

Prince of Wales PAC Constitution and Bylaws

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Constitution

Section I – NAME

The name of this Council is the Prince of Wales Secondary Parent Advisory Council (hereinafter referred to as “the PAC”).

The PAC will operate as a non-profit organization with no personal financial benefit accruing to its members.

The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSES OF THE PAC

The purposes of the PAC will be:

1. To promote the education and welfare of students in Prince of Wales Secondary School (hereinafter referred to as “PW”).
2. To encourage parent involvement in PW, and to support programs that promote parent involvement.
3. To advise the Vancouver School Board, and principal and staff of PW on any matter relating to PW, other than matters assigned to PW’s School Planning Council (hereinafter referred to as “the SPC”).
4. To participate in the work of the SPC through the PAC’s elected SPC representatives.
5. To promote the interests of PW.
6. To provide leadership in the PW parent community.
7. To contribute to a sense of community within PW and between PW, home, and its neighbourhood.
8. To endeavour to provide parent education at PW.
9. To provide a forum for discussion of educational issues.
10. To assist the PW principal and staff in ensuring the highest safety standards are maintained in PW and its neighbourhood.
11. To support activities for PW students and parents.
12. To provide financial support for the goals of the PAC, as determined by its membership.
13. To advise and participate in the activities of the governing District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

Section III -- INTERPRETATION OF TERMS

“**district**” means School District No. 39

“DPAC” or “district parent advisory council” means the parent advisory council organized according to the School Act and operating as a district parent advisory council in School District No 39

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Prince of Wales Secondary School

“parent” is as defined in the School Act and means

- (a) the guardian of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child currently enrolled in Prince of Wales Secondary School in School District No. 39.

“PW” means Prince of Wales Secondary School

“SPC” means the school planning council created for Prince of Wales Secondary School according to the School Act

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Bylaws of PW PAC

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students currently registered in PW are voting members of the PAC.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of PW may be invited to become non-voting members of the PAC.

3. Members of the PW community who are not parents of students currently registered in the public school system may be invited to become non-voting members of the PAC.

4. At no time will the PAC have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section II –MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (hereinafter referred to as “the AGM”).

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the PW community.
4. The PAC will refrain from partisan political action or other activities that do not serve the interests of PW.

Notice of meetings

5. Members will be given reasonable notice of general meetings by the PW newsletter, the PAC electronic newsletter, synervoice messages and the PW website. A calendar of meetings for the year shall satisfy the requirement for reasonable notice..

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be six voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present at a meeting, by secret ballot.
7. A vote will be taken to destroy the ballots after every ballot election.

Section IV – EXECUTIVE

Role of executive

1. The executive will manage the PAC’s affairs between general meetings.

Executive defined

2. The executive will include the chairperson, vice-chairperson, secretary, treasurer, and such other members of the PAC as the voting membership decides.

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 39 or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of nominations, as appointed by the executive.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election (or between specified dates, for example, from July 1st to June 30th).
7. No person may hold the same executive position for more than four years.

Vacancy

8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.

Removal of executive

9. The voting members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible voting member to complete the term.
10. Written notice specifying the intention to make a motion to remove the executive member must be given to all voting members not less than 14 days before the meeting.

Remuneration of executive

11. No executive member may be remunerated for serving on the executive, but may be reimbursed for reasonable expenses necessarily incurred while engaged in PAC business.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the chairperson. At least one meeting will be held before each general meeting. These meetings may be held online by email.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive. Participation in an online meeting with respect to the quorum requirement shall be demonstrated with a reply email within 24 hours of the initiating email.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chairperson does not have a second or casting vote and the motion is defeated.

Section VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council representatives

1. Three representatives to the SPC must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the PAC executive.

District Parent Advisory Council representative

2. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 39 or the Ministry of Education.

Election of SPC and DPAC representatives

3. The election of representatives to the SPC and DPAC must be by secret ballot.

Term of office

4. SPC and DPAC representatives will hold office for a term of one year.

Vacancy

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect a voting member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

External committees

6. The voting membership or executive may elect or appoint a voting member who is not an employee or elected official of School District No. 39 or the Ministry of Education to represent the PAC on an external committee or to an external organization.

7. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the membership of the PAC.

Privilege

2. Any information received in confidence by an executive member or representative from PW staff, employees, students, parents, or other members of the PW community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

3. An executive member 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.

4. Any executive member or representative must avoid using his or her position on the PAC for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chairperson will

(a) speak on behalf of the PAC,

(b) consult with PAC members,

(c) preside at membership and executive meetings,

(d) ensure that an agenda is prepared,

(e) appoint committees where authorized by the membership or executive,

(f) strive to ensure that the PAC is represented in school and district activities,

(g) ensure that PAC activities are consistent with the purposes set out in the constitution,

- (h) be a signing officer,
- (i) submit an annual report at the AGM.

B. The Vice-Chairperson will

- (a) support the chairperson,
- (b) assume the duties of the chairperson in the chairperson's absence or upon the request of the chairperson,
- (c) assist the chairperson in the performance of his or her duties,
- (d) accept extra duties as required,
- (e) be a signing officer,
- (f) submit an annual report at the AGM.

C. The Secretary will

- (a) strive to ensure that members are notified of meetings,
- (b) record and file minutes of all meetings,
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request,
- (d) prepare and maintain other documentation as requested by the membership or executive,
- (e) issue and receive correspondence on behalf of the PAC,
- (f) ensure safekeeping of all records of the PAC,
- (g) may be a signing officer,
- (h) submit an annual report at the AGM.

D. The Treasurer will

- (a) be a signing officer,
- (b) ensure all funds of the PAC are properly accounted for,
- (c) disburse funds as authorized by the membership or executive,
- (d) ensure that proper financial records and books of account are maintained,
- (e) report on all receipts and disbursements at general and executive meetings,
- (f) make financial records and books of account available to members upon request,
- (g) have the financial records and books of account ready for inspection or audit annually,
- (h) with the assistance of the executive, draft an annual budget,
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence,
- (j) submit an annual financial statement at the AGM.

E. The DPAC Representative will

- (a) make best efforts to attend all general meetings of DPAC and represent, speak, and vote on behalf of the PAC,
- (b) maintain current registration of the PAC,
- (c) report regularly to the membership and executive on all matters relating to the DPAC,
- (d) seek and give input to the DPAC on behalf of the PAC,
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements,
- (f) receive and act on all other communications from the DPAC,
- (g) liaise with other parents and DPAC representatives,
- (h) submit an annual report to the AGM.

F. Members-at-Large will

- (a) serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires,
- (b) submit an annual report to the AGM.

H. The School Planning Council (SPC) representatives will

- (a) make best efforts to attend all meetings of the SPC,
- (b) request and take direction from the membership and executive,
- (c) represent, speak, and vote on behalf of the PAC at SPC meetings, request and take direction from the membership and executive,
- (d) be strong advocates for meaningful parent involvement in PW and PW school planning,
- (e) provide a report to all attended general and executive meetings,
- (f) attend general and executive meetings as directed by the membership or executive,
- (g) submit an annual report to the AGM.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee will be appointed annually by the executive before the annual general meeting.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the PAC will be July 1 to June 30.

Power to raise money

2. The PAC may raise and spend money to further its purposes.

Bank accounts

3. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents.
5. Two signatures will be required on all banking and legal documents.

Funding Motions

6. All motions for funding over and above \$300, must be tabled until the next general meeting for voting.

Requests for Funding

7. PAC will accept requests for funding from the PW School Finance Committee once a year by October 15th.

Annual budget

6. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Treasurer's report

7. A treasurer's report will be presented at each general meeting.

Auditor

8. Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The voting members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the voting members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every voting member, but must be posted in a conspicuous place in the school or made accessible to all voting members.

Section XII – PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, 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 member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to the principal of PW for use to the benefit of PW.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of PW.

Adopted by Prince of Wales Secondary School Parent Advisory Council at Vancouver, British Columbia, on May 25th, 2009.

- Updated at 2013 AGM