

**FRANK HURT SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL**

**CONSTITUTION**

**PART I – NAME**

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

**PART II – PURPOSES**

The purposes of this organization shall be:

1. To promote the interests of public education in general and, in particular, the interests of Frank Hurt Secondary School;
2. To contribute to a sense of community within the school and between the school, the home and the neighbourhood;
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 neighbourhood;
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 teachers and administrators about their child's progress or other concerns;
8. To provide a forum for discussion of educational issues at the school, 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 parent 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.

### 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.

**FRANK HURT SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL**

**BYLAWS**

**CONTENTS**

<b>PART</b>	<b>SECTION</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>I</b>		<b>MEMBERSHIP</b>	<b>3</b>
	1	Entitlement to membership	
	2	Voting & non-voting members	
	3	Compliance with bylaws	
<b>II</b>		<b>MEETINGS OF MEMBERS</b>	<b>3</b>
	4	General meetings	
	5	Notice	
	6	Right to attend and vote	
	7	Request by member	
	8	Code of conduct	
<b>III</b>		<b>PROCEEDINGS AT GENERAL MEETINGS</b>	<b>4</b>
	9	Quorum	
	10-14	Voting	
<b>IV</b>		<b>EXECUTIVE</b>	<b>5</b>
	15	Executive defined	
	16	Eligibility	
	17	Election of executive	
	18	Term of office	
	19	Vacancy	
	20	Removal of executive	
	21	Remuneration of executive	
	22	Privilege	
<b>V</b>		<b>EXECUTIVE MEETINGS</b>	<b>6</b>
	23	Meetings	
	24	Request by executive member	
	25	Quorum	
	26	Notice	
	27	Voting	
	28-29	Committees	

VI		<b>DUTIES OF EXECUTIVE</b>	7
	30	President	
	31	Vice-president	
	32	Secretary	
	33	Treasurer	
	34	Secretary-treasurer	
	35	Absence of secretary	
VII		<b>FINANCIAL MATTERS</b>	8
	36	Financial year	
	37	Power to raise money	
	38	Bank accounts	
	39	Signing authority	
	40	Spending	
	41	Annual budget	
	42	Appointment of auditor	
VIII		<b>DISSOLUTION</b>	9
	43-44	Circumstances of dissolution	
	45-46	Distribution of assets	
IX	47	<b>AMENDMENTS TO CONSTITUTION &amp; BYLAWS</b>	10
X		<b>GENERAL</b>	10
	48	Written notices	
	49	Property in documents	

**PART I -- MEMBERSHIP**

**Entitlement to membership**

1. All parents and guardians of students enrolled in Frank Hurt Secondary School are entitled to be members of Frank Hurt Secondary School Parent Advisory Council.

**Voting members**

2. All members of the organization shall be voting members ~~except for those members who may be employees of Frank Hurt Secondary School.~~ <sup>EL NB</sup>

**Compliance with bylaws**

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

**PART II -- MEETINGS OF MEMBERS**

**General meetings**

4. General meetings of the members shall be held not less than six 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 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 may request the calling of a general meeting.
- (2) The request shall be in writing delivered to the president stating the reason for the meeting. On receiving the request, the president shall call the meeting.
- (3) Members shall be given not less than 7 days' written notice of a meeting called under 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 III -- PROCEEDINGS AT GENERAL MEETINGS**

**Quorum**

9. A quorum for general meetings shall be those members present for the meeting.

**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 cast of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.

**PART IV -- EXECUTIVE**

**Executive defined**

15. There shall be an executive consisting of a president, vice-president, secretary and treasurer.

**Eligibility**

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

**Election of executive**

17. (1) The executive shall be elected at each annual general meeting, to hold office for a term of one year from July 1st to June 30th.

**Term of office**

18. The president may hold office for no more than two consecutive terms.

**Vacancy**

19. (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 eligible under section 16 to fill the vacancy.
- (2) An executive member so appointed holds office until the next annual general meeting, but is eligible for re-election at that time.

**Removal of executive**

20. (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 successor to complete the 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**

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

**Privilege**

22. 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 V -- EXECUTIVE MEETINGS**

**Meetings**

23. (1) Executive meetings shall be held at the call of the president.

**Request by executive member**

24. Any executive member may request the calling of an executive meeting, and the president shall call the meeting.

**Quorum**

25. A quorum for executive meetings shall be two members of the executive.

**Notice**

26. (1) Executive members shall be given reasonable notice of executive meetings. Verbal notice given to each executive member 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**

27. (1) Questions arising at executive meetings shall be decided by 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**

28. (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 of 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.
29. (1) Committees shall report to the executive as the executive requires.  
(2) Committees may meet and adjourn as they think fit.



## PART VI -- DUTIES OF EXECUTIVE

### President

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

### Vice President

31. The vice president shall assume the duties of the president in the president's absence. When not carrying out the president's duties, the vice-president shall assist the president as needed and perform such special duties as the executive decides.

### Secretary

32. (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

33. (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**

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

**Absence of secretary**

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

**PART VII -- FINANCIAL MATTERS**

**Financial year**

36. The financial year shall be July 1 to June 30.

**Power to raise money**

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

**Bank accounts**

38. 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**

39. The president, vice-president and treasurer are the authorized signatories for all banking and legal documents of the organization. At least two signatures, one of which shall be the treasurer's, are required on these documents.

**Spending**

40. (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**

41. 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.

### Appointment of auditor

42. The organization may appoint an auditor.

## PART VIII -- DISSOLUTION

### Circumstances of dissolution

43. (1) The members may, by a majority of not less than 75% of the votes cast, dissolve the organization.  
 (2) 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.
44. The organization shall dissolve on permanent closure of the school by School District # 36 (Surrey) or by the province.

### Distribution of assets

45. (1) 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.  
 (2) 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.
46. 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.

## PART IX -- AMENDMENTS TO CONSTITUTION AND BYLAWS

47. (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 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 X -- GENERAL

Written notices

48. 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

49. 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 Frank Hurt Secondary School Parent Advisory Council on the 19<sup>th</sup> day of January, 1998.

Beverly A. King  
President

D. Baldry  
Secretary