

Hazel Trembath School Parent Advisory Council

Constitution and Bylaws

Revised September 2024

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Constitution

Section 1. Name

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

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”.

HTPAC is a non-profit organization operated by its members. In any given year, its voting members are comprised of the Parents or Guardians of children enrolled at Hazel Trembath Elementary School; however, voting privileges are excluded for those Members who are administration, teaching, or non-teaching staff of the school (see Section 5).

Section 3. Definitions

- a) “Parent”, “Guardian”, or “Member” means all parents and guardians of any child currently enrolled at Hazel Trembath Elementary School (going forward collectively called “Members”).
- b) “Executive”, “Officer(s)”, or “Executive Officer(s)” means one or all of the primary elected positions within HTPAC as described in Section 6a.
- c) “General Meeting” means any regularly scheduled open meeting.
- d) “Committee Meeting” means any additionally scheduled meeting for members of the HTPAC Committee and Executive.
- e) “Executive Meeting” means any additionally scheduled meeting for members of the HTPAC Executive.
- f) “HTPAC Committee” is the group of members with elected positions.

Section 4. Aims and Objectives

1. 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.
2. The business of HTPAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The HTPAC is not a forum for the discussion of individual school personnel, parents, guardians, or other individual members of the school community.

3. HTPAC's primary mandate is to promote and enhance effective communication between parents, students, the community, and the school staff and administration.
4. HTPAC resolves to facilitate quality education through co-operative effort, consensus building and group decision making.
5. HTPAC shall encourage Members to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful Member participation.
6. HTPAC will review, discuss and make recommendations to school staff and administration on:
 - school policy and procedures
 - programs and services
 - facilities and equipment
 - parent/guardian/community education
 - learning resources
7. HTPAC shall promote co-operation between the home and school in providing for the education of children.
8. HTPAC shall promote a sense of community by encouraging the involvement of parents, guardians and other community members.
9. HTPAC shall keep parents and guardians informed of policies and programs within the school in cooperation with the school administration.
10. HTPAC shall raise and allocate funds for the benefit of all students.

Bylaws

Section 5. Membership

1. All parents and guardians of students enrolled at Hazel Trembath Elementary School shall be voting members of the HTPAC.
2. Administration and both teaching and non-teaching staff of Hazel Trembath Elementary School shall be non-voting members of the HTPAC.
3. Members of the school community who are not parents or guardians of students currently enrolled in the school may be invited to become non-voting members of the HTPAC.
4. At no time shall the HTPAC have more non-voting than voting members.
5. Every Member will uphold the constitution and comply with these bylaws.

Section 6. Executive Officers & Coordinators/Representatives

1. HTPAC shall elect a slate of Officers from the voting members for each school year, at the May HTPAC meeting (or Annual General Meeting).
2. If an elected Executive Officer is also a Hazel Trembath Elementary employee, they shall be an officer without voting privileges.
3. 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 a vote of approval of the general membership at the next General Meeting.
4. Any member of the Executive may be removed, by majority vote, at a duly called General Meeting.
5. Coordinators/Representatives are volunteer positions who are responsible for specific initiatives and/or fundraisers throughout the school year. These positions are extremely important as without volunteers, those initiatives and/or fundraisers cannot be held.
6. Coordinators/Representatives will report to the Executive.

Section 6a. Executive Officers

1. The elected Executive shall consult with, take direction from, and represent all parents/guardians of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. Executive Officer positions of Chairperson, Treasurer, and Secretary must be filled preferentially to Coordinator positions.

3. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings with the exception of the Chair position. When there are 2 co-chairs both chairs shall each have 1 vote at Executive Meetings.
4. 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 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 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 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 weeks of each meeting.
- shall post a copy of the minutes on the school and HTPAC notice board or websites.
- shall retain a copy of the minutes in a permanent digital file (paper files may also be kept as contingency).
- shall retain a copy of the sign-in sheet of all General and Special Meetings. This sheet may be scanned to a digital file in addition to keeping the physical copy.

Treasurer

- shall be responsible for and report monthly 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 quarterly 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.

District Parent Advisory Council Representative (DPAC)

- shall attend DPAC General Meetings and convey all relevant information arising from those meetings to the HTPAC Executive and present a summary to the Membership during General Meetings.
- bring any relevant HTPAC issues and/or information to DPAC as directed by the Executive.
- Must be filled by an Executive Officer if vacant

Section 6b. Coordinators/Representatives:

1. These volunteers are responsible to the Executive and the general membership and shall seek the advice and guidance of the Executive at the onset of their responsibilities, preferably during an Executive Meeting.
2. They shall attend meetings and be prepared to report progress of projects/activities of which they are responsible.
3. They shall follow guidelines of past projects/activities and will keep a binder or digital file of projects to be passed on to their successor(s) at the end of their term.
4. They may form a committee, as necessary, to fulfill their obligations as well as organize volunteers for their specific event/activity.
5. 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.
6. Coordinator/Representative are required but not limited to the following positions:

Directory Coordinator

- shall produce and distribute a yearly school directory for the sole private use of parents and students unless, due to privacy concerns, the majority of the Members do not wish for this directory to be compiled.
- shall endeavour to have the directory completed and distributed in a timely manner, preferably within 6-8 weeks of the beginning of the school year if it has been approved for compilation.

Hot Food Days Coordinator

- shall provide Hot Food Days as a HTPAC fundraising initiative.
- shall collect orders, shop, prepare and distribute food.
- shall be responsible for coordinating additional volunteers for day of event.

Child Care Coordinator

- shall organize childcare 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 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, in coordination with the Executive, 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 in its messaging that the proceeds will support the grade 5 expenses.
- Reports all income and expenses to the Executive for financial tracking and budgeting purposes.

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 the June Fun Fair and oversee it. Will be in charge of all aspects of fun fair including volunteers, 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 Members. A minimum of 6 general meetings will be held during the academic year. One general meeting will be named the Annual General Meeting and be held in May for the election of Executive officers for the next academic year
2. All policy and spending decisions greater than \$500 (outside approved annual budget) shall be made at monthly General Meetings where all Members 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 Members and the school Administration. Any Member wishing to place an item on the agenda of a meeting shall contact the Chairperson(s) via the HTPAC email.
5. Each parent entering a meeting shall sign the attendance record so 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. In case of a tie vote, the motion shall be lost.
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, respectfully, and ethically.
10. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items.

Section 8. Elections

1. The Executive Officers and Representatives/Coordinators shall be elected annually by majority vote of the Members present at the May General Meeting.
2. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated. The Election Chairperson must not be seeking election in the upcoming Annual General Meeting and preference will be given to a general member not currently on the Executive Committee
3. Upon election, The Election Chairperson will make the 3 calls for nominations for Executive Officers:
 - I. First call at the general meeting 1 month prior to the Annual General Meeting
 - II. Second call to be sent out via email between the General Meeting in April and the Annual General Meeting in May

III. Third call at the Annual General Meeting

- An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must, however, send written acceptance of nomination for a position to the current Executive for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
 - Any voting member may nominate a voting member for these positions
4. In the event that two or more candidates stand for election to an office, voting will be by secret ballot carried out by the Election Chairperson.
 5. Voting for DPAC Representative must be conducted by secret ballot as stated in the School Law Act. The Number of Ballots received must be recorded in the meeting minutes
 6. In a secret ballot, one ballot counter shall be chosen from non-voting members in attendance. Once complete, a vote will be taken to destroy the ballots after every election.
 7. Each voting Member shall have one vote. There shall be no proxy voting.
 8. 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 incoming and outgoing Executive work together. However, final responsibility will reside with the outgoing Executive.
 9. Elected Officers such as Chairperson, Vice-Chairperson, Treasurer, and Secretary shall have a maximum two-year term unless there are no other persons willing to accept the position(s). Coordinators and Representatives may serve on Committee for as many years as they are elected to the position.
 10. The newly elected Chairperson shall be installed the next meeting following elections and will chair the June General Meeting.
 11. All Executive Officers, Coordinators and Representatives shall pass their files and records to the new candidates at the final PAC meeting of the school year in June.

Section 9. Constitutional Amendments

1. Amendments to the Constitution and Bylaws of the HTPAC may be made at any General Meeting at which business is conducted providing:
2. A minimum of fourteen days written notice of the meeting has been given to all members.
3. The notice of the meeting included a notice of the specific amendments proposed.
4. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
5. Amendments will be recorded by the Secretary in the meeting minutes.

Section 10. Finances and Funding Parameters/Definitions

Finances

1. A budget and tentative plan of expenditures shall be drawn up by the Chairperson and Treasurer and presented for approval at the September General meeting of the new school year.
2. All funds of the HTPAC shall be on deposit in a chartered bank or credit union or any financial institution registered under the Bank Act.
3. 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 when required.
4. All monies spent above and beyond a pre-determined budget projections will first be presented to and approved by the Executive, and then approved by a majority vote at a General Meeting.
5. A Treasurer's Report to all members shall be published in the monthly HTPAC newsletter after being presented at the most recent General Meeting.
6. A year-end financial review shall be carried out every two years. This review can be performed by at least two Members who do not have signing authority on the bank account and are appointed by the PAC Membership. This will include confirmation of expenditures and revenue received as well as a review of bank reconciliations.

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.

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 September or October General Meeting.
- funds should be used as needed by each teacher as they see fit for their classroom needs. Receipts to be submitted at the end of the school year annually at the latest; monthly is preferred for accounting purposes.

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 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.
- the HTPAC maintains a playground equipment contingency fund when not required in order to raise funds for its eventual expenditure.

Sunshine Fund / Year End Gifts

- bereavement gifts, flowers, fruit baskets etc.

School Funds

- covers the cost of student projects or school wide presentations such as Owl Project, Stream of Dreams, etc.
- 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 end of year graduation field trip and parent/guardian/staff chaperone entrance fees.
- any remaining funds can be put towards lowering field trip entrance costs. No costs will be expensed to regular HTPAC funds.

Section 11. Fundraising

1. Fundraising activities will be undertaken only primarily when there is a clearly identified need agreed upon by PAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents/guardians. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of our parent/guardian community.
5. No member or their family shall benefit financially from fundraising at the school.

Section 12. Dissolution

1. 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.
2. 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 13. 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

DATE TBC

Anu Dawit-Kanna, Co-Chairperson

Lindsey Allen, Co-Chairperson

Megan MacDonald, Secretary

Cara Schuster, Treasurer