

**Fleetwood Park
Secondary School
Parent Advisory Council
Constitution and Bylaws**



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Table of Changes

Date	Editor	Description of Change
April 29, 2019	Gurpreet Sidhu (author)	First draft presented to PAC by Maria Boothman Yvette Lauer Kevin Ma Gurpreet Sidhu Dave Sidhu Leitao Zhi Fang Jieli Brenda Zhou
June 3	Maria Boothman	Minor edits from review meeting attended by Maria Boothman Yvette Lauer Kevin Ma Rosie Poonie Min Jong Kim

Constitution

I. Name

1. The name of this committee shall be, Fleetwood Park Secondary School Parent Advisory Committee (FPSS PAC).

II. Purpose

1. To provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education.
2. To encourage and support programs in the school which promote the involvement of parents.
3. To provide parent education and professional development.
4. To provide a forum for discussion of programs and policies at the school level and educational issues at the school district and provincial levels.
5. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities.
6. To support educational programming which allows students to become active and mature participants within their community.
7. To contribute to a sense of community and wellness with the school and between the school, home and neighborhood.
8. To advise the school Principal and staff on parental views about school programs, policies and activities.
9. To communicate with parents and to promote co-operation between the home and the school in providing for the education of the children.
10. The committee shall be empowered to enact bylaws governing its conduct and operations. Roberts Rules of Order shall govern all matters not covered by the bylaws.

Bylaws

I. Membership

1. All parents and guardians of students registered at Fleetwood Park Secondary School may be voting members of the group.
2. No voting members of the executive receive remuneration or other financial benefits for their service to the committee, regardless of the type of service performed.
3. The executives are elected from the voting membership.
4. Every member will uphold the constitution and comply with these bylaws.

II. Meetings of Members

General meetings

1. A quorum for general meetings shall be those present for the meeting including two executive members plus one.
2. All matters that require a vote will be decided by a simple majority of the votes cast.
3. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
4. Members must vote in person on all matters.
5. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or if requested by two or more members present by secret ballot.
7. A vote will be taken to destroy the ballots after every election or secret ballot vote.
8. General meetings of the members shall be held not less than six times during the school year.

Notice

1. Members shall be given not less than 7 days written notice of a meeting.

Request by member

1. Any two members or the principal may request the calling of a meeting.
2. The request shall be in writing delivered to the chair stating the reason for the meeting.

Code of Conduct

1. At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community.
2. The committee shall refrain from partisan political action or other activities which do not serve the interests of the school or the public-school system.
3. Zero tolerance for violence, physical violence, threatening behavior or abusive language will not be tolerated at any time.

Privilege

1. 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.

III. Executive:

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the Chair, Vice Chair, Secretary, Treasurer and a District Parent Advisory Council (DPAC) Representative.
3. Any voting committee member is eligible to serve on the executive, except the employees of Fleetwood Park Secondary School.
4. The executive will be elected at the 1st PAC meeting of the school year in September.
5. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
6. No more than 1 member of the same family may serve on the executive at the same time.
7. The executive will hold office for a term of one year beginning the first PAC meeting in September until the following school year.
8. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the committee to fill the vacancy until the 1st PAC meeting of the following school year.
9. The members may, by majority of not less than 75% of the votes cast may remove an executive member before the expiration of his or her term of office and elect an eligible member to complete the term. Prior to this vote, written notice specifying the intention to make a motion to remove an executive member must be given to all members no less than fourteen days before the vote.
10. 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 committee's affairs.

IV. Duties of the Executive:

Chair

1. The Chair shall in consultation with the executive prepare an agenda for all meetings and preside at all general and executive meetings.
2. The Chair is an official 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.
4. The Chair shall be a signing officer.

Vice-Chair

1. The Vice-chair shall assume the duties of the Chair in the Chair's absence. When not carrying out the Chair's duties the Vice-Chair shall assist the Chair as needed and perform such special duties as the executive decides.
2. The Vice-Chair shall be a signing officer.

Secretary

1. The secretary shall keep minutes of all meeting, maintain and insure the safekeeping of all records and documents of the organization; except those required to be kept by the Treasurer.
2. The Secretary shall conduct the correspondence of the organization.
3. The Secretary shall not be a signing officer.

Treasurer

1. The Treasurer shall keep proper accounting records of all financial transactions of the organization and report to the executive and members on all accounts of the organization when required.
2. The Treasurer shall assist the executive in preparing an annual budget.
3. Ensure all funds of the committee are properly accounted for.
4. Disburse funds as authorized by the membership or executive.
5. Ensure that proper financial records and books of accounts are maintained.
6. Report on all receipts and disbursements at general and executive meetings.
7. Make financial records and books of accounts available to members upon request.
8. Have financial records and books available for inspection or audits annually.
9. Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence.
10. The Treasurer must apply for the BC community gaming grant and have guidelines available and be acquainted with them.
11. The Treasurer shall be a signing officer.

Absence of Secretary

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

Executive members

1. All executive members shall keep an accurate and most recent copy of the constitution and by-laws.

District Parent Advisory Council

1. At least one representative to the School District No. 36 District Parent Advisory Council (DPAC) may be elected from amongst the voting members.
2. The DPAC representative will hold office for a term of one school year.

3. If the DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term.
4. The DPAC representative will attend meetings of School District No. 36 DPAC and represent, speak and vote on the behalf of the committee.
5. Shall maintain the committee's council registration.
6. Report regularly to the membership and executive on all matters relating to the DPAC.
7. Receive, circulate and post DPAC newsletters, brochures and announcements.
8. Receive and act on all other communications from DPAC.
9. Liaise with other parents and DPAC representatives.

V. Financial Matters

1. The financial calendar year for Fleetwood Park Secondary PAC will be from the first meeting in September to the following school year.
2. The committee may raise and spend money to further its purposes.
3. All funds of the committee must be kept on deposit in a bank or financial institution registered under the Bank Act.
4. Bank statement must be mailed to the school address.
5. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
6. The executive will present all proposed expenditures beyond the current budget for approval at the next PAC meeting.
7. A treasurer's report will be presented at each meeting.
8. Receipts and committee approval must accompany all requests for payment prior to reimbursement.
9. All expenditures must follow BC community gaming grant program guidelines for applicable year.

VI. Dry Grad Sub-committee

1. The committee shall designate a liaison between dry grad committee and the PAC.
2. Committees shall report to the executive as the executive requires.
3. Shall assign a co-treasurer to be a liaison to the PAC treasurer. The co-treasurer will have no signing authority.

VII. Amendments to the constitution and By-Laws

1. The members may be a majority of not less than 75% of the votes cast amend the Constitution and By-Laws of the organization.
2. Written notice specifying the proposed amendments shall be given to the members not less than 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 and notes in the newsletter.

This Constitution and Bylaws document was adopted by the Fleetwood Park Secondary School Parent Advisory Council at Surrey, British Columbia on June 3, 2019



MARIA BOOTHMAN

Chair Signature

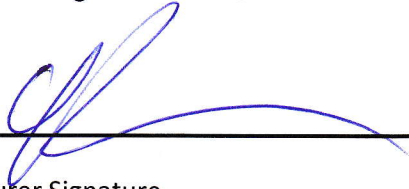
Print Name



Kevin Ma

Vice Chair Signature

Print Name



YVETTE CAUSER

Treasurer Signature

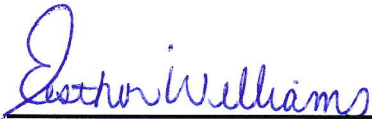
Print Name



Rosie Pooni

Secretary Signature

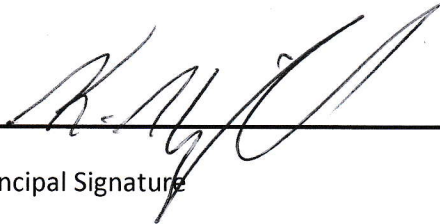
Print Name



Esther Williams

DPAC Representative Signature

Print Name



K. Hignell

Principal Signature

Print Name