



Hillcrest Elementary School

School District 83 (Salmon Arm)

Hillcrest Elementary School Parent Advisory
Council (PAC) Constitutions and Bylaws
(Amendments October 2024)

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Section I — Name

The name of this Council is Hillcrest Elementary School Parent Advisory Council (PAC). Hillcrest Elementary School is located at 1180 20 St SE, Salmon Arm BC V1E 2J4 . The PAC will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender, or politics. The PAC has been established with the authority granted in Bill 67 - 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act - 2002

Section II — Interpretation of Terms

- School - Hillcrest Elementary School.
- District - School District 83 (SD83).
- PAC or Parent Advisory Council - The parents organized according to the School Act and operated as a parent advisory council for Hillcrest Elementary School.
- Executive — Elected members of the PAC who conduct day-to-day business for the interest of the PAC.
- DPAC or District Parent Advisory Council - An organized group of parents recognized under the British Columbia School Act and operating as a Parent Advisory Council in School District No. 83.
- BCCPAC — British Columbia Confederation of Parent Advisory Councils.
- Parents - The parent/parents or guardian of a child or children at Hillcrest Elementary School.
- Member - A Member of the PAC as defined in this Constitution.
- Community Members — Individuals, organizations, or groups, which demonstrate an interest in education and are not already included in the scope of this Constitution.

Section III — Objectives

- To promote the education and welfare of students in the school.
- To encourage parent involvement in the school, and to support programs that promote parent involvement.
- To advise the school board, Principal, and staff on any matter relating to the school and the school community.
- To promote the interests of public education and, in particular, the interests of Hillcrest Elementary School.
- To provide a forum and the opportunity for the Membership to openly review and discuss any matter related to the school (e.g. programs, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
- To act as a liaison between the community and the school, Principal and staff.
- To organize and support activities for students, parents and the school community.
- To raise funds for the purpose of items deemed to be a desirable asset to the school, staff and/or children that are not otherwise supplied by the school district.
- To promote cooperation and enhance communication with other PACs within the district, DPAC (District Parents Advisory Council), and BCCPAC (British Columbia Confederation of Parent Advisory Councils), School District 83 and the Board of Education in School District 83.

Section IV — Dissolution

Should the Hillcrest Elementary School PAC, which receives charitable gaming funds from licensed direct charitable access, at any time dissolve or cease to exist, any remaining funds shall be distributed as follows:

- Pay all outstanding debts.
- Pay all dissolution costs.
- Deposit any funds left in all accounts into the Hillcrest Elementary School account to be distributed by the principal, as they see beneficial to all students equally.
- In the case of school closure: distributed to the PACs of the schools where the majority of the Hillcrest children have enrolled.

In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 83.

Bylaws

Section I — Membership

All parents and guardians of students registered at Hillcrest Elementary School are Members of the Parent Advisory Council (PAC).

Voting Members

- All parents and guardians of students registered in Hillcrest Elementary are voting members of the PAC.
- School District 83 employees who are parents of Hillcrest Elementary School - so long as they state their role and that they will vote without bias. If at any time there is a concern of bias, the SD83 Employee will be asked to abstain from voting on PAC matters.

Non-voting Members

- Administrators (Principal) of Hillcrest Elementary School may be invited to become non- voting Members of the PAC.
- School District 83 Board of Education Trustees.
- 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 PAC.
- At no time will the PAC have more non-voting than voting Members.

Every Member will uphold the constitution and comply with these bylaws. All Executive Members will receive a copy of the Hillcrest PAC bylaws, and a copy will be available at the school office and on the school website for review by all PAC Members.

Section II — Meetings

General Meetings will be conducted with fairness to all Members.

- General Meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting (AGM).
- Community members who are not parents, or guardians of Hillcrest Elementary students may only attend PAC meetings by invitation of the PAC Executive.

At General Meetings, Members will not discuss individual school personnel, students, parents, or other members of the school community. The PAC 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

- Members will be given reasonable notice of General Meetings.

Special meetings or committee meetings may be called at the request of the President.

Section III — Quorum

- A quorum for any General Meeting at which decisions/vote must be made shall be five (5) Members, with at least one (1) and no more than three (3) of the five being current Executive Members.
- A quorum for any Executive Meeting will be a majority of the persons who have been elected in any one year.
- If at any time during a meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present, or the meeting is adjourned/terminated.

Section IV—Voting

- Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast (50% plus one).
- In the case of a tie vote, the President shall cast a vote to break the tie.
- Members must vote in person on all matters.
- Voting by proxy will not be permitted.
- Voting will be done by a show of hands.
- A maximum of one vote shall be cast per PAC Member (parent or guardian).

Section V — Executive Officers

Role of Executive

- The Executive will manage the PAC's affairs between General Meetings.

Executive defined

- The Executive will include:
 - Chair (President)
 - Vice-Chair (Vice-President)
 - Secretary
 - Treasurer
 - DPAC Representative

Election Procedures

Elections will be held at the Annual General Meeting (AGM). All parents/guardians of a student in attendance at Hillcrest shall be eligible to stand for election of any position.

- Members may nominate themselves or another member for a position.
- A call for nominations will be made at least one General Meeting prior to AGM when possible.
- Nominations may be received up to and during the AGM.
- Nominations shall be called for and may be given from the floor, provided the consent of the nominee is given orally or in writing.
- All parents and guardians of Hillcrest Elementary School children are eligible to be nominated/nominate themselves for a role on the Executive and/or a Committee member. If a parent of a Hillcrest Elementary School child is also an Employee (teaching and non-teaching) of School District 83, they must inform the Membership of this and act without bias.
- Any remaining vacancies on the Executive can be filled by election at the next following General Meeting.

Term of Office

The Executive will hold office for a term of one year beginning immediately following the election. No person may hold the same executive position for more than five (5) years unless:

- The role remains unfilled in the fifth (5th) year. Should this happen, the five (5) year term resets upon the vote.
- Every effort should be made to fill all five (5) Executive Officer roles. If necessary, the roles of Secretary and DPAC Representative may be co-held by the President, Vice-President or Treasurer.
- In the event of a vacancy on the Executive during the year, the remaining Executive may appoint an eligible Member of the Council to fill the vacancy until the next General Meeting for a Bi-Election.

Removal of an Executive Member

The Members may, by a majority of not less than 75% of votes cast, remove an Executive Member before the expiration of his or her term of office if an Executive Member fails to comply with the Constitution/Bylaws as set out.

All Members must be served with written notice specifying the intention to make a motion to remove the Executive Member no less than 14 days before the next General Meeting.

Section VI — Duties of Executive Officers

President

- Shall preside at General, Special and Executive Meetings and ensure that meetings are conducted in an orderly manner.

- In consultation with the Executive and school Administration, ensure that an agenda is prepared and presented at each meeting.
- Shall be an ex-officio member on all committees.
- Shall appoint committees where authorized to do so by the executive or Membership.
- Ensures that PAC activities are aimed at achieving the purposes set out in the Constitution.
- Abstains from voting unless a tie occurs. In that instance, the President shall cast the deciding vote.
- Issue and receive correspondence on behalf of the organization.
- Support and assist other officers in the execution/fulfillment of their duties.
- Ensure the PAC is represented in school and school District activities where appropriate or possible.
- Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the Constitution and Bylaws as required.
- Be a signing officer, unless personal tax and/or banking location prohibits it.

Vice-President

- Assume the responsibilities of the President in the President's absence or upon request.
- Assist the President in the performance of his/her duties.
- Accept extra duties as required.
- Be a signing officer, unless personal tax and/or banking location prohibits it.
- Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the Constitution and Bylaws as required.

Treasurer

- Shall maintain an accurate record of all receipts and expenditures of the Council.

- Collect all monies owing to the Council.
- Disburse funds as authorized by the Executive.
- Shall prepare and present monthly reports of receipts and expenditures at all General Meetings. Reports shall be shown in comparison to closing monthly bank statements.
- Deposit monies in an account at an approved financial institution.
- Have financial records and books of account ready for inspection or audit annually.
- Be a signing officer, unless personal tax and/or banking location prohibits it.
- Ensure another signing officer has access to the books in the event of his/her absence.
- Apply for gaming grants, submit gaming grant summary reports and assist with licensing.
- With the assistance of the Executive, draft a budget and tentative plan of expenditures to be presented for approval at the September or October meeting.
- Keep an accurate and up to date copy of the Constitutions and Bylaws. Assist with the Constitution and Bylaws as required.
- Make books available for viewing by members upon request. The books remain the responsibility of the Treasurer. Members may view them when accompanied by the Treasurer or an Executive Member.

Secretary

- Record the minutes of all general and executive meetings.
- Provide written minutes from the previous meeting for adoption.
- Safely keep all records of council.
- Be a signing officer, unless personal tax and/or banking location prohibits it.
- Keep an accurate and up to date copy of the Constitution and Bylaws. Assist with the Constitution and Bylaws as required.

- Prepare and maintain other documentation as requested by the Membership or Executive.

DPAC Representative

- Attend monthly DPAC meetings.
- Seek and give input, or vote on behalf of the PAC to the DPAC
- Liaison between DPAC and Hillcrest PAC. Report to PAC about DPAC meetings.

The immediate Past Chair

- Advise and support the Membership and Executives when possible.
- Provide information about resources, contacts, and other matters.

Section VII — Additional Roles and Committees

Committees and Coordinators are “Committees of the Executive” and are overseen by the Executive. The President is an ex officio member of every committee, meaning member “by virtue of his or her position”. The President does not have to attend every Committee meeting, but is responsible for overseeing the Committee to ensure it is working effectively.

The Membership and Executive may appoint additional roles and committees to further the Council's purposes and carry on its affairs.

Volunteer roles could include:

- Fundraising Coordinator(s)
- Hot Lunch Coordinator(s)
- Events Coordinator(s)
- Spring Carnival Coordinator(s)

Individuals filling these roles will be considered non-Executive PAC members for the purposes of quorum and voting at meetings.

The Committee/Coordinator can make recommendations for changes to the Executive and may be given authority to take action on changes. Coordinators may not make decisions or take action without approval.

In the event of the dissolution of this role, either by being unfilled and/or a volunteer member departing at any point, the immediate past member shall turn in all documents, emails, communication, hard goods, and monies to the PAC within seven (7) business days via email. This can include items such as:

- Vendor information
- Vendor communication emails/phone numbers
- Vendor receipts
- Website and/or Vendor log in information
- Any hard good items that pertain to role
 - Physical items such as prizes
 - Physical items such as fresh or non perishable food
 - Physical items such as equipment
 - Physical items such as documents

Fundraising Coordinator:

- Responsible for arranging fundraisers throughout the year as the need arises for the PAC, and coordinating with school administration.
- Keep an accurate record of all expenses incurred and funds raised during a fundraiser.
- Act as the liaison for those who participate in fundraisers.
- Present a fundraising report at General meetings.

- Present a report at the AGM, highlighting the amount of funds raised throughout the year, discussing the most successful and least successful, making recommendations for the following year.

The Coordinator can make recommendations for changes to the Executive and may be given authority to take action on changes. Coordinators may not make decisions or take action without approval

Hot Lunch Coordinator(s):

This can be a large role and can be shared by two (2) dedicated individuals. Where one of the two (2) must be on site during Hot Lunch service. They will be the main contact for parents, teachers and vendors' questions and concerns. In the past there has been 1 hot lunch per month.

- Food Safe required
- Reset the Hot lunch website. Update and maintain all vendors, teachers, students, and parents' information on the website. Create menus for ordering.
- Collect payment from parents, when needed.
- Keep track of all orders, payments & profits.
- Work with the Principal about dates for hot lunch and student sponsorships as they are presented.
- Recruit volunteers as needed.
- Schedule and submit orders to Vendors, if not preparing all food items in house (Fun Day).
- Work with the Treasurer and obtain payment for vendors.
- Order and gather all supplies necessary to complete the Hot Lunch service. Such as food items (Juice boxes, apples, yogurt...) and items needed to hand out and/or eat the food items (sandwich bags, utensils, napkins...).

- Ensure all health and safety protocols have been adhered to by all volunteers.
- Prepare and sort food items as needed.
- Work with the Principal and Hot Lunch student team to coordinate food delivery.
- Answer any questions and concerns from students and staff as presented.
- Remain on site until all concerns have been addressed.
- Present a Hot Lunch Report at General meetings.

The Coordinator can make recommendations for changes to the Executive and may be given authority to take action on changes. Coordinators may not make decisions or take action without approval

Events Coordinator:

Responsible for organizing events for the school year. In the past these events have included some of the following:

- Kindergarten Tea (September)
 - Meet the Teacher Night (September)
 - Halloween Dance (October)
 - Holiday Movie Night and/or Cookie Decorating evening (December)
 - LASS Unplug and Play (January)
 - Valentines Babysitting Movie Night (February)
 - Staff Appreciation Luncheon (June)
- Will oversee the planning, volunteers and timeline of these events.
 - Will communicate with the school Principal to select appropriate dates for all events.

The Coordinator can make recommendations for changes to the Executive and may be given authority to take action on changes. Coordinators may not make decisions or take action without approval.

Spring Carnival Coordinator:

- Responsible for organizing a Spring Carnival.
- Start the planning process around February with booking vendors.
- Purchase all prizes needed.
- Purchase all food needed for concession and ensure pizza order is placed.
- Organize various volunteers for the event.
- Work with the Principal to have raffle baskets set up with teachers.
- Work with the Principal to order tables and chairs from SD83.
- Create signage, as needed.
- Apply for Fireworks license and purchase fireworks

The Coordinator can make recommendations for changes to the Executive and may be given authority to take action on changes. Coordinators may not make decisions or take action without approval.

Committees:

The terms of reference for 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. Committee outlines may be provided. Committees are responsible to the Executive and Membership. All committees must submit a final report by one month after an event or after dissolution.

Section VIII- Finances

- The fiscal year for Hillcrest Elementary School will be July 1st to June 30th.
- The Treasurer, with the assistance of the Executive, will draft a budget and tentative plan of expenditures for the fiscal year to be presented for approval at the September or October General Meeting.
- A budget and tentative plan of expenditures for each PAC sponsored event shall be presented for approval to the PAC at least one General Meeting prior to the event.
- The Executive may spend up to and including \$200 outside of budgeted expenditures by a majority vote of the Executive.
- All Members will be informed at the next General Meeting of any outside expenditures.
- Proposals or requests from the Membership regarding the expenditures of funds may be made by email to any Executive member, or requested at any General Meeting.
- The Executive will name at least three signing officers for banking and other documents. Two signatures will be required on all banking documents required for the release of PAC funds. Electronic fund transfers will require electronic approval by two signing officers.
- If at any time a signing officer or other Member uses personal funds for the purchase of PAC supplies, reimbursement to the officer or Member must be approved by two other signing officers.
- The PAC shall maintain a General chequing account and a separate "Gaming Funds Account". The Gaming Funds Account" shall be operated in accordance with the regulations of the Province of British Columbia Gaming Commission, and be used exclusively for receipt and dispersal of Gaming Grant funds.
- At any General Meeting a PAC member may request an audit of PAC financials. Any Member may be appointed as auditor.
- A treasurer's report will be presented at each general meeting.

- No Executive officer of the PAC shall in his/her individual capacity be liable for any debt or liability of the PAC.

Section IX — Property

All documents, records, minutes, or correspondence, in paper or electronic form, supplies, or other papers/goods kept by a Member, Executive Member, representative, or committee member in connection with the Council shall be deemed to be the property of the PAC. This property shall be turned over to the President or Executive Member when the Executive Member, representative, or committee member ceases to perform the task to which it relates.

Section X- Code of Conduct

A member who accepts a position as a PAC Executive Member or committee member agrees to:

- Work to ensure that the wellbeing of students is the primary focus of all decisions.
- Uphold the Constitution and Bylaws.
- Perform his/her duties with honesty and integrity.
- Uphold the Hillcrest Elementary School Code of Conduct.

Section XI — Constitution and Bylaw Amendments

- The Members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution at any point.
- Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

- In the event the Constitution and Bylaws have expired and/or were not passed down onto the new Executive, the Executive will create a new Constitution and Bylaws and give to the members no less than 14 days before the next General Meeting.

All previous Hillcrest Elementary PAC
Constitutions & Bylaws are superseded by these
Constitutions & Bylaws on this day, the 28th of
October, 2024.

President -

Kayla Vannieuwenhuizen



Vice President -

Emily Slous



Secretary -



Kim Hildebrandt

Treasurer -

Caitlin Newton



Principal -

Jodi Garries

