

TAMANAWIS SECONDARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION

PART I - NAME

The name of this organization shall be Tamanawis Secondary School Parent Advisory Council.

PART II - PURPOSES

The purpose of this organization shall be:

- (1) To promote the interests of public education in general and, in particular, the interest of Tamanawis Secondary School;
- (2) To contribute to a sense of community and wellness within the school; and between the school, the home, the neighborhood and the environment;
- (3) To provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education;
- (4) To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighborhood;
- (5)
 - (a) To encourage and support programs in the school which promote the involvement of parents;
 - (b) In consultation with the principal and staff; to organize activities and programs where appropriate;
 - (c) To raise funds and organize volunteers for these activities and programs:
- (6) To raise funds as needed to purchase equipment and materials for the school;
- (7) To assist parents in obtaining information about the school and in communicating with the teachers and administrators about their child's progress or other concerns;
- (8) To provide a forum for discussion of programs and policies at the school level and educational issues at the district and provincial levels;
- (9) To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities;
- (10) To advise the district advisory council of members views on district and provincial policies, and to make recommendations where appropriate;
- (11) To promote a positive image of the school within the local community and the Surrey School District at large.

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PART III - BYLAWS

The organization shall be empowered to enact bylaws governing its conduct and operations. All matters not covered by the bylaws shall be governed by Robert's Rules of Order.

PART IV - DISSOLUTION

Circumstances of Dissolution

1. (a) The members may, by a majority of not less than 75% of the votes cast, dissolve the organization.

(b) Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to the members not less than 14 days before the meeting.
2. The organization shall dissolve on permanent closure of the school by School District #36 (Surrey) or by the province.

Distribution of Assets

1. (a) On dissolution of the organization by the members under section 43, the assets of the organization, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.

(b) On permanent closure of the school under section 44, the assets of the organization, after payment of all debts, shall be transferred to the Parent Advisory Council in the school to which the majority of students are relocated.
2. Where not less than 25% of the students in the school are relocated to another school, a proportion of the assets, after payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council in the other school.

Distribution of Gaming Assets

1. Upon dissolution, the assets which remain after payment of all 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.

**TAMANAWIS SECONDARY SCHOOL
PARENT ADVISORY COUNCIL**

BYLAWS

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PART 1 - MEMBERSHIP

Entitlement to Membership

1. All parents and guardians of students enrolled in Tamanawis Secondary School and all members of the school staff are entitled to be members of the Tamanawis Secondary School Parent Advisory Council. Other interested members of the school community who are willing to participate in the activities of the organization may also become members.

Voting Members

2. (1) All parents and guardians of students enrolled in the school, except parents or guardians of students who are employed at the school in any capacity by School District #36 (Surrey), shall be voting members of the organization.

(2) All other members shall be non-voting members.

Compliance with Bylaws

3. Every member shall uphold the constitution and comply with these bylaws.

PART 2 - MEETINGS OF MEMBERS

General Meetings

4. General meetings of the members shall be held not less than four times during the school year. One of those meetings shall be the annual general meeting.

Notice

5. (1) Except as provided in section 7, members shall be given not less than 14 days' written notice of a general meeting.

(2) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

Right to Attend and Vote

6. (1) Every member of the organization has the right to attend general meetings.

(2) Only voting members have the right to vote on matters before the meeting.

(3) At the discretion of the executive, non-members may attend meetings but are not eligible to vote.

Request by Member

7. (1) Any two members or the principal may request the calling of a general meeting.

(2) The request shall be in writing delivered to the Chair stating the reason for the meeting.

- (3) Members shall be given not less than 7 days written notice of a meeting called in this section.

Code of Conduct

8. (1) At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community.
- (2) The organization shall refrain from partisan political action or other activities which do not serve the interests of the school or the public school system.

PART 3 - PROCEEDINGS AT GENERAL MEETINGS

Quorum

9. A quorum for general meetings shall be those members present for the meeting, including one (1) executive member.

Voting

10. A voting member present at a general meeting is entitled to one vote.
11. No proxies are permitted.
12. Voting is by a show of hands or, where requested by two members present, by secret ballot.
13. Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.
14. In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.
15. The election of representatives to the School Planning Council must be by secret ballot.

PART 4 - EXECUTIVE

Executive Defined

16. There shall be an executive consisting of a Chair, Co-chair, Secretary, Treasurer and a District Parent Advisory Council representative.

Eligibility

17. Any voting member of the organization is eligible to serve on the executive.

Elections

18. The executive shall be elected at each annual general meeting, to hold office for a term of one year from June 1st to May 31st.

19. 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.

Terms of Office

20. The Chair may hold office for no more than two consecutive terms.

21. The term of office for the School Planning Council representatives shall be for one year.

Vacancy

22. (1) If an Executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the executive for any other reason, the remaining executive may appoint a person e
(2) An Executive member so appointed hold office until the next annual general meeting, but is eligible for re-election at that time.

Removal of Executive

23. (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 a the successor to complete term.
(2) Written notice specifying the intention to propose the resolution to remove the executive member shall be given to the members not less than 14 days before the meeting.

Remuneration of Executive

24. No executive member shall be remunerated for serving on the executive, but may be for reimbursed all expenses reasonably and necessarily incurred by him or her while engaged in the affairs of the organization.

Privilege

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

PART 5 - EXECUTIVE MEETINGS

Meetings

26. Executive meetings shall be held at the call of the Chair.

Request by Executive Member

27. Any executive member or the principal may request the calling of an executive meeting.

Quorum

28. A quorum for executive meetings shall be three members of the executive.

Notice

29. (1) Verbal notice of an executive meeting to each member of the executive shall be sufficient.
- (2) The inadvertent omission to give notice to an executive member, or the failure of an executive member to receive notice, does not invalidate the proceedings at the meeting.

Voting

30. (1) Questions arising at executive meetings shall be decided by a simple majority of the votes cast.
- (2) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.

Committees

31. (1) The executive may appoint committees to meet the organization's objectives or to carry on its affairs.
- (2) A committee shall be appointed if required by the members at the general meeting.
- (3) The terms of reference of each committee shall be specified by the executive at the time it is established, or by the committee at its first meeting, as the executive decides.
32. (1) Committees shall report to the executive as the executive requires.
- (2) Committees may meet and adjourn as they think fit.
- (3) Proceedings at committee meetings shall follow Robert's Rules of Order.

PART 6 - DUTIES OF OFFICERS

Chair

33. (1) The chair shall
- (a) prepare an agenda for all meetings; and
 - (b) preside at all general and executive meetings.
- (2) The chair is an ex officio member of all committees established by the executive.
- (3) Except as the executive decides from time to time, the chair is the spokesperson on behalf of the organization.

Co-chair

34. The Co-chair shall assume the duties of the Chair in the Chair's absence. When not carrying out the Chair's duties, the Co-chair shall assist the Chair as needed and perform such special duties as the executive decides.

Secretary

35. (1) The recording secretary shall
- (a) keep minutes of all meetings; and
 - (b) maintain and ensure the safekeeping of all records and documents of the organization, except those required to be kept by the treasurer.
- (2) The corresponding secretary shall conduct the correspondence of the organization.
- (3) The positions of recording and corresponding secretary may be held by one person.

Treasurer

36. (1) The treasurer shall
- (a) keep proper accounting records of all financial transactions of the organization.
 - (b) report to the executive and members on all accounts of the organization when required; and
 - (c) assist the executive in preparing an annual budget.
- (2) The treasurer's reports shall include the following matters;
- (a) current balances of all accounts held by the organization;
 - (b) all sums of money received and spent by the organization since the last report;
 - (c) all goods, equipment and materials purchased or sold since the last report; and
 - (d) all assets and liabilities of the organization.

Secretary-Treasurer

37. The offices of secretary and treasurer may be held by one person who shall be known as the secretary-treasurer.

Absence of Secretary

38. In the absence of a secretary from a meeting, the chair shall appoint another person to act as secretary at the meeting.

District Parent Advisory Council Representative

39. Represent Tamanawis Secondary Parent Advisory Council at the District Parent Advisory Council meetings.

School Planning Council

40. 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.
 - E. be a strong advocate for meaningful parental involvement in the school and in the development of a school plan.

PART 7 - FINANCIAL MATTERS

Financial Year

41. The financial year shall be June 1st to May 31st.

Power to Raise Money

42. The organization may raise and spend money to further its purposes.

Bank Accounts

43. The organization may establish and maintain such bank accounts as the executive decides. All funds of the organization shall be kept on deposit in a chartered bank or credit union.

Signing Authority

44. All Executive members are the authorized signatories for all banking and legal documents of the organization. There will be three signatories of which two must sign of which one must be the treasurer.

Spending

45. (1) The executive may spend money as approved by the members at a general meeting.
- (2) The executive may spend a maximum of \$200.00 without prior approval of the members.
Any such expenditure shall be reported to the members at the next general meeting.

Annual Budget

46. Each September, the executive shall prepare a budget for the school year. The budget shall be presented to the members for approval at the first general meeting of the school year.

47. The organization may appoint an auditor.

PART 8 - AMENDMENTS TO CONSTITUTION AND BYLAWS

Amendments

48. (1) The members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
- (2) Written notice specifying the proposed amendments shall be given to the members not less than 14 (fourteen) days before the meeting.
- (3) Where the proposed amendments exceed one page, they need not be given to every member, but shall be posted in a conspicuous place in the school.

PART 9 - GENERAL

Written Notice

49. Any written notice required to be given by these bylaws shall be deemed to have been sufficiently given if handed to the students to take home.

Property in Documents

50. 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 member ceases to perform the task to which the papers relate.

Adopted by Tamanawis Secondary School Parent Advisory Council at Surrey, British Columbia, on June 23, 1994.

Revised with approved changes at Surrey, British Columbia, on April 9, 2001.

Revised with approved changes at Surrey, British Columbia, on April 7, 2003.


Chair
Lynette Cramen


Secretary
Mabel Sjostrom

