



**HUME ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL  
Constitution and Bylaws**

Updated November 7, 2017

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# **HUME ELEMENTARY SCHOOL**

## **Parent Advisory Council**

### **Constitution and Bylaws**

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## **Constitution**

### **Section I – NAME**

The name of this Council is HUME PARENT ADVISORY COUNCIL (“Hume PAC”)

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, gender identification and physical or mental ability.

### **Section II – PURPOSES OF THE HUME PAC**

The purposes of the Hume PAC will be:

1. To support, encourage and improve the quality of education and the wellbeing of students in Hume Elementary school.
2. To encourage parent involvement in the school, support programs that promote parent involvement and organize and support activities for students and parents.
3. To advise the school board, principal and staff on any matter relating to the school – programs, policies, plans and activities
4. To participate in the work of the School Planning Council through the Hume PAC’s elected representatives.
5. To promote the interests of public education and, in particular, the interest of Hume Elementary School.
6. To provide leadership in the school community.
7. To communicate with parents to contribute to a sense of community within the school and between the school, home and neighborhood.
8. To provide parent education and professional development and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns.
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
11. To provide financial support for the goals of the Hume PAC, as determined by the membership.
12. To advise and participate in the activities of the DPAC and the BC Confederation of Parent Advisory Councils.

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### Section III -- INTERPRETATION OF TERMS

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the Hume PAC’s constitution and bylaws

**“district”** means Kootenay Lake School District No. 8

**“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 Kootenay Lake School District No. 8

**“PAC” or “parent advisory council”** means the parents organized according to the *School Act* and operating as a parent advisory council in Hume Elementary School.

**“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 child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in Hume Elementary School.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within Kootenay Lake School District No. 8

**“SPC”** refers to the School Planning Council created for Hume Elementary School according to *the School Act*.

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# Bylaws

## Section I – MEMBERSHIP

### Voting members

1. All parents and guardians of students registered in Hume Elementary School are voting members of the Hume PAC.

### Non-voting members

2. Administrators and staff (teaching and non-teaching) of Hume Elementary School may be invited to become non-voting members of the Hume PAC.
3. Members of the Hume school community who are not parents or guardians of students registered in the public school system may be invited to become non-voting members of the Hume PAC.
4. At no time will the Hume PAC have more non-voting than voting members.

### Compliance with bylaws

5. Every member will uphold the Constitution and comply with these Bylaws.
6. Members will abide by the most current version of the policy and procedure document entitled Hume Pac Meeting Expectations, a version of which is attached to these Bylaws for reference as Schedule “A”.

## Section II – MEETINGS OF MEMBERS

### General meetings

1. General meetings will be conducted efficiently and with fairness to all members.
2. General meetings will be held not less than four times during the school year, one of those being the annual general meeting (“AGM”).

### Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. All members will maintain a professional and courteous tone during meetings and will refrain from using profanity.
5. The Hume PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

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6. If procedural problems arise on an issue not covered by these bylaws, the most current issue of Robert's Rules of Order shall be used to resolve the issue.

#### **Notice of meetings**

7. Members will be given reasonable notice of general meetings.

### **Section III – PROCEEDINGS AT GENERAL MEETINGS**

#### **Quorum**

1. A quorum for general meetings will be 4 voting members with at least 50% of those members holding an Executive position.
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**

2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
3. In the case of a tie vote, the motion is defeated.
4. 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 vote will be taken to destroy the ballots after every election where necessary.
8. The election of representatives to the School Planning Council must be by secret ballot as outlined in the *School Act*.

### **Section IV -- EXECUTIVE**

#### **Role of executive**

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

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## **Executive defined**

2. The Executive will include the:
  - A. Chairperson
  - B. Vice-Chairperson
  - C. Secretary
  - D. Treasurer
  - E. Two (2) or more Members-At-Large (*assuming the positions of Chair, Vice-Chair, Secretary and Treasurer have already been filled*)
  - F. DPAC Representative
  - G. Immediate Past Chairperson

## **Eligibility**

3. Any voting member of the Hume PAC is eligible to serve on the Executive, except employees or elected officials of Kootenay Lake School District No. 8 or the Ministry of Education, or its contractors.

## **Election of executive**

4. Calls for nominations or expressions of interest in Executive positions shall be made by the Chairperson during each of the two meetings before the Annual General Meeting and in writing, via newsletter, to the general parent body of Hume School.
5. There shall be an Annual General Meeting for the purpose of election of Executive held each year.
6. Elections will be conducted by the Nominations Committee Chairperson or, in the absence of a Nominations Committee, by the Hume PAC Chair.
7. Nominations or expressions of interest in Executive positions may be made up to the close of nominations during the Annual General Meeting
8. Tellers, who will be in charge of conducting a secret ballot, shall be appointed when deemed necessary by the Nominating Committee Chairperson at the time of the elections.
9. In the event a vote is taken by secret ballot, a vote shall be taken to destroy the ballots.
10. All Executive officers shall be required to sign the Hume PAC Code of Ethics (attached).

## **Term of office**

11. The term of office will commence immediately following the election at the AGM for a term of one (1) year.
12. Any person elected to the executive may serve on the executive for as many years as they are elected to a position but it is recommended that no person hold any one position for more than 2 consecutive years

13. Normally no person may hold more than one elected executive position at any one time, but in the event that an Executive position is vacated or remains unfilled after the AGM, an executive member may hold more than one elected executive position until a member is found to fill the position
14. The Immediate Past Chairperson shall hold that office for one year.
15. The term of office for School Planning Council representatives shall be as outlined in the *School Act*.

#### **Vacancy**

16. 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 PAC to fill the vacancy until the next annual general meeting.

#### **Removal of executive**

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

#### **Remuneration of executive**

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 Hume PAC affairs.

### **Section V – EXECUTIVE MEETINGS**

#### **Meetings**

1. Executive meetings will be held at the call of the Chair, at the request of any Executive member and may be held at any time or place as deemed necessary.
2. The purpose of Executive meetings is to carry on business between general meetings.

#### **Quorum**

3. A quorum for Executive meetings will be a majority (50% plus 1) of the members of the Executive.



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## Notice

4. Executive members will be given reasonable notice of executive meetings

## Voting

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 Chair does not have a second or casting vote and the motion is defeated.
7. For issues regarding decisions or actions that could not be completed at a scheduled General or Executive meeting, or which an Executive Member feels would require resolution before the next scheduled meeting, the following procedures must be followed when making a motion by email:
  - (a) Any Executive member may make a motion by sending a group email to all other Executive Members detailing the proposed motion. Such emails shall contain a message subject line ie) "Motion: Fundraising opportunity";
  - (b) Another Executive Member must then send an email to the group seconding the Motion. Doing so will open the Motion for on-line debate for the following 72 hours. Extensions of debate can be requested by any Executive Member;
  - (c) On-line debate must include the same subject line, be copied to all Executive Members and contain the text of the motion with each email;
  - (d) Once the time for debate closes each Executive Member will send an email with the message subject header "VOTE Motion: Fundraising opportunity" and confirm their vote to approve, oppose or abstain. If no vote is received from an Executive Member that person will be recorded by the Secretary as "not voting";
  - (e) If the vote is unanimous then the proposed motion is deemed to have passed. If the vote is not unanimous or is not approved, the Executive Member who raised the motion is at liberty to raise their motion again at the next General Meeting to allow for in person discussion by the members before a further and final vote is taken;
  - (f) All email motions shall be reported by the Secretary at the next Executive or General Meeting and the wording of any email motions, voting results and the date of the final vote recorded in the formal minutes.

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## **Section VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **School Planning Council representatives**

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the PAC executive. If the School Planning Council is replaced in the *School Act* by another advisory panel that consists of representation from administration, faculty, and parents these clause will direct the PACs involvement.

### **District Parent Advisory Council representative**

2. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of Kootenay Lake School District No. 8 or the Ministry of Education or its contractors.

### **Election the SPC and DPAC representatives**

3. The election of representatives to the DPAC must be by show of hands unless more than one person is nominated then the vote will be by secret ballot.

### **Term of office**

4. SPC and DPAC representatives will hold office for a term of one year and may be reelected annually.

### **Vacancy**

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by show of hands unless more than one person is nominated then the vote will be by secret ballot.
6. In the event there is no DPAC representative, another Executive member(s) will act as the DPAC Representative until the position is filled.

### **External committees**

7. The membership or executive may elect or appoint a member who is not an employee or elected official of Kootenay Lake School District No. 8 or the Ministry of Education or its contractors to represent the PAC on an external committee or to an external organization.
8. The representative will report to the membership or executive as required.

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## Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

### Code of ethics

1. On election or appointment, every Council executive member, committee member, or representative must sign and agree to abide by a code of ethics acceptable to the membership as set out in the form attached as Schedule “B”.

### Representing the Council

2. Every executive member and representative must act solely in the best interests of the parent membership of the Hume PAC, Hume School and Kootenay Lake School District No. 8 both in person and on all forms of social media.
3. If an Executive Member or Representative is found to be in conflict with the Code of Conduct and Ethics by a two-thirds (2/3) majority vote of the Executive Members they will be removed from office. Administration of the Code of Conduct and Ethics will follow BCCPAC’s Leadership Manual <http://bccpac.bc.ca/resources/leadership-manual-tab-8-code-of-ethics-and-conflict-of-interest>

### 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 (either in private or during a PAC meeting) 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 the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
6. Such an executive member or representative must avoid using his or her position on the PAC for personal gain.

## Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

### 1. The Chairperson will:

- (a) be the official spokesperson for the Hume PAC;
- (b) work with the Secretary to ensure that meeting agendas are prepared and presented
- (c) know the Constitution, Bylaws and meeting rules;
- (d) know where to find resources to assist members;
- (e) appoint committees where authorized to do so by the executive or membership and consult the Hume PAC members regularly;

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- (f) ensure that the Hume PAC is represented in school and school district activities;
  - (g) ensure that Hume PAC activities are aimed at achieving the purposes set out in the Constitution;
  - (h) convene and preside at orderly membership, special and executive meetings; and
  - (i) be a signing officer.

**2. The Vice-Chairperson will:**

- (a) support the Chairperson and assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- (b) assist the Chairperson in the performance of his or her duties;
- (c) know the Constitution, Bylaws and meeting rules;
- (d) accept extra duties as required; and
- (e) be a signing officer.

**3. The Secretary will:**

- (a) ensure that members are notified of meetings;
- (b) prepare meeting agendas in consultation with Chairperson, Executive and the Principal
- (c) record the minutes of general, special and executive meetings;
- (d) keep an accurate and up-to-date copy of the Constitution and Bylaws, and make copies available to members upon request;
- (e) ensure any Constitution or Bylaw amendments authorized by the membership are initialed, dated and submitted to the School Board Office for safekeeping;
- (f) prepare and maintain other documentation as requested by the membership or Executive;
- (g) issue and receive correspondence on behalf of Hume PAC;
- (h) ensure safekeeping of all records of Hume PAC; and
- (i) may be a signing officer

**4. The Treasurer will:**

- (a) be a signing officer;
- (b) receive all funds for the Hume PAC;
- (c) deposit all funds collected on behalf of the Hume PAC in an account at a recognized financial institution approved by the Hume PAC;
- (d) ensure all funds of the Hume PAC are properly accounted for;
- (e) disburse funds as authorized by the membership or executive;
- (f) ensure that proper financial records and books of account are maintained and retained for a minimum of seven (7) years;
- (g) report on all receipts and disbursements at general and executive meetings;
- (h) make financial records and books of account available to members to view upon request  
*(NB: PAC financial records and books may be viewed but may never leave the Treasurer's personal possession)*
- (i) have the financial records and books of account ready for inspection or audit annually;
- (j) with the assistance of the executive, draft an annual budget and tentative plan of

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- expenditures;
  - (k) ensure that another signing officer has access to the financial records and books of account in the event of his/her absence; and
  - (l) submit an annual financial statement at the annual general meeting.

**5. The DPAC Representative will:**

- (a) attend all meetings of both the Hume PAC and the DPAC and represent, speak, and vote on behalf of the Hume PAC;
- (b) ensure current registration of the Hume PAC is maintained;
- (c) report regularly to the Hume PAC membership and executive on all matters relating to the DPAC;
- (d) receive, circulate, and post DPAC newsletters, brochures, and announcements;
- (e) receive and act on all other communications from the DPAC; and
- (f) liaise with other parents and DPAC representatives.

**F. Members-at-Large will:**

- (a) serve in a capacity to be determined by the Hume PAC at the time of their election, and at other times throughout their tenure as the needs of the Hume PAC requires.

**G. Immediate Past Chairperson will:**

- (a) help smooth the transition between Chairpersons;
- (b) assist, advise and support the Hume PAC;
- (c) provide information about resources, contacts and other essential information to the Hume PAC;
- (d) act as a consultant for the Chairperson;
- (e) chair the nominating committee.

**H. The School Planning Council (SPC) representative will:**

- (a) be one of three elected SPC representatives;
- (b) attend all meetings of the school planning council (SPC);
- (c) represent, speak and vote on behalf of the Hume PAC at SPC meetings;
- (d) request and take direction from the Hume PAC membership and executive;
- (e) be a strong advocate for meaningful parent involvement in the school and school planning; and
- (f) Provide a report at Hume PAC general meetings.

**Section IX – COMMITTEES AND WORKING GROUPS**

1. The membership and executive may appoint standing and ad hoc committees and/or working groups to further the PAC's purposes and carry when necessary and the Hume PAC executive may appoint members to these committees and working groups

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annually.

2. A Nominating Committee consisting of the Immediate Past Chairperson and two (2) additional PAC members selected by the Executive shall be formed prior to the Annual General Meeting for the purpose of finding PAC members to fill Executive positions
3. The terms of reference of each committee/working group will be specified by the membership or executive at the time the committee/working group is established, or by the committee/working group at its first meeting, as the membership or executive decide.
4. Committees and working groups are responsible to the executive and members and a spokesperson will report to the membership and executive as required or upon request of an executive member.
5. Any expenditure of funds in excess of \$50.00 required by a committee or working group not already anticipated by the annual Budget, will be presented to the Hume PAC Executive or membership for approval before any expenditures are made or binding contracts signed on the Hume PAC's behalf.
6. In the event that a committee is dysfunctional resulting in a failure to serve the needs of the Hume PAC, the executive may decide to restructure or disband a committee entirely by voting in accordance with the rules set out for executive meetings in these Bylaws.

## **Section X – FINANCIAL MATTERS**

### **Financial year**

1. The financial year of Hume PAC will be Sept 1<sup>st</sup> to August 31<sup>st</sup>.

### **Power to raise money**

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

### **Bank accounts**

3. All funds of the Hume PAC must be kept on deposit in the name of the Hume PAC in a bank or financial institution registered under the *Bank Act*.

### **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 current budget expires.

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### **Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

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

### **Auditor**

8. Members at a general meeting may appoint an auditor.

## **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Hume PAC constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws must be given to the members at least fourteen (14) days before the meeting.
3. The notice of the meeting must include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only.

## **Section XII – 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 the Hume PAC shall be deemed to be property of the Hume PAC and shall be turned over to the Chairperson when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## **Section XIII – DISSOLUTION**

1. In the event of dissolution or winding up of the Hume PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Hume PAC shall be transferred to the Principal of Hume Elementary School to be used for the benefit of the students at Hume. Should Hume Elementary School no longer exist, said funds will be distributed to another parent advisory council or councils in the Kootenay Lake School District No. 8 having purposes and objectives similar to those of the Hume PAC, and which meet all requirements of the British Columbia Gaming Commission, as the members of the Hume PAC may determine at the time of dissolution or winding up.

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2. In the event of winding up or dissolution, all records of the Hume PAC shall be placed under the jurisdiction of the Kootenay Lake School District No.8 by delivering it to the Principal of Hume School.

Adopted by Hume PAC at Nelson, British Columbia, on: Nov 7, 2017

this document hereby replaces all previous versions of the Hume PAC Constitution and Bylaws.

Signature #1:

  
\_\_\_\_\_

Name and Executive Position:

Treasurer  
\_\_\_\_\_


Signature #2:

  
\_\_\_\_\_

Name and Executive Position:

Vice-Chair  
\_\_\_\_\_

Signature #3:

  
\_\_\_\_\_

Name and Executive Position:

Chair  
\_\_\_\_\_



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## Schedule "A"

### HUME PAC MEETING EXPECTATIONS

By attending PAC meetings we, the members of Hume PAC, understand that:

1. we are expected to speak courteously and kindly to each other;
2. we are expected to listen to all points of view and recognize that all contributions from all members are valuable;
3. we are expected to work to resolve issues through due process;
4. we are expected to be respectful and mindful of our supporting role at Hume School;
5. we are expected to respect all confidential information;
6. we are each representatives of the Hume PAC and Hume School during our meetings, at PAC activities and whenever we are speaking with others about PAC or the School (in person and on social media) and we commit to speaking constructively;
7. PAC meetings are not the place to discuss individual school personnel, students, parents, or other individual members of the school community;
8. any person having difficulty following these Expectations will be asked by the meeting chairperson to:
  - (a) step outside the meeting for a brief cool down period, or
  - (b) leave and not return for the remainder of the meeting.

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**Schedule "B"**  
**CODE OF ETHICS**

A parent who accepts a position as a Hume PAC executive member, committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body;
2. performs his or her duties with honesty and integrity and in the interests of Hume PAC;
3. works to ensure that the well-being of students is the primary focus of all decisions;
4. respects the rights of all individuals;
5. takes direction from the membership and executive;
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward;
7. works to ensure that issues are resolved through due process;
8. strives to be informed and only passes on information that is reliable;
9. respects all confidential information;
10. maintains the Hume PAC's professional and courteous relationship with Hume School's teachers, Principal and other representatives both in person and on any social media;
11. maintains a professional and courteous relationship with fellow parents on the school grounds, during events and meetings as well as on social media; and
12. supports public education.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ of the HUME PARENT ADVISORY COUNCIL have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in any dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

This page may be photocopied and used annually for all executive members and representatives.