

Lord Byng Secondary School PAC Constitution & Bylaws 2015

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Section I - Name

The name of the Association shall be the **LORD BYNG SECONDARY SCHOOL PARENT ADVISORY COUNCIL**. The PAC will operate as a non-profit organization created and continued under section 8 of the School Act. The business of the PAC shall be unbiased towards race, religion, gender, sexual orientation, or politics in a manner that is inclusive of all parents and students in the community of the School.

Section II - Interpretation of Terms

In this Constitution & Bylaws the following terms shall mean:

1. **School** – Lord Byng Secondary School.
2. **Parent(s)** – the parent(s) or guardian(s) of a student attending the School.
3. **PAC** – the legally recognized organization consisting of Parents of students enrolled in the School.
4. **SD** – the Board of Education for School District No. 39 (Vancouver School District)
5. **DPAC** – the District Parent Advisory Council of the Vancouver School District, which is recognized by the Board of Trustees of School District No. 39, to be the umbrella group of Parent Advisory Councils.
6. **DPAC representative** – the parent elected by Lord Byng PAC to the District Parent Advisory Council of Vancouver School District.
7. **Community Organizations** – groups which demonstrate an interest in the school and are

not already included in the scope of this Constitution.

8. **General Meeting** any meeting of the PAC open to all its members.
9. **Steering Committee** –the committee of Executive Officers elected to manage the affairs of the PAC as described in Section VII.

Section III - 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 the School. Without limiting the generality of that statement, it means that the PAC may do the following:

1. Advising the administration and staff on parents' views on any matter relating to the School's programs, policies, plans and activities;
2. Communicating with parents and promoting cooperation between home and school in providing for the education of children;
3. Assisting parents in accessing the system and facilitating advocacy support for individual children and their parents;
4. Organizing PAC volunteer activities and events which support the School;
5. Contributing to the effectiveness of the School by promoting the involvement of parents and other community members;
6. Working with the administration, staff, parents and community organizations to provide a healthy, safe, inclusive and supportive environment;
7. Providing a forum for the discussion of educational programs and services;
8. Raising and expending funds to support the programs of the School;
9. Promoting a spirit of inclusion, tolerance and cooperation within the School community.

Section IV - Membership in PAC

1. All Parents of students registered at the School, including Parents who may be administration or staff (teaching and non-teaching) of the School, are voting members of the PAC.
2. Administration and staff (teaching and non-teaching) of the School who are not also Parents may be non-voting members of the PAC.
3. A person ceases to be a voting member of the PAC when the person ceases to be a Parent of a student attending the School.
4. Notwithstanding paragraph 3, members of the School community who are not Parents may be invited to become non-voting members of the PAC.
5. At no time shall the PAC have more non-voting than voting members.
6. A member should:

- a. attend as many meetings as possible;
- b. become knowledgeable about the educational programs and services of the School;
- c. support the PAC's purposes and objectives.

Section V - Meetings

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of the election of officers held in September of each year. General Meetings shall be held not less than six times per year, one of those being the AGM.
3. A calendar of scheduled General Meetings of the PAC for the School year shall be approved at the AGM and shall be sent to all parents and the Principal.
4. A notice of scheduled General Meetings contained in the School newsletter shall serve as notice to all members of all meetings of the PAC.
5. Special General Meetings may be called by the Chairperson(s).
6. A special General Meeting shall be called by the Chairperson at the written request of 15 (fifteen) members. The written request shall contain the reasons for the meeting and consist of matters that could not be dealt with at the next scheduled General Meeting. Only that business may be dealt with at the special General Meeting.
7. Notice of a special General Meeting shall be sent to all parents and the Principal at least 7 days prior to a special General Meeting, except in the case of urgency as determined by the Chairperson(s), and shall contain a statement of the general nature of the business to be dealt with at the special General Meeting.
8. The inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting.
9. Steering Committee meetings may be held any time or place as deemed necessary. The purpose of the Steering Committee is to administer the affairs of the PAC, organize agendas for General Meetings and carry on the business of the PAC between General Meetings.
10. If procedural problems arise on an issue not covered by these Bylaws, the current edition of Robert's Rules of Order shall be used to resolve the issue.
11. A PAC meeting shall not be a forum for the discussion of personal problems with individual School personnel, students, parents, or other individual members of the School community.

Section VI - Quorum, Voting

Quorum:

A quorum at a General Meeting shall be 12 (twelve) voting members and must include a minimum of 2 (two) Executive Officers.

Voting:

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of the votes cast.
2. In the event of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of Executive Officers , which must be done by secret ballot [School Act, s.8(1)(6)].
5. A vote shall be taken to destroy the ballots after the election.

Section VII - Steering Committee

1. The affairs of the PAC shall be managed by a Steering Committee of elected Executive Officers.
2. The Executive Officers will be as follows:
 - a. Chairperson or Co-Chairpersons
 - b. Vice-Chairperson(s) – optional if two co-chairs
 - c. Treasurer
 - d. Secretary
 - e. DPAC representative
 - f. Past Chairperson (not elected)
3. The Past Chairperson need not be a voting member of the PAC and has no vote if the Steering Committee makes a decision by vote.
4. The Steering Committee may establish sub-committees; appoint members to serve on sub-committees; and delegate tasks to those sub-committees. Sub-Committee chairpersons may be invited to attend meetings of the Steering Committee to further the projects and activities of the PAC between regular meetings.
5. Steering Committee or sub-committee members must not be paid or receive other remuneration but may be reimbursed for reasonable and necessary expenses that are within the approved budget of the PAC and have received any approvals necessary to authorize an expenditure.

Section VIII - Election of Executive Officers

1. The Executive Officers shall be elected annually by majority vote from the voting members at the AGM.
2. A call for nominations for Executive Officers shall be made within 7 days of the commencement of the School year in September.

3. Should an Executive Officer resign, cease to be a member, or otherwise cease to hold office; a replacement shall be elected at the next scheduled General Meeting. Until that election, the Steering Committee may appoint an interim replacement officer, if required, until an election is held at the next scheduled General Meeting.

Section IX - Term of Office

1. The term of office for an Executive Officer shall be one year and shall commence immediately following election at the AGM and shall continue until the next Annual General Meeting. This includes the DPAC Representative [School Act, s.8(4)(3)] which has a one year term set by law.
2. No person may hold any one position for more than three consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. A Past Chairperson shall hold that office for one year after ceasing to be a Chairperson.

Section X - Duties of Officers

The Chairperson(s) shall:

1. convene and preside at General Meetings and Steering Committee meetings.
2. ensure that an agenda is prepared and presented at General Meetings.
3. know the Constitution & Bylaws and meeting rules.
4. know where to find resources to assist members.
5. consult PAC members regularly.
6. ensure that the PAC is represented in School and SD activities.
7. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
8. be the official spokesperson for the PAC.
9. be a signing officer.
10. submit an annual report.

The Vice-Chairperson shall:

1. assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
2. assist the Chairperson in the performance of his/her duties.
3. accept extra duties as required.
4. be a signing officer.

The Secretary shall:

1. ensure that members are notified of meetings.
2. record the minutes of General Meetings and Steering Committee meetings.
3. keep an accurate and up-to-date copy of the Constitution & Bylaws and have copies available for members upon request.
4. issue and receive correspondence on behalf of the PAC.
5. may be a signing officer.
6. safely keep all records of the PAC.
7. ensure official notice is given to the Principal of all Executive Officer elections or changes.

The Treasurer shall:

1. be one of the signing officers.
2. receive all funds for the PAC.
3. disburse funds authorized by the members or the Steering Committee.
4. maintain an accurate record of all expenditures of the PAC.
5. give a report of all receipts and expenditures at all General Meetings.
6. deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC.
7. make books available for viewing by members upon request.
8. have the books ready for inspection or audit annually.
9. with the assistance of the Steering Committee, draft a budget and tentative plan of expenditures.
10. ensure that another signing officer has access to the books in the event of his/her absence.
11. establish and maintain a separate 'PAC gaming account' for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements.
12. submit annual gaming summary or other reports as required to regulatory authorities.
13. submit annual financial statements for the PAC at the AGM.

The DPAC Representative shall:

1. represent the views and positions of the PAC to the District Parent Advisory Council for the SD.
2. act as a liaison between the DPAC and PAC, and provide PAC with information about District events, policies and developments.
3. vote at DPAC as a representative of the PAC, representing the views of the PAC and not

personal views only.

4. provide liaison with provincial parent bodies, including BCCPAC, in the absence of any other specifically designated representative from PAC.

The Past Chairperson shall:

1. help smooth the transition between the old and new Steering Committee.
2. assist, advise and support the PAC.
3. provide information about resources, contacts, and other essential information to the PAC.
4. act as a consultant for the Chairperson.

Section XI - Code of Ethics

A parent who accepts a position as a PAC Executive Officer shall:

1. Uphold the Constitution, Bylaws and purposes of the PAC, and the policies and procedures created by the PAC from time-to-time.
2. Perform her/his duties inclusively and 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. Consult with and take direction from the members, ensuring 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 taking forward concerns.
7. Work to ensure those issues are resolved through inclusive due process.
8. Strive to be informed and only communicates information that is reliable.
9. Respect all confidential information.
10. Support public education.

Section XII - Sub-Committees

1. Standing and ad hoc sub-committees may be formed when necessary by the Steering Committee.
2. Sub-committees are responsible to the Steering Committee and members.
3. The Steering Committee may appoint members to sub-committees annually.

Section XIII - Finances

1. A budget and tentative plan of expenditures will be drawn up by the Steering Committee and presented for approval to the members on an annual basis.

2. The fiscal year of the Lord Byng Parent Advisory Council ends on August 31st of each year.
3. The Steering Committee will present, for approval at a General Meeting, all proposed expenditures which are above \$200 (two hundred dollars) or which deviate in any significant way from the approved budget.
4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act or provincial statute that regulates a provincially regulated financial institution.
5. The Steering Committee shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each General Meeting.
7. Members at a General Meeting may appoint an auditor, otherwise no auditor is required.
8. The PAC must not borrow money.

Section XIV - Constitution & Bylaw Amendments

1. Except as provided in the Constitution & Bylaws, PAC members may amend the Constitution & Bylaws of the PAC by an affirmative vote of two-thirds of the members who are present at a General Meeting of the PAC and vote on the resolution.
2. Any proposed amendment to the Constitution & Bylaws must be submitted in writing at the previous General Meeting of the PAC and then sent to all members by the Secretary
3. A Constitution or Bylaw amendment shall be dated, signed, and sent to the Principal for information.

Section XV - Removal of an Executive Officer

1. Should an Executive Officer fail to attend to the duties of the office, including acting contrary to the purposes of the PAC, the Executive Officer may be removed by an affirmative vote of two-thirds of the members who are present at a General Meeting of the PAC and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the Executive Officer shall be given to the members not less than 14 days before the General Meeting.
3. The Steering Committee may appoint an interim Officer and a replacement shall be elected by the members at the next General Meeting.

Section XVI - Property in Documents

All documents, records, minutes, correspondence, websites, noticeboards, email addresses, social media sites and services, or other documents or records (whether paper or electronic) kept by a member, Executive Officer or sub-committee member in connection with the PAC or the business and affairs of the PAC (collectively the "Papers") shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the person ceases to perform the task or tasks to which the Papers relate.

Section XVII - Dissolution

The PAC shall be dissolved in the event that:

- 1. The School is permanently closed; or
- 2. There are insufficient parents willing to serve as Executive Officers.

In the event of 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 the SD having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up.

In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the SD.

Section XVIII - Effective Date

This Constitution & Bylaws shall become effective on May 1, 2015.

Section XIX - Transitional Provision

Notwithstanding any previous Constitution:

- 1. The current fiscal year for the PAC shall end August 31, 2015.
- 2. The next Annual General meeting of the PAC shall be in September 2015.
- 3. Those persons elected in the school year 2014-15 to offices the same as or similar to those described as Executive Officers in this Constitution & Bylaws shall continue in those offices until the Annual General Meeting in September, 2015.
- 4. The Executive as described in the previous Constitution is disbanded immediately on the approval of this new Constitution & Bylaws and the affairs of the PAC shall be managed by the Steering Committee.

Adopted:

Adopted by Lord Byng Secondary School Parent Advisory Council at Vancouver, British Columbia, on the ___ day of _____ 2015.

Chair
Print Name:

Secretary
Print Name: