

Constitution

1. The name of this Association is Keating Home and School Association, hereafter referred to as “KHASA” or “the Association”.
2. The Association is the Parent Advisory Council (PAC) in accordance with Section 8 of the School Act.
3. KHASA will operate as a non-profit organization with no personal financial benefit accruing to members.
4. The business of the Association will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
5. The purpose of the Association will be:
 - a) To promote the free exchange of ideas among parents, school administrators, staff, students and the School Board with respect to school programs, policies and philosophies, and the evaluation of same.
 - b) To provide the principal and staff with the opportunity to consult those who are affected by the decisions they make.
 - c) To provide leadership in the school community, and to contribute to a sense of community between the school, home, and neighbourhood.
 - d) To encourage parent involvement in the school and to support programs and activities for students and/or parents, including issues of interest, social functions and fundraising.
6. The Association may be dissolved at a Special meeting, provided that:
 - Written notice of the Special meeting is provided to all members not less than ten (10) days prior.
 - The notice of meeting includes the proposed notice of dissolution.
 - A three-quarters majority vote of votes cast is achieved.
7. Upon winding up or dissolution of the Association, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to: The District Scholarship Fund. The School District shall be the district in which Ecole Keating Elementary School resides at the time of dissolution. This provision shall be unalterable.
8. In the event of dissolution, all records of the Association will be given to the principal of Ecole Keating Elementary School.

Section I – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Ecole Keating Elementary School shall be voting members of the Council. Each member shall have one vote.

Non-voting Members

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

Compliance with Bylaws

5. Every member will uphold the Constitution and comply with these bylaws.

Section II – GENERAL MEETINGS

General Meetings

1. General meetings will be conducted efficiently with fairness to all members present.
2. All meetings are open to the membership.
3. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

The AGM is typically held in May.

4. The Secretary shall record all proceedings, appointments and meetings. Such minutes shall be in the custody of the Secretary for no less than three (3) years.
5. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

Extraordinary or Special Meetings

6. Extraordinary meetings may be called by the Executive Committee or upon receipt of petition representing 25% of student enrollment.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. 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.

Notice of Meetings

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

Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Quorum

10. A quorum for general meetings will consist of the voting members present at any duly called general meeting.

A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

Voting

11. 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).
12. The Chair may vote when the vote will affect the result or if the vote is by secret ballot.

The chair should maintain an appearance of objectivity, and yet should not lose his or her voting rights. In the case of a tie vote, the chair does not have a *second* (or *casting*) vote and the motion is defeated.

13. Members must vote in person on all matters. Voting by proxy will not be permitted.
14. 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.
15. A vote will be taken to destroy the ballots after every election.

Section III – EXECUTIVE

Role of Executive

1. The affairs of the Association shall be managed by a board of elected officers (Executive Committee) and the immediate Past President.
2. The executive positions shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - School Planning Council Representative
 - COPACS Representative
 - Member(s)-at-Large
 - Immediate Past President
3. Any position, other than Treasurer, may be shared by up to two elected members.

At a minimum, the positions of president, secretary, and treasurer must be filled.

Eligibility

- Any voting member of the Association is eligible to serve on the executive, except where there may be a conflict of interest through employment with School District No. 63 or the Ministry of Education.

<p>Perception of Bias – Associations need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.</p>
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Election of Officers

- Call for nominations shall be made two months prior to the Annual General Meeting (AGM).
- The Nominating Committee chairperson shall conduct elections. Separate elections will be held for each position to be filled.

Term of Office

- The term of office shall commence immediately following the election for a period of one year.
- No person may hold the same executive position for more than two consecutive years.

Vacancy

- 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 Association to fill the vacancy until the next general meeting.

Removal of Executive

- 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.
- 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

- No executive member may be remunerated for serving on the executive committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Association's affairs.

Section IV – EXECUTIVE MEETINGS

Meetings

- Executive meetings will be held at the call of the President.
- Officers will be given reasonable notice of executive meetings.

Quorum

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

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a *second* or *casting* vote and the motion is defeated.

The chair should maintain an appearance of objectivity, and yet should not lose his or her voting rights. The chair is allowed to vote when the vote WILL affect the result or if the vote is by secret ballot.

Section V – SCHOOL PLANNING COUNCIL, COPACS, 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 participate on the Executive Committee.

COPACS Representative

2. One representative to the Confederation of Parent Advisory Councils of Saanich (COPACS) may be elected annually from among the voting members who are not employees or elected officials of School District No. 63 or the Ministry of Education.

Election of SPC and COPACS Representatives

3. The election of representatives to the SPC and COPACS must be by secret ballot.

Term of Office

4. SPC and COPACS representatives will hold office for a term of one year.

Vacancy

5. If an SPC or COPACS representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of KHASA to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External Committees

6. The membership or executive may elect or appoint a member to represent KHASA on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Conduct

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of conduct acceptable to the membership (See Appendix II).

Representing the Association

2. Every executive member and representative must act solely in the interests of KHASA.

Privilege

3. 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.

Disclosure of Interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Association must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on KHASA for personal gain.

Section VII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The President will

- speak on behalf of KHASA
- consult with KHASA members
- convene and preside at membership and executive meetings
- ensure that an agenda is prepared and presented
- appoint committees where authorized by the membership or executive
- ensure that KHASA is represented in school and district activities
- ensure that KHASA activities are aimed at achieving the purposes set out in the Constitution
- be one of three (3) signing officers
- submit an annual report

The Vice-President will

- support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of his or her duties
- accept extra duties as required

- ensure a Nominating Committee is formed prior to the AGM
- may be one of three (3) signing officer
- submit an annual report

The Secretary will

- ensure that members are notified of meetings as appropriate
- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of KHASA
- ensure executive officers provide signed Code of Conduct documents
- ensure safekeeping of all records of KHASA
- may be one of three signing officers
- submit an annual report
- submit updated constitution and/or bylaws to School Board Office as appropriate

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping. Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

The Treasurer will

- be a signing officer
- ensure all funds of the Council are properly accounted for
- disburse funds as authorized by the membership or executive in a timely manner
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request (upon reasonable notice)
- have the financial records and books of account ready for inspection or audit annually

The books of account(s) of the Association shall have a financial review conducted at the close of each executive term by an accountant, bookkeeper or a team of parents who do not have signing authority as appointed by the membership. The financial review shall be conducted in a manner consistent with the practice guidelines provided by the BCCPAC, which state: the financial review is an examination of the Associations books and records to ensure that the financial statements presented to the membership fairly reflect the PACs financial position. It is sometimes called an audit, but should not be confused with the term "audit" used in the accounting profession.

- identify and recommend persons to conduct a financial review
- ensure a Budget Committee is formed prior to the AGM
- with the assistance of the executive or Budget Committee, review and update funding request and expense reimbursement forms annually
- with the assistance of the executive or Budget Committee, draft an annual budget

- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

The School Planning Council (SPC) representative will

- be one of three elected SCP representatives
- attend all meetings of the school planning council (SPC)
- report back at general or executive meetings
- represent and speak on behalf of KHASA at SPC meetings
- request and take direction from the membership and executive
- be strong advocates for meaningful parent involvement in the school and school planning

The COPACS Representative will

- attend all COPACS meetings and represent, speak, and vote on behalf of KHASA
- maintain current registration of KHASA
- report regularly to the membership and executive on all matters relating to COPACS
- seek and give input to COPACS on behalf of KHASA
- receive, circulate, and post COPACS newsletters, brochures, and announcements
- receive and act on all other communications from the COPACS
- liaise with other parents and COPACS representatives
- submit an annual report

Members-at-Large will

- serve in a capacity to be determined by the KHASA as required
- submit an annual report

The Immediate Past President will

- assist with a smooth transition between presidents
- serve in an advisory capacity to the executive
- attend meetings

Annual reports are important because they

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

Section VIII – COMMITTEES

A *standing committee* exists every year and may be described in the bylaws. Examples are budget, nominating, programs, hot lunch, special events, and fundraising. An *ad hoc committee* is created to do a specific task within a certain time period.

1. The membership and executive may appoint committees to further KHASA's purposes and carry on its affairs as required.

2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committee chairpersons will be determined by members of that committee.
4. Committee chairpersons will be accountable to the membership and will report regularly as required.
5. Committee chairpersons will be responsible for submitting an annual report at the AGM and a final committee report at the termination of the committee.

Section IX – FINANCIAL MATTERS

1. The guiding principle for the spending of KHASA funds is that funds are primarily to benefit the students of Ecole Keating Elementary School.
2. The financial year of the Association will be May 1 to April 30.
3. All KHASA funds must be kept on deposit in the name of the Association in a bank or financial institution registered under the Bank Act.
4. A treasurer's report will be presented at each general meeting.
5. The treasurer will keep accurate records of all financial transactions of the Association and will arrange for the safe-keeping of such records at the address of the Association for no less than seven (7) years.
6. The executive will name at least three (3) signing officers, one of whom will be the Treasurer, the other the President, for banking and legal documents. Two signatures will be required for these documents.
7. The Budget Committee will prepare a budget and present it to the executive and membership for approval before the current budget expires.

The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within the association's financial year, usually the entire financial year. It must not extend over more than one financial year.

Association money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

8. The executive may spend up to \$500 per expenditure without general membership approval. The membership, by a majority vote (50%+1 of members present) may spend up to \$1,000 per expenditure at a general meeting without prior notice.
9. The executive will present all proposed expenditures exceeding \$500 and not included in the current budget for approval at the next general meeting. Membership will be given advance notice of proposed expenditures exceeding \$1,000.
10. The treasurer will notify KHASA executive if the bank balance falls below \$1,000 at any time.

11. The books of account(s) of the Association will have a financial review conducted annually by an accountant, bookkeeper or a team of parents who do not have signing authority, as appointed by the membership.

The financial review is sometimes called an audit, but should not be confused with the term "audit" used in the accounting profession.
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12. The financial review may be required at any time by a majority vote by the membership at a general meeting.

Section X – CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and/or By-laws of KHASA may be made at a general meeting, provided that:
 - Written notice has been provided to all members not less than ten (10) days prior.
 - The notice of meeting includes notice of the specific amendments proposed. Where the proposed amendments exceed one page, they need not be given to every member but must be made accessible to all members.
 - A three quarters majority vote of votes cast is achieved
2. A constitution or by-law amendment will be dated, signed and forwarded to the School Board Office
3. The Constitution and By-Laws should be reviewed by a committee every two years.

Section XI – 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 KHASA shall be deemed to be property of the Association 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.

**Adopted by Keating Home & School Association
Saanichton, BC
May 14, 2008**

Original: November 1990
Revised: March 1999
Revised: February 2003
Revised: May 2008

Appendix I – GLOSSARY

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

“district” means School District No.63

“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 School District No. 63

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Ecole Keating 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 School District No. 63

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 63

“SPC” means the school planning council created for Ecole Keating Elementary School according to the School Act, Section 8.1

Appendix II – CODE OF CONDUCT

A parent who accepts a position as a KHASA executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the Association
2. performs his or her duties with honesty and integrity and in the interests of the Association
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. supports public education

Statement of Understanding

In accepting the position of _____
of Keating Home & School Association, I (the undersigned) acknowledge that I have read and understood the responsibilities of this position, and that I have read, understood, and agreed to abide by this Code of Conduct. I also agree to participate in the 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 _____

Guidelines for the Administration of the Code of Conduct can be found in BCCPAC Leadership Guide.
