

Stelly's Secondary School
Parent Advisory Council
CONSTITUTION & BY-LAWS

Amended and Adopted

April 8, 2014

TABLE OF CONTENTS

CONSTITUTION

Section I	Name of Organization
Section II	Purposes
Section III	Dissolution
Section IV	Interpretation of Terms

BYLAWS

Section V	Membership
Section VI	Meetings
Section VII	Quorum and Voting
Section VIII	Election of Executive Officers
Section IX	Term of Office
Section X	Executive Officers
Section XI	Duties of Officers
Section XII	Code of Ethics
Section XIII	Committees
Section XIV	Finances
Section XV	Constitution & Bylaw Amendments
Section XVI	Removal of an Executive Officer
Section XVII	Property in Documents

CONSTITUTION

I. This Organization will be known as Stelly’s Secondary School Parent Advisory Council (PAC).

II. The aims and objectives of the organization are:

1. To work in an advisory capacity with the school principal and staff toward the improvement of school programs, policies, activities and facilities.
2. To serve as a forum for the discussion of matters of interest or concern to the school, parents and students.
3. To assist parents in accessing the system and to advocate on behalf of parents and students.
4. To foster good relations between Stelly’s Secondary School and the community.
5. To fulfill the requirements of the BC School Act, Section 8 and School District #63 Parent Involvement Policy 1100.

III. Dissolution

Upon winding up or dissolution of Stelly’s Secondary School Parent Advisory Council, the assets which remain after payment of all costs, 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.

IV. Interpretation of Terms

Parent(s) – As defined in School District #63 Saanich Parent Involvement Policy 1100, “the term “parent” refers to the parent, guardian, person legally entitled to custody or person who usually has the care and control of a child registered in School District No. 63”.

Registered ~ A student is deemed by Stelly’s School to be registered when they have completed a registration form (new students) or when middle school students moving into Stelly’s have completed the course selection forms for their grade 9 year.

Parent Advisory Council (PAC) – Any organized group of parents recognized under the British Columbia School Act.

Council – The Stelly’s Secondary School Parent Advisory Council.

School – Any public elementary or secondary educational institution within School District #63 Saanich.

District (SD) – School District #63 Saanich.

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

BY-LAWS

V. Membership

Voting Members – All parents of students registered at Stelly’s Secondary School may be voting members of the Council.

Non-voting Members – Individuals or Community Organizations, not ordinarily entitled to membership, that demonstrate a genuine interest in public education and furthering the goals of this organization may be invited to become non-voting members. Non-voting members are entitled to attend and speak at all regular meetings of this organization. Non-voting members cannot be elected to an executive position. At the discretion of the Executive Committee, non-voting members may be appointed as a committee member.

Perception of Bias

1. For the voice of the Stelly’s Secondary School Parent Advisory Council to clearly be, and perceived to be, that of parents at Stelly’s, a delegate or member who may be in a situation of “perceived bias” by virtue of another role they hold in the education system, shall declare that bias or perceived bias to the Executive Committee. The Executive Committee will determine that individual’s eligibility to serve as an Executive Officer, if nominated for election, or as a committee member. The Executive committee’s decision on any issue of this nature is subject to the review and approval of the general membership.
2. Members who have concerns regarding conflict of interest or perception of bias shall refer those concerns to the Executive who shall strike a committee composed of the President (or designate) and two other members to review the concerns and resolve those concerns.

VI. Meetings

1. Prior to October 15 of each school year, the principal shall call a meeting of all parents/guardians. At this meeting, the opportunity shall be provided for the President (or designate) of the Stelly's Secondary School Parent Advisory Council to explain the group's structure, function and membership.
2. The Annual General Meeting shall be held May. Notification of the Annual General Meeting will be made to the membership in writing at the April General Meeting. Business of the annual general meeting includes the receipt of annual reports from the executive, election of an executive for the following year and amendments, if any, to the Constitution and Bylaws.
3. General meetings shall be held, for the purpose of conducting business, monthly during the school year on the second Tuesday of each month. When necessary, general meeting dates may be changed by agreement of the membership at the general meeting prior to the proposed change.
4. A Special Meeting may be called at the discretion of the Executive Committee on seven (7) days' written notice when necessary to deal with any important issue that should not be left until the next General Meeting.
5. The President has the authority and responsibility to ensure PAC meetings allow for members to engage in open and orderly discussion.
6. If procedural problems arise on any issue not covered in these bylaws Robert's Rules of Order Current Edition shall be used to resolve the issue.
7. 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.

VII. Quorum and Voting

Quorum

1. A quorum at a General Meeting and the AGM will be a minimum of three Executive Officers plus those members in attendance.

Voting

1. Unless otherwise provided in these Constitution and Bylaws, questions arising at any meeting shall be decided by a simple majority vote (50% +1) by show of hands.
2. At the discretion of the Executive Committee questions of significant importance may be decided by secret ballot.
3. The membership may call for a secret ballot vote on any question by way of a motion requesting such a vote. A simple majority will be required for such a motion to pass.
4. Conflict of Interest
 - a) All delegates, executive officers and committee representatives will be responsible for declaring a conflict of interest on issues which provide or appear to provide a direct benefit to that person or person's family or any business in which the person or family member is a principal or partner.
 - b) Upon declaring a "conflict of interest", the delegate, executive officer or committee representative waives her/his right to vote on that issue and to participate in the discussion immediately prior to that vote.

VIII. Election of Executive Officers

1. Executive Officers shall be elected from the membership at the Annual General Meeting in May.
2. The Nominations Committee shall open nominations at the February General Meeting.
3. Nominations shall close at the April General Meeting.
4. The Nomination Committee shall conduct the election (see section XIII). Candidates should be prepared to give a 1 to 2 minute address outlining their reasons for seeking an Executive position prior to the election.
5. All Executive Officer positions, including those where only one candidate has been nominated, may be elected by secret ballot.
6. In the event of a vacancy on the Executive Committee either as a result of elections at the AGM, or anytime during the term of office, an election shall be held at any general meeting. The Executive Committee will appoint one of its members to perform the duties of the vacant position until that election takes place.

IX. Term of Office

1. A term of office of one year shall commence at the conclusion of the June general meeting. The period following the election, and the commencement of the term of office shall be a period of transition between executives.
2. No person may hold any one executive position for more than four (4) consecutive years, unless no other person has been nominated for election to that position, that position would otherwise remain vacant and the incumbent is willing to remain in that office.
3. No Person may hold more than one elected executive position at one time.
4. The Past President shall hold that office for one year.
5. Two individuals, who have been jointly nominated and elected to that position, may share any Executive position. For the purposes of Executive Meetings any shared Executive position carries only one vote.

X. Executive Officers

1. The affairs of the Council shall be managed by a board of elected Executive Officers.
2. The Executive Officers will be as follows:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Representative to COPACS (Confederation of Parent Advisory Councils of Saanich)
 - (f) School Planning Council (SPC) Liaison
 - (g) Past President

XI. Duties of the Officers

1. 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 objections 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.
2. Vice President
- (a) Shall assume the responsibilities of the president in the president's absence,
 - (b) Shall accept extra duties as required,
 - (c) Shall issue and receive correspondence of the Constitution and By-laws,
 - (d) May be a signing officer.
 - (e) The Vice President shall maintain an annual project log and calendar of events of the Stelly's Parent Advisory Council.
3. Secretary
- (a) Shall record the minutes of the membership meetings,
 - (b) Shall make minutes available to Council members by posting on the parent bulletin board and website as deemed appropriate,
 - (c) Shall keep an accurate copy of the Constitution and By-laws,
 - (d) Shall issue and receive correspondence on behalf of the Council.
 - (e) May be a signing officer.
4. Treasurer
- (a) Shall be responsible for and report on the accounts of the Council,
 - (b) Shall be a signing officer,
 - (c) Shall prepare a financial report for each PAC meeting,
 - (d) Shall submit an annual report.
5. COPACS Representative
- (a) Shall attend COPACS meetings,
 - (b) Shall report back to the PAC,
 - (c) Shall seek input from the PAC.
 - (d) May be a signing officer.
6. School Planning Council (SPC) Liaison
- (a) Shall perform the duties as outlined in sections 8.1 to 8.3 of the British Columbia School Act.
 - (b) Shall attend meetings of the School Planning Council and report back to the Parent Advisory Council.
 - (c) Shall seek input from the PAC on matters under consideration of the SPC and act as a liaison between the PAC and the SPC.

- (d) Shall ensure that all information regarding this position be passed on with verbal support to any person newly elected to this position, in order to ensure a smooth transition.
- (e) May be a signing officer.

7. Past President

- (a) Shall help smooth the transition between Presidents.
- (b) Shall assist, advise and support the Council.
- (c) Shall provide information about resources, contacts and other essential information to the Council.
- (d) Shall act as a consultant for the President.
- (e) May be a voting member of the Executive Committee.

XII. Code of Ethics

- 1. 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.
- 2. A parent who accepts a position as a PAC Executive Officer:
 - (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 rights 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 insure issues are resolved through due process;
 - (h) Strives to be informed and only passes on information that is reliable and accurate;
 - (i) Respects all confidential information;
 - (j) Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of ____chair_____on the Stelly's Secondary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Officer __Ina Smith_____

Signature_____Date _May 13th 2014_____

Phone number_250 656 9103 or 250 812 1374_____

XIII. Committees

1. Standing and Ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually at the February General Meeting. That committee shall be chaired, in order of preference, by an Executive Officer who is not seeking election to any position, the Past President, the Vice President or any member appointed by the Executive. The Chair of the Nominating Committee shall appoint a minimum of two members of the PAC to assist him or her.
3. All committees are responsible to and shall take direction from the Executive Committee and the Council as a whole.
4. The Executive Committee may appoint members to committees as need requires.

XIV. Finances

1. Disbursement of PAC funds shall be for the benefit of the school as a whole, or for projects or items that will be available to the school for successive years.
2. All requests for funds shall be submitted to the Executive Committee, on PAC generated funding request forms (available from the executive), prior to the monthly Executive Committee Meeting.
3. The Executive Committee shall appoint a qualified person, not a member of the Executive Committee, to review the financial records of the PAC within three months of the fiscal year end, June 30.
4. The Executive may, at their discretion, authorize the expenditure of up to \$250.00 without prior approval at a general meeting.

XV. Constitution and By-Law Amendments

Amendments to the constitution and by-laws of the Stelly's Secondary School Parent Advisory Council may be made at the Annual General Meeting or at any general meeting at which business is conducted, providing:

1. Written notice of the intended amendments have been given to all members a minimum of 60 days in advance of the date of the meeting at which the proposed amendments will be voted on.
2. A two-thirds (2/3)-majority vote of those members present at the meeting will be required to amend the Constitution and By-laws.

XVI. Removal of an Executive Officer

1. The members may, by a majority vote of not less than 2/3 of 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 an Executive Officer shall be given to the members not less than 14 days before the meeting.

XVII. Property in Documents

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

Adopted by the Stelly's Secondary School Parent Advisory Council at Saanichton, British Columbia on April 8, 2014

Ina Smith
President

Rachel Wakefield
Vice-President