

GRAND FORKS SECONDARY SCHOOL

CONSTITUTION AND BY-LAWS

AMENDED October, 2009

CONSTITUTION

SECTION I

NAME OF THE GROUP

The name of the Association shall be the Grand Forks Secondary School Parent Advisory Council.

The Council will operate as a non-profit organization with no personal financial benefits.

The business of the council shall be unbiased towards race, religion, gender or politics.

SECTION II

PURPOSES OF A PARENTS ADVISORY COUNCIL

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in the Grand Forks Secondary School. Specifically:

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 children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events
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 or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 51 having purposes and objectives similar to those of the Council as the members of the Council may determine at the time of dissolution or winding up and which meet all requirements of the British Columbia Gaming Commission. This clause shall take effect after a one-year period of dissolution to take into account that another Grand Forks Secondary School parent advisory council may form during this time period. In the event of the school closure this clause shall take effect after a six-month period. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 51 in the person of the principal of the school. In the event of the school closure the records of the organization shall be placed under the jurisdiction of the School District No. 51 in the person of the Secretary-Treasurer of the school district.

SECTION IV

INTERPRETATION OF TERMS

Parents – the parent/parents or guardian of a child or children in School District No. 51

Parent Advisory Council – any organized group of parents recognized under the British Columbia School Act.

School – any public elementary or secondary educational institution within School District no.

District – School District No. 51

SD – School District No. 51

DPAC – the School District No. 51 District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 51, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school

Community Organizations – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

SECTION V

MEMBERSHIP IN A PAC

1. All parents and guardians or foster parents of students registered at the Grand Forks Secondary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Grand Forks Secondary School may be non-voting members of the Council.
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 Council.
4. At no time shall the Council have more non-voting than voting members
5. In order to represent the voice of parents and protect the integrity of the membership, members of the PAC who are also School Board or Ministry of Education employees must declare any potential conflict of interest or bias before participating in discussion or voting on a particular issue.

SECTION VI

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 election of officers held in September, October or June of each year.
3. General meetings shall be held not less than four times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. The intent of the Advisory Council is to operate informally and on a consensus basis. Should circumstances prevent the council from operating effectively in an informal manner, then in the judgment of the Chairperson or two-thirds of those present, the Chairperson shall preside at a meeting of the Executive, Annual General Meeting or General Meetings under the latest edition of Roberts Rules of Order.

SECTION VI **MEETINGS (cont'd)**

6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION VII **A. QUORUM**

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. A quorum of the Executive shall be half plus one of its voting members.

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 shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. The election of representatives to the School Planning Council must be by secret ballot (as per School Act, s. 8(6)).
6. The election of representatives to the DPAC must be by secret ballot (as per School Act, s. 8(6)).

SECTION VIII **ELECTION OF THE EXECUTIVE OFFICERS**

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No regular full-time employee of the Grand Forks Secondary School or elected official of the school district or Ministry of Education shall hold an executive position.

Call for nominations shall be made at the two general meetings before the Annual General Meeting.

2. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election

SECTION VIII **ELECTION OF THE EXECUTIVE OFFICERS**
(cont'd)

3. The Nominations Committee Chairperson shall conduct elections.

4. 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 Parent Advisory Council (as per School Act, s. 8.1(3)(c), 8.1(4), and 8.1(7)).

SECTION IX **TERM OF OFFICE**

1. The term of office shall commence immediately following election at the AGM and shall be for one year.

2. No person may hold any one position for more than four consecutive years.

3. No person may hold more than one elected executive position at any one time.

4. The Past Chairperson shall hold that office for one year.

5. The term of office for School Planning Council representatives shall be one year; the election to take place at the regular February PAC meeting of each year. (as per School Act, s. 8.1(6)).

SECTION X **EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.

2. The Executive Officers may be as follows:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Treasurer
 - d. Secretary
 - e. Two Members-At-Large
 - f. Past Chairperson
 - g. DPAC rep
 - h. Grad Class Rep

SECTION XI **DUTIES OF OFFICERS**

1. The Chairperson 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 organization
 - (i) Be the official spokesperson for the organization
 - (j) Be a signing officer

2. 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) Be a signing officer

3. 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 record of the Constitution and Bylaws and have copies available for members upon request
 - (d) Issue and receive correspondence on behalf of the organization
 - (e) May be a signing officer
 - (f) Safely keep all records of the Council

4. Treasurer shall:
 - (a) Shall be one of three signing officers of the Executive
 - (b) Shall prepare an annual financial statement of the PAC and present it to the Annual General Meeting
 - (c) Receive all funds for the Council

- (d) Disburse funds authorized by the executive or members
- (e) Maintain an accurate record of all expenditures of the Council
- (f) Give a report of all receipts and expenditures at all general meetings
- (g) Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- (h) Make books available for viewing by members upon request
- (i) Have the book ready for inspection or audit annually
- (j) Submit an annual financial statement at the Annual General Meeting of the Council.

SECTION XI **DUTIES OF OFFICERS (cont'd)**

- 5. Members at Large (Directors) shall:
 - (a) Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- 6. The Past Chairperson shall:
 - (a) Help smooth the transition between Chairpersons
 - (b) Assist, advise and the support the Council
 - (c) Provide information about resources, contacts, and other essentials information to the Council
 - (d) Act as a consultant for the Chairperson
 - (e) Chair the nominating committee
- 7. The School Planning Council (SPC) representative shall:
 - (a) Be one of three elected SPC representatives
 - (b) Represent and speak on behalf of the PAC at SPC meetings
 - (c) Take direction from the general PAC membership
 - (d) Report back to the PAC at general meetings.
- 8. The DPAC/PAC Representative shall:
 - (a) Attend PAC and DPAC meetings
 - (b) Seek and give input on behalf of the PAC to the DPAC
 - (c) Report back to the PAC

9. The Grad Class Representative shall:
- (a) Facilitate Raffles, Bingos & other fundraisers for the Grad Class by being the PAC executive that signs for gaming licenses.
 - (b) Is responsible for providing the PAC Treasurer with the original of the gaming license for the PAC files.
 - (c) Is responsible for providing all paperwork relating to licensed events, such as raffles and bingos, to the PAC Treasurer once the event is complete.

SECTION XII

CODE OF ETHICS

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

1. Upholds the constitution and bylaws, polices and procedures of the PAC
2. Performs her/his duties, with honesty and integrity
3. Works to ensure that the well being of the 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 those issues are resolved through due process
8. Strives to be informed and only passes on information that is reliable
9. Respects all confidential information

SECTION XIII

COMMITTEES

- Standing and ad hoc committees shall be formed when necessary.
- A Nominating Committee shall be appointed annually before the Annual General Meeting.
- Committees are responsible to the executive and members.
- The PAC executive may appoint member to committees annually.

SECTION XIV

FINANCES

- If deemed necessary, a budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.

- The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget
- If there is no budget all amounts over \$20 must be passed by a 75% majority at a general meeting.
- All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
- The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- A Treasurer's Report shall be presented at each general meeting.
- The fiscal year-end shall be December 31st.

SECTION XV

CONSTITUTION AND BY-LAW AMENDMENTS

- Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the PAC.
- 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 fourteen days before the meeting.
- The notice of the meeting shall include the proposed amendments.
- The constitution and bylaws may be amended at any Annual General Meeting without such notice providing the amendment is passed by 75% of the votes cast.
- All constitution or bylaw amendments shall be dated, signed, and forwards to the School Board Office for safekeeping only.

SECTION XVI

REMOVAL OF AN EXECUTIVE MEMBER

- The 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 a successor to complete the term
- Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION XVII

PROPERTY IN DOCUMENTS

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

Adopted by the Grand Forks Secondary School Parent Advisory Council at Grand Forks, B.C. on October 6, 2009

Kelly Fitzpatrick, Chairperson

Cindy Strukoff, Treasurer