



**École Salish Secondary**

**Parent Advisory Committee**

**November 2021**

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# **Constitution**

## **NAME**

1. The name of this committee shall be **École Salish Secondary** Parent Advisory Committee.

## **PURPOSE**

1. To promote the education and welfare of students in the school.
2. To promote the interests of public education and, in particular, the interests of **École Salish Secondary** School.
3. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
4. To provide parent/guardian education and professional development, and a forum for discussion of educational issues.
5. To provide financial support for the goals of the Parent Advisory Committee, as determined by the membership.
6. To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.
7. To provide parents/guardians with the opportunity to gain a greater understanding of the school.

## **INTERPRETATION OF TERMS**

“**community organizations**” means the groups that demonstrate an interest in education and are not already included the scope of the **École Salish Secondary** Parent Advisory Committee’s constitution and bylaws

“**district**” means School District No. 36

“**DPAC**” or “**District Parent Advisory Council**” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 36.

“**school**” means any public elementary or secondary educational institute as defined in the School Act

“**parent**” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or

(c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 36

## **Bylaws**

### **Membership**

#### **Voting Members**

1. All parents and guardians of students registered in **École Salish Secondary** are voting members of the **École Salish Secondary** Parent Advisory Committee.

#### **Non-voting members**

1. Administrators and staff (teaching and non-teaching) of (name of École Salish Secondary) may be invited to become non-voting members of the Council.
2. Members of the school community who are not parents/guardians of students registered in the public school system may be invited to become non-voting members of the Council.

#### **Compliance with bylaws**

1. Every member will uphold the constitution and comply with these bylaws.

### **Meetings of Members**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meeting will be the annual general meeting to be held in **May**.
3. At general meetings, members will not discuss individual school personnel, students, parents/guardians, or other members of the school community.
4. Members will be given reasonable notice of general meetings. Notice of meetings can be sent in various ways – by flyer, newsletter, e-mail or website. A calendar of meetings for the year satisfies the requirement of reasonable notice.

### **Proceedings at General Meetings**

1. Quorum for general meetings will be at least **5** voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
3. All matters that require a vote will be decided by a **simple majority of the votes cast**.

4. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters, 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 motion must be made & approved to destroy the ballots after every election or secret ballot vote.

## **Executive**

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the president, vice-president, secretary, treasurer, social/media co-ordinator, DPAC and CPF Representatives and such other members of the committee as the membership decides (may choose to have directors).
3. Any voting committee member is eligible to serve on the executive, **except employees of École Salish Secondary**.
4. The executive will be elected at the last general election meeting of the school year.
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 two members 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 **July 1**, in accordance with the fiscal year.
8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the committee to fill the vacancy until the next annual general meeting.
9. The members may, by a 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 not less than 14 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.

## **Executive Meetings**

1. Executive meetings will be held at the call of the president. At least one meeting will be held before the annual general meeting.
2. A quorum for executive meetings will be a **majority** of the members of the executive.

3. Executive members will be given reasonable notice of executive meetings.
4. All matters requiring a vote at executive meetings will be decided by a **simple majority of the votes cast**. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

### **District Parent Advisory Council**

1. One representative to the School District No. 36 District Parent Advisory Council may be elected from among the voting members (may be done by secret ballot if you choose).
2. The District Parent Advisory Council Representative will hold office for a term of one year in accordance with the fiscal year.
3. If the District Parent Advisory Council 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. Such election may be done by secret ballot (your choice).

### **External Committee Representatives**

1. The membership or executive may elect or appoint a member to represent the committee on an external committee or to an external organization.

### **Conduct of Executive and Representatives**

1. On election or appointment, every executive member & representative must agree to abide by a code of ethics acceptable to the membership & perform his or her duties with honesty & integrity.
2. Every executive member and representative must act solely in the interests of the membership and of the Committee.
3. Any information received in confidence by an executive member or representative from school personnel, a student, parent/guardian, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.
4. Any executive member must respect the rights of all individuals.
5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.
6. All executive members will strive to be informed & only **pass on only information that is reliable**.
7. Encourage & support parents/guardians & students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
8. Works to ensure that issues are resolved through due process.

## **ELECTION OF EXECUTIVE MEMBERS**

1. The Executive will manage the PAC's business between General Meetings.
2. The Executive members shall be elected from the voting members at the AGM.
3. One member of the administration shall be a member of the Executive.
4. Any voting member of the PAC is eligible to serve on the Executive
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 members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
6. No two members of the same family may serve on the Executive at the same time.
7. Notice of the AGM shall be given no less than thirty (7) days prior to the meeting.
8. Nominations may be received by the date provided by the Executive. Verbal nominations will be accepted from the floor of the AGM only for positions that are open at the time of the meeting. The Chair declares nominations closed.
9. If unable to attend the AGM, nominees may submit a nomination by written notice to the Chair.

## **Duties of Executive and Representatives**

### **1. The President will:**

- a) Speak on behalf of the committee
- b) Consult with committee members
- c) Preside at general and executive meetings
- d) Ensure that an agenda is prepared and presented for all meetings
- e) Appoint committees where authorized by the membership or executive
- f) Ensure that the Committee is represented in school and district activities
- g) Ensure the committee activities are aimed at achieving the purpose set out in the constitution
- h) Will be a signing officer
- i) Submit an annual report

### **2. The Vice-President will:**

- a) Support the president
- b) Assume the duties of the president in the president's absence or upon request
- c) Assist the president or other executive members in the performance of his or her duties
- d) Accept extra duties as required
- e) May be a signing officer

### **3. The Secretary will:**

- a) Ensure that members are notified of meetings
- b) Record and file minutes of all meetings
- c) Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d) Prepare and maintain other documentation as requested by the membership or executive
- e) Issue and receive correspondence on behalf of the committee to the committee
- f) Ensure the safekeeping of all records of the committee in accordance with District policy
- g) May be a signing officer

**4. The Treasurer will:**

- a) Will be a signing officer
- b) Ensure all funds of the committee are properly accounted for
- c) Disburse funds as authorized by the membership or executive
- d) Ensure that proper financial records and books of accounts are maintained
- e) Report on all receipts and disbursements at general and executive meetings
- f) Make financial records and books of accounts available to members upon request
- g) Have financial records and books available for inspection or audits annually
- h) With the assistance of the executive, draft an annual budget
- i) Ensure that another signing officers have access to the financial records and books of accounts in the treasurer's absence
- j) Submit an annual financial statement at the annual general meeting

**5. The Social/Media Co-ordinator will:**

- a) Will provide updated information on social media accounts for the school in an accurate, non-biased & professional manner
- b) Co-ordinate with administration for any required joint messages to be released to the school community via online accounts
- c) May support the secretary as needed such as post/ release correspondence on behalf of the committee to the school community
- d) May be a signing officer

**6. DPAC Representative shall: (non-voting member)**

- a) Know the Constitution and Bylaws of the PAC.
- b) Know the Leadership Manual and meeting rules.
- c) Request direction from the General PAC membership.
- d) Represent and speak on behalf of the PAC at SPC/DPAC meetings.
- e) Attend DPAC meeting and report back to the PAC at every General Meeting.
- f) May appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.

**7. CPF Representative shall: (non-voting member)**

- a) Know the Constitution and Bylaws of the PAC.
- b) Know the Leadership Manual and meeting rules.
- c) Represent and speak on behalf of the PAC at any CPF meetings.
- d) Report back to the PAC at every General Meeting.

**8. Members at Large will:**

- a) Serve in a capacity to be determined by the committee at the time of election, and at other times as the committee requests such as grad cte, grad council, CPF, DPAC & BCCPAC reps
- b) Report regularly to the membership and executive on all matters relating to their individual area of representation
- c) They do not necessarily attend executive meetings, this is to be decided by the executive committee each year



9. **The Immediate Past President will:**

- a) advise and support the membership and executive
- b) provide information about history, resources, contacts, and other matters (c)
- submit an annual report

*Annual reports are important because they*

- *provide an opportunity to review personal and council goals and achievements*
- *provide a record of actions taken*
- *outline responsibilities for those considering running for an executive position*

## **Committees**

1. The membership and executive may appoint committees to further the **École Salish Secondary** Parent Advisory Committee purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees shall be responsible to, and report to, the executive and PAC membership.

## **Financial Matters**

1. The financial calendar year of the **École Salish Secondary** Parent Advisory Committee will be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. All funds of the committee must be kept on deposit in a bank or financial institution registered under the Bank Act.
3. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
4. The executive will prepare a budget and present it to the membership for approval before the end of October of each year.
5. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
6. The executive may authorized expenses up to **\$250.00** without approval from the membership.
7. A treasurer`s report will be presented at each general meeting.
8. Recommend for a yearly audit by an outside person or other member of executive.
9. No signing officer will sign a cheque with themselves as the payee.

## **Constitution and Bylaw Amendments**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Committee's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 7 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or be made available to all members.

## **Property in Documents**

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the **École Salish Secondary** Parent Advisory Committee shall be deemed to be the property of the **École Salish Secondary** Parent Advisory Committee and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## **Dissolution**

1. In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Committee shall be given to the principal of **École Salish Secondary**

Adopted by **École Salish Secondary** Parent Advisory Committee at Surrey, B.C. on **November 1<sup>st</sup>, 2021**

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Social/Media \_\_\_\_\_

DPAC \_\_\_\_\_

CPF \_\_\_\_\_

Principal \_\_\_\_\_

Dated: \_\_\_\_\_

## Code of Ethics

A parent who accepts a position as a PAC Executive member or Committee President:

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.
10. Supports public education.
11. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
12. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee President (see APPENDIX 9 ).
13. Review and agree to the "Role of Committees" (see APPENDIX 2)

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Martha Currie Elementary PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the Dispute Resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone # or Email: \_\_\_\_\_