

# PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

## Table of Contents

### CONSTITUTION

#### SECTION I NAME

#### SECTION II PURPOSES OF THE COUNCIL

#### SECTION III DISSOLUTION

#### SECTION IV INTERPRETATION OF TERMS

### BYLAWS

#### SECTION V MEMBERSHIP IN A PAC

#### SECTION VI MEETINGS

#### SECTION VII QUORUM AND VOTING

#### SECTION VIII ELECTION OF EXECUTIVE OFFICERS

#### SECTION IX TERM OF OFFICE

#### SECTION X EXECUTIVE OFFICERS

#### SECTION XI DUTIES OF OFFICERS

#### SECTION XII SCHOOL PLANNING COUNCIL REPRESENTATIVES

#### SECTION XIII COMMITTEES

#### SECTION XIV CODE OF ETHICS

#### SECTION XV FINANCES

#### SECTION XVI CONSTITUTION & BYLAW AMENDMENTS

#### SECTION XVII REMOVAL OF AN EXECUTIVE OFFICER

#### SECTION XVIII PROPERTY IN DOCUMENTS

### CONSTITUTION

#### SECTION I NAME

The name of the Association shall be the HERITAGE PARK SECONDARY SCHOOL PARENT ADVISORY COUNCIL, (PAC/HPSS PAC/the Council).

The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender or politics.

#### SECTION II PURPOSES OF THE COUNCIL

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in Heritage Park Secondary School.

1. To advise the principal and staff on parents' views on any matter relating to the school - programs, policies, plans, and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and

other community members.

Page 2 of 7

### SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council 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 Council, and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 75 (Mission) in the person of the principal of the school. In the person of the Secretary-Treasurer of the school district.

### SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child or children in School District No. 75 (Mission).

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

School - any public elementary or secondary educational institution within School District No. 75 (Mission).

School 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 (Mission) 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.

SPC - School Planning Council

### BYLAWS

#### SECTION V MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Heritage Park Secondary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching), of Heritage Park Secondary School, who are not parents of students currently enrolled in the school may be non-voting members of the Council.
3. 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 Council.
4. At no time shall the Council have more non-voting than voting members.

#### SECTION VI MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in September of each year.
3. General meetings shall be held not less than eight times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.

Page 3 of 7

5. If procedural problems arise on an issue not covered in these bylaws, the New Robert's Rules of Order (2nd Edition) shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

## SECTION VII QUORUM AND VOTING

### A. QUORUM

1. The voting members present at any duly called general meeting shall constitute a quorum.

### B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot (see number 5). Ballots shall be destroyed after the election.
5. The election of the representatives to the DPAC and SPC must be done by secret ballot.

## SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. The exceptions to this shall be with the election of DPAC and SPC representatives. No elected official of the school district or Ministry of Education shall hold an executive position.

1a. The DPAC representatives shall be elected in the month immediately prior to the DPAC AGM.

1b. The SPC Executive representative (who cannot be an employee of any school district) shall be elected by secret ballot at the May general meeting.

2. Call for nominations shall be made prior to the Annual General Meeting.

3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.

4. The Existing Chairperson shall conduct the election.

## SECTION IX TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year, with the exception of the SPC representatives, whose terms will commence September 1.

2. No person may hold any one position for more than two consecutive years. The exception to this will be made when no other person has come forth to run for that position, and the SPC representative who may hold that position indefinitely.

3. No person may hold more than one elected executive position at any one time, unless no other member comes forward to accept that position.

4. The Past Chairperson shall hold that office for one year.

5. The SPC Executive representative shall hold that office for one year.

Page 4 of 7

## SECTION X EXECUTIVE OFFICERS

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

2. The Executive Officers may be as follows:

A. Chairperson or two Co-Chairpersons

B. Vice-Chairperson(s)

C. Secretary

D. Treasurer

E. Two District Parent Advisory Council Representatives

F. Two or more Members-At-Large (Directors)

G. Past Chairperson

H. School Planning Council Executive Representative 3

## SECTION XI DUTIES OF OFFICERS

A. The Chairperson or co-Chairpersons 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 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) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer
- k) may issue and receive correspondence on behalf of the organization
- l) submit an annual report

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson &/or Co-Chairpersons in their absence or upon request.
- b) assist the Chairperson &/or Co-Chairpersons in the performance of his/her duties
- c) accept extra duties as required
- d) 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) safely keep all records of the Council

Page 5 of 7

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the 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 XV
- 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 Council

E. The DPAC Representatives shall:

- a) attend PAC and DPAC meetings
- b) seek and give input on behalf of the PAC to the DPAC
- c) report back to the PAC

F. Members-at-Large (Directors) shall:

a) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require.

G. The Past Chairperson shall:

- a) help smooth the transition between Chairpersons
- b) assist, advise and support the Council
- c) provide information about resources, contacts, and other essential information to the Council
- d) act as a consultant for the Chairperson

H. The SPC Executive Representative shall:

- a) be one of three elected SPC representatives
- b) represent and speak on behalf of the PAC at SPC meetings
- c) take direction from the general PAC membership, and with the exception of time limited issues, take direction from the PAC executive
- d) report back to the PAC with a written report at general meetings

#### SECTION XII SCHOOL PLANNING COUNCIL REPRESENTATIVES

1. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council. The SPC parent representatives will take direction from the PAC.

Page 6 of 7

#### SECTION XIII COMMITTEES

- 1. Standing and ad hoc committees shall be formed when necessary.
- 2. A Nominating Committee may be appointed annually before the AGM.
- 3. Committees are responsible to the executive and members.
- 4. The PAC executive may appoint members to committees annually.

#### SECTION XIV CODE OF ETHICS

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

- 1. Upholds the constitution and bylaws, policies and procedures of the electing body(PAC)
- 2. Performs her/his duties with honesty and integrity.
- 3. Works to ensure that the well being of students is the primary focus of all decisions.
- 4. Respects the rights of all individuals.
- 5. Takes direction from the members, ensuring representation processes are in place.
- 6. 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.
- 7. Works to ensure those issues are resolved through due process.
- 8. Strives to be informed and only passes on information that is reliable.
- 9. Respects all confidential information.
- 10. Supports public education.

Statement of understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Heritage Park Secondary School Executive, have read, understood, and agreed 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: \_\_\_\_\_

Note: This page could be photocopied and used yearly for the new executive to sign.

#### SECTION XV FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval at the Annual General Meeting.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.
7. A minimum of \$500.00 will be in each year's budget for a bursary which will be called the Heritage Park Secondary School Parent Advisory Council Bursary and be given annually to one graduating student. The amounts given over the \$500.00 minimum to be decided at any general meeting.

Page 7 of 7

8. Funds may be invested as per the standards of charitable organizations and designated for the Heritage Park Secondary School Parents Advisory Council Bursary to create or maintain an existing perpetual bursary fund. Any amounts to be subsequently invested will be discussed and voted on at any general meeting.
9. The Fiscal year will be September 1 to August 31.
10. PAC Executive may approve expenditures of up to \$100.00 without the vote from a general meeting.

#### SECTION XVI CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
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 fourteen 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 XVII REMOVAL OF AN EXECUTIVE MEMBER

1. 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 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 fourteen days before the meeting.

#### SECTION XVIII PROPERTY IN DOCUMENTS

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 Chairperson or Co-Chairpersons when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by Heritage Park Secondary School PAC at Mission, British Columbia,

on \_\_\_\_\_, 20\_\_.

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Chairperson or Co-Chairpersons

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Secretary

Updated 04/02

11/02

03/03

03/04