



# Eagle Harbour PAC Constitution & Bylaws

Updated by resolution January 10, 2023.

## CONSTITUTION

### Name of the Parent Advisory Council

The name of the association is “Eagle Harbour Parent Advisory Council”, as per the School Act, Division 2 – Section 8.0(1), hereinafter referred to as EH PAC (the “PAC”).

### Definitions of Terms

**Parents** – the parent(s) or guardian(s) of a student registered at Eagle Harbour Montessori School

**School** – Eagle Harbour Montessori School

**SD45** – School District No. 45 is the West Vancouver School District

**DPAC** – the West Vancouver District Parent Advisory Council of SD45, which is recognized by the Board of Education of School District No. 45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local School

**DPAC representative** – the parent elected by EH PAC to the DPAC of SD45

**WVBE** – West Vancouver Board of Education

### Character of the PAC

The EH PAC 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, and physical or mental ability.

### Purpose of the PAC

The purposes of the EH PAC are to support, encourage and improve the quality of education and the well-being of the Eagle Harbour Montessori School Students.

The purpose of the EH PAC is, but not limited to:

- a. Encourage Parent participation in the educational activities and decision making at the School;
- b. Advocate for and promote the education and welfare of Students;
- c. Advise School staff and administration on Parent's views that are communicated to EH PAC with respect to School policy and procedures, programs and services, facilities and equipment, parent and community education and learning resources;
- d. Contribute to a sense of community within the School and between the School, home, and neighborhood;
- e. Provide Parent education, and a forum for discussion of educational topics;
- f. Work with the School administration and staff to provide a healthy, safe and supportive environment at the School;
- g. Organize and support activities for students and Parents;
- h. Raise funds for the goals of the EH PAC, as determined by the membership;
- i. Advise and participate in the activities of the DPAC and any other organization of which EH PAC is a member; and
- j. Promote a spirit of cooperation, respect and open-mindedness within the School community.

## **Dissolution of the PAC**

- k. The PAC shall be dissolved in the event that:
  - i. The School is permanently closed; or
  - ii. There are too few parents willing to serve on the PAC Executive to fill the offices of Chairperson, Treasurer and Secretary.
- l. In the event of dissolution or winding up of the PAC, any assets remaining after payment of all debts shall be distributed to another Parent Advisory Council or Councils in School District No. 45, West Vancouver, which has objectives similar to those of the EH PAC, and which meet all requirements of the BC Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up.
- m. Upon dissolution of the EH PAC, the records of the PAC shall become the property of School District No. 45.

# BYLAWS

## 1. Membership

1.1 All Parents or guardians of children registered in the Eagle Harbour Montessori School are voting Members of the EH PAC. Membership is free. Each Member is entitled to, and the PAC shall provide without charge, a copy of the Constitution and Bylaws of the PAC upon request.

1.2 Every member shall uphold the Constitution and comply with these Bylaws.

1.3 The School principal, vice-principal and staff are non-voting Members. They are entitled to speak and to be heard at General Meetings.

1.4 Every member is encouraged to attend as many PAC meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

## 2. Meetings

- a) All Meetings shall be conducted efficiently and with fairness to all members present, generally in accordance with Robert's Rules of Order.
- b) Resolutions or motions arising at any Regular General Meeting, Extraordinary General Meeting or at the Annual General Meeting shall be decided by a simple majority of the votes cast by the voting members who are present at the meeting, providing a quorum is reached.
- c) A quorum shall be three voting members. If at any time during a general meeting a quorum ceases to be present, business currently in progress must be suspended until there is a quorum present.
- d) Any Meeting is not officially constituted unless a quorum is present. Notice providing the date and time of the annual and general meetings shall serve as written notice to all members for all the annual and general meetings of the EH PAC
- e) Proxy voting shall be permitted at all Regular, Extraordinary and Annual Meetings.
- f) A proxy vote must be submitted in writing or in electronic form and be signed
- g) by two members of the PAC Executive. A PAC Executive member must cast the vote.
- h) In the case of a tie vote at any Meeting, the Chair will be accorded a second vote to break the tie.

## **2.1 Regular General Meeting (General Meeting)**

There shall be no fewer than six General Meetings a year, including the Annual General Meeting, open to all members. Members will be given reasonable notice of general meetings. Agenda will be posted on the school website 7 days before any general meeting.

At General Meetings, Members will not discuss personal problems with individual school personnel, Students, Parents, or other members of the school community.

The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

## **2.2 Annual General Meeting (AGM)**

a. There shall be an Annual General Meeting held in May or June each year, prior to the last day of school for that school year.

b. The business of the Annual General Meeting shall be to:

- I. Receive from the PAC Executive a report of its activities during the school year;
- II. Receive and adopt from the Treasurer a report of income and expenditures during the current school year;
- III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year;
- IV. Ratify policies;
- V. Establish the proposed priorities of the PAC for the coming year;
- VI. Receive reports from Members;
- VII. Elect the PAC Executive for the next school year;
- VIII. Transact such other business as may require the attention of the Members;
- IX. In the event of the election of a new Chair and Treasurer, articles III, IV and V may be moved to the first Regular General Meeting held after the Annual General Meeting.

## **2.3 Extraordinary General Meeting (Extraordinary Meeting)**

a. An Extraordinary General Meeting shall be called by the Chair upon receipt of a written request by Members comprising 10% or more of the Membership setting forth the reasons for calling such a meeting.

b. An Extraordinary General Meeting can also be called by the Chair for urgent business that requires a vote.

c. The Extraordinary General Meeting shall deal only with the business stipulated in the request.

## 2.4 Executive Meeting

Executive meetings may be held any time or place as deemed necessary by the Chair. The purpose of executive meetings is to carry on business between Regular General Meetings.

## 2.5 Notice of Meetings

- a. Notice of a Regular, Extraordinary or Annual General Meeting shall specify the place, day and hour of the Meeting, along with a proposed agenda, and in case of special business, the general nature of the business, and shall be emailed to all Members entitled to receive notice at least one week in advance of the Meeting.
- b. The accidental omission to give notice of any Meeting to, or the non-receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that Meeting.

## 3. Executive Officers

3.1 At the Annual General Meeting the voting Members shall elect the following Executive Officers: Chair, Treasurer and Secretary.

3.2 Additional Executive positions such as the following may or may not be filled but are not limited to:

- a. Member at Large;
- b. Fundraising Coordinator;
- c. DPAC Representative;
- d. Hot Lunch Coordinator;
- e. After School Programs Coordinator

3.3 Candidates for the Executive shall be a Member of the Eagle Harbour PAC for the full preceding year.

3.4 On election or appointment, every Executive Member must agree to abide by a code of ethics acceptable to the Membership.

3.5 Any information received in confidence by an Executive Member 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.

3.6 An Executive Member who is interested, 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 membership and executive.

## 4. Election of Executive Officers

4.1 Nominations for Executive positions are to be opened by the PAC Chair at the Meeting prior to the Annual General Meeting, at which time a Nominations Committee is to be appointed. The Nominations Committee is to be comprised of at least 2 non-Executive members of the PAC, but may be chaired by a single individual if there are no other volunteers.

4.2 The Nominations Committee shall receive nominations for Executive positions until 10 days prior to the Annual General Meeting, at which time nominations shall be declared closed.

4.3 The Nominations Committee shall ensure that the list of nominees is distributed to all Members at least 7 days before the Annual General Meeting in June.

4.4 If more than one person applies for an Executive position, the Nominations Committee will submit the nominees for that position to a vote at the Annual General Meeting. Election is by simple majority of eligible votes cast by secret ballot.

4.5 If only one nomination is received for an Executive position, that person is deemed elected by acclamation.

## 5. Term of Office

5.1 The term of office shall commence in the new school year and shall be for one year.

5.2 No person may hold any one position for more than five consecutive years.

5.3 No person may hold more than two elected Executive position at any one time.

## 6. Vacancy in Executive Officers

6.1 Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until an election for the position is held at the next Regular General Meeting.

6.2 Within three days of the vacancy opening, the Chair will open the call for nominations to fill the vacancy and will appoint a Nominations Committee Chair to receive nominations. If it is the position of the Chair that becomes vacant, the Vice-Chair will call for nominations, or in the absence of a Vice-Chair, the Secretary will open nominations and appoint a Nominations Committee Chair.

6.2 The Nominations Committee Chair shall accept nominations for the vacant Executive position for no less than 10 days, at which time, nominations shall be declared closed.

6.3 If the position is uncontested, the nominee is deemed elected by acclamation and

may assume the role immediately upon the close of nominations.

6.4 If the position is contested, election will be by simple majority vote at the next Regular General Meeting, or at the discretion of the Chair, at an Extraordinary General Meeting called for that purpose.

6.5 The term of the Executive Member so elected will end at the next scheduled AGM.

## **7. Removal of an Executive Officer**

7.1 Should an Executive Member fail to attend to the duties of office, the officer may be removed at an Extraordinary General Meeting called for that purpose, by an affirmative vote of 75% of the eligible members present.

7.2 Such action to terminate the Executive Officer's position shall require a 14-day written notice to the Board Member in question prior to the Board meeting.

## **8. Liability of Executives**

Except for such costs, charges or expenses as are occasioned by his or her own willful neglect or default, each Executive of the PAC shall be indemnified and saved harmless from and against all expenses incurred or lawsuits brought against him or her in his capacity as an Executive of the PAC.

## **9. Duties of Executive Officers**

### **Chair**

9.1 The Chair shall:

- a) Give notice of, convene and preside at the Regular, Extraordinary and Annual General Meetings and at any Executive Meetings;
- b) Ensure that an agenda is prepared and presented at each Meeting, and that members are duly notified of general meetings;
- c) Know the constitution, bylaws and meeting rules;
- d) review all meeting minutes and ensure they are posted on the school website in a timely manner and that members are kept informed via the weekly school ebulletin, the website and/or e-mail;
- e) Appoint committees where authorized to do so by the Executive or the Membership;
- f) Support the other officers in the execution of their duties;
- g) Work with the Principal and school staff to achieve PAC goals;
- h) Speak on behalf of the PAC and liaise with stakeholders;

- i) Be a signing officer;
- j) Submit an annual report to the PAC membership.

### **Vice Chair**

9.2 The Vice Chair shall:

- a. Carry out the duties of the Chair during the Chair's absence and in the event the Chair resigns, assume the Chair until the next Annual General Meeting;
- b. accept extra duties as required
- c. be a signing Officer
- d. assist the Chair in the performance of his or her duties.
- e. attend all Principal's meetings and act as liaison for committee meetings with staff and administration as needed

### **Secretary**

9.3 The Secretary shall work in conjunction with the Chair:

- a. record and file the minutes of General, special, and Executive Meetings;
- b. ensure minutes of General Meetings are posted on the school website no later than seven (7) days prior to the next General Meeting;
- c. keep an accurate copy of the Constitution and Bylaws, make copies available to members upon request. If and when changes are made they shall be done so in red and the amended copy shall be dated, initialed, and submitted to the School Board office for safe keeping;
- d. ensure safekeeping of all records of the Council and ensure PAC webpages and google drive are updated for the start of each school year;
- e. issue correspondence on behalf of the EHPAC;
- f. may be a signing officer.

### **Treasurer**

9.4 The Treasurer shall have a demonstrated ability and/or understanding of bookkeeping procedures and work in conjunction with the Chair;

- a. To receive all funds for the PAC;
- b. To Deposit all funds collected on behalf of the PAC in the PAC's account or accounts maintained at a chartered bank or registered financial institution and such accounts must bear the name of the PAC
- c. To disburse funds authorized by the PAC;



- d. To maintain accurate and current accounts of the PAC's income and expenditures and to ensure a book of accounts is maintained to comply with the PAC Act;
- e. Establish and maintain a separate 'PAC gaming account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements and make an application for a gaming grant to the regulatory authorities every year;
- f. Submit annual gaming summary or other reports as required to regulatory authorities;
- g. To review and reconcile bank statements monthly;
- h. To present a bank reconciliation for all accounts and a report of all income and expenditures, in addition to any ad-hoc financial reports required at PAC meetings;
- i. To ensure that an annual budget is prepared and review of prior year variance from budget;
- j. To assess all financial undertakings to ensure they are in keeping with the annual budget and plan of expenditures;
- k. To be a signing officer;
- l. To submit an annual financial statement and balance sheet at the AGM;
- m. To have the financial records ready for inspection or audit.

9.5 All Executive Officers are required to assist with the handover of their respective roles to incoming replacements to facilitate a smooth transition.

## **10. Signing Authority**

10.1 The Signing Officers shall have authority to sign any contract, banking, or legal documents and to make payment for expenditures approved in the Annual Budget or by a resolution, on behalf of the PAC.

10.2 Any contract, banking, legal documents or expenditures shall be signed by at least two Signing Officers.

10.3 A third Signing Officer may be appointed from the Executive.

## **11. Committees**

11.1 The Executive may delegate any, but not all, of its powers to Committees consisting of Executive Members and/or Members of the PAC to undertake specific responsibilities and projects.

11.2 Chairpersons and Committee Members shall be appointed by motion of the Executive that is carried by simple majority vote at a Regular General Meeting.

11.3 Any Committee so formed shall report all its activities at each General Meeting of the PAC and at any Executive Meeting upon request of the Chair or Treasurer.

11.4 The terms of reference and privileges of each Committee shall be specified by the Executive at the time the Committee is established.

11.5 The Executive must authorize expenditures by Committee Members, as under sections 12.3, 12.4 and 12.5.

## **12. Expenditures**

12.1 The PAC may raise and spend money to achieve its purposes and objectives. All fundraising activities conducted under the auspices of the PAC must be approved by the Chair. The PAC must not borrow money without authorization or special resolution

12.2 At the end of each school year, a proposed plan of expenditures ("Budget") for the next school year shall be drawn up by the Treasurer and presented for approval at the AGM. In the event that a new Treasurer is elected, the Budget may be presented and voted on at the first Regular General Meeting of the new school year.

12.3 All expenditures of \$200 or more must be contained in the Budget or must be approved by a majority vote at a Regular General Meeting.

12.4 Approval of the Budget as a whole by the PAC constitutes adoption of each and all expenditures contained within it and/or required to complete each item of the Budget.

12.5 Immediately upon adoption of the Budget, the Executive may disburse funds necessary to complete the purchases of goods and services so approved, unless the expenditures exceed the amounts contained in the Budget;

12.6 If it is determined that the purchase price of a good or service approved in the Budget exceeds the amount provided for in the Budget by more than \$200, the full expenditure must be approved by majority vote at any General Meeting before the purchase can be completed;

12.7 The Executive may authorize and disburse funds of up to \$200 without PAC approval when approved by at least two members of the Executive; such disbursements must not exceed \$600 per year in total.

12.8 The PAC shall establish and maintain a bank account or bank accounts at a chartered bank or accredited financial institution and shall keep all PAC funds on deposit in such accounts.

12.9 The Chair and Treasurer shall be signing officers for banking and legal documents. Another Executive may be appointed as a third signing officer. Two signatures shall be required on all such documents.

12.10 At each General Meeting the Treasurer shall present a statement of the PAC's income and expenditures, and a balance sheet for the prior period.

12.11 Members at a General Meeting may appoint an Auditor.

### **13. Constitutional and Bylaw Amendments**

13.1 The Constitution and these Bylaws may not be rescinded, altered or added to except by resolution and after consultation with Eagle Harbour School Principal. The resolution must be approved by not less than two—thirds of the eligible votes cast.

13.2 A resolution to amend the Constitution or Bylaws shall require 14 days written notice of the proposed amendments to all Members.

13.3 The Constitution and Bylaws shall be reviewed by the Board and PAC every 5 years starting 2013. Reviewed and updated in 2018 and again in 2022.

### **14. Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a Member, Executive Member, or Committee Member ("Member") in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to a Chairperson when the Member ceases to perform the task to which the papers relate.

ADOPTED by Eagle Harbour Montessori Parent Advisory Council, at West Vancouver, British Columbia, on September 10th, 2018.

REVISED XXX, 2022

Copy to the school office on XXXX 2022