

**Gladstone Secondary School  
School District No. 39 (Vancouver)**

**Parent Advisory Council**

**Constitution & Bylaws**

**Amended: November 20,2018**

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## **CONSTITUTION**

### **SECTION 1 NAME**

(1) The name of the association shall be the **GLADSTONE SECONDARY SCHOOL PARENT ADVISORY COUNCIL** (“the Council”, “the PAC”) of School District No. 39 (Vancouver).

(2) The PAC will operate as a non-profit organization with no personal financial benefit to members.

(3) The business of the PAC shall be conducted without bias towards race, religion, gender or politics.

### **SECTION 1A PURPOSE OF THE PAC**

(4) The purpose of the PAC is to support, encourage and improve the quality of education and the well being of students at Gladstone Secondary School by:

1. advising the school principal and staff on the views of parents about school programs, policies, plans and activities.
2. communicating with parents, and promoting cooperation between the home and the school in providing for the education of children.
3. assisting parents in their interactions with the education system, and representing the interests of parents and students.
4. organizing PAC activities and events.
5. contributing to the effectiveness of the school by promoting the involvement of parents and other community members.

6. organizing in conjunction with the administration and teachers, volunteer programs and activities which support the school.

## **SECTION 1B DISSOLUTION**

- (5) The PAC shall be dissolved in the event that the school is permanently closed.
- (6) Upon dissolution of the PAC, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to the School Board of the District in which the PAC of the School is located to be used for an educational purpose(s) in the community of the School. This shall be unalterable.
- (7) The records of the PAC shall then become the property of the School Board.

# **BYLAWS**

## **SECTION 2 MEMBERSHIP**

- (8) All parents of students registered at Gladstone Secondary School are voting members of the PAC.
- (9) A parent is (as defined in Section I of the School Act) the person who usually has the care and control of a student, a court-appointed guardian of a student, or the person legally entitled to custody of a student attending the school.
- (10) The principal or vice principal will be a member (ex officio) of the PAC. A teacher representative will be elected by the School Staff Committee and will be a member of the PAC. Neither principal, vice principals nor teachers may vote.
- (11) A student representative will be appointed by the Student Council and may attend meetings.
- (12) Members of the community who are not parents of students currently at the school may attend meetings of the PAC by invitation but may not vote.

## **SECTION 3 MEETINGS**

- (13) There shall be an Annual General Meeting for the purpose of election of Executive Officers and School Planning Council representatives held in May of each year and seven (7) or more additional monthly general meetings during the school year to conduct current business. The Annual General Meeting will include the presentation of annual reports.

(14) The executive meetings and additional general meetings shall be held at the discretion of the executive, or upon the receipt of a petition signed by 25 or more members. All members will be notified about such a meeting and provided with an agenda and any notice of motion at least two weeks in advance.

(15) The rules contained in 21<sup>st</sup> Century Robert's Rules of Order shall govern the PAC in all instances except when inconsistent with these bylaws or any other special rules the PAC may adopt.

## **SECTION 4 VOTING**

(16) Each member present at a meeting of the PAC shall be entitled to one vote. Members must vote personally on all matters; voting by proxy shall not be permitted.

(17) The voting members present at any duly called general meeting shall constitute a quorum.

(18) Voting shall be by a show of hands or, at the discretion of the members present, by secret ballot. The election of representatives to the School Planning Council must be by secret ballot. (School Act, s. 8(6)). In the event of a secret ballot, a vote shall be taken to destroy the ballots after the election.

(19) All business or matters coming before the PAC shall be decided by a simple majority of the votes cast by the members who are present at the meeting, except as otherwise provided herein.

(20) Minutes of each executive and general meeting shall be prepared and presented by the Secretary of the PAC for approval at the next regular meeting.

## **SECTION 5 ELECTION OF EXECUTIVE OFFICERS & SCHOOL PLANNING COUNCIL REPRESENTATIVES**

(21) The Executive Officers and School Planning Council representatives shall be elected from among voting members at the Annual General Meeting. 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 PAC. (School Act, s.8.1).

(22) Call for nominations shall be made at the meeting in March or April. The Nominations Committee Chair will normally be the Past Chair. The PAC will elect a Nominations Committee Chair if the position of Past Chair is not filled.

(23) In the event of a vacancy on the executive or the School Planning Council during the year the PAC shall elect a new officer who shall hold office until the next election.

(24) Elections shall be conducted by the Nominations Committee chairperson.

(25) Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.

(26) In the event of a secret ballot, a vote shall be taken to destroy the ballots after the election.

## **SECTION 6 EXECUTIVE OFFICERS**

(27) The affairs of the PAC shall be managed by a board of Executive Officers.

(28) The Executive Officers shall be as follows:

1. Chairperson or two Co-Chairpersons
2. One or two Vice-Chairpersons
3. Treasurer
4. Secretary
5. Two or more Members-At-Large

## **SECTION 7 TERM OF OFFICE**

(29) The term of office for the PAC Executive Officers and School Planning Council representatives shall commence in June of each school year and shall be for one year. (School Act, s. 8.1(6)).

(30) Any elected member of the PAC may serve on the executive for as many years as she/he is elected to a position, but no person may hold any one position for more than two consecutive years at a time. Any elected School Planning Council representative may serve as many times as she/he is elected to that position, but no person may hold that position for more than two consecutive years at a time.

(31) No person may hold more than one elected executive position at any one time.

## **SECTION 8 DUTIES OF THE OFFICERS**

(32) **The Chairperson(s):**

1. shall convene and preside at all membership, special, and executive meetings;
2. shall ensure that an agenda is prepared and presented;
3. shall appoint committees where authorized to do so by the executive or membership;

4. shall be an ex-officio member of all committees except the Nominations Committee;
5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the PAC;
6. shall be the official spokesperson for the PAC;
7. shall be a signing officer;
8. shall submit an annual report to the PAC;
9. shall provide notice of meetings and articles for publication in school newsletter and other parent communications;
10. may take on extra duties as required, including SPC/DPAC/BCCPAC representation;
11. shall carry out or appoint one of the PAC Executive Officers to carry out active participation in the District Parent Advisory Council (DPAC). The responsibilities will include:
  - (1) attending and speaking on behalf of the PAC at DPAC meetings as required;
  - (2) reporting back to the PAC;
  - (3) seeking input and taking direction from the PAC.

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**(33) The Vice-Chairperson(s):**

1. shall assume the responsibilities of the chair in the chair's absence or upon request;
2. shall assist the Chairperson(s) in the performance of his/her/their duties;
3. may take on extra duties as required, including SPC/DPAC/BCCPAC representation;
4. shall undertake the following responsibilities in carrying out their duties:
  - (1) attend and speak on behalf of the PAC at SPC/DPAC/BCCPAC/other meetings as required;
  - (2) attend PAC meetings and report back to the PAC
  - (3) seek input and take direction from the PAC
5. may be a signing officer;

6. shall submit an annual report to the PAC.

**(34) The Secretary:**

1. shall ensure that members are notified of PAC meetings and other important PAC activities;
2. shall record the minutes of membership, special, and executive meetings;
3. shall ensure that minutes are distributed to PAC members;
4. shall keep an accurate copy of the Constitution and Bylaws clearly marked with the date of the last revision, and have copies available for members upon request. If and when changes are made, an updated copy shall be submitted to the school board office for safekeeping;

5. shall issue and receive correspondence on behalf of the PAC;

6. may be a signing officer;

7. may take on extra duties as required, including SPC/DPAC/BCCPAC representation;

8. shall undertake the following responsibilities in carrying out their duties:

(1) attend and speak on behalf of the PAC at SPC/DPAC/BCCPAC/other meetings as required;

(2) attend PAC meetings and report back to the PAC

(3) seek input and take direction from the PAC

9. shall safely keep all records of the PAC;

10. shall submit an annual report to the PAC.

**(35) The Treasurer:**

1. shall be responsible for and report on the accounts of the PAC at each meeting;

2. shall be one of the signing officers of the executive as per Section 11;

3. shall prepare a financial report for publication in the school newsletter as per Section 11;

4. shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section 11;

5. shall ensure that another financial signing officer has access to the books in the event of his/her absence;

6. may take on extra duties as required, including SPC/DPAC/BCCPAC representation;

7. shall undertake the following responsibilities in carrying out their duties:
  - (1) attend and speak on behalf of the PAC at SPC/DPAC/BCCPAC/other meetings as required;
  - (2) attend PAC meetings and report back to the PAC
  - (3) seek input and take direction from the PAC
8. shall submit an annual report to the PAC.

**(36) The Members-At-Large:**

1. shall serve in a capacity to be determined by the PAC at the time of their election, including but not limited to representing the PAC on the SPC and/or DPAC and/or BCCPAC, and/or representing parents of specialized programs offered by the school.
2. shall undertake the following responsibilities in carrying out their duties:
  1. attend and speak on behalf of the PAC at SPC/DPAC/BCCPAC/other meetings as required;
  2. attend PAC meetings and report back to the PAC
  3. seek input and take direction from the PAC
  4. submit an annual report to the PAC;
3. may take on extra duties as the needs of the PAC require.

**SECTION 8A THE PAST-CHAIRPERSON**

(37) The executive may call on the previous year's PAC Chairperson(s) for assistance. The Past-Chairperson(s):

1. shall help smooth the transition between Chairpersons;
2. shall assist and advise the PAC;
3. shall act as a consultant for the Chairperson(s);
4. shall chair the Nominations Committee unless she/he is running for office;
5. shall submit an annual report.

## **SECTION 9 COMMITTEES**

(38) Each year the Chairperson(s) shall appoint members of the Standing and Ad-hoc committees as recommended by the executive and approved by the PAC.

(39) A Nominations Committee shall be appointed annually before the Annual General Meeting. Members running for office may not be part of the Nominations Committee.

(40) Committees are responsible to the executive and members.

## **SECTION 10 BC CONFEDERATION OF PARENT ADVISORY COUNCILS (BCCPAC)**

(41) The PAC may maintain membership in the BCCPAC. The individual responsible for representing the PAC to the BCCPAC shall be determined by the PAC at a general meeting.

## **SECTION 11 FINANCES**

(42) A budget and tentative plan of expenditures shall be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.

(43) All funds of the organization will be deposited and invested in a chartered bank or credit union.

(44) The executive shall name three signing officers, two of whom will be the Chairperson and Treasurer. Two signatures will be required for banking and legal documents.

(45) All money spent above and beyond \$500 annually will be first presented to and voted on by the executive, and then approved by majority vote of the PAC at a general meeting.

(46) A Treasurer's Report to all members should be published in the Council or school newsletter prior to the end of the school term.

(47) The Council may, by a two-thirds (2/3) majority vote of members present at a general meeting, appoint an independent auditor.

## **SECTION 12 CONSTITUTION & BYLAW AMENDMENTS**

(48) Amendments to the Constitution and Bylaws of the Gladstone Secondary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing that:

1. written notice of the meeting has been distributed to all members (14 days minimum);

2. the notice of the meeting include notice of the specific amendments proposed.

(49) A two-thirds (2/3) majority vote of those voting members present at a general meeting will be required to amend the Constitution and Bylaws.

## **SECTION 13 CODE OF CONDUCT**

(50) The Gladstone 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.

(51) An executive member who is approached by a parent 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.

(52) A parent who accepts a position as a PAC Executive Member shall endeavour to:

1. Uphold the Constitution and Bylaws, policies and procedures of the PAC;
2. Perform her/his duties with honesty and integrity;
3. Work to ensure that the well-being of students is the primary focus of all decisions;
4. Respect the rights of all individuals;
5. Take direction from the members, ensuring that representation processes are in place;
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for bringing forward concerns for discussion;
7. Work to ensure that issues are resolved through due process;
8. Strive to be informed and only pass on information that is reliable and correct;
9. Respect all confidential information;
10. Support public education.