



**WEST HEIGHTS ELEMENTARY**

**PARENT ADVISORY COUNCIL  
(PAC)**

**&**

**SCHOOL PLANNING COUNCIL  
(SPC)**

**CONSTITUTION AND BY-LAWS**

*"If you believe it, you can achieve it"*



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**CONSTITUTION AND BY-LAWS**

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West Heights  
Parents Advisory Council  
(PAC)  
Constitution and By-Laws

CONSTITUTION

The name of the council is the West Heights - Parents Advisory Council (PAC).

Section 1:

The purpose of council is:

- To advocate on behalf of all children at West Heights Elementary.
- To facilitate and enhance communication and cooperation among Parent s, Administration, Teacher s and CUPE Employees.
- To facilitate and enhance communication and cooperation between Parent s and the Mission District Parent s Association.
- To provide minor financial aid, if possible, to support the educational program s at our children s school.
- To provide volunteer assistance, if possible, where and whenever requested by Administration, Teacher s or CUPE Employee s while respecting any duties perceived as the responsibilities of those groups.
- To assist in any other requested manner to further support and enhance the education of our children.
- To facilitate and enhance communication and cooperation between Parent s and Community groups related to children, such as Block Watch, Boy Scouts, Girl Guides, etc.

Section 2 — Membership:

2.1 Membership Dues:

- There are no annual dues or fees assessable to members.

2.2 Voting Membership:

- 2.2.1 The West Heights Parents Advisory Council (Hereafter referred to as the PAC) shall recognize all parent s/guardians of children attending West Heights Elementary School, 32065 Van Velzen Street, Mission, BC as members of the PAC.

- 2.2.2 Each parent/guardian meeting the definition of membership in 2.1 above, shall be assessed on vote regardless of the number of children in their care.
- 2.2.3 No voting by proxy shall be allowed.

### 2.3 Non-Voting Membership:

- 2.3.1 The Principal of West Heights Elementary School shall be recognized as a non-voting member of the PAC.
- 2.3.2 The teaching and support staff of West Heights Elementary School shall be recognized as honorary, non-voting members of the PAC, except if they have children attending West Heights Elementary, in which case they have full voting and membership privileges.

### Section 3 — Executive Committee:

#### 3.1 Composition:

- 3.1.1 An Executive Committee consisting of a President, Secretary and/or Treasurer shall manage the affairs of the PAC.
- 3.1.2 The members of the Executive committee shall be elected at the Annual General Meeting and shall hold office for a period of one year.
- 3.1.3 A member may be elected to the same Executive office for no more than three consecutive terms.
- 3.1.4 In case of mid-term vacancy in the Executive committee, the PAC may appoint a replacement for the duration of the term.

#### 3.2 Duties of the Executive Members:

##### 3.2.1 The President shall:

- Prepare the agendas for all meeting of the Council
- Preside at all meetings of the Council and Executive Meetings
- Have the second or casting vote in the event of a tie upon any resolution. (The Co-Chair attending but not presiding at a meeting shall have full voting privileges.)
- Ensure that all activities of the Council are regularly reported to the members
- Ensure compliance with the Constitution and By-Laws

### 3.2.2 The Secretary shall:

- Issue notice of all meetings
- Attend to and record the minutes of all proceedings of the Council
- Conduct the correspondence of the Council except those required to be kept by the Treasurer.

### 3.2.3 The Treasurer shall:

- Be responsible for the proper keeping of the books of account and such other records as may be prescribed by law and as may be required by the Council.
- Receive all moneys payable to or accruing to the Council and shall deposit the same in a recognized financial institution approved by the Executive Committee
- Account for all expenditures to the Council, when required

3.2.4 One person, who shall be known as the Secretary-Treasurer may when it is deemed necessary, holds the offices of the Secretary and Treasurer.

### 3.3 Appointments:

3.3.1 The chairman or Co-Chairs may appoint conveners of Ad Hoc Committees as deemed necessary by the Executive Committee. These may include any of the following but not excluding other committees:

- Hot Lunch Coordinator
- Kitchen Coordinator
- Fundraising Coordinator
- Special Event(s) Coordinator

The Coordinator(s) shall be responsible for overseeing the activities of the Ad Hoc Committee(s) and providing progress reports to the PAC. The success of on-going Ad Hoc Committee(s) shall be reviewed in May for continuation of its activities in the next term. Ad Hoc Committee(s) with a specific term shall automatically dissolve upon completion of their duties.

3.3.2 The President shall appoint 2 representatives and 1 alternate to attend the Mission District Parents Association monthly meetings on behalf of the West Heights PAC. These representatives shall be the recognized voting members for the West Heights

- 3.3.3 PAC. This does not exclude attendance by other parents/guardians at the Association meetings as non-voting representatives.

## BY-LAWS

### Section 4 — Meetings:

- 4.1 The President shall convene the following meetings in consultation with the Executive Committee:

- 4.1.1 The Annual General Meeting shall be held in the latter half of May or as near thereto as circumstances permit. The Executive Committee shall determine the specific date of the meeting.
- 4.1.2 Special Meetings may be called at such time and place as the Executive Committee may determine. The notice of a Special Meeting shall state the business to be transacted and no other business shall be considered at that meeting.
- 4.1.3 Regular Meetings shall be held once a month with the exception of July and August.
- 4.1.4 Executive Meetings shall be held when deemed necessary.

### 4.2 Notice of Meetings:

- 4.2.1 At least ten days written notice of any Regular Meeting or the Annual General Meeting. Specifying place, date and hour of the meeting shall be given to members. However, the non-receipt of such notice by any member shall not invalidate the proceedings at the meeting.
- 4.2.2 At least three days written notice of any Special Meeting. Specifying place, date and hour of the meeting shall be given to the members. In addition, the general nature of such special business shall be given to the members. However, the non-receipt of such notice by any member shall invalidate the proceedings of the Special Meeting.
- 4.2.3 At least twenty-four hours verbal notice of any Executive Meeting. Specifying place, date and hour of the meeting shall be given to the members of the Executive Committee. All members of the Executive Committee must be contacted. With

4.2.4 Unanimous consent duly recorded in the minutes, an Executive meeting may be convened on shorter notice than twenty-four hours.

#### 4.3 Quorum:

4.3.1 The Quorum required at the Annual General meeting, Regular meetings and Special meetings shall be six voting members, at least two of which shall be members of the Executive Committee.

#### Section 5 — Nominating Committee:

5.1 A Nominating Committee consisting of one Executive member and one or two other members shall be appointed by the President in March of each year and shall strive to present at least two names for each Executive position.

#### Section 6 — Affiliation:

6.1 The PAC shall be a member of the Mission District Parent s Association, which is in turn a member of the BC Confederation of Parent Advisory Councils.

#### Section 7 — General:

7.1 No part of the By-Laws may be repealed, amended or enlarged except by written notice circulated to all of the voting members and adopted at a meeting called for that purpose. In all matters of procedure not covered by the By-Laws, Robert s Rules of Order shall apply or (Perry s Call to Order).

#### Section 8 — Finances:

8.1 The financial signing authority shall be any two of the following may sign cheques, the President, the Treasurer or the Hot Lunch coordinator.

8.2 Expenditures over \$50.00 require the approval of the PAC. All expenditures under \$50.00 shall be reported at the next meeting of the PAC.

#### Section 9 — Headquarters:

9.1 The Headquarters of the PAC shall be at 32065 Van Velzen Street, Mission, BC. The records and books of the PAC shall be kept at this address and may be inspected by any member at any time convenient to the Secretary or Treasurer.

- 9.2 The minutes of the previous years shall be kept at the West Heights Elementary School library and may be inspected by any member at any time convenient to the librarian.

**Section 10 — Dissolution Clause:**

- 10.1 Upon Dissolution of the PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred shall be distributed to a recognized charitable organization that operates for the benefit of children to be decided upon at the point of Dissolution by all PAC members. This provision shall be unalterable.

**Amended November 2001**