

CONSTITUTION AND BYLAWS

PARENT ADVISORY COUNCIL

**ÉCOLE DR. CHARLES BEST
SECONDARY SCHOOL**

As amended Feb 2015

CONSTITUTION

SECTION I NAME

The name of the association shall be the ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL PARENT ADVISORY COUNCIL, from now on referred to as the PAC.

The PAC will operate as a non-profit organization with no personal financial benefit.

The business of the PAC shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSES OF THE PAC

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students in ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL.

1. To advise the principal and staff on parents' views on any matter relating to 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.
6. To participate on the ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL Planning Council, from now on referred to as the SPC.

SECTION III DISSOLUTION

1. In the event of the 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. 43 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 PAC may determine at the time of winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records shall be placed under the jurisdiction of School District No. 43 District Parent Advisory Council, from now on referred to as DPAC to distribute to Parent Advisory Council(s) as referred to in Section III, Item 1, as requested.

SECTION IV INTERPRETATION OF TERMS

Parents – the parent/parents or guardian of a child or children in School District No. 43

Parent Advisory Council – 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. 43

District – School District No. 43

SD43 – School District No. 43

DPAC – the School District 43 District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 43, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

School Planning Council (SPC) – a committee consisting of the principal, an elected teacher representative and three elected representatives of the PAC, who must prepare and submit an annual School plan.

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

Conflict of Interest – refers to a situation in which an individual or his/her immediate family could benefit monetarily from a decision of the PAC which that individual can influence or vote upon.

Perceived Bias – refers to a situation which may exist if an individual who represents the PAC to an external organization or to the general public, is also an employee or elected official of any school district or the Ministry of Education. There may be a perception that he or she is not speaking solely in the interest of parents and this may diminish the power of what is said.

BYLAWS

SECTION V MEMBERSHIP IN THE PAC

1. All parents and guardians of students registered at ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching of ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL may be non-voting members of the PAC.
3. Members of the school community who are not parents of students currently enrolled in the school may be invited to become non-voting members of the PAC.
4. At no time shall the PAC have more non-voting than voting members.
5. The council shall consist of the elected Executive Officers, the elected DPAC representative and general members.
6. Any SD43 employee or Ministry of Education employee who is a member of the PAC must declare any potential conflict of interest or perceived bias. The PAC will decide on the eligibility of such a person to vote on the issue in question.

SECTION VI SCHOOL PLANNING COUNCIL (SPC)

1. The School Planning Council may consist of the principal, an elected teacher representative and three elected representatives of the PAC.
2. One of the PAC representatives must be an elected executive member of the PAC.
3. An employee of any school board is not eligible for election as a PAC representative to the SPC.
4. The term of office for a representative on the school planning council must be no more than one year.
5. The election of teacher and PAC representatives to the SPC must be by secret ballot.
6. There is a provision for appointment of these representatives if none is elected.
7. The PAC representatives on the SPC will report to the PAC at each general meeting.
8. The parent representatives on the SPC will consult with the PAC on matters pertaining to the School Plan.
9. The parent representatives will be elected at the AGM except in the case of the first elected representatives who will be elected at the time the PAC has determined the process for doing so.

10. Request for submission of intent for representation to the SPC will be made to the PAC President at least 30 days prior to the AGM or in the case of the first SPC, anytime prior to the date set for the election.

SECTION VII MEMBERSHIP IN DPAC

1. The parent representative on the DPAC must be elected by secret ballot at the PAC AGM.
2. Nominations for representation on the DPAC must be made at least 30 days prior to the AGM.
3. In the event that there are no nominations for election, a representative will be appointed by the PAC membership.

SECTION VIII MEETINGS

1. General meetings shall be held during the school year not less than eight times per year, one of those being the AGM and shall be open to all members of the PAC, invited guests and teachers of ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL.
2. Executive meetings may be held anytime or place as deemed necessary. The purpose of the executive meetings is to carry on business between general meetings.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. There shall be an Annual General Meeting (AGM) for the purpose of election of PAC executive, School Planning Council Representatives and the DPAC representative held in May or June of each year. Notice of this meeting stating time, date and place shall be delivered to all members of the Council at least thirty days prior to the AGM and/or announced in the school newsletter.
5. If procedural problems arise on an issue not covered by these bylaws, Robert's Rule of Order shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of individual concerns regarding school personnel, students, parents, or other individual members of the school community. This does not preclude members bringing forth individual examples to speak to a general issue where appropriate.

SECTION IX

A. QUORUM

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

2. The quorum for an AGM and/or to remove an executive member at any general meeting shall be four voting members in addition to the executive members present.
3. The quorum for an executive meeting is 50% plus 1.

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. Each member shall have one vote.
4. Voting shall be done by a show of hands. In the case of election of executive officers where only one person is seeking that position, voting by acclamation is acceptable.
5. The election of representatives to the SPC and DPAC must be by secret ballot. A vote shall be taken to destroy the ballots after the election.

SECTION X: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No elected official of the school district or Ministry of Education shall hold an executive position on the PAC. An employee of District 43 can run for an executive position provided they declare their employment status prior to the vote.
2. Call for nominations shall be made at the two meetings before the AGM. Nominations shall come from the members of the PAC.
3. In the event of a vacancy on the executive during the year, a call for nominations must be made 30 days prior to the next general meeting when an election will take place. Subsequent to a second election, if there is no nomination made, the executive shall appoint a new officer who shall hold office until the next election.
4. 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.

SECTION XI: TERM OF OFFICE

1. The executive shall be elected at the AGM for a term of one year starting July 1.
2. No person may hold any one executive position for more than four consecutive years, except for the president who may only hold the position for two consecutive years.

3. An executive officer from the PAC shall be elected as a representative to the SPC; no other executive officer of the PAC shall hold more than one position on the executive of the PAC.
4. The Past President shall hold that office for one year.
5. The term of office for School Planning Council representatives shall be one year.

SECTION XII: EXECUTIVE OFFICERS

1. The affairs of the PAC shall be managed by a board of elected officers and the immediate Past President.
2. The Executive of the PAC shall consist of:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - DPAC Representative
3. The minimum positions to be filled are those of President, Secretary and Treasurer.

SECTION XIII: DUTIES OF OFFICERS

A. The President shall:

- a) convene and preside at general, special, executive meetings and the AGM and speak for the PAC in an official capacity
- 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) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- g) shall ensure a quorum is present when required by the constitution
- h) consult and inform PAC members regularly
- i) be a signing officer.

B. The Vice President shall:

- a) assume the responsibilities of the president in the president's absence or upon request
- b) assist the president in the performance of his/her duties
- c) be a signing officer if required.

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, executive and Annual General meetings
- c) issue and receive correspondence on behalf of the PAC
- d) be a signing officer
- e) ensure safekeeping of records of the PAC
- f) keep an accurate and up to date copy of the Constitution and Bylaws
- g) prepare complete minutes of all general and annual general meetings and shall ensure minutes are distributed at the following meeting.

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the PAC
- c) disburse funds authorized by the executive or members in a timely manner
- d) maintain an accurate record of all income and expenditures of the PAC
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the PAC 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 plan of expenditures as per Section XVI
- 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 PAC.

E. The DPAC Representative 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. The Past President shall:

- a) help smooth the transition between presidents
- b) assist, advise and support the PAC
- c) provide information about resources, contacts and other essential information to the PAC

G. The School Planning Council (SPC) Representative shall:

- a) be one of three elected SPC representatives

- b) regularly attend to represent and speak on behalf of the PAC at SPC meetings
- c) take direction from the general PAC membership
- d) report back to the PAC at general meetings.

SECTION XIV: CODE OF ETHICS

A PAC member who accepts a position as a PAC executive:

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
2. Performs his/her 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, Guardians and students with individual concerns to act on their own behalf and provides information on this process for taking forward concerns.
7. Works to ensure 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.

SECTION XV: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.
3. The PAC executive may appoint members to committees annually.

SECTION XVI: FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. The executive will present for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the PAC will be kept on deposit in a bank or financial institution registered under the Bank Act in the appropriate PAC account
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all 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. All cash funds received for the PAC shall be counted and verified in writing by at least two PAC members and submitted to the Treasurer
8. All financial records are the property of the PAC.

SECTION XVII: CONSTITUTION AND 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 PAC.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be made available to all members on the website at least 14 days before the meeting. The executive may inform the members of this posting through regular means of communication (i.e. Newsletter or email)
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 DPAC Office for safekeeping only.

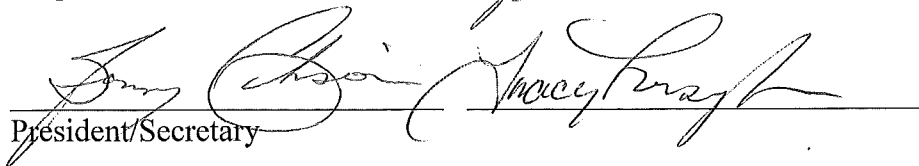
SECTION XVIII: REMOVAL OF AN EXECUTIVE MEMBER

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. Notice specifying the intention to make a motion to remove the executive member shall be made in writing posted on the Parent Information Board at the school not less than 14 days before the meeting.
3. The following are grounds for termination of an executive member:
 - Is convicted of a criminal offence or other serious offence
 - For failure to observe the Constitution and Bylaws of the PAC
 - Serious conflict of personalities which creates an unproductive and disruptive working environment.

SECTION XIX: PROPERTY IN DOCUMENTS

Documents, records, minutes, correspondence or other papers kept by a member or committee member in connection with the PAC shall be deemed the property of the PAC and all minutes of meetings and financial documents shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by ÉCOLE DR. CHARLES BEST SECONDARY SCHOOL PAC at
Coquitlam, British Columbia, on April 10, 2015.



President/Secretary