

Elev8 HOMELINKS PARENTS' ADVISORY COUNCIL CONSTITUTION AND BYLAWS

SECTION I: NAME

The name of the organization shall be the Elev8 HOMELINKS PARENTS' ADVISORY COUNCIL, as per the School Act. Known within Kootenay Lake School District No. 8 as Elev8 Homelinks PAC.

SECTION II: ORGANIZATION

The Elev8 Homelinks PAC will operate as a non-profit organization with no personal financial benefit. The business of the Homelinks PAC shall be unbiased towards race, ethnic origin, religion, gender or politics. The Elev8 Homelinks PAC is organized in accordance with rules and regulations required by the School Act.

SECTION III: PURPOSES

1. The Elev8 Homelinks PAC is an organization dedicated to the education and well being of children and youth in Elev8 Homelinks.
2. The Elev8 Homelinks PAC will contribute to the effectiveness of Elev8 Homelinks by promoting the involvement of parents and other community members.
3. The Elev8 Homelinks PAC will advise the principal and staff on parents' views on any matter relating to the program, policies, plans and activities.

SECTION IV: DISSOLUTION

1. In the event of dissolution or winding up, and after payment of all outstanding debts and costs of dissolution or winding up, the assets and remaining funds shall be spent for the benefit of the students of Elev8 Homelinks or distributed to another parents' advisory council or councils in the Kootenay Lake School District No. 8, having purpose and objectives similar to those of Elev8 Homelinks PAC, as the members of the Elev8 Homelinks may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Elev8 Homelinks, all records of the organization shall be placed under the jurisdiction of Kootenay Lake School District No. 8.

SECTION V: INTERPRETATION OF TERMS

BCCPAC – the British Columbia Confederation of Parent Advisory Councils

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

District – Kootenay Lake School District No. 8.

DPAC – the Kootenay Lake District Parents' Advisory Council

Parents – the parent/parents or guardian of a child or children registered at Elev8 Homelinks

BYLAWS

SECTION VI: MEMBERSHIP

1. All parents of students registered at Elev8 Homelinks are voting members of the Elev8 Homelinks PAC.
2. Administration and staff (teaching and non-teaching) of Elev8 Homelinks, may be invited to become non-voting members of Elev8 Homelinks PAC.

SECTION VII: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present and not present.
2. Elev8 Homelinks PAC meetings shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of officers.
4. Members of the Elev8 Homelink PAC shall give reasonable notice of any upcoming meetings.

SECTION VIII: VOTING

1. The voting members present must include at least one executive member at any duly called general meeting and this shall constitute a quorum.
2. Voting shall be done by a show of hands.
3. Voting must be done personally on all matters; voting by proxy shall not be permitted. Voters who are unable to attend may cast their vote in advance via email to pac.homelinks@gmail.com prior to the start of the meeting.
4. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
5. In the case of a tie vote, the motion is defeated.
6. The election of executive officers to the Elev8 Homelinks PAC must be by secret ballot.

SECTION IX: ELECTION OF EXECUTIVE OFFICERS

1. Executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at the meeting before of the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
4. The election of executive officers to the Elev8 Homelinks PAC must be by secret ballot.

SECTION X: TERM OF OFFICE

1. The term of office shall commence immediately following election at the annual general meeting and shall hold that position for one year unless the officer ceases to have children at Elev8 Homelinks, or steps down.
2. No person may hold any one position for more than three consecutive terms.
3. No person may hold more than one elected executive position.
4. It is recommended that the Past Chairperson shall hold that office for one year, after completion of term.
5. If an executive member resigns or ceases to hold office for any other reason, the remaining executive member may appoint an eligible representative of a Elev8 Homelinks PAC member to fill the vacancy until the next annual general meeting.

SECTION XI: EXECUTIVE OFFICERS

1. The affairs of the Elev8 Homelinks PAC shall be managed by a board of elected officers and the immediate Past Chairperson.

2. The Executive Officers may be as follows:

- A. Chairperson
- B. Vice-Chairperson(s)
- C. Treasurer
- D. Secretary
- E. District Parents' Advisory Council Representative
- F. Past Chairperson
- G. Member at Large (One Local Parent Representative from each active Elev8 Homelinks Campus.)

SECTION XII: DUTIES OF OFFICERS

A. The Chairperson shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult Elev8 Homelinks PAC members regularly
- g) ensure that the Elev8 Homelinks PAC is represented in program and school district activities
- h) ensure that Elev8 Homelinks PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the Elev8 Homelinks PAC
- j) may be a signing officer
- k) submit an annual report in conjunction with Vice Chair & Secretary

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) may be a signing officer

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the Elev8 Homelinks PAC

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the Elev8 Homelinks PAC
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Elev8 Homelinks PAC
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Elev8 Homelinks PAC in an account at a recognized financial institution approved by the Elev8 Homelinks PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII
- j) ensure that another signing officer has access to the books in the event of his/her absence

- k) submit an annual financial statement at the Annual General Meeting of the Elev8 Homelinks PAC

E. The DPAC Representative shall:

- a) attend DPAC meetings
- b) seek and give input on behalf of the Elev8 Homelinks PAC to the DPAC
- c) report back to the Elev8 Homelinks PAC
- d) may be signing officer

F. The Past Chairperson shall:

- a) help smooth the transition between Chairpersons
- b) assist, advise and support the Elev8 Homelinks PAC
- c) provide information about resources, contacts, and other essential information to the Elev8 Homelinks PAC
- d) act as a consultant for the Chairperson
- e) chair the nominating committee
- f) submit an annual report

G. Member at Large

- a) serve in a capacity to be determined by the Elev8 Homelinks PAC
- b) represent and speak on behalf of their individual campus interests and needs
- c) report back to the Elev8 Homelinks PAC at general meetings.

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary, to further the Elev8 Homelinks PAC purposes and carry on its affairs
2. Committees are responsible to the executive and members.
3. The Elev8 Homelinks PAC executive may appoint members to committees annually.
4. Members may volunteer for committees or the Elev8 Homelinks PAC executive may appoint members as necessary.

SECTION XIV: FINANCES

1. All expenditures of Gaming funds require the approval of the Elev8 Homelinks PAC
2. All funds of the Elev8 Homelinks PAC will be kept on deposit in a bank or financial institution registered under the Bank Act.
3. It is recommended that the executive name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
4. A Treasurer's Report shall be presented at each general meeting.

SECTION XV: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Elev8 Homelinks PAC may be made at any general meeting at which business is conducted, providing:

1. A two thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the constitution and bylaws of the Elev8 Homelinks PAC.
2. 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 seven (7) days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

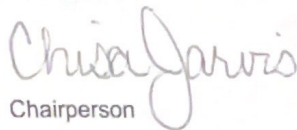
SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER

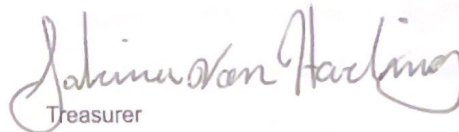
1. The members may, with a two thirds (2/3) majority vote of those voting members present, remove an executive member before the expiration of term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than seven (7) days before the meeting.

SECTION XVII: PROPERTY OF DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, officer, or committee member in connection with the Elev8 Homelinks PAC shall be deemed to be property of the PAC and shall be turned over to the Chairperson when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by the Elev8 Homelinks PAC at Creston, British Columbia, on
April 14, 2023.


Chairperson


Treasurer