

TOMEKICHI HOMMA ELEMENTARY SCHOOL

PARENTS' ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

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CONSTITUTION

SECTION I: Name

The organization shall be called the Tomekichi Homma Elementary Parents' Advisory Council, hereafter referred to as "THEPAC", in accordance with the School Act, Bill 67, division 2, Section 8(1).

SECTION II: Definitions

Unless otherwise specified herein:

- "School" refers to Tomekichi Homma Elementary School;
- "Parent" means, in accordance with Section 1 of the School Act, the guardian of the person of the student, or the person legally entitled to custody of the student, or the person who usually has the care and control of the student attending the School;
- "Principal" refers to the chief administrator of the School;
- "Community" refers to the City of Richmond, British Columbia

SECTION III: Purpose

THEPAC is dedicated to the education and well-being of the child. THEPAC's primary mandate is to promote effective communication between the home and School. THEPAC shall encourage parents to: acknowledge the world of the classroom, support the role of the teacher, participate in the educational activities and decision-making, strengthen the role of families in education and schooling, and foster parent participation.

SECTION IV: Objectives

1. To promote effective and respectful communication and cooperation between:
 - the parents.
 - the students.
 - the School administration and staff.
 - the Board of Trustees of School District No. 38 (Richmond).
 - the Community.
 - other bodies associated with the funding of education.
 - groups with a common interest in education.

and to strive for unity of purpose in providing for a quality education, good physical and emotional health and the Social development of children in safe environments.

2. To provide a forum and the opportunity for the membership to review and discuss any matter relating to the School and education, and formulate recommendations to be forwarded to the School administration and staff or other organizations for consideration. Such matters may include:
 - School, District and Ministry of Education policies and procedures, programs and services.
 - Facilities and equipment.
 - Parent/community education.
 - Learning resources.
 - School goals and objectives.
 - Cultural and extra-curricular activities.
 - School profile within the community.
3. To foster the spirit of cooperation between the home and the School.
4. To contribute to the effectiveness of the School by promoting the involvement of parents and other Community members and by supporting the positive work of students and staff.
5. To take on fundraising activities when there is a clearly identified need agreed upon by THEPAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students. Fundraising activities should not become, nor be viewed as, the most significant contribution THEPAC makes to the School.
6. To promote and fund participation in parent education opportunities and provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their students.
7. To affiliate with other organizations that are in keeping with the Purpose and Objectives of THEPAC including, but not limited to, the Richmond District Parents Association (RDPA) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

SECTION V: Dissolution

1. The decision to dissolve shall be made at a special meeting under the same procedure to be used for Section XIX.
2. In the event of dissolution, and following payment of all outstanding debts, dispersion of any remaining funds will be decided upon by the membership at the final special meeting. If funds cannot be used for the purpose for which they were raised, the funds shall be transferred to the School or, in the case of the closure of the School, to School District No. 38 (Richmond). This provision shall be unalterable.
3. All records of THEPAC shall be placed under the jurisdiction of School District No. 38 (Richmond) in the person of the principal of the School.

BYLAWS

SECTION VI: Membership

1. All parents of students registered at Tomekichi Homma Elementary School, except those employed as teaching and non-teaching staff of the School, have the right to become voting members of THEPAC. Those parents employed at the School are accepted as non-voting members. **Note:** if there is an empty executive position that is required to be filled, and a parent who is a staff member at Homma is interested and available, it is recommended that this be reviewed, and that it be identified that any Homma Staff who hold an Executive Position would not be able to vote on agenda items.
2. Administration, teaching and non-teaching staff of the School are welcome as guests to general meetings of THEPAC.
3. Members of the School community residing in the catchment area of the School who are not a parent of a student currently in the School may also be non-voting members of THEPAC, but must apply to THEPAC through the School office for inclusion.
4. Members shall not be assessed, nor pay, any dues.
5. No meeting of THEPAC shall be allowed to have fewer voting members than non-voting members and/or guests.
6. The School will make available a list of parents of students and staff if and when it is necessary to determine if a member is eligible to vote.

SECTION VII: Meetings

1. There shall be a minimum of seven (7) general meetings held during the academic year. Dates for these general meetings are ideally determined prior to the end of June of the previous school year and will attempt to accommodate as many parent schedules as possible. One meeting will be named the Annual General Meeting and will be held in May of each year for the election of THEPAC Executive for the next year.
2. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in Section IV - Objectives. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents can participate.
3. Executive meetings shall be held at the discretion of the Chairperson and the Executive to conduct current business and provide input for general meeting agendas.

4. A special meeting is a separate session held at a time different from that of any regular general meeting and may be convened to consider only one or two items of urgent business. Special meetings may be called at the request of the Chairperson, or upon written request by a number of parents equal to or greater than 5% of the number of registered students at the School. The written request shall specify the purpose of the special meeting. The special meeting shall be held within fourteen (14) days of the request being made.
5. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items but their time should be short and not dominate the meeting. Parent education speakers will be invited to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items are cut short. Guests shall not be eligible to vote on any matter before THEPAC.
6. The Chairperson will prepare agendas after accepting input from other PAC members and the Administration. The agenda shall be posted and distributed to parents at least three (3) days prior to each general meeting.
7. Any member wishing to place an item on the agenda of a general meeting shall contact any Executive member who shall inform the Chairperson. The member or their designate are then required to attend the general meeting to present that issue to the membership. Every agenda will allow other or new business from the general membership which will be discussed if time permits, or be tabled to the next meeting.
8. Every member entering a meeting shall have their name recorded by the secretary/minute taker so that quorum and eligibility to vote may be determined and recorded for any audits of THEPAC records.
9. The administration and staff members of the School are encouraged to attend and report at general meetings of THEPAC.
10. Meetings will be conducted efficiently and with fairness to the members present. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
11. In the event of procedural disagreement at any of THEPAC meetings, "Robert's Rules of Order" will be used to govern all matters of procedure unless they are in conflict with the Constitution and Bylaws of THEPAC. See *Basic Rules of Roberts Order* (Appendix A).

SECTION VIII: Quorum and Voting

1. At any duly called general or special meeting, the number of voting members present shall be a quorum. A minimum of five (5) voting members should be present.
2. For the purposes of Executive meetings, the quorum shall be the majority of voting positions filled on the Executive.
3. At the discretion of the meeting Chair or at the request of any voting member; non-voting members and/or guests may be asked to remove themselves from the meeting for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
4. A simple majority of the votes cast by voting members present at the meeting, except as otherwise provided herein, shall decide all business coming before THEPAC.
5. In case of a tie vote, the motion shall be lost.
6. Voting of members on all matters must be given personally, i.e. voting by proxy shall not be permitted.
7. Voting shall be done by the show of hands except when a secret ballot is ruled by the Chair or requested by the majority at a general meeting.
8. A parent/guardian shall be entitled to one vote.
9. The Chairperson may postpone a vote for one (1) general meeting to allow additional participation by members.
10. No vote affecting the business or affairs of THEPAC may be considered at any Executive meeting.
11. The election of a representative to the Richmond District Parents Association must be by secret ballot.
12. The election of representatives to the School Planning Council must be a secret ballot.

SECTION IX: Executive Officers

1. The affairs of THEPAC shall be managed by a board of elected officers who shall be elected at the Annual General Meeting in May of each year. The number of members and the positions shall be flexible to meet the interests and needs of THEPAC and shall consist of a Chairperson, Treasurer and Secretary and can also include the following: a Vice Chairperson, a Fundraising Coordinator, a District Parent Advisory Council Representative (RDPA Representative) and a Parent Education Coordinator.

2. The positions of Chairperson, Treasurer and Secretary are essential to the operation of THEPAC and must be filled before any nominations will be accepted for other Executive positions.
3. All Executive members except the Past Chairperson shall be elected. The Past Chairperson shall hold office for a one year term, providing they are a parent of a child attending the School.

SECTION X: Election of Executive Officers

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of School District 38 or the Ministry of Education shall hold an Executive position. Executive officers must speak and be seen as speaking solely in the interest of parents and students. There must be no perception bias by Executive officers toward the School, the District or the Provincial Ministry by virtue of their employment or association.
2. Nominations for offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any member may nominate a voting member.
3. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
4. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
5. Any Executive position may be co-chaired or shared with the agreement of the two parties and with the understanding that the two people share one (1) consensus vote at Executive meetings.
6. Elections may be conducted by the Elections Chairperson who shall be a voting member nominated and elected by the membership at the April general meeting prior to the Annual General Meeting in May, failing which the meeting Chair shall serve as Elections Chairperson for the purpose of conducting elections at the Annual General Meeting.
7. The election of a contested Executive position shall be done by secret ballot. Up to two (2) scrutineers as required shall be appointed by the Elections Chairperson at the time of the elections.
8. A vote shall be taken to destroy any written ballots.

SECTION XI: Duties of Executive Officers

1. The elected Executive shall consult with, take direction from and represent all parents of the School. The Executive shall work as a team to ensure that the Purposes and Objectives of THEPAC are achieved through due process, guided by the Code of Conduct. All Executive officers are expected to attend all executive, general and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described below and to follow the Code of Conduct.
2. All Executive officers have a role in ensuring proper financial procedures are followed.
3. The Executive shall carry out such commitments as directed by THEPAC, make suggestions, recommendations and transact routine and emergent business as necessary. The Executive shall have authority to pay accounts up to the amount of \$200 at any one time without the prior consent of the general membership.
4. If an Executive member is unable to attend any meetings, they should inform the Secretary or another Executive officer prior to the meeting. In the event the RDPA Representative position is not filled or, in the event the RDPA Representative is unable to attend any of the monthly RDPA meetings, the Executive shall make steps necessary to ensure that the School is adequately represented at such meeting(s).
5. Chairperson
 - Shall convene and preside at all Executive, General, Special and Annual General Meetings;
 - Shall take such action, or ensure that such action is taken by others, to achieve the Purpose and Objectives of THEPAC.
 - Shall establish committees where authorized to do so by the Executive or membership; Shall, in consultation with the School administration, ensure that the agenda is prepared and presented.
 - Shall be a signing officer.
 - Shall be an ex-officio member to all committees of THEPAC.
 - Shall be the official spokesperson for the organization.
 - Shall submit an annual report.
6. Vice Chairperson
 - Shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence;
 - Shall carry out the duties as may be assigned by the Chairperson or Executive; Shall be a signing officer.
7. Secretary
 - Shall assume the duties and responsibilities of the Chairperson in the Chairperson's absence; Shall keep full and accurate minutes of all Executive,

General, Special and Annual General Meetings, and present them for approval at the next appropriate meeting of THEPAC.

- Shall issue and receive all correspondence on behalf of THEPAC.
- Shall make all business arrangements attendant to the holding of any meeting of THEPAC.
- May be a signing officer.
- Shall safely keep all records of THEPAC.

8. Treasurer

- Shall receive, collect and deposit in THEPAC account all funds of THEPAC; Shall be one of the signing officers of THEPAC account.
- Shall present the net financial position at each general meeting.
- Shall, with the assistance of the Executive, draft a tentative budget as per Section XIV.

9. Past Chairperson

- Shall help smooth transition between Chairpersons; Shall assist and advise THEPAC;
- Shall act as a consultant for the Chairperson.

10. Fundraising Coordinator

- Shall be responsible for proposing fundraising projects to the Executive ensuring that they meet the guidelines established by the School and by THEPAC's Constitution and these Bylaws.
- Shall coordinate all activities related to a fundraising event within the School environment and act as liaison between the fundraising committee(s) and THEPAC Executive.
- Shall maintain a record of fundraising projects, suggestions for improvement and future events.

11. District-Parent Advisory Council Representative

- Shall attend DPAC meetings or designate an alternate to attend Shall report to THEPAC regarding issues discussed;
- Shall seek input from THEPAC for presentation at DPAC meetings;
- Shall vote THEPAC's wishes at DPAC meetings;
- Shall maintain THEPAC's information binders with DPAC meeting materials and minutes provided by DPAC, BCCPAC, Ministry of Education and make them readily available to the general membership.

12. Parent Education Coordinator

- Shall inform members at general meetings of any speakers, workshops or conferences which may be of interest to parents.
- Shall arrange topics and guest speakers for assemblies where a parent education component is desired.

- Shall maintain a complete record of speakers, their topics, handouts and associated costs.
- Shall collect potential speaker information and maintain a record of this information in the parent library.

SECTION XII: Executive Term of Office

1. The term of office for an Executive officer shall be one year (commencing June 1 and ending on May 31 of the following year).
2. Any elected member of THEPAC may serve on the Executive for as many years as he/she is elected but should ideally not hold any one position for more than two (2) consecutive years. After 2 consecutive years, and for the purpose of succession planning, every effort should be made to recruit a new executive member to fill the role. For the purposes of determining eligibility to continue in office under such provision, an officer who has served more than half of a term since elected is considered to have served a full term in that position.
3. An Executive officer may be removed from office by a majority vote of the voting members in attendance at a General, Special or Annual General Meeting. Fourteen (14) days notice of the motion to remove an officer from office must be given to the members. An officer shall cease to hold office upon such removal or upon resignation.
4. Any officer may withdraw from office by submitting a written resignation to the Chairperson.

SECTION XIII: Standing and Special Committees

1. Standing and ad hoc committees shall be formed as necessary by the Executive, or upon recommendation of the membership, for set purposes. The Executive shall establish specific guidelines for each committee.
2. Each chairperson of a committee shall present a report of the committee's work at such time as the Executive decides.
3. Members may be appointed to committees by the Executive.
4. Special committees shall be automatically dissolved at the conclusion of their duties.
5. The following are recommended standing committees:
 - a. Lunch Days Coordinator

- i. Shall chair a committee that determines and organizes the type of lunch program that will be offered to students;
 - ii. Shall coordinate with the School Administration as to convenient dates to offer special lunch service to students and shall coordinate the ordering and delivery or preparation of any food;
 - iii. Shall ensure special lunch events are self-supporting;
 - iv. Shall maintain a record of supplier contacts and suggestions for the smooth operation of this task.

- b. Early Primary Parent Representative
 - i. Shall assist with the development of initiatives to welcome new parents to the School.

- c. Community and Multi-cultural (Social) Coordinator
 - i. Shall chair a committee that facilitates and coordinates community, multi-cultural and social events in consultation with the School Administration and THEPAC Executive.
 - ii. Shall maintain a record of events and initiate and provide suggestions for future events;
 - iii. Shall purchase parent education materials for the parent library with the approval of the membership;
 - iv. Shall oversee the parent library and ensure all materials are kept in an organized and tidy manner;
 - v. Shall maintain and post a master list of all available parent resource materials.

SECTION XIV: Finances

1. All funds of THEPAC will be on deposit in a chartered bank, credit union, or any financial institution registered under the Bank Act in the City of Richmond in appropriate account(s) for the T. Homma Elementary School Parent Advisory Council.

2. The Executive shall name two (2) signing officers, one (1) of whom shall be the Treasurer. The School shall name two (2) signing officers, one (1) of whom shall be the Principal. The signature of one (1) Executive and one (1) School signing officer shall be required on all withdrawals from the account.

3. All expenditures in excess of two hundred dollars (\$200.00) shall be approved by a majority at a General, Special or Annual General Meeting.

4. A tentative budget should be drawn up by the Treasurer with input from the Executive to be modified, if necessary, and approved by the membership at the Annual General Meeting in May of each year. A new budget must be approved before the old one

expires. This will help the Fundraising Coordinator to plan and, if necessary, book fundraising initiatives for the fall term.

5. Signing officers must never sign a cheque where the "payee" is left blank.
6. All cheques are copied electronically in account and digital copies are available if required.
7. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be a minimum of \$2,500. This amount must be carried forward to each new term.
8. A need for audit will be agreed upon by the members at any General Meeting, whereupon an independent auditor may be appointed as needed.
9. The accounting books of THEPAC are to be open for inspection by any member upon written request to the Executive.
10. All financial transactions and accounting procedures shall adhere to School District 38 {Richmond} memorandum entitled "Accounting Guidelines for PAC Funds, & Other Matters" by Doug Wong, Accountant, dated 18 February 1991 and any future amendments.

SECTION XV: Fundraising

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by THEPAC. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution THEPAC makes to the School.
2. Fundraising by THEPAC will be undertaken in consultation with the School Administration and the approval of the membership, when it has been stated how the proceeds of any PAC fundraiser will be directed.
3. In further accordance with School District No. 38 (Richmond} policy 802.9-R, dated 5th March 1990, as amended on October 21, 1996, and any future amendments.
4. Fundraising activities by THEPAC are to minimize the use of school time, not over extend students, staff members or parents, (e.g. consider the frequency and timing of these voluntary activities), offer adequate orientation on the activity, fit the activity and

supervision to the age and maturity of the students, and determine if class competitions or sales incentives are acceptable/desirable for the School and the particular activity.

SECTION XVI: Code of Conduct

1. THEPAC is not a forum for the discussion of individual School personnel, students, parents, or other individual members of the School community.
2. An executive officer who is approached 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 a PAC Executive Officer:
 - a. Upholds the constitution and bylaws, policies and procedures of THEPAC; Performs his/her duties with honesty and integrity;
 - b. Works to ensure that the well-being of students is the primary focus of all decisions;
 - c. Respects the rights of all individuals;
 - d. Takes direction from the members, ensuring that representation processes are in place;
 - e. Encourages and supports parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
 - f. Works to ensure that issues are resolved through due process;
 - g. Strives to be informed and only passes on information that is reliable and correct;
 - h. Respects all confidential information;
 - i. Supports public education.
4. THEPAC will operate as a non-profit organization with no personal financial benefit.
5. The business of THEPAC shall be unbiased towards race, religion, gender, or politics.
6. THEPAC shall not be a grievance committee.

SECTION XVII: Conflict of Interest

1. For the purposes of this policy PAC member refers to any parent of a Tomekichi Homma Elementary School Student who is acting in his or her capacity as a PAC member.
2. PAC members must avoid any situation where their interests or their immediate family's interests conflict with or appear to conflict with the interests of THEPAC or of the School. In any situation where such apparent conflict is inevitable, then the situation shall be reported to the Chair of THEPAC.

3. PAC members shall not have any direct or indirect family interest in any concern which is currently doing or seeking to do business with THEPAC, unless the conflict has been declared in writing to THEPAC Chairperson and approved at a general meeting of THEPAC. In such cases, the PAC member shall not participate in his or her capacity as a PAC member in the discussion of such business.
4. PAC members shall nor realize any personal gain, profit, or rebate as a direct or indirect result of negotiations or dealings undertaken on behalf of THEPAC.

SECTION XVIII: Constitution and Bylaw Amendments

1. Amendments may be made at any general meeting of THEPAC at which business is conducted, provided that:
 - a. Written notice of the general meeting has been given to all members at least fourteen (14) days in advance of the meeting;
 - b. The notice of the General Meeting included notice of the specific amendment proposed;
 - c. A two thirds (2/3) majority vote of those voting members present at the general meeting shall be required to amend the Constitution and Bylaws.
2. Amendments to the Constitution and Bylaws must be submitted to the Board of Trustees of School District No. 38 (Richmond) for their information:

ADOPTED by the T. Homma PAC at Richmond, British Columbia, INSERT DATE:

Signed by Chairperson:

Signed by Secretary:

[Appendix A:](#)

Basic Roberts Rules Of Order

For use for reference during meetings

AGENDAS A typical agenda includes...	TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING
Call To Order	"I call this meeting to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report." "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....is there any further discussion?" "We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed.
Announcements	"Are there any announcements?" The next meeting will be held on....."
Adjournment	"May I please have a motion to adjourn the meeting?"

HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.

WHAT MINUTES MUST INCLUDE

- The kind of meeting begin held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and seconders.
- Results of all votes.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes.

Basic Roberts Rules of order from: <https://www.manchestercc.edu/students/depot/activities/Roberts%20Rules%20Of%20Order.pdf> (January 27, 2022)