



SUNSHINE HILLS

École Élémentaire Sunshine Hills
Elementary School
Parent Advisory Council

CONSTITUTION & BYLAWS

Table of Contents

CONSTITUTION	3
SECTION I NAME	3
SECTION II PURPOSES OF THE COUNCIL	3
SECTION III DISSOLUTION	3
BYLAWS	5
SECTION A MEMBERSHIP	5
SECTION B MEETINGS OF MEMBERSHIP	5
SECTION C PROCEEDINGS AT GENERAL MEETINGS	5
SECTION D EXECUTIVE	5
SECTION E EXECUTIVE MEETINGS	6
SECTION F SCHOOL PLANNING COUNCIL	6
SECTION G CONDUCT OF EXECUTIVE AND REPRESENTATIVES	7
SECTION H DUTIES OF THE OFFICERS	7
SECTION I ELECTION OFFICER	9
SECTION J STANDING POSITIONS	9
SECTION K AD-HOC POSITIONS	10
SECTION L FINANCIAL MATTERS	10
SECTION M CONSTITUTION AND BYLAW AMENDMENTS	11

CONSTITUTION

SECTION I NAME

The name of this Council shall be the École Élémentaire 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 OF THE COUNCIL

The purposes of the Council shall be:

1. To establish an effective liaison between the parents and staff of École Élémentaire Sunshine Hills Elementary School ("the school") in order to benefit the education and well being of the students.
2. To support the school in the implementation of the philosophy, goals and programs of the school in order to benefit the education and well being of the students.
3. To provide parents with a greater understanding of the school, especially its philosophy, programs, policies, procedures and operations.
4. 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.
5. To encourage all families in the school to support and participate in school activities.
6. To keep parents informed regarding educational and community issues which affect their school and its programs.
7. 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.
8. To encourage and facilitate the utilization of community resources as a means of enhancing and enriching the school's programs.
9. 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 Council 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:
 - (i) École Élémentaire Sunshine Hills Elementary School in the event the school remains open as a school; or
 - (ii) proportionately to the Parent Advisory Councils of the schools within School District No. 37 to which the students are distributed in the event École Élémentaire Sunshine Hills Elementary School is closed.

4. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 37 and turned over to the principal of the school.

BYLAWS

SECTION A MEMBERSHIP

1. The voting members of the Council shall be comprised of all parents or guardians of students attending École Élémentaire Sunshine Hills Elementary School.
2. All staff members of the school shall be non-voting members.
3. Other interested individuals from the community who are not parents or guardians of a registered student may be accepted as non-voting members if approved by the executive of the Council.
4. Student participation as a non-voting member may be permitted at the discretion of the executive.
5. Every member will uphold the constitution and comply with these bylaws.

SECTION B MEETINGS OF MEMBERSHIP

1. General meetings shall be held at least four times during the school year. One of those meetings will be the Annual General Meeting ("AGM").
2. A general meeting may also be called at the request of the president, a member of the executive, the principal or at the written request of ten or more members and shall be called within ten days of the request.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. 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.
5. Members will be given reasonable notice of general meetings and the agenda items to be discussed at a given meeting. Notice provided via a posting on the Council bulletin board in the school and via email to the members not less than 5 days prior to the meeting will be considered reasonable.
6. Matters which require a vote of the members, for which proper notice was not provided to the members, will be held over to a subsequent general meeting.

SECTION C PROCEEDINGS AT GENERAL MEETINGS

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Unless otherwise provided in these Bylaws, all matters requiring a vote shall be decided upon by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally. Voting by proxy shall not be permitted.
5. Except as provided elsewhere in these Bylaws, voting shall be done by a show of hands, unless at least two members present request a secret ballot.
6. If a secret ballot is held, the ballots shall be destroyed at the end of the meeting.

SECTION D EXECUTIVE

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

2. The executive positions will include the President, Vice-President, Treasurer, Secretary, District Parent Advisory Council (“DPAC”) Representative, one representative of the School Planning Council (“SPC”), and the Executive Member-at-Large.
3. At the AGM the executive positions, with the exception of the SPC representative, shall be elected from the voting members.
4. Elections shall be conducted by the Election Officer and by secret ballot, unless there is only one person seeking the position in which case the person will be elected by acclamation.
5. Where a ballot is held, a majority of votes will elect officers, and, in the case of a tie, ballots shall be re-cast.
6. A call for nominations shall be made no later than the general meeting preceding the AGM.
7. Nominations for executive positions may also be made from the floor at the AGM provided the consent of the nominee has been obtained.
8. The term of office begins on July 1 following the close of the AGM and shall be for one year.
9. Any 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 any one position for more than two consecutive years unless another term is approved unanimously by those members attending the AGM.
10. No person may hold more than one elected executive position at anyone time.
11. 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.
12. 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.
13. If a secret ballot is held, the ballots shall be destroyed at the end of the meeting.

SECTION E EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the President.
2. The quorum for executive meetings shall require at least 3 executives.
3. Executive members will be given reasonable notice of executive meetings. Notice shall be provided via email and/or telephone.
4. The principal or his/her delegate shall be invited to all executive meetings.
5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
6. In the case of a tie vote, the motion is defeated.
7. The President may, where time is of the essence, conduct a vote of the executive members via email. The members of the Executive will have up to 3 days to reply with their vote. If less than a quorum reply, the motion is defeated. The result of this vote will be provided to the Executive immediately after it is concluded and recorded in the minutes of the next Executive or General meeting.

SECTION F SCHOOL PLANNING COUNCIL

1. 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 will be selected as an Executive Officer of the Council. If the SPC representatives cannot agree on who will represent the SPC on the Executive, then the voting members will decide by a vote at a general meeting.

2. The election of representatives to the SPC must be by secret ballot.
3. The term of office for SPC representatives shall be for one year.
4. If an SPC representative resigns or ceases to hold office for any other reason, the members 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.

SECTION G CONDUCT OF EXECUTIVE AND REPRESENTATIVES

1. Every executive member and representative must act solely in the interests of the parent members of the Council.
2. Every executive member and representative must uphold the constitution and bylaws of the Council.
3. The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
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.
5. An executive member or representative who has an interest, 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 members and executive.
6. Such an executive member or representative must avoid using his or her position on the Council for personal gain and must not vote on such matters when they arise before Council.
7. All documents, including 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.
8. Unless otherwise required by law, the Council shall retain a copy of its official documents (i.e., the Constitution and Bylaws, meeting minutes and financial records) for a period of seven years. All other documents will only be retained at the pleasure of the Council. Due notice at a general meeting will be provided to the members of the intent to dispose of any documents. If, at that meeting, a member objects to the disposal of Council documents, a motion will be tabled at the subsequent general meeting regarding whether to retain the document(s) and the duration (not to exceed 7 years from the date of the vote) for which the documents shall be retained.

SECTION H DUTIES OF THE OFFICERS

1. PRESIDENT

- a) shall convene and preside at all general and executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall ensure that all activities of the Council are regularly reported on to the members
- d) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization
- e) shall be the official spokesperson for the organization

- f) shall be a signing officer

2. 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) shall be a signing officer
- e) shall arrange for the executive and members to be notified of all meetings
- f) shall collect email addresses for the members so as to facilitate notification of meetings

3. TREASURER

- a) shall ensure all funds of the Council are properly accounted for and that proper financial records and books of account are maintained and retained in accordance with Section G 8.
- b) shall be one of the signing officers
- c) shall disburse funds as authorized by the members or executive
- d) shall report on all receipts and disbursements at general and executive meetings
- e) shall make financial records and books of account available to members upon request
- f) shall, with the assistance of the executive, draft an annual budget and plan of expenditures
- g) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- h) shall submit a forecast year end annual financial statement at the AGM and an actual year end financial statement at the first meeting of the new fiscal year
- i) shall coordinate the timely application for funds available through the Provincial Government's Charitable Gaming Grant program and to ensure that, once the funds are received, they are spent in accordance with the Terms and Conditions set out by the province

4. SECRETARY

- a) shall record the minutes of general and executive meetings
- b) shall distribute minutes to Council members
- c) shall keep an accurate copy of the Constitution and Bylaws, making copies available to members upon request and, if and when changes are made, submit the amended copy to the school office for safekeeping
- d) shall issue and receive correspondence on behalf of the Council
- e) may be a signing officer
- f) shall safely keep all documents of the Council in accordance with Section G 8.

5. DPAC REPRESENTATIVE

- a) shall attend meetings of the Delta DPAC and represent, speak, and vote on behalf of the Council
- b) shall report on such meetings to the Council
- c) shall seek and give input to DPAC on behalf of the Council
- d) shall receive, circulate, and post DPAC newsletters, brochures, and announcements
- e) shall receive and act on all other communications from the DPAC

6. SCHOOL PLANNING COUNCIL REPRESENTATIVE

- a) shall be one of three elected SPC representatives

- b) shall represent and speak on behalf of the Council at SPC meetings
- c) shall request and take direction from the members and executive
- d) shall report back to the Council at General Meetings

7. EXECUTIVE MEMBER-AT-LARGE

- a) shall be a past Executive member of Council and help smooth transition between councils
- b) shall assist and advise the Council
- c) shall act as a consultant for the President

SECTION I ELECTION OFFICER

1. The Election Officer shall be appointed by the members at least 2 general meetings prior to the AGM.
2. The Election Officer may not be a nominee for any executive position.
3. In the event no member accepts the appointment as Election Officer, the school principal will fill the role of Election Officer at the Annual General Meeting.
4. The Election Officer shall conduct the election of executive positions at the AGM.
5. The Election Officer shall count the ballots and destroy them after the results have been reported to the members at the meeting.

SECTION J STANDING POSITIONS

1. The Council recognizes the Standing Positions listed in this section as additional duties of Council.
2. Members may volunteer to fulfill a Standing Position. Where more than one member volunteers for a position then an election will be held to select the member. This election may be conducted at any general meeting. It will be conducted by a show of hands with the consent of the nominees; otherwise it will be conducted by secret ballot. Any secret ballots will be destroyed after the vote is counted and reported to the members at the meeting.
3. Members who hold a Standing Position are responsible to the Executive and members.
4. Members who hold a Standing Position may recruit other members to assist in their duties.
5. Members who hold a Standing Position shall report on the activities of their positions at general meetings.
6. Standing Positions of the Council and the attendant duties include, but are not limited to, the following:
 - a) Fundraising/Donations:
 - i) coordinates all fundraising and donation activities
 - ii) may establish subcommittees to assist with activities
 - iii) ensures that any fundraising is done ethically, smoothly and is financially feasible
 - iv) reports to the Treasurer regarding all monies received and expenses incurred
 - b) Emergency Preparedness and Safety
 - i) addresses all health and safety issues as they relate to our students
 - ii) keeps up to date information regarding parents' concerns of school safety (i.e. school activities, building structure and/or environmental concerns)
 - iii) works with school Vice-Principal to coordinate and maintain supplies in the Emergency Bin as part of the school's Emergency Preparedness Program

- c) Canadian Parents for French Representative
 - i) attends the meetings of the Canadian Parents for French
 - ii) reports on these meetings to the Council
- d) Parent Education/Speakers
 - i) coordinates and hires speakers on topics of interest to parents
 - ii) researches and brings forward other parent education ideas
- e) Absentee Phoning Coordinator
 - i) coordinates assistance for the absentee phoning program

SECTION K AD-HOC POSITIONS

1. Ad-hoc positions shall be formed when necessary from the members of the Council.
2. Ad-hoc positions are responsible to the executive and members.
3. Members may volunteer to fulfill an ad-hoc position. Where more than one member volunteers for a position then an election will be held to select the member. This election may be conducted at any general meeting. It will be conducted by a show of hands with the consent of the nominees; otherwise it will be conducted by secret ballot. Any secret ballots will be destroyed after the vote is counted and reported to the members at the meeting.
4. Members who hold an ad-hoc position shall report on the activities of their position at general meetings.

SECTION L FINANCIAL MATTERS

1. The financial year of the Council will be July 1 to June 30.
2. The Council may raise and spend money to further its purposes as outlined in Section II of the Constitution and consistent with any legal obligations associated with the receipt of any money, including the requirements set out with respect to Community Gaming Grants for PACs as they may be amended from time to time.
3. A budget and a plan of authorized expenditures should be drawn up by the executive and presented for approval at the first general meeting after the commencement of the new school year.
4. Funds held by the Council will be on deposit in a bank or financial establishment registered under the Bank Act.
5. 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.
6. Any expenditure up to \$200, whether resulting from exceeding approved budgeted expenditures or from non-budgeted items, may be approved by the Executive pursuant to Section E and will be disclosed to the members at the next general meeting. All expenditures of \$200 or more, whether resulting from exceeding approved budgeted expenditures or from non-budgeted items, must be approved by a majority at a general meeting.
7. Members who incur expenses prior to approval from the Council pursuant to Section L 3 or Section L 6 will be personally responsible for those expenses not subsequently approved by the Executive or the Council.
8. A need for an audit can be agreed upon by the members at any general meeting whereupon an independent auditor will be appointed as needed. But in any event, an audit should be conducted no less than four years from the prior audit. The members will accept the services of a member of the Council to perform the audit on a voluntarily

basis, provided such member is a certified accountant (e.g., CA, CGA, CMA) in good standing with their professional association. No such member may perform sequential audits. In the absence of such a member, the Council will hire a qualified auditor.

SECTION M CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of the Council may be made at any general meeting at which business is conducted provided:
 - a) Notice of the meeting has been given to all members (14 days minimum).
 - b) That all proposed amendments have been submitted at the previous general meeting or circulated to the members at least two weeks in advance.
 - c) A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.