

Delta Secondary School
Parent Advisory Council

CONSTITUTION AND BY LAWS

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Delta Secondary School PAC Constitution & By Laws
October 1998
Amended May 2007

CONSTITUTION

Section I – NAME

The name of the Association shall be the **Delta Secondary School Parent Advisory Council** (School District #37).

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

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

Section II – PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies, and activities.
2. To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.
3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
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. Upon winding up or dissolution of the Parent Advisory Council, the assets which remain after payment of cost, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. **This provision shall be unalterable.**

BY LAWS

Section IV – MEMBERSHIP

1. All parents and guardians of students registered at Delta Secondary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Delta Secondary School may be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

Section V – MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and additional general meetings shall be held at least eight times during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of voting delegates.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

Section VI – VOTING

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of members on all matters must be given personally, voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.
6. The election of representatives to the School Planning Council must be by secret ballot. (School Act, Section 8 (6))

Section VII – ELECTIONS

1. The executive officers shall be elected from the voting members at the Annual General Meeting except that no employee/elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the March and April meetings and in the school newsletter.
3. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.
4. Elections shall be conducted by the Nominating Committee chairperson.
5. Scrutineers shall be appointed as required by the Nominating Committee chairperson at the time of the elections.
6. A vote shall be taken to destroy the ballots.
7. Three parent representatives to the School Planning Council shall be elected annual 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. (School Act, Section 8.1(3)(c). 8.1(4) and 8.1(7))

Section VIII – TERM OF OFFICE

1. The term of office shall commence immediately after the AGM and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position but preferably no person should hold any one position for more than two consecutive years.
3. No person should hold more than one elected executive position at any one time.
4. The Past-President shall hold that office for one year, if still a member of the PAC.
5. The term of office for School Planning Council representatives shall be one year. (School Act, Section 8.1(6))

Section IX – EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President.
2. The Executive Officers will be as follows:
 - a. President
 - b. Vice President(s)
 - c. Treasurer
 - d. Secretary
 - e. District Parent Advisory Council Representative
 - f. Up to three Members-at-Large
 - g. Past-President
3. The Principal or designate shall be a non-voting member of the Executive Committee.

Section X – Duties of the Officers

A. **PRESIDENT**

- a) shall convene and preside at all membership, special and executive meetings
- b) shall ensure that an agenda is prepared and presented
- c) shall appoint committees where authorized to do so by the executive or membership
- d) shall be an ex-officio member of all committees except the Nominating Committee
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization
- f) shall be the official spokesperson for the organization
- g) shall be a signing officer
- h) shall submit an annual report

B. **VICE PRESIDENT**

- a) shall assume the responsibilities of the president in the president's absence
- b) shall accept extra duties as required
- c) shall be as signing officer
- d) shall submit an annual report

C. **SECRETARY**

- a) shall record the minutes of membership, special and executive meetings
- b) shall distribute minutes to Council members
- c) shall keep an accurate copy of the Constitution and By Laws 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 school board office for safekeeping.
- d) shall issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) shall safely keep all records of the Council
- g) shall submit an annual report

D. **TREASURER**

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the three signing officers of the executive as per Section XII
- c) shall prepare a financial report for publication in the school newsletter
- d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XII
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

E. **DPAC REPRESENTATIVE**

- a) shall attend DPAC meetings
- b) shall report back to the PAC
- c) shall seek input from the PAC
- d) shall submit an annual report

F. **COMMUNICATIONS COORDINATOR**

- e) shall be responsible for the bimonthly DSS PAC Newsletter and the annual Calendar
- f) shall update the PAC Webpage as required
- g) shall send out Parent Educational Opportunities and Event information
- h) shall assist in the update of the e-mail system (First Class)
- i) shall submit an annual report

Section X – DUTIES OF OFFICERS continued

G. **MEMBERS AT LARGE**

- a) shall serve in a capacity to be determined by the Council at the time of their election, (e.g. Social Convenor and Public Relations Officer) and at other times throughout their tenure as the needs of the Council might require
- b) shall submit an annual report

H. **PAST PRESIDENT**

- a) shall help smooth transition between presidents
- b) shall assist and advise the Council
- c) shall act as a consultant for the president
- d) shall chair the nominating committee
- e) shall submit an annual report

Section XI – COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. Members may be appointed annually to committees by the president (after consultation with the executive.)

Section XII – FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of January each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond a pre-determined petty cash amount (**\$100.00**) will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
5. A Treasurer's Report to all members should be published in the PAC/school newsletter prior to the end of each school term.
6. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

Section XIII – CONSTITUTION & BY LAW AMENDMENTS

Amendments to the Constitution and By Laws of the **Delta Secondary School Parent Advisory Council** shall be amended at any general membership meeting, providing:

1. Written notice of the meeting has been given one month in advance to PAC members .
2. The notice of the meeting includes notice of the specific amendments proposed.
3. A three-quarter (3/4) majority vote of those voting members present at the meeting will be required to amend the Constitution and By Laws.

Section XIV – Code of Conduct

1. The **Delta 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.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and by laws, policies and procedures of the PAC
 - b) Performs his/her duties with honesty and integrity
 - c) Works to ensure that the well-being of students is the primary focus of all decisions
 - d) Respects the right of all individuals
 - e) Takes direction from the members, ensuring that representation processes are in place
 - f) 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
 - g) Works to ensure that issue are resolved through due process
 - h) Strives to be informed and only passes on information that is reliable and correct
 - i) Respects all confidential information
 - j) Supports public education.
 - k) This Council shall not endorse any commercial concern or its product.