

CONSTITUTION

SECTION 1 NAME

- (1) The name of the association shall be the Sir Charles Tupper Secondary School Parent Advisory Council (“the PAC”) of School District Number 39.
- (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 2 PURPOSES

- (4) The purposes of the PAC are:
 1. To advise the school principal and staff on the parents’ views about school programs, policies and activities.
 2. To communicate with parents and to promote cooperation between the home and the school in providing for the education of children.
 3. To assist parents in their interactions with the education system and to represent the interests of parents and students.
 4. To organize PAC activities and events in conjunction with the administration and teachers, volunteer programs and activities that support the school.
 5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION 3 DISSOLUTION CLAUSE

- (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 Vancouver School Board for an educational purpose(s) in the community of Sir Charles Tupper Secondary School.
- (7) The record of the PAC shall then become the property of the Vancouver School Board.
- (8) This provision is unalterable.

BYLAWS

SECTION 4 MEMBERSHIP

- (9) All parents/guardians of students registered at Sir Charles Tupper Secondary School are voting members of the PAC.
- (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-principal 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 5 MEETINGS

- (13) There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and six (6) 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. The first school newsletter of the academic year will include a calendar deemed to be official notice of general meetings.
- (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 *21st 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 6 VOTING

- (16) Each member present at a meeting of the PAC shall be entitled to one vote.
- (17) Nine members will constitute a quorum at any duly called meeting.
- (18) Voting shall be by a show of hands or at the discretion of the members present, by secret ballot. In the case of a tie vote, the motion will be tabled until another meeting.
- (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.
- (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 7 ELECTION OF EXECUTIVE OFFICERS

- (21) The executive officer shall be elected by voting members present at the Annual General Meeting.
- (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 during the year the PAC shall elect a new officer who shall hold office until the next election.
- (24) The Nominations Committee chairperson shall conduct elections.
- (25) Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
- (26) A vote shall be taken as to when to destroy the ballots.

SECTION 8 EXECUTIVE OFFICERS

- (27) A board of elected officers shall manage the affairs of the PAC.
- (28) The following will be the Executive Officers:
1. Chair
 2. One or two Vice-Chairs
 3. Treasurer
 4. Secretary
 5. Two or more members at large

SECTION 9 TERM OF OFFICE

- (29) The term of office shall commence in August of each school year and shall be for one year.
- (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.
- (31) No person may hold more than one elected executive position at any one time. The Past chair may hold that office for one year.

SECTION 10 DUTIES OF THE OFFICERS

- (32) The CHAIR:
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.
 9. Shall provide notice of meetings and articles for publication in school newsletter and other parent communications.
 10. Shall carry out or appoint a delegate to carry out active participation in the District Parent Advisory Council (DPAC). The responsibilities will include:
 - (i) attend DPAC meetings and report back to the PAC
 - (ii) seek input from the PAC
 - (iii) submit an annual report to the PAC
- (33) The VICE-CHAIR:
1. Shall assume the responsibilities of the Chair in the Chair's absence.
 2. Shall accept extra duties as required.

3. May be a signing officer.
 4. Shall chair the Finance Committee.
 5. Shall chair the Policies and Procedure Committee.
 6. Shall submit an annual report.
- (34) The SECRETARY:
1. Shall record the minutes of membership, special and executive meetings.
 2. Shall distribute minutes to PAC members
 3. Will keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the Sir Charles Tupper School office for safekeeping.
 4. Shall issue and receive correspondence on behalf of the PAC.
 5. May be a signing officer.
 6. Shall safely keep all record of the PAC.
 7. Shall submit an annual report.
- (35) The TREASURER:
1. Shall be responsible for and report on the accounts of the PC at each meeting.
 2. Shall be one of the signing officers of the executive as per Section 12.
 3. Shall prepare a financial report for publication in the school newsletter as per Section 12.
 4. Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section 12.
 5. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
 6. Shall submit an annual report.
- (36) The PAST-CHAIR:
- The executive may call on the member of the PAC who acted as Chair in the previous year to:
1. Help smooth transition between Chairpersons.
 2. Assist and advise the PAC.
 3. Act as a consultant for the Chair.
 4. Chair the Nominations Committee unless she/he is running for office.
 5. Shall submit an annual report.

SECTION 11 COMMITTEES

- (37) Each year the Chair shall appoint members of the Standing and Ad-hoc committees as recommended by the executive and approved by the PAC.
- (38) A Nominations Committee shall be appointed annually before the Annual General Meeting. Members running for office may not be part of the Nominations Committee.
- (39) Committees are responsible to the executive and members.

SECTION 12 BC CONFEDERATION OF PARENT ADVISORY COUNCILS (BCCPAC)

- (40) The PAC may maintain membership in the BCCPAC. The PAC at a general meeting shall determine the individual responsible for representing the PAC on the BCCPAC.

SECTION 13 FINANCES

- (37) A budget shall be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.
- (38) All funds of the organization will be deposited and invested in a chartered bank or credit union registered under the Bank Act.
- (39) The executive shall name three signing officers. Two signatures will be required for banking and legal documents.
- (40) All money spent above and beyond \$300.00 (three hundred) annually will be first presented to and voted on by the executive and then approved by majority at a general meeting. Any single expenditure of greater than \$100.00 must be approved by the majority of the executive up to the above stated yearly maximum.
- (41) A treasurer's report to all members should be published in the PAC or school newsletter prior to the end of the school term.
- (42) The PAC may, by a 51% majority vote of members present at a general meeting, appoint an independent auditor.

SECTION 14 CONSTITUTION & BYLAW AMENDMENT

- (43) Amendments to the Constitution and Bylaws of the Sir Charles Tupper Secondary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing;
1. Written notice of the meeting has been issued to all members (14 days minimum).
 2. The notice of the meeting includes notice of the specific amendments proposed.

A 51% majority vote of those voting members present at a general meeting will be required to amend the Constitution and Bylaws.

SECTION 15 CODE OF CONDUCT

- (44) The Sir Charles Tupper 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.
- (45) An executive member who is approached by a parent with a concern relating to individuals is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- (46) A parent who accepts a position as a PAC Executive Member shall endeavor 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 decision.
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 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.