

**FRASER HEIGHTS SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION**

PART I – NAME

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

PART II – PURPOSES

1. To support school staff and the student council in providing the highest quality educational programming where all students are given equal opportunity to achieve their full potential.
2. To support educational programming which allows students to become active and mature participants within their community.
3. To contribute to a sense of community within the school and between the school, home and neighbourhood.
4. To assist parents in facilitating their child's educational program through fostering communication between school staff and families.
5. To encourage and support programs in the school which promote the involvement of parents.
 - (a) To provide feedback regarding a parent perspective on issues of school policy and procedures, programs, facilities, learning resources and parent education.
 - (b) In consultation with the principal and staff, to organize activities and programs within the school and community which support the educational objectives of FHSS.
 - (c) In consultation with the school staff, to raise funds as needed to support the educational program.
6. To provide a forum for discussion of educational issues at the school, district and provincial levels.
7. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school.
8. To advise the district parents advisory council of members' on district and provincial policies, and to make recommendations where appropriate.
9. To promote a positive image of the school within the 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.

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SECTION I – MEMBERSHIP

All parents and guardians of students enrolled in Fraser Heights Secondary School, except parents or guardians who are employed at the school in any capacity by School District #36 (Surrey), are entitled to be voting members of the Fraser Heights Secondary School Parent Advisory Council.

SECTION II – MEETINGS OF MEMBERS

1. 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.
2. Members shall be given not less than 14 days written notice of a general meeting.
3. The failure of a member to receive notice does not invalidate proceedings of the meeting.
4. At the discretion of the executive, non-members may attend meetings but are not eligible to vote.
5. At general meetings, members will not discuss individual issues of students, school personnel, parents or other members of the school community.
6. The organization will refrain from partisan political action or other activities which do not serve the interest of the school.

SECTION III – PROCEEDINGS AT GENERAL MEETINGS

1. A quorum for general meetings shall be ten members of the majority of the executive present for the meeting.
2. A voting member is entitled to one vote.
3. No proxies are permitted.
4. Voting is by a show of hands or when requested, by a majority of members present, by secret ballot.
5. Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.
6. 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.

SECTION IV – EXECUTIVE

1. There shall be an executive consisting of a president, vice-president, secretary, treasurer and District PAC representative.
2. Any voting member of the organization eligible to serve on the executive.
3. The executive shall be elected at each annual general meeting, to hold office for a term of one year from September 15th to September 14th.
4. No member of the executive may hold the same position for more than two consecutive terms.
5. 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 (voting member) to fill the vacancy until the next general meeting when an election shall be held.
6. On election or appointment to an executive position, every executive member shall sign and agree to abide by a code of ethics acceptable to the membership.
7. 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.
8. 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.

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SECTION V – EXECUTIVE MEETINGS

1. Executive meetings shall be held at the call of the president.
2. There shall be at least one meeting held prior to each general meeting.
3. Any executive member may request the calling of an executive meeting, and the president shall call the meeting.
4. A quorum for executive meetings shall be three members of the executive.
5. Questions arising at executive meetings shall be decided by a simple majority of the votes cast.
6. 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.
7. The executive will make recommendations to the general PAC regarding fundraising and other activities. These recommendations will be voted upon at a general PAC meeting.
8. The executive may appoint committees to meet the organization's objectives.
9. 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.

SECTION VI – DUTIES OF EXECUTIVE

President

1. The president shall prepare an agenda for all meetings and preside at all general and executive meetings.
2. The president may be 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

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 duties as the executive decides.

Secretary

1. The secretary, or designate, shall keep minutes of all meetings and maintain and ensure 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.

Treasurer

The treasurer shall:

1. Keep proper accounting records of all financial transactions of the organization.
2. Report to the executive and members on all accounts of the organization when required.
3. Assist the executive in preparing an annual budget.

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SECTION VII – FINANCIAL MATTERS

1. The financial year shall be September 1 – August 31.
2. The organization may raise and spend money to further its purposes as approved by the members at a general meeting.
3. 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.
4. A minimum balance of \$500.00 will be kept on deposit at the end of each fiscal year.
5. The President, Vice-president, Secretary, and Treasurer will have signing authority on all banking and legal documents. At least two signatures shall be required on all of these documents.
6. The executive may spend a maximum of \$200.00 without prior approval of the members. Any such expenditure will be reported to the members at the next general meeting.
7. Each September, the executive will prepare a budget for the school year. The budget will be presented to the members for approval at the first general meeting of the school year.

SECTION VIII – UNALTERABLE DISSOLUTION CLAUSE

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 will be given to the members not less than 14 days before the meeting.
3. On dissolution of the organization by the members, the assets of the organization, after payment of all debts, will be transferred to the school to be used for the benefit of the students.
4. On permanent closure of the school, the assets of the organization, after payment of all debts, will be transferred to the Parent Advisory Council for the school to which the majority of the students are relocated, or proportionately to the schools where students relocate, as decided by the members.
5. Where not less than 25% of the students in the school are relocated to another school, a proportion of the assets, after subtraction of budgeted items for the remainder of the year and after payment of all debts, equal to the portion of students being relocated, will be transferred to the Parent Advisory Council for the school where students relocate.
6. Such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

SECTION IX – AMENDMENTS TO CONSTITUTION AND BYLAWS

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 will 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.

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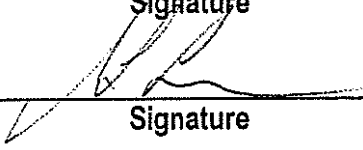


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SECTION X – GENERAL

1. Any written notice required to be given by these bylaws will be deemed to have been sufficiently given if handed to the students to take home.
2. 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 ceases to perform the task to which the papers relate.

Adopted by the Fraser Heights Secondary School Parent Advisory Council at Surrey, British Columbia, on SEPT 30 | 02.

President	Karin Fuller Print Name	 Signature
Vice-president	JACOB LARSEN Print Name	 Signature
Secretary	ANNETTE ROLUF Print Name	 Signature
Treasurer	Judy Lynch Print Name	 Signature

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LHG 106331

Zyha, Carolyn SG:EX

From: Christine Yan [yanc@inspection.gc.ca]
Sent: Wednesday, December 5, 2007 11:47 AM
To: Zyha, Carolyn SG:EX
Subject: Fwd: re: Request - a Copy of Fraser Heights Secondary School's Constitution & By Laws

Thanks Carolyn.

Christine Yan
Phone: (604) 666-9815 | Facsimile/Télécopieur: (604) 666-9814 Executive Assistant, B.C.
Mainland/Interior, Canadian Food Inspection Agency adjointe exécutive, C.B. - région
continentale/intérieure, Agence canadienne d'inspection des aliments Room #400 4321 Still
Creek Drive, Burnaby, B.C., V5C 6S7 | Pièce 400 4321 promenade Still Creek, Burnaby,
(C.-.) V5C 6S7 Government of Canada | Gouvernement du Canada
Personal e-mail: yanc@inspection.gc.ca
CFIA web site: www.inspection.gc.ca

>>> Christine Yan 12/4/07 11:01 am >>>
called Caroline on Dec 4th again to follow up. 250-387-0757.

>>> Christine Yan 11/29/07 2:53:17 pm >>>
Good afternoon,

Re: Account #106331

On behalf of the Fraser Heights Secondary School PAC, I would like to request a copy of the school's Constitution & By Laws to be faxed to me at 604-666-9814.

Thank you very much for your help.
Christine Yan,
PAC President, FHSS