



HATZIC MIDDLE SCHOOL
PARENT ADVISORY COUNCIL'S
CONSTITUTION & BYLAWS

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CONSTITUTION

SECTION I

NAME

- a. The name of the association shall be "*Hatzic Middle School Parent Advisory Council*", herein referred to as PAC.
- b. The PAC will operate as a non-profit organization with NO personal financial benefit.
- c. The business of the PAC shall be unbiased towards race, religion, gender or politics.

SECTION II

PURPOSE OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of the students of Hatzic Middle School.

- a. To advise the principal and staff on the parents views on any matter relating to school programs, policies, plans &/or activities.
- b. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
- c. To organize PAC activities and events.
- d. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III

DISSOLUTION

In the event of dissolution or winding-up of the PAC, and after payment of all debts and costs of dissolution or winding-up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 75 Mission, having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia Gaming commission, as the members of the PAC may determine at the time of dissolution or winding-up. The clause shall be unalterable.

In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 75 in the person of the principal of the school.

SECTION IV

INTERPRETATION OF TERMS

Member: The parent(s) or guardian(s) of a child at Hatzic Middle School.

Parent Advisory Council (PAC): Any organized group of parents recognized under the British Columbia School Act.

School: Any public elementary, middle or secondary educational institution within School District No. 75 (Mission).

District: School District No. 75 (Mission).

SD 75: School District No. 75 (Mission).

DPAC: The Mission District Parent Advisory Council which is recognized by the Board of Trustees of School District No.75 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations: Groups which demonstrate an interest in education and are not already included in the scope of this constitution.

Guest: Anyone invited to attend a PAC meeting that is not a member

Non-Voting Member: Anyone invited to be a regular contributor to the PAC, but does not meet qualifications to be a Voting Member

Meeting: Includes In-person, Online or Hybrid of both.

Written: Inclusive of paper and technological means including email and text.

BYLAWS

SECTION V

MEMBERSHIP IN PAC

- a. All parents and guardians of students registered at Hatzic Middle School are voting members of the PAC.
- b. Administration and staff (teaching and non-teaching) of Hatzic Middle School may be non-voting members of the PAC. Should members also be Staff, a Declaration of Conflicts of Interest Form must be submitted before voting. **Appendix A - Conflict of Interest Declaration.**
- c. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the PAC.
- d. At no time shall the PAC have more non-voting members than voting members.

SECTION VI

MEETINGS

- a. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b. Meetings will be conducted efficiently and respectfully to the members present.
- c. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held once per school year.
- d. General meetings shall be held multiple times per year, one being the AGM.
- e. Executive meetings may be held as required throughout the year with reasonable notice given to all Executive Members. Reasonable as defined by current executive or 48 hours as a minimum. The purpose of executive meetings is to carry on business between general meetings; no motions are to be presented or voted on
- f. Special meetings shall be convened by the chairperson within 15 days of a written request to do so by a minimum of 10 percent of the total PAC membership. The written request must be dated, signed by all 10 percent of members and state the purpose for which the meeting is requested. The meeting shall be restricted to this purpose only. Executive officers are required to attend special meetings.
- g. If procedural problems arise on any issue not covered in these bylaws, *Robert's Rules of Order* shall be used to resolve the issue.

A. QUORUM

- a. Five (5) voting members present at any duly called general meeting shall constitute a quorum.
- b. Three (3) Executive Members present at any duly called Executive meeting shall constitute a quorum.

B. VOTING

- a. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- b. Voting by proxy shall not be permitted.
- c. Voting shall be done by a show of hands, virtually or in person. If requested by two or more members, voting is to be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

SECTION VII

EXECUTIVE OFFICERS

- a. The affairs of the PAC shall be managed by a board of elected executive officers and the immediate Past Chair.
- b. The Executive Officers may be as follows:
 - 1. Chair/Co-Chair
 - 2. Vice-Chair
 - 3. Treasurer
 - 4. Secretary
 - 5. District Parent Advisory Council Representative (2)
 - 6. Two or more Members-At-Large *
 - 7. Past Chair

*Members-at-Large may only be added when all other executive positions are filled.

- c. Executive officers shall be elected from the voting members at the AGM.
- d. In the event of a vacancy on the executive during the year, the executive may appoint a new officer who shall hold office until the next AGM. Nominations may be requested from PAC members. The Executive will then vote to appoint a chosen nominee.

A.TERMS OF OFFICE

- a. The term of office shall be one (1) year commencing immediately after the AGM
- b. Any elected member of the Executive may serve on the Executive for as many years as they are elected to a position
- c. The Past Chair, if still eligible as a PAC member, shall hold that office for one year.

B. DUTIES OF OFFICERS

The Chair shall:

- a. Convene and preside at all membership, special and executive meetings
- b. Support all Executive in ensuring their duties are fulfilled
- c. Know the constitution and bylaws and meeting rules
- d. Know where to find resources to assist members
- e. Appoint committees where authorized to do so by the executive or membership
- f. Through regular consultation with membership be the Official Spokesperson for the PAC
- g. Be a consistent conduit between members and administration ensuring to give a PAC perspective not personal objectives
- h. Ensure that PAC activities are aimed at achieving the objectives and purpose of the organization
- i. Be a member of the Finance Committee
- j. Support Executive in Succession planning
- k. Be a signing officer
- l. Submit an annual report, prepared in conjunction with Vice Chair, Treasurer and Secretary

The Vice-Chair shall:

- a. Work to increase engagement of PAC Membership
- b. Assume the responsibilities of the Chair in their absence or upon request
- c. Assist the chair in the performance of their duties
- d. Be a signing officer
- e. Be a member of the Finance Committee

The Secretary shall:

- a. Ensure that members are notified of meetings
- b. With the Chair, create and distribute meetings Agendas to membership
- c. Record the minutes of the general, special and executive meetings
- d. Keep an accurate and up-to-date copy of the constitution and bylaws and have copies available for members upon request
- e. Issue and receive correspondence on behalf of the organization
- f. May be a signing officer
- g. Safely keep all records of the PAC
- h. Be a member of the Finance Committee

The Treasurer shall:

- a. Be a representative of the PAC at its financial institution
- b. Disburse funds authorized by the executive or members
- c. Maintain an accurate record of all expenditure of the PAC. All deposits and withdrawals should be reconciled and accounted for
- d. Maintain the Gaming Account. Prepare and file annual gaming reconciliation report and submit gaming application before June 30th and the gaming summary report by August 30th.
- e. Make books available for viewing by the members upon request
- f. Chair a Finance Committee to ensure annual budget creation. After budget is approved, the treasurer shall oversee the adherence to budget spending and any updates as voted upon duly by the membership
- g. Ensure that another executive officer has access to the books in the event of their absence
- h. Submit an annual financial statement at the AGM of the PAC
- i. May be a signing authority, if required

The DPAC Representative shall:

- a. Attend DPAC meetings on behalf of the HMS PAC and VOTE per the wishes of membership
- b. Seek and give input on behalf of the PAC to the DPAC
- c. Provide meeting reports back to the PAC

Members at Large shall(if required):

- a. Serve as committee Chairs
- b. Serve in a capacity to be determined by the PAC at the time of their election and at other times throughout their tenure as the need of the PAC requires

Past Chair shall:

- a. Help smooth the transition between chairs
- b. Assist, advise and support the PAC
- c. Provide information about resources, contacts and other essential information to the PAC
- d. Act as a consultant for the Chair

C. Removal of an Executive Member

The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office and may elect a successor to complete the term. Written notice specifying the intention to make a motion to remove the executive member shall be given to the member not less than fourteen (14) days before the meeting. All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization and shall be turned over to the Chair when the member or committee member ceases to perform the task to which the papers relate.

SECTION VIII

COMMITTEES

- a. Members that wish to join the Finance Committee should be appointed by the executive after the AGM
- b. Ad-hoc Committees and task forces may be struck at any meeting by the executive and members
- c. Chair/Co-chair shall be ex officio members of all Committees

SECTION IX

FINANCES

- a. A budget and tentative plan of expenditure will be drawn up by the Finance Committee and approved by the membership
- b. The executive will present for approval at a general meeting all proposed expenditures above and beyond the budget
- c. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
- d. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents. The Treasurer, when possible, should not be a signing officer but should have delegate access to financial institute. This ensures the greatest financial security for the funds of the PAC.
- e. The Financial year end will be July 31st.

SECTION X

CONSTITUTION & BYLAW AMENDMENTS

- a. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes, cast and amend the constitution and bylaws of the organization
- b. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen (14) days before the meeting.
- c. The notice of the meeting shall include the proposed amendments.
- d. A constitution or bylaw amendment shall be dated, signed and forwarded to the DPAC for safekeeping only.

Adopted by HATZIC MIDDLE SCHOOL PAC at Mission, British Columbia on May 21, 2026

Chair Signature



Secretary Signature

Appendix A

Hatzic Middle School PAC (SD75) Declaration of Conflict of Interest Form

Purpose:

This form ensures transparency and accountability within the Hatzic Middle School Parent Advisory Council (PAC). All PAC members are expected to disclose any real, potential, or perceived conflicts of interest that may influence—or appear to influence—their ability to act in the best interests of the PAC and the school community.

1. Member Information

Name: _____

PAC Position (if applicable): _____

Date: _____

2. Types of Conflicts of Interest

Conflicts may include, but are not limited to:

- **Financial interests:** Personal or family financial benefit related to PAC decisions, vendors, fundraising, or contracts.
- **Personal relationships:** Close relationships that could influence decision-making (family, close friends, business partners).
- **Organizational affiliations:** Roles in other organizations that may intersect with PAC activities.
- **Other interests:** Any situation where impartiality could reasonably be questioned.

3. Declaration

A. Disclosure Statement

Please check one:

☐ I have no conflicts of interest to declare at this time.

☐ I have the following real, potential, or perceived conflicts of interest to declare:

(Provide details below)

B. Description of Conflict (if applicable)

Please describe the nature of the conflict, including individuals or organizations involved, and how it may relate to PAC activities.

4. Member Acknowledgement

By signing below, I acknowledge that:

- I have read and understood the Hatzic Middle School PAC Conflict of Interest Policy.
- I agree to disclose any new conflicts that arise during my term.
- I understand that failure to disclose a conflict may result in my recusal from related discussions or decisions.
- I commit to acting in the best interests of the PAC and the Hatzic Middle School community.

Member Signature: _____

Date: _____

5. PAC Executive Use Only

Received by: _____

Date Received: _____

Notes / Actions Taken (if any):

Appendix B

CODE OF ETHICS

A member who accepts a position as a PAC Executive Member:

- a. Upholds the constitution, bylaws, policies & procedures of the electing body (PAC).
- b. Performs their duties with honesty and integrity.
- 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. Takes direction from the members ensuring representation processes are in place.
- f. 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.
- g. Works to ensure those issues are resolved through due process.
- h. Strives to be informed and only passes on information that is reliable.
- i. Respects all confidential information.
- j. Supports public education.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ on the Hatzic Middle School PAC Executive, have read, understood and agree to abide by the code of ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____

Phone Number: _____