



HILLCREST ELEMENTARY SCHOOL
PARENT ADVISORY COMMITTEE
CONSTITUTION & BYLAWS

Table of Contents

Constitution.....	3
Name	3
Mission Statement	3
Purpose.....	3
Interpretation of Terms	3
Bylaws.....	5
Membership	5
Meetings of Members.....	5
Proceedings at General Meetings	5
Executive	6
Executive Meetings.....	8
District Parent Advisory Council	8
External Committee Representatives.....	8
Conduct of Executive and Representatives	8
Duties of Executive and Representatives	9
Committees	12
Financial Matters	12
Constitution and Bylaw Amendments	13
Property in Documents.....	13
Dissolution.....	14

Constitution

Name

The name of this committee shall be **Hillcrest Elementary School Parent Advisory Committee (“Hillcrest PAC”)**.

Mission Statement

Our mission is to promote effective communication between the home and school by fostering meaningful parent involvement in education and schooling for the well-being of our children.

Purpose

- To promote the education and welfare of students in the school.
- To promote the interests of public education and, in particular, the interests of Hillcrest Elementary School.
- To encourage parent/guardian involvement in the school and to support programs that promote parent/guardian involvement.
- To contribute to a sense of community within the school and between the school, home, and neighbourhood.
- To provide parent/guardian education and a forum for discussion of educational issues
- To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighbourhood.
- To organize and support activities for students and parents.
- To provide financial support for the goals of **Hillcrest PAC**, as determined by the membership.
- To advise and participate in the activities of School District 36, District Parent Advisory Council, and the BC Confederation of Parent Advisory Councils.
- To provide parents/guardians with the opportunity to gain a greater understanding of the school.

Interpretation of Terms

- **“community organizations”** means the groups that demonstrate an interest in education and are not already included the scope of **Hillcrest PAC’s** constitution and bylaws
- **“district”** means School District No. 36

- **“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. 36.
- **“school”** means any public elementary or secondary educational institute as defined in the School Act
- **“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 childand, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 36

Bylaws

Membership

Voting Members

1. All parents and guardians of students registered in Hillcrest Elementary School are voting members of the **Hillcrest Elementary School Parent Advisory Committee**.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Hillcrest Elementary School may be invited to become non-voting members of the Committee.
3. Members of the school community who are not parents/guardians of students registered in the public school system may be invited to become non-voting members of the Committee.

Compliance with bylaws

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

Meetings of Members

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, to be held in **June**.
3. At general meetings, members will not discuss individual school personnel, students, parents/guardians, or other members of the school community.
4. Members will be given reasonable notice of general meetings. Notice of meetings can be sent in various ways – by flyer, newsletter, email, website, or social media account. A calendar of meetings for the year satisfies the requirement of reasonable notice.

Proceedings at General Meetings

Quorum

1. Quorum for general meetings will be at least 10 voting members.
2. 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.

Voting

3. All matters that require a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. 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.
7. A motion must be made and approved to destroy the ballots after every election or secret ballot vote.

Executive

Role of Executive

1. The Executive will manage **Hillcrest PAC's** business between general meetings.

Executive defined

2. The Executive will include the president, vice president, treasurer, secretary, DPAC representative, fundraising coordinator, hot lunch coordinator(s), social/media coordinator, and such other members of the committee as the membership decides.

Eligibility

3. Any voting committee member is eligible to serve on the executive, except elected officials of School District No. 36 or the Ministry of Education.
4. In the instance where a parent/guardian may be seen to have a perceived conflict of interest, the nominee or prospective volunteer is required to disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their executive duties.

Election of Executive

5. The Executive will be elected at each annual general meeting.
6. Notice of the AGM shall be given no less than fourteen (14) days prior to the meeting.
7. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member, the vote will be turned over to an administrator to conduct.

8. Nominations may be received by the date provided by the Executive. Verbal nominations will be accepted from the floor of the AGM only for positions that are open at the time of the meeting. The elections conductor declares the nominations closed.
9. If unable to attend the AGM, nominees may submit a nomination by written notice.

Term of office

10. The Executive will hold office for a term of one year beginning **July 1**, in accordance with the **Hillcrest PAC** fiscal year.
11. No person may hold the same executive position for more than four consecutive years.

Succession

12. The exiting Executive will transfer necessary information (including but not limited to email access, banking signatory, and account log-ins) to the incoming Executive within a reasonable timeframe occurring between the AGM and the final day of school for the year.

Vacancy

13. 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 **Hillcrest PAC** to fill the vacancy until the next annual general meeting.

Removal of Executive

14. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office and may elect an eligible member to complete the term.
15. Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the vote.

Remuneration of Executive

16. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in **Hillcrest PAC's** affairs.

Executive Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before the annual general meeting.
2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

District Parent Advisory Council

1. One representative to the School District No. 36 District Parent Advisory Council (DPAC) may be elected from among the voting members who are not employees or elected officials of School District No. 36 or the Ministry of Education.
2. The DPAC Representative will hold office for a term of one year in accordance with the **Hillcrest PAC** fiscal year.
3. The DPAC Representative may also simultaneously hold another position on the **Hillcrest PAC** Executive,
 - a) in the instance of a dual role, the member will not be eligible for a second or casting vote
4. If the DPAC Representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such election may be done by secret ballot.

External Committee Representatives

1. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 36 or the Ministry of Education to represent the committee on an external committee or to an external organization.
2. The representative will report to the membership or executive as required.

Conduct of Executive and Representatives

Code of Ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership and perform their duties with honesty and integrity.

Representing the Committee

2. Every executive member and representative must act solely in the interests of the membership and of the committee.
3. All executive members must
 - a) respect the rights of all individuals,
 - b) strive to be informed and only pass on information that is reliable,
 - c) encourage & support parents/guardians and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward, and
 - d) work to ensure that issues are resolved through due process

Privilege

4. 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

5. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with **Hillcrest PAC** must disclose fully and promptly the nature and extent of their interest to the membership and executive.
6. Such an executive member or representative must avoid using his or her position on the **Hillcrest PAC** for personal gain.

Duties of Executive and Representatives

The President will

- a) Speak on behalf of the committee
- b) Consult with committee members
- c) Preside at general and executive meetings
- d) Ensure that an agenda is prepared and presented for all meetings
- e) Appoint sub-committees where authorized by the membership or executive
- f) Ensure that the **Hillcrest PAC** is represented in school and district activities
- g) Ensure the **Hillcrest PAC** activities are aimed at achieving the purpose set out in the constitution
- h) Be a signing officer
- i) Submit an annual report

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 or other executive members in the performance of their duties
- d) Accept extra duties as required
- e) Be a signing officer
- f) (May) submit an annual report

The Treasurer will

- a) Be a signing officer
- b) Ensure all funds of the committee are properly accounted for
- c) Disburse funds as authorized by the membership or executive
- d) Ensure that proper financial records and books of accounts are maintained
- e) Report on all receipts and disbursements at general and executive meetings
- f) Make financial records and books of accounts available to members upon request
- g) Have financial records and books available for inspection or audits 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 accounts in the treasurer's absence
- j) Submit an annual financial statement at the annual general meeting

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 committee and to the committee
- f) Ensure the safekeeping of all records of the committee in accordance with District policy
- g) (May) be a signing officer

The Fundraising Coordinator will

- a) Plan out the schedule of **Hillcrest PAC** fundraising opportunities, in collaboration with the executive
- b) Connect with vendors/suppliers (using the specified email address) to arrange product delivery
- c) Record and file contact information of vendors/suppliers
- d) (May) request to elect/appoint a sub-committee of fundraising co-coordinators to share the tasks, especially if timings of fundraisers overlap, and/or
 - i. arrange for volunteers to assist in product delivery
- e) Submit an annual report

The Hot Lunch Coordinator(s) will

- a) Plan out the schedule for hot lunch dates, in collaboration with the executive and school administration
- b) Connect with vendors/suppliers to arrange orders and receive allergy/ingredient lists
- c) Know the allergies within the school
- d) Arrange for alternative drink options (milk, water, juice, etc) to be available as needed
- e) Record and file contact information of vendors/suppliers
- f) Set up Munch-a-Lunch for the school year
- g) Organize volunteers for distribution on hot lunch dates
- h) Submit an annual report
- i) May be a shared role
- j) (May) be a signing officer

The Social/Media Coordinator will

- a) provide updated information on social media accounts for Hillcrest PAC in an accurate, non-biased and professional manner
- b) coordinate with administration for any required joint messages to be released to the school community via online accounts
- c) may support the secretary as needed, such as post/release correspondence on behalf of the committee to the school community
- d) moderate Hillcrest PAC social media accounts in a non-biased and professional manner, redirecting to appropriate sources when necessary

The DPAC Representative will

- a) Know the Constitution and Bylaws of **Hillcrest PAC**
- b) Request direction from the general **Hillcrest PAC** membership

- c) Attend all meetings of the Surrey DPAC and represent, speak, and vote on behalf of **Hillcrest PAC**
- d) Maintain current registration of **Hillcrest PAC**
- e) Report regularly to the membership and executive on all matters relating to the DPAC
- f) (May) appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.
- g) (May) hold this position in conjunction with another **Hillcrest PAC** executive role

Annual reports are important because they provide an opportunity to review personal and council goals and achievements, provide a record of actions taken, and outline responsibilities for those considering running for an executive position.

Committees

1. The membership and executive may appoint committees to further the Hillcrest PAC purposes and carry on its affairs;
 - a) an example of such would be a planning committee for an annual PAC event or a specific, long-term fundraising project
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 shall be responsible to, and report to, the executive and PAC membership.

Financial Matters

Fiscal Year

1. The fiscal year of the **Hillcrest PAC** will be July 1st to June 30th.

Power to Raise Money

2. The committee may raise and spend money to further its purposes.

Bank Accounts

3. The committee must have its own bank account, separate from the school or school district's accounts, with bank statements to be mailed to the **Hillcrest PAC** at the school's address.

Signing Authority

4. 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

5. The executive will prepare a budget and present it to the membership for approval before the end of October each year.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. The executive may authorize expenses up to \$500.00 without approval from the membership.

Treasurer's Report

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

Auditor

9. Recommend for a yearly audit by an outside person or other member of executive.

Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the committee'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.

Property in Documents

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with **Hillcrest PAC** shall be deemed the property of the **Hillcrest PAC** 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.

Dissolution

1. In the event of winding up or dissolution of the committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the committee may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the committee shall be given to the principal of Hillcrest Elementary School.

Adopted by Hillcrest PAC at Surrey, British Columbia, on January 12, 2023.

President _____

Vice President _____

Treasurer _____

Secretary _____

DPAC Rep. _____

Fundraising Coordinator _____

Fundraising co-Coordinator _____

Fundraising co-Coordinator _____

Hot Lunch Coordinator (Logistics) _____

Hot Lunch Coordinator (On-site) _____

Social/Media Coordinator _____