

**KWANTLEN PARK SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL**

**CONSTITUTION**

**PART I - NAME**

The name of this organization shall be Kwantlen Park Secondary Parent Advisory Council, or KPSPAC for short, as sanctioned.

**PART II - MISSION STATEMENT**

The purpose of the Council shall be:

1. to further the educational interests and well-being of Kwantlen Park Secondary School students,
2. to facilitate and encourage participation by parents, students and interested persons in the school community in relevant educational activities and decision-making with school staff and administration,
3. to strengthen the role of families in education and schooling.

**PART III - OBJECTIVES**

The objectives of the organization shall be:

1. to enhance the communication between the parents, community and students with the school staff and administration;
2. to review, discuss and make recommendations to the school staff and administration on:
  - a) school policy and procedures,
  - b) programs and services,
  - c) facilities and equipment,
  - d) parent/community education
  - e) learning resources
3. to promote co-operation between the home and the school in providing for the education of the children;
4. to contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
5. to encourage and support programs in the school which promote the involvement of parents;
6. in consultation with the principal and staff, to organize activities and programs where appropriate consistent with the purpose of the organization;
7. to raise funds and organize volunteers for these activities and programs;
8. to raise funds as needed to purchase equipment and materials for the school;
9. to provide a forum for discussion of educational issues at the school, district and provincial levels;
10. to advise the district parent advisory council of members' views on district and provincial policies, and to make recommendations where appropriate consistent with the purpose of the organization;

11. to promote positive image of the school within the local community and the Surrey School District at large.

This organization is established for the above stated objectives and shall be carried on without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives. This provision shall be unalterable.

#### **PART IV - DISSOLUTION**

Upon winding up or dissolution of the organization, 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, as may be determined by the members of the organization at the time of winding up or dissolution. This provision shall be unalterable.

#### **PART V - BY-LAWS**

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

**KWANTLEN PARK SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL**

**BY-LAWS**

**CONTENTS**

<b>PART</b>	<b>SECTION</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>A</b>		<b>MEMBERSHIP</b>	<b>1</b>
	1	Voting members	
	2	Non-Voting members	
	3	Compliance with By-Laws	
<b>B</b>		<b>MEETINGS OF MEMBERS</b>	<b>1</b>
	4	General Meetings	
	5	Notice	
	6	Right to attend and vote	
	7	Request by member	
	8	Code of conduct	<b>2</b>
<b>C</b>		<b>PROCEEDINGS AT GENERAL MEETINGS</b>	<b>2</b>
	9	Quorum	
	10 -15-A	Voting	
<b>D</b>		<b>EXECUTIVE</b>	<b>2</b>
	16	Executive defined	
	17	Eligibility	<b>3</b>
	18	Election of executive	
	19	Term of office	
	20	Vacancy	
	21	Removal of executive	
	22	Remuneration of executive	
	23	Privilege	
<b>E</b>		<b>EXECUTIVE MEETINGS</b>	<b>4</b>
	24	Meetings	
	25	Request by executive member	
	26	Quorum	
	27	Notice	
	28	Voting	
	29-30	Committees	
<b>F</b>		<b>DUTIES OF EXECUTIVE</b>	<b>4</b>
	31	Chair	
	32	Vice-Chair	<b>5</b>
	33	Secretary	
	34	Treasurer	

	35	Absence of Secretary	
	35-A	School Planning Council	
<b>G</b>		<b>FINANCIAL MATTERS</b>	<b>6</b>
	36	Financial year	
	37	Power to raise money	
	38	Bank accounts	
	39	Signing authority	
	40	Spending	
	41	Annual Budget	
	42	Appointment of auditor	
<b>H</b>		<b>DISSOLUTION</b>	<b>6</b>
	43-44	Circumstances of dissolution	
	45	Distribution of Assets	<b>6-7</b>
<b>I</b>	<b>46</b>	<b>AMENDMENTS TO CONSTITUTION AND BY-LAWS</b>	<b>7</b>
<b>J</b>		<b>GENERAL</b>	<b>7</b>
	47	Written notices	
	48	Property in documents	

## **PART A - MEMBERSHIP**

### **VOTING MEMBERS**

1. All parents and/or guardians of students registered at Kwantlen Park Secondary School are entitled to be voting members of Kwantlen Park Secondary School Parent Advisory Council.

### **NON-VOTING MEMBERS**

2. The principal, staff members and student council members of Kwantlen Park Secondary School shall be non-voting members of the council. A member of the school community who is not a parent or guardian of a student currently registered at Kwantlen Park Secondary School shall be a non-voting member of the council.

### **COMPLIANCE WITH BY-LAWS**

3. Every member shall uphold the constitution and comply with these By-Laws.

## **PART B - 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. Except as provided in Section 7, members shall be given not less than 10 days' written notice of a general meeting. 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. a) Every member of the organization has the right to attend general meetings.  
b) Only Voting members have the right to vote on matters before the meeting.  
c) At the discretion of the executive, non-members may attend meetings.

### **REQUEST BY A MEMBER**

7. a) Any two members may request the calling of a general meeting.  
b) The request shall be in writing delivered to the Chair stating the reason for the meeting. On receiving the request, the Chair or Vice-Chair shall call the meeting.  
c) Members shall be given not less than seven days' written notice of a meeting called under this section.

## **CODE OF CONDUCT**

8. a) At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community.
- b) 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.
- c) Meetings shall be conducted fairly and efficiently bearing in mind “Robert’s Rules”

## **PART C - PROCEEDINGS AT GENERAL MEETINGS**

### **QUORUM**

9. The voting members present at any duly called general meeting shall constitute a quorum.

### **VOTING**

10. A 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 By-Laws, all matters requiring a vote shall be decided by a simple majority of the votes cast.
14. Due to perceived or actual conflict of interest, Surrey School District employees shall abstain from voting.
15. 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-A. The election of representatives to the School Planning Council must be of secret ballot.

## **PART D - EXECUTIVE**

### **EXECUTIVE DEFINED**

16. There shall be an executive consisting of Chair, Vice-Chair, Secretary, Treasurer and District Parent Advisory Council (DPAC) Representative. These positions can be shared. In the event that any executive position can not be filled by one person, the position may be designated as a “co” position and filled by 2 people.

### **ELIGIBILITY**

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

## **ELECTION OF EXECUTIVE**

18 a) The executive shall be elected at each Annual General Meeting, to hold office for a term of one year from September 1<sup>st</sup> to August 31<sup>st</sup>.

b) It is preferred that candidates for Chair shall have served a minimum of one year in an executive position at Kwantlen Park Secondary Parent Advisory Council or any other parent advisory council or other charitable organization.

c) 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.

## **TERM OF OFFICE**

19. No member of the executive may hold the same position for more than two consecutive terms, unless a change in procedure is passed at the time of elections. The term of office for School Planning Council representatives shall be for one year.

## **VACANCY**

20. a) 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 1 to fill the vacancy.

b) An executive member so appointed holds office until the next annual general meeting, and is eligible for re-election at that time.

## **REMOVAL OF EXECUTIVE**

21. a) 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.

b) Written notice specifying the intention to propose the resolution to remove the executive member shall be given to the members not less than 7 days' before the meeting.

## **REMUNERATION OF EXECUTIVE**

22. No executive member shall receive remuneration 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, approved by the KPPAC Executive.

## **PRIVILEGE**

23. 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 E - EXECUTIVE MEETINGS**

### **MEETINGS**

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

### **REQUEST BY EXECUTIVE MEMBER**

25. Any executive member may request the calling of an executive meeting, and the Chair shall call the meeting.

### **QUORUM**

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

### **NOTICE**

27. a) Executive members shall be given reasonable notice of executive meetings. Verbal notice given to each executive member shall be sufficient.

b) 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**

28. a) Questions arising at executive meetings shall be decided by a simple majority of the votes cast.

b) 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.

c) No executive member who is also an employee of School District #36 may vote at executive meetings.

### **COMMITTEES**

29. a) The executive may appoint committees to meet the organization's objectives or to carry on its affairs.

b) A committee shall be appointed if required by the members at a general meeting.

c) 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.

30. a) Committees shall report to the executive as the executive requires.

b) Committees may meet and adjourn as they think fit.

c) Proceedings at committee meetings shall follow Robert's Rules of Order.

## **PART F - DUTIES OF EXECUTIVE**

### **CHAIR**

31. a) The Chair shall:



- i) prepare an agenda for all meetings; and
- ii) convene and preside at all general and executive meetings.
- b) The Chair is an ex-officio member of all committees established by the executive.
- c) Except as the executive decides from time to time, the Chair is the spokesperson on behalf of the organization.

## **VICE-CHAIR**

32. 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.

## **SECRETARY**

33. The Secretary shall:
- i) keep minutes of all meetings and make available at next executive meeting or distribute to Chair at least one week in advance of next general meeting;
  - ii) maintain and ensure the safekeeping of all records and documents of the organization, except those required to be kept by the Treasurer; and
  - iii) conduct the correspondence of the organization.

## **TREASURER**

34. a) The Treasurer shall:
- i) keep proper accounting records of all financial transactions of the organization;
  - ii) report to the executive and members on all accounts of the organization when required;
  - iii) assist the executive in preparing an annual budget;
  - iv) be one of three signing officers of the executive; and
  - v) prepare a financial report for annual publication and make available at the Annual General Meeting.
- b) The Treasurer's report shall include the following matters:
- i) current balances of all accounts held by the organization;
  - ii) all sums of money received and spent by the organization since the last report;
  - iii) all goods, equipment and materials purchased or sold since the last report; and
  - iv) all assets and liabilities of the organization.

## **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.

## **SCHOOL PLANNING COUNCIL**

- 35-A. 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

## **PART G - FINANCIAL MATTERS**

### **FINANCIAL YEAR**

36. The financial year shall be September 1<sup>st</sup> to August 31<sup>st</sup>.

### **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 Chair, Secretary and Treasurer are the authorized signatories for all banking and legal documents of the organization. At least two signatures, only one of which shall be the Treasurer's, are required on these documents.

### **SPENDING**

40. a) The executive may spend money as approved by the members at a general meeting.  
b) 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 H - DISSOLUTION**

### **CIRCUMSTANCES OF DISSOLUTION**

43. 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.

44. The organization shall dissolve on permanent closure of the school by School District 36 (Surrey) or by the Province.

### **DISTRIBUTION OF ASSETS**

45. 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 of Section 44, the assets of the organization, after payment of all debts, shall be transferred to the Parent Advisory Council in the school or schools to which the majority of students are relocated.

### **PART I - AMENDMENTS TO CONSTITUTION AND BY-LAWS**

46. a) The members may, by a majority of not less than 75% of the votes cast, amend the Constitution and By-Laws of the organization.

b) Written notice specifying the proposed amendments shall be given to the members not less than 14 days' before the meeting.

c) 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 noted in the newsletter.

### **PART J - GENERAL**

#### **WRITTEN NOTICES**

47. Any written notice required to be given by these By-Laws shall be deemed to have been sufficiently given if handed to the student to take home.

#### **PROPERTY IN DOCUMENTS**

48. 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 Chair when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Kwantlen Park School Parent Advisory Council at Surrey, British Columbia on October 2, 2002. Amended on February 12, 2003 for SPCs. Amended on June 4, 2008 – Objectives.

---

Chair:

---

Vice-Chair:

---

Secretary:

---

Treasurer: