

**CONSTITUTION and BYLAWS of the  
Heritage Woods Secondary School  
PARENT ADVISORY COUNCIL**

**Last change April 2005**

**SECTION I                    NAME**

The name of the Association shall be the HERITAGE WOODS SECONDARY SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the PAC.

**SECTION II                    MISSION STATEMENT**

Heritage Woods Secondary School PAC mission is to advocate for excellence in education, the safety and well being of our students, and for the effective and meaningful involvement of parents as partners in the school and its' policy decisions.

**SECTION III                    OBJECTIVES OF THE PAC**

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well being of students in Heritage Woods Secondary School.
2. 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 organizations of any recommendations.
3. To promote effective communication and cooperation between the home and school in providing for the education of children.
4. 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.
5. To initiate fundraising activities only when there is a clearly identified need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.

**SECTION IV                    MEMBERSHIP**

1. All parents and guardians of students in attendance at HERITAGE WOODS SECONDARY School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). 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 HERITAGE WOODS SECONDARY School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.

3. At no time shall the Council have more non-voting than voting members.

## **SECTION V                    DISSOLUTION**

1. In the event of the dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC. This provision shall be unalterable.
2. In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam.

## **BYLAWS OF THE HERITAGE WOODS SECONDARY SCHOOL PARENT ADVISORY COUNCIL**

### **SECTION VI                    MEETINGS**

1. General meetings shall be held as often as necessary, preferably every month, but with a minimum of five meetings during the academic year. 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 named the Annual General Meeting and be held in September for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in October.
3. 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 PAC records.
4. The executive shall decide whether to use the Roberts Rules of Order for all meetings or to govern in a more informal manner.
5. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve a procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws.

### **SECTION VII                    VOTING and QUORUM**

1. 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.
2. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be the majority two-thirds of the voting positions filled on the Executive.
3. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members' show of hands. That is, when votes are tallied 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.
4. The PAC chair protects his or her impartial position by not voting unless it will determine the outcome of a

motion or when the vote is by secret ballot.

5. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. A “yes” or “no” must be clearly written on an eligible ballot.

## **SECTION VIII EXECUTIVE OFFICERS**

1. The affairs of the PAC shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the PAC.
2. The composition of the Executive must include:
  - A. Coordinator
  - B. Treasurer
  - C. Secretary
  - D. District Parent Advisory Council Representative
  - E. And as many other Executive positions as required. Refer to Appendix A.

## **SECTION X DUTIES OF THE EXECUTIVE OFFICERS**

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws.
3. If an Executive member is unable to attend, they should inform the Secretary or Chair prior to the meeting.

### **A. PAC CHAIR**

- shall convene and preside at all executive, general and special meetings or appoint a replacement if unable to attend.
- 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 to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be one of the three signing officers
- shall submit a written annual report to the membership

### **B. TREASURER**

- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review at each general meeting.
- 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 PAC meeting; this 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
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC.

- shall be one of the three PAC signing officers
- shall ensure all bills are paid promptly
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

**C. 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
- shall file the original copy of the minutes in the official PAC record binder
- shall issue and receive correspondence on behalf of the PAC
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets

**D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

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

**E. Chair(s) of duly appointed Committees, for example Fundraising, Earthquake Preparedness etc.**

- Shall attend and/or supply the PAC with progress reports on the activities of the committee
- Shall keep all records in the supplied binder
- Shall provide PAC with an end of the year report

**SECTION XI EXECUTIVE TERMS OF OFFICE**

1. The term of office for an Executive officer shall be one year, commence on October 1 and end on September 30 the following year.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any one position for more than two consecutive years without consent of the majority at a general meeting.

**SECTION XII PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL (PAC-SPC Rep.)**

**Elections:**

1. Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.
2. One of the representatives must be an elected officer of the HERITAGE WOODS SECONDARY Parent Advisory Council.
3. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
4. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.

5. When all balloting is completed, a motion will be made to destroy the ballots.

**Terms of Office:**

The term of office for PAC School Planning Council representatives shall be for one year or until their successor is elected.

**Duties:**

The PAC School Planning Council representatives shall:

1. take direction from the general PAC membership and act in the best interests of parents and students
2. attend all SPC meetings to represent and speak on behalf of the PAC .
3. report back to the PAC at general meetings.

### **SECTION XIII CODE OF CONDUCT**

1. The HERITAGE WOODS SECONDARY School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest.
3. A PAC Members is expected to:
  - a) uphold the Constitution and Bylaws, policies and procedures of the PAC
  - b) perform duties with honesty and integrity and meets agreed upon deadlines on projects
  - c) work to ensure that the well being of students is the primary focus of all decisions
  - d) respect the rights of all individuals
  - e) take direction from the members, ensuring that representation processes are in place
  - f) encourage, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
  - g) work to ensure that issues are resolved through the appropriate process
  - h) strive to be informed and only passes on information that is reliable and correct
  - i) respects all confidential information
  - j) support public education
4. 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 two-thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting. OR
  - a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

### **SECTION XIV COMMITTEES**

1. Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. Committees are fully responsible to the Executive and membership.

## SECTION XV FINANCES

1. A proposed budget should be drawn up by the Chair / Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for HERITAGE WOODS SECONDARY School Parent Advisory Council.
3. There shall be three signing officers for banking and legal documents. This shall be the PAC Chair, the Treasurer and one other Executive officer as decided by the Executive. The bank statements and related cheques are to be independently reviewed (by someone on the PAC, other than the Treasurer) on a regular basis.
4. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt.. All issued cheques must bear the signatures of two of the three authorized signatories.
5. The Executive Council general membership must approve all expenditures by Executive or Committee Members over \$100. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
6. Expenditures for operations of the PAC may be approved at Executive meetings. All proposed expenditures 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.
7. The Treasurer will submit a written financial report at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (May 31).
  - a. At the April 5, 2005 General PAC meeting the Pac's fiscal year end was amended to June 30
8. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.
9. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. The Treasurer shall keep the current year to hand but all previous year's records shall be stored in the PAC Archives. Any member who makes arrangements with the Treasurer can view financial records at the school.
10. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$300 dollars. This amount must be carried forward to each new term.

## SECTION XVII CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the Constitution and Bylaws of HERITAGE WOODS SECONDARY School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.

3. Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.

Adopted by the Membership at the General Meeting held \_May 16,  
2005\_\_\_\_\_

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PAC Chair

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PAC Secretary

Date \_\_May 16, 2005\_\_\_\_\_