

## **Parent Advisory Council Constitution and Bylaws Moscrop Secondary School**

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#### **CONSTITUTION**

##### **SECTION I NAME**

1. The name of the Association shall be the MOSCROP SECONDARY SCHOOL PARENT ADVISORY COUNCIL (PAC).
2. The PAC will operate as a non-profit organization with no personal financial benefit.
3. The business of the PAC shall be unbiased towards race, age, religion, gender or politics.

##### **SECTION II PURPOSES OF THE PARENT ADVISORY COUNCIL (PAC)**

*The purpose of the PAC is to support the faculty, the parent/guardian (parents) community, encourage and improve the quality of education and the well-being of students attending Moscrop Secondary School.*

1. To advise the principal and staff on parents' views on any matter relating to the 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 the students.
3. To assist parents in accessing related systems and to provide advocacy and related support.
4. To organize PAC activities and events that may include but are not limited to fundraisers or educational sessions.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

### **SECTION III DISSOLUTION**

1. In the event of dissolution of the PAC, and after payment of all debts and costs of dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in the Burnaby School District 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. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of the Burnaby School District by the principal of the school or Secretary-Treasurer of the school district.

### **SECTION IV INTERPRETATION OF TERMS**

1. Parents - the parent/parents or guardian of a child or children in the Burnaby School District.
2. Parent Advisory Council - any organized group of parents recognized under the British Columbia School Act.
3. School - any public elementary or secondary educational institution within the Burnaby School District.
4. District – Burnaby School District.
5. DPAC - the Burnaby District Parent Advisory Council, which is recognized by the Board of Trustees of the Burnaby School District, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
6. School Community – Any persons, who work at, are learning at or live within the catchment area of Moscrop Secondary School.
7. Community Organizations - groups which demonstrate an interest in education and are not already included in the scope of this constitution.

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### **BYLAWS**

### **SECTION V MEMBERSHIP IN A PAC**

1. All parents of students registered at Moscrop Secondary School are voting members of the Parent Advisory Council.
2. Administration and staff of Moscrop 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 system 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.

## **SECTION VI MEETINGS**

1. Meetings will be conducted efficiently and with fairness and inclusivity to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive officers, District PAC representatives and School Planning Council representatives held in May of each year.
3. General meetings shall be held not less than (3) six times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary by the Executive. The purpose of executive meetings is to carry on PAC business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
7. General meetings will be deemed to be duly called if (7) seven days notice is given in advance of the meeting.

## **SECTION VII**

### **A. QUORUM**

The voting members being greater in number than non-voting members present at any duly called general meeting shall constitute a quorum.

### **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.
4. Voting can be done by a show of hands except for voting in DPAC reps and SPC which shall be done by secret ballot. A vote may be taken to destroy the ballots after the election.

## **SECTION VIII ELECTION OF EXECUTIVE OFFICERS**

1. The executive officers shall be elected from the voting members at the Annual General Meeting.
2. No employee or elected official of the school district or Ministry of Education shall hold an executive position.
3. Call for nominations from PAC shall be made at the (1) one meeting before of the Annual General Meeting.
4. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.

## **SECTION IX TERM OF OFFICE**

1. The term of office for the Chair, Recording Secretary, Treasurer and each District Parent Representative shall commence immediately following election at the AGM and shall be for two years but may be extended if a new officer(s) cannot be secured or recruited and the current officer(s) is willing to remain for an extended term.
2. For all other positions, the term of office shall commence immediately following election at the AGM and shall be for one year.

## **SECTION X EXECUTIVE OFFICERS**

1. The affairs of the PAC shall be managed by a board of elected officers.
2. The Executive Officers may be as follows:
  - A. Chairperson(s)
  - B. Vice-Chairperson
  - C. Secretary
  - D. Treasurer
  - E. District Parent Advisory Council Representative(s)  
(DPAC: District Associate to BCCPAC)
  - F. A member of the Executive shall be a School Planning Council Representative
  - G. Two or more Members-At-Large
  - H. Past Chairperson

## **SECTION XI DUTIES OF EXECUTIVE OFFICERS**

- A. The Chairperson(s) shall:
  - a) convene and preside at membership, special, and executive meetings
  - 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) Consult PAC members regularly
- g) Ensure that the PAC is represented in school and school district activities
- h) Ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC
- i) Be the official spokesperson for the PAC
- j) Be a signing officer

B. The Vice-Chairperson shall:

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) Assist the Chairperson in the performance of his/her duties
- c) Accept extra duties as required
- d) May be a signing officer

C. The Secretary shall:

- a) Ensure that members are notified of meetings
- b) Record the minutes of general, special, and executive meetings
- c) Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) Issue and receive correspondence on behalf of the PAC
- e) May be a signing officer
- f) Safely keep all records of the PAC

D. The Treasurer shall:

- a) Be a signing officer
- b) Receive all funds for the PAC
- c) Disburse funds authorized by the executive or members
- d) Maintain an accurate record of all 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 tentative plan of expenditures as per Section XV
- 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 District Parent Advisory Council Representative(s) shall:

- a) Attend DPAC meetings
- b) Seek and give input on behalf of the PAC to the DPAC

- c) Report back to the PAC
- d) May be a signing officer

F. School Planning Council Representative shall:

- a) Attend [all] meetings of the school planning council
- b) Represent, speak and vote on behalf of the Parent Advisory Council at SPC meetings
- c) Request and take direction from the membership and executive
- d) Be strong advocates for meaningful parent involvement in the school and school planning;
- e) Provide a report to general and executive meetings

F. Members-At-Large shall:

- a) Serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC require
- b) May be a signing officer

G. The Past Chairperson shall:

- a) Help smooth the transition between Chairpersons
- b) Assist, advise and support the PAC
- c) Provide information about resources, contacts, and other essential information to the PAC
- d) Act as a consultant for the Chairperson

## **SECTION XII CODE OF ETHICS**

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

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
2. Performs her/his 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 and students with individual concerns to act on their own behalf and provides information on the 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.

Every executive officer and representative must act solely in the interests of the parent membership of the PAC.

11. Confidentiality.

Any information received in confidence about the school community is confidential and must not be divulged without permission of the person giving the information.

12. Disclosure of interest

An executive officer or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive. Such an executive officer or representative must avoid using his or her position on PAC for personal gain.

#### 13. Remuneration of executive

No executive officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

#### 14. Conduct

The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

### **SECTION XIII COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible/report to the executive and members.

### **SECTION XIV SCHOOL PLANNING COUNCIL (SPC)**

#### A. The Election of School Planning Council (SPC) Representatives

1. Three School Planning Council representatives shall be elected from the voting members at a PAC Annual General Meeting for which proper notification of the elections has been given.
2. Each candidate for SPC representative must be a parent of a student(s) enrolled in the school. A "parent" is defined in the School Act as a parent, legal guardian, person who is legally entitled to custody of the child or a person who usually has the care and control of the child.
3. Notification that PAC/SPC representatives will be elected at a scheduled PAC Annual General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to that Annual General Meeting.
4. Nominations may be received up to and during the PAC General Meeting until declared closed by the Chairperson.

The election of three SPC representatives must be conducted by secret ballot and the three positions will be awarded to the three candidates with the most votes. Further:

- (a) The School Act requires that one of the representatives must be an elected officer of the PAC Executive. In the event that none of the three successful candidates is on the PAC Executive, then a new executive position will be created for the SPC representative with the most votes.
- (b) The fourth top candidate will be declared the PAC/SPC alternate. The alternate will have no role on the SPC unless called upon to fill a vacancy on the SPC.

- (c) As provided in the School Act, if three PAC/SPC representatives are not elected, the School Board may appoint a person to fill a PAC vacancy on the SPC.

#### B. Term of Office of SPC Representatives

1. The term of office of the representatives will be for one school year period with the exact dates of the term of office each year to be specified by the PAC Executive at the time of the election to office.
2. In the event that a PAC/SPC representative is unable or unwilling to complete the term of his/her office, the elected PAC/SPC alternate will take that representative's place, and provide notice to the PAC Executive of this change. If no PAC/SPC alternate was elected, the PAC Executive will give proper notification for the election of a new PAC/SPC representative at the first possible PAC General Meeting.

#### C. Role and Responsibilities of SPC Representatives

1. One PAC/SPC representative will be designated to take minutes of the SPC meetings and provide those minutes to the PAC Executive in a timely way, and in any event no longer than 30 days, for inclusion in the PAC minutes. The PAC/SPC representatives may designate this representative, who takes minutes, and failing this, the PAC may appoint the PAC Executive member to take minutes.
2. The PAC Executive officer of the SPC is also expected to regularly attend PAC meetings, and act as a liaison between the SPC and the PAC, and to foster close working relations between the two bodies.
3. There must be SPC representation at every PAC meeting and SPC representatives shall take concerns expressed by parents at these meetings to the SPC. The PAC/SPC representatives are also expected to make a monthly report to the general membership.

### **SECTION XV FINANCES**

1. A fiscal year must be determined.
2. A budget and tentative plan of expenditures will be drawn up by the executive annually and presented for approval as soon as practically possible after receipt of the current year's gaming funds, but not in excess of one hundred (100) days after the start of each school year.
3. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
4. All funds of the PAC will be kept on deposit in a bank or financial institution registered under the Bank Act.
5. The executive 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.

#### **SECTION XVI CONSTITUTION & 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 of the PAC and by a majority of not less than 66% of the votes cast, amend the bylaws of the PAC.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least seven (7) days before the meeting.
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 School Board Office for safekeeping only.

#### **SECTION XVII REMOVAL OF AN EXECUTIVE OFFICER**

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive officer when appropriate shall be given to the members not less than three (3) days before the meeting.
3. In extreme cases where an Executive has acted contrary to the Constitution and By-laws of the PAC by engaging in actions which are a violation of the code of ethics or are criminal in nature, as defined in the Criminal Code of Canada, including but not limited to allegations of theft, fraud, or misappropriation of funds the Executive in consultation with the School Administration and the School District may have an Executive removed immediately without motion or notice.
4. Notification in these cases will be given to the general PAC following the removal.

#### **SECTION XVIII PROPERTY IN DOCUMENTS**

1. All documents, records, minutes, correspondence or other papers kept by a member, executive officer, or committee member in connection with the PAC shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member, executive officer, or committee member ceases to perform the task to which the papers relate.

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Amendments:

Date: December 2013

Date:

Date:

Date:

**SECTION XVIV SIGNATURES**

Adopted by Moscrop Secondary School PAC at Burnaby, British Columbia, on this date

\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Secretary

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**COMMITMENT SIGNATURE PAGE**

Every newly elected Executive Officer or School Planning or District PAC Representative will review the Executive role and responsibilities to which they have been elected to and the Code of Ethics below, which are excerpts from the Constitution and Bylaws of Moscrop Secondary School PAC. Confirming their understanding, commitment and adherence to said role, responsibilities and Code of Ethics by signing below. Pages are archived.

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14. Conduct

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I have read and understand the Executive role and responsibilities for the position which I have been elected to, and the Code of Ethics of the Moscrop Secondary School PAC

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EXECUTIVE POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS BY

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_