affairs of the SHPAC.
9. The treasurer shall pay all transactions (over the petty cash amount) by cheque unless another method of payment is approved by the executive.

#### **B. COMMITTEES - GENERAL**

1. Any committee may be created by the executive as the need arises and shall be automatically dissolved when their duties are completed.
2. These committees shall be drawn from the general membership on a volunteer or appointive basis and shall be responsible to the executive.
3. Attendance at executive meetings is optional for committee chairpersons.

4. Committee chairpersons may request an executive position as a Member-at-Large, in order to attend and vote at executive meetings, if desired. This request should be submitted to the executive in writing at the beginning of the school year for consideration. Requests will be accepted or denied on the basis of volunteer's effort, time able to commit, potential contribution to SHPAC and number of such requests received.
5. Proceedings of committees:
  - a. The committee chairperson shall submit plans for the proposed work of the committee to the executive for approval. Any change of plans or any additions made must also be submitted to the executive
  - b. Each chairperson shall present a written report of the committee's work at the Annual General Meeting.
  - c. Chairpersons of committees shall submit additional verbal or written reports as requested by the executive.

## **C. COMMITTEE - STANDING**

1. Standing committees of the SHPAC and the attendant duties include:
  - Fundraising
    - a. coordinates all fund raising events
    - b. ensures that fund raising is done ethically, smoothly and is financially feasible
  - Health and Safety
    - a. addresses all health and safety issues as they relate to our students
    - b. keeps up to date information regarding parents' concerns of school safety (Le. school activities, building structure and/or environmental concerns)
  - Canadian Parents for French Representative
    - a. attends the meetings of the Canadian Parents for French
    - b. reports on these meetings to the SHPAC
  - Revenue from Charitable Gaming
    - a. to coordinate the timely application for funds available through this provincial program b) to ensure that, once the funds are received, they are spent in accordance with the Terms and Conditions set out by the province
    - b. to keep our membership in the B.C. Charitable Games Association current and scan the newsletter of this organization for any information relevant to SHPAC
  - Parent Education/Speakers
    - a. coordinates and hires speakers on topics of interest to parents
    - b. researches and brings forward other parent education ideas
2. If chairperson volunteers are not available from the general membership, these duties shall be assumed by the executive.

## **D. COMMITTEE – AD-HOC**

1. Ad-hoc committees of the SHPAC and the attendant duties include:
  - Publicity Coordinator

- a. to notify the membership regarding any special events

#### Newsletter Editor

- a. to assist the president in publishing a newsletter of SHPAC activity information

#### Parent Bulletin Board

- a. to monitor the SHPAC bulletin board at the school, adding or deleting items as required or as requested by the executive

#### Absentee Phoning

- a. b) to assist in the coordination of the absentee phoning program

#### Emergency Preparedness

- a. to monitor and enhance (as funds are available) the school's emergency preparedness program
- b. to collect, record and turn over to the treasurer any revenue requested of the membership for this purpose by the SHPAC

#### Block Parent Liaison

- a. to be a school liaison person for this program

#### Special Events/Social Events

- a. to assist the SHPAC on a temporary basis, with events throughout tl~ school year
2. These ad-hoc committee duties may be assumed by an executive officer or by separate parent volunteers.

## **E. NOMINATING COMMITTEE**

1. The nominating committee chairperson shall be appointed by the executive.
2. The nominating committee shall prepare a list of candidates for executive officers. Any parent or guardian of a student attending Ecole Elementaire Sunshine Hills Elementary School is eligible for nomination.
3. The nominating committee shall contact each person to gain- his/her acceptance.
4. The nominations submitted by the nominating committee shall be circulated to all members.
5. Nominations for executive officers may also be made from the floor at the Annual General Meeting provided the consent of the nominee has been obtained.
6. The nominating committee chairperson shall conduct the election of executive officers at the Annual General Meeting.

## **F. STANDING FINANCIAL CONTRIBUTIONS TO THE SCHOOL**

1. In order to assist the school in the implementation of the computer technology plan, and to maintain a regular computer technology upgrade cycle, the SHPAC will contribute funds towards the following on a yearly basis, if finances permit:

**A minimum of 4 computer workstations, with a total cost not to exceed \$8000.00.**

*Note 1: The monetary amounts may be adjusted higher by approval of the membership.*

Note 2: "if finances permit" is directly dependent upon the S.H.P.A. C. receiving its annual monetary allotment from the Charitable Gaming Commission. In any year the allotment is not received, this item will be reviewed and/or revised.