

**Dr. F.W.L. Hamilton School  
Parent Advisory Council  
Constitution**

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## SECTION 1: MISSION STATEMENT

The Dr. F.W.L. Hamilton School Parent Advisory Council, in collaboration with parents, community, staff and administration will support, enhance and advocate for the social, emotional, physical and intellectual development of our children in a safe environment.

## SECTION 2: NAME

1. The name of the organization shall be the Dr. F.W.L. Hamilton School Parent Advisory Council hereafter referred to as the Parent Advisory Council (PAC)
2. Parents, students, community, staff and school administration are hereafter referred to as the school community.

## SECTION 3: OBJECTIVES

The Parent Advisory Council encourages an environment where the school community feels safe and welcome to contribute while being respected.

- PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- PAC is not a problem solving process for individuals; problems should be addressed via proper channel and as per RETSD policies that are in place.

The Parent Advisory Council shall be a non-profit organization emphasizing, but not restricted to the following general objectives.

1. To represent priorities and perspectives of the school community and to promote interest, understanding and involvement as they pertain to: school improvement, organization and activities, school planning and budgeting.
2. To liaise with the principal about fundraising, to set school goals and priorities and to participate in fundraising activities.
3. To establish and maintain ongoing communication with the school community including PAC meetings and monthly newsletter
4. To establish and maintain regular accountability to the school community for PAC expenditures and recommendations.

#### SECTION 4: MEMBERSHIP

All members of the Parent Advisory Council, including Executive Committee members and Standing Committee Coordinators, shall serve a one year term. All members who wish to volunteer for PAC initiated events in the school must meet the Dr. F.W.L. Hamilton School volunteer requirements.

##### SECTION 4.1: GENERAL MEMBERSHIP

1. Any parent/guardian who has children attending Dr. F.W.L. Hamilton School and any interested community members may attend and participate at PAC meetings
2. Up to three (3) representatives from the school staff, including the principal or designate, may participate as ex officio members; meaning that they attend by virtue of their role as staff and do not have voting privileges.
3. Where a member is both a current Dr. F.W.L. Hamilton School parent/guardian and a staff member in any staff role, the member shall have voting privileges consistent with being a parental representative only.

##### SECTION 4.2: VOTING MEMBERSHIP

1. Any parent/guardian in attendance at a PAC meeting has voting privileges
  - a. Votes cast must be by parents/guardians whose children attend the school. This will ensure parents' views are clearly represented.
  - b. Community members who live within the school catchment area but do not have children attending the school are welcome to express themselves at meetings however, will not be entitled to voting privileges.

##### SECTION 4.3: MEMBERSHIP RESIGNATION

1. A Member may resign from any Executive or Standing Committee position by tendering a letter of resignation to the Chairperson or Principal. At the time of resignation, all related documentation must be provided to the principal.

## SECTION 5: MEETINGS

1. PAC shall hold at least six (6) regular meetings during the school year.
2. Regular meetings are scheduled for September, October, November, January, February, March, April and May. Additional meetings may be called at the discretion of the Chairperson or at the request of the school community, should it be needed. Following the AGM, and prior to the end of the school year, an informal orientation meeting will occur between outgoing and incoming Executive members and the Principal.
3. Minutes must be kept of all meetings and upon approval shall be posted on the school website, in the school office and an electronic or paper copy will be kept by the PAC secretary. A hard copy of the PAC Historical Binder will be kept in the office for public viewing shall contain, but not be limited to, all current year's minutes, agendas, financial reports, fundraising information, Hot Lunch, School Yard Enhancement and correspondence. An electronic copy of all minutes and reports including financial information shall be retained as a historical archive on the School Website for future reference of Executive.
4. Quorum shall be considered to be a majority of the voting members present. Quorum requires a minimum of four (4) voting members; two (2) of which must be Executive Committee Members. If quorum is not met, the meeting shall be an information only meeting.

## SECTION 6: VOTING

1. Voting by all members must be given personally; voting by proxy shall not be permitted.
2. All matters requiring a majority shall be decided by a simple majority of the votes cast.
3. In the case of an equality of votes, the Chairperson does not have a vote and the proposed motion shall be tabled until the next meeting.
4. Voting for approval of financial expenditures shall be done by ballot, which will be tallied on the table in front of all members.

## SECTION 7: ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be no later than May 31

1. The AGM shall be organized and advertised by the PAC Chairperson with the assistance of the school at least two (2) weeks prior to the meeting.
2. Proposed Constitutional amendments, if any, will be addressed at the beginning of the AGM. If passed, the amendments will be adopted into the constitution prior to conducting any further business at the AGM.
3. The Executive Committee members and Coordinators of all Standing Committees shall be elected at the AGM.
4. Voting for Executive Committee members and coordinators of all Standing Committees shall be done by ballot, which will be tallied on the table in front of all members.

5. The term of office for Executive Committee members and Coordinators of all Standing Committees shall commence on July 1 of each year and shall end on June 30 of the next year.
6. Any proposed Constitutional Amendments must be submitted in writing two meetings prior to the AGM or in person at the April PAC meeting where all suggestions will be discussed and considered by all members present.
7. Once approved, all Constitutional Changes shall be published following the AGM.

## SECTION 8: ELECTIONS

Elections for Executive Committee members and Coordinators of all Standing Committees will take place at the Annual General Meeting.

1. Nominations may be put forward at the AGM or in advance of the meeting.
  - a. Any person may nominate themselves.
  - b. Nominations must be seconded.
  - c. Only one member per immediate family may hold an elected position on the Committees.
2. Voting for Committee members shall be conducted by ballot, which will be tallied on the table in front of all members and decided by a simple majority of votes.
3. All Committee members will be eligible for re-election
4. In the event of a vacancy on a Committee during the school year, PAC shall fill the open position by consensus of the members as an acting position until the next AGM.

### SECTION 8.1: EXECUTIVE COMMITTEE

1. The Executive Committee is comprised of at least three (3) elected officers consisting of:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
2. The Chairperson will remain part of the Executive Committee as the Past-Chairperson for one year immediately following their term as Chairperson.

### SECTION 8.2: STANDING COMMITTEE

1. The Standing Committees for PAC are:
  - a. Fundraising Committee
  - b. Hot Lunch Committee
2. Each Standing Committee shall have an elected Coordinator.

## SECTION 9: EXECUTIVE COMMITTEE DUTIES AND POWERS

The members of the Executive Committee take on more responsibility, but have no more power than any other member of the Parent Advisory Council.

### SECTION 9.1: CHAIRPERSON

1. Must be a parent/guardian with a child attending Dr. F.W.L. Hamilton School and may not be on staff in any capacity.
2. Prepares the agenda, conducts all PAC special and executive meetings.
3. Acts as signing officer of all authorized expenditures.
4. Has the authority to conduct emergency business.
5. Knows the Constitution by-laws and meeting rules.
6. Is an ex officio (non-voting) member of all Committees.
7. Delegates duties to other Executive Committee Members as deemed appropriate.

### SECTION 9.2: VICE-CHAIRPERSON

1. Must be a parent/guardian with a child attending Dr. F.W.L. Hamilton School and may not be on staff in any capacity.
2. Assumes all duties and responsibilities in the absence of the Chairperson.
3. Acts as a signing officer on all authorized expenditures.
4. Accepts extra duties as required.

### SECTION 9.3: SECRETARY

1. Must be a parent/guardian with a child attending Dr. F.W.L. Hamilton School and may not be on staff in any capacity.
2. Assumes responsibility of recording minutes at all regularly scheduled meetings.
3. Keeps one current binder up to date for public viewing in the school office. A duplicate for Executive Committee reference will be kept electronically for historical archive.

### SECTION 9.4: TREASURER

1. Must be a parent/guardian with a child attending Dr. F.W.L. Hamilton School and may not be on staff in any capacity.
2. Assumes responsibility for all financial transactions.
3. Defines financial policy deadline by the October meeting.
4. Acts as signing officer on all authorized expenditures.
5. Submits on a timely basis the annual independent audit to RETSD

### SECTION 9.5: PAST-CHAIRPERSON

1. Provides historical perspective and continuity from one year to the next.

## SECTION 10: STANDING COMMITTEES

1. The Standing Committees of PAC are:
  - a. Fundraising Committee
  - b. Hot Lunch Committee
2. Each Committee Coordinator is elected at the AGM
3. Each Coordinator shall attend all PAC meetings and provide a written report that is verbally presented or send a representative to do so.
4. Each Committee expenditure must be motioned for and have prior approval from PAC.

## SECTION 11: AD HOC COMMITTEES

1. The Ad Hoc Committees of PAC are:
  - a. Presents For Parents Committee (October 1<sup>st</sup> – January 31<sup>st</sup>)
  - b. Staff Appreciation Committee
  - c. Family Events Committee
  - d. Garden Club
  - e. School Yard Enhancement Committee
2. Additional Committees will be created as needed by the Chairperson or by a number of interested school community members.
3. PAC will establish terms of reference, timelines and when the Committee will be terminated.
4. The Committee shall decide amongst itself who shall be the Coordinator of the Committee.
5. The Coordinator shall attend PAC meetings during the relevant time period and provide and provide a written report that is verbally presented or send a representative to do so.
6. Each Committee expenditure must have a corresponding motion and approval from PAC
7. If an AD Hoc Committee becomes a Standing Committee, then the Constitution by-laws shall be amended to reflect this.

## SECTION 12: FINANCIAL POLICY

1. For reporting purposes, the financial year will be September 1 to August 31.
2. When PAC funds are counted there must be a minimum of two (2) people.
3. No cheque shall be issued or signed unless there is prior approval by PAC and adequate documentation provided in order to have full knowledge for the purpose of the payment.
4. All cheques must have two (2) approved signatures.
5. Deposits will be made on a monthly basis or as required.
6. Submissions for expense reimbursements shall be submitted one week prior to monthly PAC meeting or will be processed the following month.
7. The Executive Committee may spend a maximum of fifty (\$50) for a single transaction without prior approval of PAC. An expenditure of this nature shall be unforeseen emergency costs only and shall be reported at the next meeting.
8. Every financial transaction must have a corresponding motion in the minutes prior to expenditure.



### SECTION 13: PROCEDURES

Recommendations will be determined by consensus whenever possible. If procedural problems should arise, "Roberts Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this constitution.

### SECTION 14: CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution by-laws may only be made at the Annual General Meeting.

1. Both of the following conditions must be met in order to make changes to the constitution by-laws at the AGM.
  - a. Written notice of the AGM has been given to all PAC members a minimum of fourteen (14) days prior to the AGM
  - b. The notice of the AGM must include notice of the specific amendments proposed.
2. A majority vote of general members present at the AGM will be required to amend the Constitution.

### SECTION 15: DISCUSSION

In the event of dissolution all records of the Parents Advisory Council shall be placed under the jurisdiction of the Principal.

#### APPENDIX a: MEETING FORMAT

Unless otherwise agreed upon by a majority of the members present all meetings will utilize the following format.

1. Call to order
2. Additions to the agenda
3. Motion to adopt the agenda
4. Motion to adopt the minutes of the previous meeting
5. Old business arising from the previous meeting
6. Communications/correspondence
7. Reports
8. New Business
9. Open Discussion
10. Next meeting dates
11. Motion to Adjourn