

**Lake Hill Elementary School Parent Advisory Council**  
**Constitution and Bylaws**  
**Last Revised: September 2023**

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**CONSTITUTION**

**SECTION I – GENERAL**

The name of the Association shall be the Lake Hill Elementary School Parent Advisory Council (LHPAC) as per the School Act – Bil 67 – Division 2.

LHPAC will operate as a non-profit organization.

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

Where this Constitution refers to parent(s), it applies equally to anyone who is a guardian of a child enrolled in Lake Hill Elementary as defined in Section III.

***Philosophy***

All parents have the right and responsibility to be involved in their children's education to ensure an exceptional and fair learning environment. Further, the education of students at Lake Hill Elementary School is a shared partnership between the students, the school, the parents, the trustees, and the community.

***Mission Statement***

We, the staff and parents of Lake Hill Elementary School, are committed to providing a supportive, caring environment, nurturing students' self-worth, challenging students to individual achievement, fostering respect for all people and inspiring a love of learning.

**SECTION II – PURPOSE OF THE LHPAC**

The purpose of the Council shall be to support, encourage and improve the quality of education and the well-being of students in Lake Hill Elementary School.

1. A primary objective for LHPAC will be to enhance communication between:
 

Parents		School Staff
Community	and	Administration
Students		
2. To enhance the educational excellence of Lake Hill Elementary School through a partnership with administrative staff, teachers, parents and students through communication and cooperation.
3. To provide a forum to review, discuss, consult, advise, and recommend to the school staff and administration on:
  - school policy and procedures,
  - programs and services,
  - facilities and equipment,
  - parent/community education, and
  - learning resources.
4. To represent the interest of the parents/guardians in an effective and positive manner and participate in the consultation process within the school, school district, provincial level and the community.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To organize LHPAC activities and fundraising events.
7. To contribute to a sense of community within the school and between school, home and neighbourhood.
8. To provide parent education and a forum for discussion of educational issues.
9. To contribute to and/or advise on the resources of the school.
10. To contribute to the development of relevant policies to support these purposes.

### **SECTION III – INTERPRETATION OF TERMS**

*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. 61.

*Parent Advisory Council* – the parents organized according to the School Act and operating as a parent advisory council in Lake Hill Elementary School.

*School* – any public elementary, middle or secondary educational institute within Greater Victoria School District No. 61.

*District* – Greater Victoria School District No. 61.

*SD 61* – Greater Victoria School District No. 61

## **BYLAWS**

Membership and activities of Lake Hill PAC shall be free of commercial, partisan, sectarian, racial, and gender bias.

The Lake Hill PAC is a non-profit organization, and shall not endorse or recommend candidates for public office. Small partisan politics or sectarian religion shall not be debated by its members.

The name of the society shall not be used in endorsement of any Publication or Product without authorization of membership.

The name of the society or of any officer, or member, thereof in an official capacity shall not be used to endorse any candidate or partisan cause. Active support, however, may be given to legislative measures for child welfare.

### **SECTION IV – MEMBERSHIP**

1. All parents and guardians of students registered at Lake Hill Elementary School shall be automatically voting members of LHPAC.
2. Administration and staff (teaching and non-teaching) of Lake Hill Elementary School shall be non-voting members of the Council.
3. Every member shall uphold the constitution and comply with these bylaws.
4. There are no membership fees.
5. A person shall cease to be a member of the Council:
  - a. when his/her child permanently ceases to be a student at Lake Hill Elementary School;
  - b. by delivering her/his resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;
  - c. on death or in case of a corporation on dissolution;
  - d. on having been a member in not good standing for 6 consecutive months.

6. A member may be expelled by a special resolution of the members passed at a general meeting. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for proposed expulsion. The person who is the subject of the proposed expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
7. Each family of the Council shall be entitled to one vote, regardless of the number of children in the school. Voting shall be by show of hands at meetings or by such other means, as the membership shall from time to time determine. Should voting occur by electronic means, only one vote per family shall be recorded.

## **SECTION V – MEETINGS**

### **A. QUORUM**

1. A quorum for general meetings shall be a majority (50%+1) of Executive officers and at least one additional non-Executive voting member.
2. For the purpose of determining policy, amending the Bylaws or the Constitution, adopting a budget, and electing the new Executive at the AGM, a quorum shall not be less than a majority (50%+1) of the Executive and at least 3 additional non-Executive voting members for a total minimum of 6 voting members.
3. Quorum can be reviewed and revised annually at the AGM.

### **B. GENERAL MEETINGS**

1. Meetings shall be conducted efficiently with fairness to the members present.
2. General meetings shall be held not less than six (6) times per school year, one of those being the Annual General Meeting (AGM).
3. There shall be an AGM held once per year, ideally in the spring for the purpose of election of officers.
4. If procedural problems arise on an issue not covered by these bylaws, the latest edition of Robert's Rule of Order shall govern all matters of procedure not covered in these bylaws.
5. A Council meeting shall not be a forum for the discussion of private matters relating to individual school personnel, students, parents or any other member of the school community.
6. A special meeting may be called by the President, and shall be called at the request of ten (10) members. A special meeting is for a specific reason and no other business may be dealt with thereat. Special meetings require five (5) instructional days notice to the membership.
7. Members will be given reasonable notice of general meetings.
8. Representation from the school administration and school board shall be encouraged at meetings.
9. No business other than the election of a chairperson and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when a quorum is not present. If at any time during a general meeting there ceases to be quorum present, business then in progress shall be suspended, until there is quorum present or until the meeting is adjourned or terminated.
10. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if concerned on the requisition of members, shall be terminated; but in any other cases, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the

adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

11. Subject to the next item of this article the President of the Council, the Vice-President or in the absence of both, one of the other-executives present, shall preside as chairperson of a general meeting.
12. If at a general meeting:
  - a. There is no President, Vice-President or other executives present within 15 minute after the time appointed for holding the meeting; or
  - b. The President and all the other executives present are unwilling to act as chairperson, the members present shall choose one of their number to act as chairperson.
13. A member in good standing present at a meeting of members is entitled to one (1) vote. Any conflict of interest shall be declared by each voting member prior to discussion. Any member so declaring shall not vote in any motion, pertaining to the noted conflict, but may participate in the discussion.

## C. RESOLUTIONS & VOTING

1. Unless otherwise provided (as in Robert's Rules of Order), questions arising at any meeting shall be decided by a simple majority vote of 50% plus 1 of voting members.
2. Voting shall be by a show of hands at meetings or by such other means, as the membership shall from time to time determine. Voting by proxy is not permitted. Should voting occur by electronic means, only one vote per family shall be recorded.
3. Resolutions proposed at a meeting need to be seconded, and the chairperson of the meeting may move or propose a resolution.
4. In the case of a tie vote, the motion is defeated.
5. Regular Voting shall be done by a show of hands, unless it is voted upon to use other means, such as secret ballot. Should secret ballot be used, the ballots will be destroyed after the election.
6. Electronic Voting may be used to decide any matter that comes before the Executive outside of the regularly scheduled Executive and general meetings.
7. Electronic Voting shall proceed as follows:
  - a. A motion shall be dispatched via electronic mail to all members, at approximately the same time, together with an explanatory material, giving a date and time by which votes must be received (which shall be a minimum of four (4) days from the dispatch), and instructing members how to cast their vote electronically (e.g., by providing a link to an online poll or survey tool, or by inviting members to email a designate Executive officer). Votes will remain anonymous to the general membership with only the results revealed.
  - b. The motion shall not be combined with another motion, or with an electronic mail message that includes unrelated information.
  - c. All votes received by the due date and time shall be counted;
  - d. A simple majority shall be required to have the motion passed;
  - e. Voting by proxy is not permitted.
  - f. The Designated Executive officer(s) shall summarize the results and notify the membership via electronic mail.
  - g. The Minutes Secretary shall ensure that all electronic votes are recorded, acknowledged and added to the minutes of the next formal meeting.

## **SECTION VI - EXECUTIVE**

### **A. ELECTION OF EXECUTIVE OFFICERS**

1. The Executive officers shall be elected by the voting members at the AGM.
2. Any employee or elected official of SD 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an Executive position.
3. Call for nominations shall be made by the Executive at the two general meetings before the AGM.
4. In the event of a vacancy of the Executive, the remaining Executive members shall either appoint an eligible member of the Council to fill the vacancy until the next AGM, or arrange for the membership to elect a new officer from among the voting members at the next general meeting.
5. The current Chairperson or delegate shall conduct elections.

### **B. ELECTIONS - AGM**

1. The Executive shall be elected at an annual general meeting (AGM).
2. No Executive shall be permitted to be in the same office for more than two (2) consecutive terms; except when it is deemed necessary by the general membership.
3. Any voting member of the LHPAC is eligible to serve on the Executive.
  - a. Employees or elected officials of Greater Victoria School District No. 61 or the Ministry of Education must disclose their employment or election as a possible conflict of interest prior to running or when accepting a nomination for an executive position.
4. A Nominations/Candidate Search Committee chaired by the immediate past president shall be appointed by the Executive at least two (2) months prior to the annual general meeting. Notice of nominations should be distributed to members at least fourteen (14) days prior to the meeting. Nominations may be made from the floor at the general meeting.
5. Only members in good standing shall be eligible to be nominated for election.
6. Separate elections shall be held for each position to be filled.
7. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections and if a secret ballot vote was chosen, the vote shall be taken to destroy the ballots.
8. An election may be by acclamation, otherwise it shall be by show of hands or secret ballot. Voting by proxy is not permitted.
9. In case of an equality of votes, a re-vote of that portion of the election would be undertaken. If the same results, the outgoing President shall cast the deciding vote.
10. The Executive shall retire from office at each AGM when their successors shall be elected. If no successor is elected the previously elected or appointed continues to hold office

## **SECTION VII – EXECUTIVE POSITIONS**

### **A. COMPOSITION**

1. The LHPAC Executive shall consist of an executive of no fewer than 4 (four) elected officers which will be the President, Vice-President, Treasurer and Secretary.
2. In the event that no 1 (one) person volunteers for the role, executive positions may be shared by two members provided they are in agreement and are both elected and voted in at the AGM through the outline process. The two people elected into the one executive role will divide up duties of the position equally.
3. The Immediate Past President will act as an ex-officio, entitled to notice of, attend and speak at, but not vote at Executive meetings.
4. The Executive, where necessary, may appoint the following:
  - a. Class representatives in consultation with school staff and administration;
  - b. Special advisor(s) who may attend and speak at, but not vote at Executive meetings.
5. No Executive officer shall be remunerated for being or acting as an Executive while engaged in the affairs of the Council, unless prior approval is given by its members at a general meeting.
5. No Executive officer shall use any office for personal profit or gain.
7. Any executive officer of the Council may be removed from office before expiration of his term for good cause by special resolution.
8. The following are grounds for termination of the office of any executive officer:
  - a. is a member of LHPAC who ceases permanently to be a parent of a student registered at the school;
  - b. is absent from two consecutive meetings of the Council without prior consent of the Chair;
  - c. is found to be incapable of managing his or her own affairs by reason of mental infirmity;
  - d. is convicted of a criminal or other serious offence; and
  - e. for failure to observe the constitution and bylaws, purposes, or policies of the LHPAC.
9. The Executive may at any time and from time to time appoint a member as an executive officer to fill a vacancy in the Board of Directors. However, if the office of the President shall become vacant, the Vice-President shall advance into the position. Executive officer that are appointed holds office only until the conclusion of the next following annual general meeting, but is eligible for re-election at the meeting.

## **B. ROLE OF THE EXECUTIVE**

1. The Executive shall manage the Council's affairs between general meetings.
2. The primary function of the Executive shall be communication, coordination and control, as follows:
  - a. *Communication:* The Executive shall facilitate communication of the affairs of the LHPAC to the members (parents) and school administration.
  - b. *Coordination:* The Executive shall coordinate and connect volunteers for LHPAC activities and school activities requesting PAC assistance.
  - c. *Control:* The Executive shall provide accountability to the members to ensure that LHPAC commitments are fulfilled, and shall provide control over LHPAC finances to ensure that PAC raised funds are properly accounted for, managed, and spent in accordance with an approved LHPAC budget.

## **C. EXECUTIVE POSITIONS**

## **1. President:**

- a. chief executive officer of the council and shall supervise the other executives in the execution of their duties; convene and preside at membership, special and Executive meetings
- b. a member *ex-officio* of all committees except the nominations committee;
- c. in consultation with school staff, administration and other executives ensure an agenda is prepared and presented at all meetings;
- d. liaison between parents and staff, and act as official spokesperson for LHPAC;
- e. with the Executive, set achievable and measurable objectives for the year;
- f. attend the principal liaison meeting and monthly staff meeting, when required;
- g. assess the financial undertakings to ensure they are within the annual budget;
- h. ensure that the Treasurer submits all required financial reports to the appropriate government agencies;
- i. ensure that the Secretary provides meeting notes for all meetings within two weeks of all PAC meetings and submits any necessary reports.
- j. prepare a written annual report for present at the Annual General Meeting;
- k. ensure the PAC is represented in school and district activities;
- l. be the official spokesperson for the organization;
- m. be a signing officer; and
- n. if two people are elected to share this position, the responsibilities will be divided between the two Co-Presidents.

## **2. Vice-President:**

- a. support the President and preside at meetings in the absence of the President;
- b. carry out such duties as may be assigned by the Executives or the President; and
- c. be a signing officer.

## **3. Secretary:**

- a. keep full and accurate minutes of all meetings of the society and of the Board;
- b. act as guardian and repository for all tangible assets of the council;
- c. keeps an accurate and up-to-date copy of the Constitution and Bylaws, have copies available for members upon request;
- d. present a report to the annual meeting of the council;
- e. in charge of and conduct all the official correspondence of the society and of the Board;
- f. have custody of the minutes of the meetings of the LHPAC and Executive meetings and will email them to the President for approval before posting them online;
- g. submits all required annual reports to the appropriate government agencies;
- h. prepare and maintain other documentation as requested by membership or Executive; and
- i. perform other duties as required.

## **4. Treasurer:**

- a. be a signing officer;
- b. responsible for all financial and accounting matters of the council;
- c. ensure value-for-money in expenditures and timely revenue collections;



- d. prepare and present annual financial statements at the general meeting, together with the optional auditor's report thereon, if any;
- e. provide financial updates at meetings, where required; receive, collect and deposit LHPAC funds into the General bank account of the council; with the assistance of the Executive, draft an annual budget and tentative plan of expenditures to present at the general meeting
- f. disburse funds as approved by the annual budget, the Executive, or by decision of a general meeting;
- g. keep accurate records of all receipts and expenditures;
- h. submits all required financial reports to the appropriate government agencies;
- i. pay by cheque or from petty cash account all bills and accounts which have been approved by the Council or the Executive;
- j. assess all financial undertakings to ensure they are within the annual budget;
- k. prepares for audits by external agencies, when required; and
- l. reconcile monthly bank statements.

## **D. COMMITTEE AND OTHER NON-EXECUTIVE POSITIONS**

- a. The membership and Executive may appoint standing and ad hoc committees to further the Council's purposes and carry on its affairs.
- b. Committees and those holding other non-executive positions are responsible to the LHPAC Executive and will report to the membership and Executive as required. Examples of committees are event planning committees, fundraising committee, Class Reps, etc.
- c. Committee chairs and other non-executive positions can be appointed annually by the President at general meetings, or voted on through election at the discretion of the LHPAC membership as determined at the AGM.
- d. Committees and those holding other non-executive positions shall report to the LHPAC meetings as required.

## **E. VACANCY ON EXECUTIVE**

If any officer resigns during a term in office or if any office is not filled at the time of elections, the Executive may appoint a voting member of the LHPAC to fill the vacancy until election.

## **F. TERM OF OFFICE**

- 1. To assist with the transfer of knowledge from outgoing Executive members to the new Executive and facilitate more seamless transitions year to year, when there is significant turnover or attrition of Executive members, at least one outgoing Executive member is encouraged to stay on through the end of the current school year beyond the 3-week transition period as an Outgoing Executive member.
- 2. The term of office for Executive officers of the LHPAC shall commence three weeks following election at the AGM and shall be for one year. The three weeks of overlap immediately following election at the

AGM shall be used to transition knowledge from any outgoing Executive to those taking over their roles.

## **SECTION VIII – FINANCIAL MATTERS**

1. The financial year of the Council will be August 1<sup>st</sup> to July 31<sup>st</sup>.
2. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- ~~3.~~—The Council may raise and spend money to further its purposes.
4. The Executive will prepare an annual budget, including estimates of revenue and expenditures; approval at a general meeting prior to the current budget expiring.
5. Any proposed expenditures which is not identified in the annual budget or which exceeds the amount in the annual budget, requires approval of both the Executive and a majority of the voting members present at a general meeting.
6. The Executive shall have authority to pay variance up to the amount of \$300.00 (three hundred) of previously approved budget without the consent of the general meeting.
7. The Executive shall have the authority to pay accounts and/or authorize expenditures up to the amount of \$300.00 without the consent of the general meeting. Reporting of this expenditure must be made at the next general meeting following the expense being incurred.
8. All funds of the Council will be deposited in a bank, or financial institution registered under the Bank Act.
9. The Executive shall have power to initiate specific fundraising projects; or seek grants that may be available from government, charitable foundations and similar sources; provided that neither constitutes nor implies partisan support of any political party or endorsement of a commercial product without the prior approval of the general membership.
10. Except for such costs, charges or expenses as are occasioned by his own willful neglect or default, each Executive member of the LHPAC shall be indemnified and saved harmless out of the funds of the LHPAC from and against all expenses incurred or lawsuits brought against him in his capacity as a Board member of the LHPAC.
11. All books of accounts, records and minutes of the LHPAC, other than minutes of in-camera proceedings of the LHPAC, shall be open for inspection by any member at any reasonable time and upon reasonable notice to the Secretary.
12. In order to carry out the purpose of the Council, the Executive may, on behalf of and in the name of the council, raise or secure payment or re-payment of money or the manner they decide, and, in particular but without limiting the forgoing, by the issue of debenture. A debenture is an unsecured loan, backed by general credit rather than by specific assets. Debentures are issued by private/public companies for raising capital from investors.
13. No debenture shall be issued without the sanction of a special resolution.
14. The members may by special resolution restrict the borrowing powers of the Executive, but a restriction imposed expires at the next general meeting.
11. A Treasurer's Report will be presented at each general meeting.
12. The need for an audit of the financial position shall be discussed at the AGM and an audit may be approved by a majority of the voting members present. Where an audit is approved, an independent auditor shall be appointed without delay, and the auditor's report presented with the annual budget at the AGM.

## **SECTION IX – ETHICS**

1. The LHPAC is not a forum for discussion of individual school personnel, students, parents or any other individual member of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as Executive or sits on a District committee:
  - a. Upholds the Constitution and Bylaws, policies and procedures of the Council and VCPAC.
  - b. Performs her/his duties with honest and integrity and in the interests of the council.
  - c. Works to ensure that the well being of students is the primary focus of all decisions.
  - d. Respects the rights of all individuals.
  - e. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - f. Works to ensure those issues are resolved through due process, i.e., with advance notice, time to prepare, and the right to appear.
  - g. Discussion of school concerns shall be based on accurate and first-hand information.
  - h. Respects all confidential information.
  - i. Where there is a conflict of interest or a perception of conflict of interest, abstains from debate or voting on any motion.
4. LHPAC shall strive to attain its objectives in a non-prejudicial manner.
5. Only members of LHPAC who are authorized to do so by the Executive or the general membership shall make representation on behalf of the LHPAC.

## **SECTION X – CONSTITUTION AND BYLAW AMENDMENTS**

1. The Constitution and these Bylaws may not be rescinded, altered or added to except by special resolution at a general meeting. Such action to amend the Constitution or Bylaws shall require fourteen (14) days written notice of the proposed amendment to all members in good standing, and with a two-thirds (2/3) majority vote of those voting members present at the meeting.
2. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
3. The Constitution & Bylaws, and any bylaw amendments shall be dated, signed, and deposited with the Lake Hill Elementary School Administration for safekeeping. Copies are also to be filed with the School District and made available by request to any member.

## **SECTION XI – METHODS OF COMMUNICATION**

1. A notice may be given to a member:
  - a. either personally or by mail to the member at their registered address;
  - b. by electronic mail with the member's written approval;
  - a. notice posted at school or sent home through the children attending Lake Hill Elementary School; or
  - b. posted on the LHPAC's current social media group page.

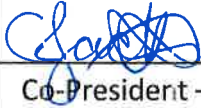
2. No other person is entitled to a notice of general meeting.

## SECTION XIII – PROPERTY IN DOCUMENTS

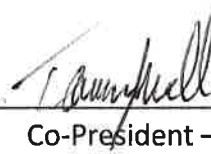
All documents, records, minutes, correspondence, or other papers or electronic files kept by a member, Executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chairperson when the member, Executive member, representative, or committee member ceases to perform the task to which the papers or electronic files relate for storage in a central location.

Adopted by Lake Hill Elementary School Parent Advisory Council at

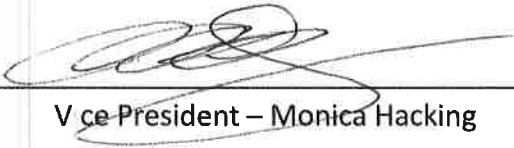
Victoria, British Columbia, on November 21, 2023.



Co-President – Cara Jackson



Co-President – Tammy McColl



Vice-President – Monica Hacking



Treasurer – Christine Thompson

Secretary – Position Vacant