

MISSION SECONDARY SCHOOL

PARENT ADVISORY COUNCIL

Constitutions, By-Laws, & Code of Conduct

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CONSTITUTION

- I **Name:**
The name of the Association is the "Mission Secondary School Parent Advisory Council" (PAC).
- II **Purpose:**
The purpose of the PAC is:
- a) To facilitate and enhance communication and cooperation among parents, administrators, teachers, and other PACs.
 - b) To advocate for the wellness of the student body and their needs.
 - c) To foster awareness of the liaison between community and school.
- III **Dissolution:**
Upon winding up or dissolution of Mission Secondary PAC, the assets which remain after payments of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision is unalterable.

BY-LAWS

- IV **Membership:**
- a) Eligible for voting membership in the association are all parents with children currently attending Mission Secondary School.
 - b) The executive shall consist of two (2) Co-Chairpersons OR President and Vice President, Secretary, Treasurer, and up to four (4) Members at Large.

- c) The executive shall be elected or appointed by the voting membership, for a one year term.
- d) The term of office for all executive positions shall be from July 2st to June 30th.
- e) No person shall hold the same executive office for more than three (3) consecutive years.

V School Planning Council (SPC)

- a) Three (3) parent representatives to the SPC 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 office of the PAC.
- b) The election of representatives to the SPC must be by secret ballot.
- c) The term of office for SPC representatives shall be for one (1) year starting October 1st.
- d) Duties of the SPC representative shall
 - i) be one of three (3) elected SPC representatives
 - ii) represent and speak on behalf of the PAC at SPC meetings
 - iii) report back to the PAC at general meetings

VI Meetings

- a) Meeting dates and times will be determined by the executive each month.
- b) A special meeting may be called at the request of at least six (6) voting members, provided the request includes the purpose of the meeting.
- c) At a meeting of the members, a quorum shall consist of three (3) voting members, and include a minimum of two (2) members of the executive. If no quorum is present within one-half hour of the time of the meeting, any voting issues will be moved to the next scheduled meeting.
- d) No proxy voting allowed.

VII Committees

- a) Internal standing or ad hoc committees may be established by the executive to deal with specific matters or projects. A spokesperson for each committee shall keep the membership informed as to the progress and results, as appropriate. The Co-chairs shall be ex officio members of all such committees and shall disband them upon completion of the specific function.
- b) Representatives on external advisory committees shall be selected by the executive, in consultation with the members, and shall keep the members informed as to meetings attended.

VIII General

- a) No part of these by-laws may be repealed, amended, or enlarged except by consent of seventy five (75%) of the voting membership in attendance.
- b) In all matters of procedure not covered by these by-laws, "Robert's Rules of Order" shall apply.

IX Duties of Officers

A Co-Chairs OR President & Vice-President

1. The Co-Chairs OR President shall preside at all meetings and direct the affairs of the council.
2. The Co-Chairs OR President & Vice-President shall be responsible for:
 - preparation of the agenda for all meetings
 - ensuring that all activities of the council are regularly reported to the members
 - arrange with the administration for use of school facilities whenever necessary
3. The Chair or designated Chair shall only have a casting vote in the event of a tie. The Co-chair attending, but not presiding at the meeting, shall have full voting privileges.

B Secretary

The Secretary shall:

- keep minutes at all meetings
- conduct the correspondence of the council under the direction of the Co-chairs and executive
- be responsible for delivery of any material approved by the executive

C Treasurer

The Treasurer shall receive all monies and account for all expenditures to the membership when required.

Signing authority shall include the Treasurer, the Co-Chairs and a representative of the school designated by the Principal.

Expenditures in excess of one hundred dollars (\$100.00) require the approval of a simple majority at a meeting. Lesser amounts may be approved by the executive.

D Members at Large

1. Members at Large shall:
 - assist other officers in establishing ad hoc committees when deemed necessary
 - coordinate phoning committee
 - represent PAC at Mission District Parent Association
 - coordinate fundraising activities
2. Responsibilities for these duties shall be decided at the first meeting of the school year.

**ECOLE MISSION SECONDARY SCHOOL
PARENT ADVISORY COUNCIL**

CODE OF CONDUCT

1. The PAC is not a forum for the discussion of individual students, individual parents, individual school personnel, nor any other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. An Executive member:
 - a) Upholds the Constitution and By-Laws, policies and procedures of the PAC.
 - b) Performs his/her duties with honesty and integrity.
 - c) Ensures 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 that representation processes are in place.
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information for taking concerns forward.
 - g) Ensures that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is correct and reliable.
 - i) Respects all confidential information.
 - j) Supports public education.
4. Declarations of candidacy for school trustee shall suspend a member's voting privileges for the duration of the campaign and the term of office as school trustee.
5. If a conflict of interest occurs, a member must excuse themselves from voting.

