

Constitution

Section I – NAME

The name of this Council is SKSS Parent Advisory Council (the "PAC") as sanctioned by the School Act.

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

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

Section II – FOUNDATION PHILOSOPHY

As parents, we recognize that our children's success at school depends on our interest, support and involvement in their education and the school community.

Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of SKSS
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Section IV – INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

“district” means School District No. 73

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 73

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

“parent” is as defined in the School Act and means (a) the guardian of the person 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 and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 73

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in SKSS are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting.

Non-voting members

1. Administrators and staff (teaching and non-teaching) of SKSS are invited to become non-voting members of the Council.
2. Members of the community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
3. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

1. 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 (AGM).
3. The Annual General Meeting (AGM) will be held annually.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public system.

Notice of meetings

1. Members will be given reasonable notice of general meetings. Notice may be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three 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. The quorum cannot be waived or suspended, even by unanimous consent.

Voting

1. 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).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person (video-conferencing is acceptable) on all matters. Voting by proxy or on e-mail will not be permitted.
4. Voting can be by secret ballot or by a show of hands.
5. If by ballot, all ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting, before the result of the votes are called.

Section IV -- EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

The executive will include:

- a Chair (or "president"),
- a Treasurer,
- a Secretary,
- a DPAC representative

The executive may include

- a Co-Chair or Vice-Chair,
- other such members of the Council as the membership decides ("Members at Large")

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of SD73 or the Ministry of Education.

Election of executive

1. The executive will be elected at each annual general meeting, with one position being voted on at a time.
2. Elections will be conducted by one of the existing executive members, as agreed on by the membership.

Term of office

1. The executive will hold office for a term of one year.
2. No person may hold the same executive position for more than four consecutive years.

Vacancy

1. Executive members must give written intention of resignation, which must be circulated to all executive members. 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 Council to fill the vacancy until the next annual general meeting.

Removal of executive

1. 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 an eligible member to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president as deemed necessary. At least one executive meeting will be held each school term.
2. General executive business between meetings may be conducted by email. Examples of general business include circulating newsletter articles for verification by executive members, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes.
3. Matters requiring a vote or more detailed discussion will be brought to an executive meeting for decision making purposes. The President will call executive meetings, as per the request of the executive members.

Quorum

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

1. Executive members will be given at least 1 week notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

Section VI - DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

District Parent Advisory Council representative

1. Up to two representatives to the SD73 District Advisory Councils may be elected annually from among the voting members.
2. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization, such as BCCPAC.
3. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. As early as possible in the school year, every executive member and representative must agree on and sign a code of ethics acceptable to the membership.

Representing the Council

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

Privilege

1. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE

The Chair will

- consult with Council and executive members, primarily through regular newsletters, website information and meetings. Parent surveys can also be used to enable this function, as approved by executive
- coordinate parent newsletter updates: assign a Council member or executive member to write monthly news updates (this can be done on a month-by-month basis or one volunteer could take on responsibility of this function for the entire school year). Ensure content is up-to-date, accurate and reflective of current PAC issues and events.
- speak on behalf of the Council, arranging meetings with the school Principal as required
- ensure that general meeting dates and PAC school events are scheduled at the commencement of the school year (usually requires a meeting with executive and Administration before the start of the school year in September)
- call executive meetings at the request of the executive members, as required or requested
- preside at the PAC AGM
- appoint committees where authorized by the membership or executive
- ensure that Council activities are aimed at achieving the purposes set out in the constitution
- ensure safekeeping of all records of the Council
- act as a signing officer

The Co-Chair or Vice-Chair will

- identify a suitable meeting venue for general meetings
- ensure that meeting agendas are prepared and circulated onto the website and parent information board
- liaise with the Chair and determine who is to preside at each general meeting, as determined by individual availability and meeting content
- arrange for guest speakers for the general meetings, as required

- assist the Chair in the performance of his or her duties
- may act as a signing officer

The Secretary will

- maintain the PAC website, ensuring posts are current and relevant to the activities of the Council
- ensure meeting notes are posted onto the website in a timely fashion (including unapproved minutes with a special note indicating that these notes are in draft form), ideally no more than two weeks after any meeting
- regularly check email correspondence on the SKSS PAC email account, forwarding enquiries to the appropriate person(s) as necessary
- assist the president in the performance of his or her duties
- may act as a signing officer

The Treasurer will

- act as one of the signing officers
- ensure all funds of the Council are properly accounted for
- apply for gaming funds annually, and disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at executive meetings
- make financial records and books of account available to members upon request
- prepare an annual gaming report and submit it, as well as have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive and input from the Chair (and Administration), draft an annual budget, for approval at the AGM
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

The DPAC Representative will

- attend all meetings of the District Advisory Councils to represent, speak, and vote on behalf of the Council

- maintain current BCCPAC registration of the Council
- report regularly to the membership and executive on all matters relating to the DPAC, circulating notes to the membership via newsletter or e-mail after every DPAC meeting
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a DPAC or BCCPAC vote F.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council'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 may be appointed annually before the annual general meeting.

Terms of reference for ad hoc committees will be formulated as necessary.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30th of the following year.

Power to raise money

1. The Council may raise and spend money to further its purposes.

Bank accounts

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

Signing authority

1. The executive will name at least two signing officers (including the President and Treasurer) for banking and legal documents. Two signatures will be required on all of these documents.

Financial Procedure

1. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 30th, unless given prior approval. Receipts must be dated within that school year (i.e. from 1st July until 30th June), to ensure consideration for reimbursement.

Annual budget

1. The executive will prepare a budget (including revenue and expenditures) and present it to the membership for approval at the Annual General Meeting.
2. The approved budget covers the time of the financial year July 1st to June 30th.
3. The approved budget provides the executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
4. Budgets may be amended by the executive as needed with the approval of the membership.

Non-budgeted expenditures

1. The executive will present all proposed expenditures not included in the current budget for approval at the next general meeting. Any requests for additional expenditure must be submitted in writing, detailing the amount requested, reason for expenditure, anticipated date of spend and include the numbers and ways that the students would benefit.

Start-up Funds

1. Each Executive must leave start-up funds, for the following year's Executive, of at least \$500 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

Auditor

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

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

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

Section XII – PROPERTY IN DOCUMENTS

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

Section XIII – DISSOLUTION

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution passed by a three-quarters majority at a duly convened General Meeting.
2. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 73 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of SKSS.

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