

School District 43 (Coquitlam)

Riverside Secondary
School
Parent Advisory
Council
Constitution and
Bylaws

Updated April 2019

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Constitution of the Riverside Secondary School Parent Advisory Council

Section 1: Name

The name of the association shall be the RIVERSIDE SECONDARY SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the Council or the PAC.

The Council will operate as a non-profit organization with no personal financial benefit accruing to its members and shall conduct business without bias toward race, religion, gender politics, sexual orientation, and physical or mental ability.

The Council is established with the authority granted in the BC School Act [RSBC 1996} Chapter 412, Part 2, section 7 and 8.

Section 2: Mission Statement

The Riverside Secondary School PAC's mission is to advocate for excellence in education, the safety and well-being of its students, and for the effective and meaningful involvement of parents as partners in the education system.

Section 3: Objectives of the PAC

The objectives of the Council are to support, encourage, and improve the quality of education and the well-being of students in Riverside Secondary School (the "School").

- To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the School (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organization of any recommendation.
- To promote effective communication and cooperation between the home and the School in providing for the education of our children.
- To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the school and district levels.
- To initiate fundraising activities only when there is a clearly identified need to provide funds for a quality education.
- To ensure children learn in a safe, healthy environment.
- To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Section 4: Membership

1. All parents and guardians of students registered at the School have the right to attend PAC Meetings and are voting members of the PAC. Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.

2. Administration, staff (teaching and non-teaching), and students of the School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at the School will be allowed to be a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of the School may also be non-voting members of the council, but must apply to the PAC through the School office for inclusion.
4. The School will make available to the PAC President a list of names of parents/guardians of students and staff if/when it is necessary to decide if a member is eligible to vote.
5. Every member will uphold the constitution and comply with these bylaws.

Section 5: Dissolution

1. In the event of the dissolution of the PAC, the Council shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another local Parent Advisory Council with similar objectives, DPAC, or a charitable organization registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the Council. This clause shall be unalterable.
2. In the event of the dissolution of the PAC, all records of the Council shall be placed under the jurisdiction of the DPAC.

Bylaws of the Riverside Secondary School Parent Advisory Council

Section 6: Meetings

1. There shall be monthly general meetings held during the academic year. Up to two per year may be exempted as determined by the PAC President. Dates for these general meetings are ideally determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible.
2. One general meeting will be the Annual General Meeting and will be held in May for the election of Council officers for the next year. If vacancies remain, a supplementary election should be held in September.
3. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section 3. A Council meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
4. All policy and spending decisions, other than operational needs, shall be made at general meetings where all members, not only Executive officers, can participate.
5. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item

will be provided to members via the school website, email or other forms of communication as deemed appropriate.

6. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members on the PAC section of the school website.
7. The PAC President will prepare agendas after accepting input from other Council members and the school Administration. A meeting is duly called when the meeting date has been posted on the school website at least seven days prior to a general meeting and the agenda has been posted and distributed to parents at least four days prior to a meeting.
8. Any member wishing to place an item on the agenda of a general meeting shall contact the PAC President. The member is then required to attend the general meeting to present the rationale of that item to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
9. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of Council records.
10. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
11. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between the staff and the PAC and will yield to the autonomy of the PAC, its President and its members at all meetings.
12. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be short and not dominate the meeting. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
13. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the Council to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.

Section 7: Voting and Quorum

1. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.

3. If the agenda has been provided with less than four days' notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of seven members.
4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.
5. At the discretion of the meeting Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied and there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
7. In case of a tie vote, the motion shall not pass.
8. Voting by members on all matters must be given in person, i.e. voting by proxy shall not be permitted.
9. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting.
10. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A "yes" or "no" must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted. A vote shall be taken to destroy all written ballots.

Section 8: Executive Officers

1. The affairs of the Council shall be managed by the members through a board of elected officers from amongst the members whose titles and duties may be determined by the needs of the Council.
2. The composition of the Executive must include:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. District Parent Advisory Council Representative
 - f. As many other executive positions as required.
3. The positions of President, Vice President, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the Council and must be filled before any nominations will be accepted for other Executive positions.

Section 9: Election of Executive Officers

1. The Executive officers shall be elected from the voting members at the Annual General Meeting. Elected official(s) of the Ministry of Education, and employee(s) and elected officials of School District 43 are excluded from holding an Executive PAC position.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member of these positions. (Refer to Section 4: Membership).
3. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
4. No person shall hold more than one position on the Executive at a time. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
5. Any Executive position may be co-chaired or shared with the agreement of the two parties and with the requirement that the two people share one consensus vote.
6. The election of contested Executive positions will be done by secret ballot. Election of the DPAC Representative must always be by secret ballot. A non-voting attendee shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
7. A vote shall be taken to destroy all written ballots.

Section 10: Duties of the Executive Officers

1. The elected Executive shall consult with, take direction from, and represent all members of the PAC. The Executive shall work as a team to ensure Council purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section 12).
3. If an Executive member is unable to attend, they should inform the President prior to the meeting.
4. Each Executive position shall have a designated binder or electronic folder where all written material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be delivered to their successors or the PAC President.

A. President

- Shall convene and preside at all executive, general and special meetings or notify the Vice President to assume this duty as necessary.
- Shall be familiar with and follow the Constitution and Bylaws.
- Shall ensure that an agenda is prepared and distributed following the Bylaws.
- Shall ensure a quorum is present before calling a meeting to order.
- Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member of all committees.

- Shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally.
- Shall be one of the three signing officers.

B. Vice President

- Shall convene and preside at all executive, general, and special meetings at the notification of the President and to assume this duty as necessary.
- Shall be familiar with and follow the Constitution and Bylaws.
- Shall assume all PAC President duties at the request of the President.
- Shall be one of three signing officers.

C. Treasurer

- Shall have a demonstrated ability and/or understanding of bookkeeping procedures.
- Shall keep an accurate and current record of all receipts and expenditures of the Council and all of its committees. Bank statements must be reconciled monthly and made available for review as requested.
- Shall assess all financial undertakings to ensure they are within the annual budget.
- Shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- Shall prepare a written financial report for presentation at each Council meeting and submit an annual financial statement at the annual general meeting; reports shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit.
- Submit the BC Gaming Grant Application (during the application period April 1 – June 30) and the BC Gaming Account Summary Report within 90 days following the fiscal year-end.
- Shall be responsible for issuing receipts and the prompt deposit of all monies paid to the Council. Also refer to Section 14: Finances.
- Shall be one of three signing officers.
- Shall ensure all bills are paid promptly.
- Shall draft an annual budget with the assistance of the PAC President.
- Shall maintain all financial records in an orderly fashion as stipulated by BCCPAC.

D. Secretary

- Shall record the minutes of all executive, general, and special meetings.
- Shall prepare within two weeks of any meeting, complete minutes and ensure their distribution to the PAC President and the PAC section of the school's website.

- Shall file the original copy of the minutes and the meeting roll in the official Council record binder or electronic file.

E. District Parent Advisory Council Representative (DPAC Rep)

- Shall attend DPAC meetings or designate another elected officer of the PAC to attend on their behalf.
- Shall report to the Council regarding issues discussed at the DPAC meetings.
- Shall seek input from the Council for presentation at DPAC meetings.
- Shall vote the Council's wishes at DPAC meetings.
- Shall maintain the Council's information binders or electronic files with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and the Ministry of Education, and make them readily available to the general membership.

Section 11: Executive Terms of Office

1. The term of office for an Executive officer shall be one year or until their successor assumes the duties. The new Executive shall attend the June general meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected, but may not hold any one position for more than two consecutive years, except as provided under subsection 3. For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term since being elected is considered to have served a full term in that position.
3. An elected member of the Council may hold one position for up to four consecutive years, if for each year after two consecutive years:
 - a. no other member is nominated for that position,
 - b. the member is nominated to serve for another year,
 - c. the member agrees to stand for that position.
4. Failure to meet the requirements of Section 4(1) respecting PAC voting membership will immediately terminate an Executive Officer's Term of Office.
5. The following are grounds for termination of the office of any Executive officer:
 - a. is absent from three consecutive meetings of the Executive or Council without Reason acceptable to the Executive,
 - b. is convicted of a criminal or other serious offence,
 - c. failure to observe the Constitution and Bylaws, purposes, and policies of the Council,
 - d. failure to abide by the Council Code of Conduct.

Section 12: Code of Conduct

1. The Riverside Secondary School PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.

2. All members must refrain from discussing, influencing and voting upon any matter before the Council in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member shall be referred to the PAC Executive for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached 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.
4. A parent or guardian who accepts a position as a Council Executive Member:
 - a. upholds the Constitution and Bylaws, policies and procedures of the Council,
 - b. performs duties with honesty and integrity and meets agreed upon deadlines on projects,
 - 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 and executive, ensuring that representation processes are in place,
 - f. encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf,
 - g. works to ensure that issues are resolved through the appropriate process,
 - h. strives to be informed and only passes on information that is reliable and correct,
 - i. respects all confidential information,
 - j. supports public education.
5. Breaching the Code of Conduct may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
 - a. a 2/3 vote of the Council Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive seven days written notice of the motion prior to the meeting, or
 - b. a majority vote of voting members at a duly called general meeting, where notice of the intent of the motion has been presented in the agenda.

Section 13: Committees/Representatives

Standing and ad hoc committees or representative shall be formed or appointed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting. These committees/representatives are fully responsible to the Executive and membership.

1. Canadian Parents for French (CPF) Representative:

- a. to be chosen at the annual general meeting,
- b. to ensure a delegate represents the School's interests at CPF meetings and reports to the PAC,
- c. shall represent the concerns of parents of French immersion students to the Council and act as their contact,

- d. shall coordinate the distribution of CPF materials to French immersion students and their families at the school.

2. After Grad Committee

- a. Committee Chairperson, Communications Lead, Fundraising Lead plus any other committee members shall be chosen at the first After Grad meeting of each school year.
- b. The Committee Chairperson shall be responsible for reporting to the PAC at each general meeting and will make all written materials available to the PAC President upon request.
- c. The mandate of the After Grad Committee is to plan, organize, and fundraise for the annual end of the year dry grad celebration for the graduating students of Riverside Secondary School.
- d. The After Grad Committee is responsible:
 - 1. To prepare an event budget at the beginning of the school year and to present said budget to the PAC at the January general meeting,
 - 2. To plan and perform fundraising activities necessary to meet the committee's funding requirements,
 - 3. To plan and run events,
 - 4. To hire the necessary suppliers and purchase necessary supplies for these events,
 - 5. To arrange for volunteers as necessary,
 - 6. To do such other tasks related to the after grad as directed by the PAC Executive,
 - 7. To leave a minimum \$3000 continuance fund for the following year's After Grad Committee.
- e. Where the After Grad Committee and the PAC Executive disagree on a matter regarding the After Grad, the PAC Executive will decide on the matter.
- f. The policy for which students may attend After Grad will be the same as stipulated in the Riverside Secondary School Code of Conduct (available in the student handbook and/or on the school website). No exceptions will be made.

Section 14: Finances

- 1. A proposed budget shall be drawn up by the President and Treasurer and be modified and approved by the membership at the final general meeting of each year. A new budget must be approved before the old budget expires.
- 2. All funds of the council will be on deposit in a bank or financial institution registered under the Bank Act in appropriate accounts for the School PAC.
- 3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cash or cheques made out to Riverside Secondary School PAC. Two members (one must be Executive) must verify and account for monies collected from events or fundraising. All monies raised by the Council must be deposited promptly in a Council account before being dispersed so that proper records are maintained.

4. There shall be three signing officers for banking and legal documents. This shall be the PAC President, the Vice President and the Treasurer.
5. The bank statements are to be independently reviewed (by someone other than the Treasurer) on a monthly basis.
6. All money paid out from the Council will be in cheque form upon receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the payee is left blank. All issued cheques must bear two signatures of the three signing officers.
7. The general membership must approve all expenditures by Executive or Committee Members over budgeted amounts. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to 10% of the budgeted amount, or \$200, whichever is lesser, can be approved by the President or Treasurer plus one other Executive member. The Council is not obligated to reimburse individuals who exceed these guidelines without prior approval.
8. Expenditures for operations of the Council may be approved at Executive meetings. All proposed on capital, school events, or items/services for the school will be first presented to the Executive, and then must be approved by a majority at a general meeting. In the event expenditure will be less than the originally budgeted amount, the remaining amount of the original budget can be reallocated to a new expenditure with the prior approval of the President or Treasurer plus one other member of the Executive. The new expenditure must fit into the guidelines for funding the original request, such as the Gaming Commission funding rules, and the total expenditure must not exceed the original budgeted amount.
9. The Treasurer will submit a written financial report as detailed in Section 10, part C, at each general meeting. The Treasurer will submit a completed annual statement at the first general meeting after the end of the Council's fiscal year.
10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and be turned over to the Executive on demand. Any member who makes arrangements with the Treasurer can view financial records at the school.
11. A contingency fund will be set up and maintained for the administration of Council activities. The amount will be \$100. This amount must be carried forward to each new term.

Section 15: Fundraising

1. Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by Council. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the PAC. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the Council will be undertaken in consultation with school administration and the approval of the membership.

4. Fundraising must be sensitive to the fundraising of other groups within the school community.
5. No member or their family shall benefit financially from fundraising at the school.

Section 16: Constitution and Bylaw Amendments

Amendments to the Constitution and Bylaws of the Riverside Secondary School PAC may be made at any general or special meeting with a proper quorum, providing:

1. written notice of proposed amendments is given to members of the Executive fourteen days prior to presentation at a general meeting,
2. written notice to all members of the Council is given ten days prior to the general meeting,
3. a 2/3 majority vote is passed by voting members present to amend the bylaws,
4. a 3/4 majority is passed by voting members present to amend any part of the constitution.

Adopted by the Membership at the Annual General Meeting held on May 15, 2019

Laura Code

PAC President

Catherine Willems

PAC Vice President

Lea Latham

PAC Treasurer

Jon Bruneau

Riverside Secondary School Principal