

Keating Home and School Association (KHASA)

Preamble

An organization's constitution and bylaws are living documents and should be well known to the members, executive, partners, and others interested in the organization.

Copies of the constitution and bylaws will be available at all meetings and posted to the KHASA webpage

Purpose of the Constitution

The KHASA constitution states why it exists. It:

- (1) Defines the reasons for being;
- (2) Clarifies its purpose and objectives; and
- (3) Used to focus its activities.

Purpose of Bylaws

These bylaws are KHASA's operating rules:

- (1) Defines the roles of the membership and executive;
- (2) Provides direction and authority to the membership and executive; and
- (3) Provides a method for holding all KHASA members and executive accountable for their decisions and actions.

Requirements of the British Columbia *School Act*

The *School Act* requires Parent Advisory Committees to make bylaws governing their meetings and the business and conduct of their affairs. The *Act's* requirements are specific, in Section 8(5) and 8.5(2).

Keating Home and School Association (KHASA)

Constitution

Section I – The name of the organization is: **Keating Home and School Association (KHASA)**.

KHASA will operate as a non-profit organization with no personal financial benefit accruing to members.

KHASA business will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II – PURPOSE AND OBJECTIVES

Purpose

To promote the education and welfare of students of École Keating Elementary School through parent involvement in the school.

Objectives

1. Provide parents a forum for discussion of educational issues
2. Facilitate parent input to the school board, staff and administration on any matter relating to the school
3. Assist parents in presenting their concerns through appropriate procedures, which may include advocacy
4. Nurture community involvement between the school, home and neighbourhood
5. Organize and support social activities for students and parents
6. Provide financial support for KHASA's goals, as determined by the membership
7. Advise and participate in the activities of the Council of Parent Advisory Councils of Saanich (COPACS) and the BC Confederation of Parent Advisory Councils

Section III -- INTERPRETATION OF TERMS

"District" means School District No. 63

"Member" refers to all parents of children registered at École Keating Elementary

"Parent" is as defined in the *School Act*

"Parent Advisory Council" means the parents organized according to the *School Act* and operating as a parent advisory council in École Keating Elementary

Keating Home and School Association (KHASA) Bylaws

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I – MEMBERSHIP

Voting Members - All parents of students registered at École Keating Elementary School are voting members of KHASA.

Non-voting Members - Administrators and staff (teaching and non-teaching) of École Keating Elementary School may be invited to become non-voting members of KHASA. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of KHASA. At no time will the KHASA have more non-voting than voting members.

Compliance with bylaws - Every member will uphold the constitution and comply with these bylaws.

II –MEETINGS OF MEMBERS

General Meetings

- General meetings will be conducted with fairness to all members.
- General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
- Members will be given reasonable notice of general meetings. A calendar of meetings for the year satisfies the requirements of reasonable notice.

Conduct

- At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
- KHASA will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Proceedings at General Meetings

Quorum

A quorum for general meetings will be four voting members.

If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

- Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
- Members must vote in person on all matters. Voting by proxy will not be permitted.
- Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
- If a secret ballot is used, the ballots will be destroyed after every election.

III -- EXECUTIVE

Role of Executive

The executive will manage the Council's affairs between general meetings.

Executive Defined

The Executive will include the President, Vice-President, Secretary and Treasurer. Executive membership positions may be reviewed on an annual basis.

Eligibility

Any voting member of KHASA is eligible to serve on the executive, except employees or elected officials of School District No. 63 or the Ministry of Education.

Election of Executive

The executive will be elected at every other (even numbered years) annual general meeting (AGM). Elections will be conducted by the outgoing president.

Term of Office

The executive will hold office for a term of two years beginning immediately following the election at the AGM.

No person may hold the same executive position for more than two years consecutively.

Vacancy

If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of KHASA to fill the vacancy until the next AGM.

Removal of Executive

The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may select an eligible member to complete the term.

An executive member who violates the Code of Ethics may be terminated from his or her position.

Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the meeting.

Remuneration of Executive

No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in KHASA affairs.

A portion of the budget may be set aside for education events or year end events for the benefit of the executive.

IV – EXECUTIVE MEETINGS

Meetings

Executive meetings will be held at the call of the president. The meetings will be held before the general meeting but may be held on the same day.

Quorum

A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1). In the case of a tie vote, the meeting chair does not have a second or casting vote and the motion is defeated.

V – COPACS

COPACS Representative

One representative to COPACS may be elected annually from among the voting members who are not employees or elected officials of the District or the Ministry of Education.

Term of Office

The COPACS representative will hold office for a term of one year, and may be re-elected annually.

Vacancy

If the COPACS representative resigns or ceases to hold office for any other reason, the membership may select an eligible member of the Council to fill the vacancy for the remainder of the term.

VI - CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

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.

A parent who accepts a position as a KHASA executive member:

- (a) Upholds the KHASA constitution and bylaws
- (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 behalf and provides information on the processes for taking concerns forward
- (g) Works to ensure issues are resolved through due process and in a timely manner
- (h) Strives to be informed and shares information, known to be reliable and accurate, with the school community
- (i) Respects all confidential information
- (j) Supports public education
- (k) Signs the Statement of Understanding (see Appendix A).

Representing the Council

Every executive member must act solely in the interests of the parent membership of KHASA.

Privilege

Any information received in confidence by an executive member from school personnel, a student, parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

An executive member who is interested, either directly or indirectly, in a proposed contract or transaction with KHASA must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive member must avoid using his or her position on KHASA for personal gain.

VII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The duties of each position are as follows:

President

- Speaks on behalf of KHASA
- Consults with KHASA members
- Presides at membership and executive meetings
- Ensures that an agenda is prepared
- Appoints committees where authorized by the membership or executive
- Ensures that KHASA is represented in school and district activities
- Ensures that KHASA activities are aimed at achieving the purposes set out in the constitution
- Is a signing officer
- Submits an annual report

Vice-President

- Supports the president
- Assumes the duties of the president in the president's absence or upon request
- Assists the president in the performance of his or her duties
- Accepts extra duties as required
- Is a signing officer
- Submits an annual report

Secretary

- Ensures that members are notified of meetings
- Records and files minutes of all meetings
- Keeps a current copy of the constitution and bylaws, and makes copies available to members upon request
- Prepares and maintains other documentation as requested by the membership or executive
- Issues and receives correspondence on behalf of KHASA
- Ensures safekeeping of all KHASA records
- May be one of three signing officer
- Submits an annual report

Treasurer

- Is a signing officer
- Ensures all KHASA funds are properly accounted for
- Disburses funds as authorized by the membership or executive
- Ensures that proper financial records and books of account are maintained
- Provides a written financial report on all receipts and disbursements at general and executive meetings
- Is responsible for the certification of the Financial Controls Checklist is on a semi-annual basis
- Makes financial records and books of account available to members upon request
- Has the financial records and books of account ready for inspection or annual audit
- Drafts an annual budget with the assistance of the executive
- Ensures that another signing officer has access to the financial records and books of account in the treasurer's absence
- Submits an annual financial statement at the AGM

COPACS Representative

- Attends all COPACS meetings and represents, speaks and votes on behalf of KHASA
- Maintains current registration of KHASA
- Reports regularly to KHASA membership and executive on all matters relating to COPACS
- Seeks and gives input to COPACS on behalf of KHASA
- Receives, circulates and posts COPACS newsletters, brochures and announcements
- Submits an annual report

Members-at-Large (*Directors*)

(a) Serve in a capacity to be determined by KHASA

Past President

- Advises and supports the membership and executive
- Provides information about resources, contacts and other matters

VIII – COMMITTEES

The membership and executive may appoint committees to further KHASA's purposes and carry on its affairs.

The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting.

Committees will report to the membership and executive upon request of the executive.

A Nominating Committee will be appointed annually before the AGM

IX – FINANCIAL MATTERS

Financial Controls Checklist

All of the controls in this checklist are to be implemented and enforced by the KHASA executive. Lead by the Treasurer, the KHASA executive will certify this checklist on a semi-annual basis (by December 1 and June 1 of each year).

Financial Year

The financial year of KHASA is May 1 to April 30.

Power to Raise Money

KHASA may raise and spend money to further its purposes.

Bank Accounts

All KHASA funds must be kept on deposit in the name of KHASA in a bank or financial institution registered under the *Bank Act*.

Signing Authority

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted Expenditures

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer’s Report

A treasurer’s written report will be presented at each general meeting. It may be presented by another executive member if the Treasurer is not available.

Audit

Members at a general meeting may appoint an auditor.

X - PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, Executive members, representative or committee member in connection with KHASA shall be deemed to be property of KHASA and shall be turned over to the president when the member, Executive member, representative or committee member ceases to perform the task to which the papers relate.

XII – DISSOLUTION

In the event of winding up or dissolution of KHASA, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of KHASA shall be distributed to another parent advisory council or councils in the district having purposes similar to those of KHASA, as the members of KHASA may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all KHASA records shall be given to the Principal of École Keating Elementary School.

Adopted by KHASA at Central Saanich, British Columbia, on: _____

Signatures of President and one other Executive Member:

President: _____

Date: _____

Other Executive Member: _____

Date: _____

APPENDIX A

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Keating Home and School Association (KHASA) executive, have read, understand, 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 membership should there be any concerns about my work.

Executive Member Position _____

Name of Executive Member _____

Signature _____ Date _____

Phone Number _____