

LA Matheson PAC Constitution and Bylaws

Constitution

Section 1 Name

The name of the organization shall be the L.A. Matheson Parent Advisory Council.

Section 2 Purpose

To promote cooperation, the free exchange of ideas among staff, students and parents relating to school programs and policies and to promote the right to participate in determining the educational policies and services provided for the students.

Section 3 OBJECTIVES

This group shall properly carry out such activities as approved by the general membership of the L.A. Matheson Parent Advisory Council, which contribute to sense of school community. Such activities shall include:

3.1 Reviewing, discussing and making recommendations regarding school policies, practices and procedures.

3.2 Reviewing and discussing decisions and events that affect the environment and education programs at the school.

3.3 Assisting in ensuring a safe environment in respect of student well being such as health, safety and vandalism issues.

3.4 Contributing to the effectiveness of the school by promoting the involvement of parents and other community members as additional resources to the school through approved volunteer activities.

Section 4 DISSOLUTION

4.1 In the event of dissolution and following payment of all outstanding debt and cost of dissolution, disbursement of remaining funds will be decided upon by the membership at the final general meeting to be distributed to L.A. Matheson Secondary school. This provision shall be unalterable.

4.2 All records of the organization shall be placed under the jurisdiction of Surrey School district in the person of the principal of the school.

Bylaws

Section 5 Interpretation

In the constitution and these bylaws,

5.1 "Act" means the Society Act

5.2 "AGM" means an annual general meeting

5.3 "Board" or "Board of Directors" means the directors of the Society for the time being, acting as a body

5.4 "director" means a director of the Society

5.5 "general meeting" includes an AGM and a special general meeting

5.6 "member" means a member of the Society

5.7 "Society" means the L.A. Matheson Parent Advisory Council

5.8 "written" means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, email, and fax

5.9 "constitution", "bylaws", "special resolution", and "ordinary resolution" have the meaning given to them in the Act

5.10 the singular includes the plural and vice versa, and

5.11 persons include corporations and associations

5.12 The definitions in the Act on the date these bylaws become effective apply to these bylaws.

5.13 Each member is entitled to and the Society must on request give the member a copy of the constitution and bylaws upon payment of a fee determined by the Board, but that fee must not exceed \$1.00.

5.14 The Constitution and bylaws can only be amended by special resolution.

Section 6 Membership

6.1 All parents and guardians of students registered at L.A. Matheson Secondary School shall be entitled to be voting members of the L.A. Matheson Parent Advisory Council.

6.2 Administration and staff (teaching and non-teaching) of L.A. Matheson Secondary School shall be non-voting members of the group.

6.3 Members of the school community who are not parents of students currently in the system shall also be non-voting members of the group.

6.4 Every member has a duty to uphold this Constitution and comply with these Bylaws

Section 7 EXECUTIVE

The group shall elect the following slate of officers from the voting members for each school year.

The executive officers shall be the President, Vice President, Secretary, Treasurer, and the Representative to the Surrey District Parent Advisory Council (DPAC Rep).

7.1 President/Chair

7.1.a The President shall convene and preside at all membership, special and executive meetings.

7.1.b Shall, in consultation with the executive, ensure that an agenda is prepared and presented.

7.1.c May dispense with formal voting procedures on internal matters.

7.1.d Shall appoint committees where authorized to do so by the executive for membership.

7.1.e Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.

7.1.f Shall promote representation to District #36 Parent Advisory Council.

7.1.g Shall keep the PAC Handbook up to date.

7.2 Vice President

7.2.a The Vice President will assume the responsibilities of the President in the President's absence.

7.2.b Shall accept extra duties as required.

7.3 Secretary

7.3.a The Secretary will record the minutes of general, special and executive meetings.

7.3.b Will issue and receive correspondence on behalf of the organization.

7.3.c The secretary will ensure that all documents, except documents that are the responsibility of the president or treasurer, are prepared records and filed as required by School District #36 (Surrey), the School Act, and/or other legislation.

7.4 Treasurer

7.4.a The Treasurer will be responsible for and report on the accounts of the organization

7.4.b Shall be one of the signing officers of the Executive as per Section 18.

7.4.c Shall prepare 3 financial report for publication in the school newsletter as per Section 18.

7.4.d Shall assist the executive with a tentative plan of expenditures as per Section 18.

7.4.e The outgoing treasurer is responsible to complete year end financials within 6 weeks of the fiscal year end.

7.5 Representative to (School District #36) District Parent Advisory Council (DPAC)

7.5.a The DPAC Representative shall represent the PAC at regular and extraordinary DPAC meetings.

7.5.b Shall report District information to the Executive and shall report to General Meetings of the PAC 8S required.

7.5.c Will coordinate correspondence to and from the Surrey DPAC.

7.6 Vacancy on Executive

7.6.a If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may appoint an eligible voting member to fill the vacancy until the next election.

7.6.b The position of Secretary and Treasurer may not be combined.

Section 8 DUTY OF OFFICERS

8.1 Represent and speak on behalf of the PAC at meetings.

8.2 Take direction from the general PAC membership.

8.3 Report back to the PAC at general meetings.

Section 9 COMMITTEES

9.1 PAC Officers — Parents elected or appointed to chair or co-chair a committee and attend the general meetings.

9.2 Committees are responsible to the Executive and shall report to the executive as required.

9.2.a School staff may be afforded representation on committees.

9.2.b Members may be appointed to special committees by the President

9.3 Representative to the British Columbia Confederation of Parent Advisory Councils (BCCPAC)

9.3.a The BCCPAC Representative shall represent the PAC at all regular and extraordinary BCCPAC meetings.

9.3.b Shall report provincial information to the Executive and shall report to General Meetings of the PAC as required.

9.3.c Shall report on and coordinate correspondence to and from BCCPAC

Section 10 ELECTIONS

10.1 Election term -The length of term for (Executive positions and officers shall be thirteen months commencing June 1 of year A and finishing June 30 of the following year (8), with the exception of the treasurer whose term will expire September 30th as per Section 7.4.e.

10.2 All elected and appointed members of the PAC shall resign at the end of the term. All outgoing officers must pass all files and documentation on to the new officers within one month in order to facilitate the change and orientation of new PAC officers. With the exception of the treasurer who as per section 7.4.e will turn over all materials within six (6) weeks of the fiscal year end.

10.2.a Such resignation to take place during the May Election, effective at the end of the meeting at which the election was held.

10.2.b Retiring officers are eligible for nomination and re-election during the May election, except that it is suggested that no member remain in anyone position on the Executive body for more than four years. The same member may be elected in a position longer than the suggested four years when no other nominees are put forward.

10.2.c Only voting members are permitted to be nominated, elected or hold office in this council.

Section 11 ELECTION PROCEDURES

11.1 Election of the Executive will take place during a General meeting, which will be held each and every May.

11.2 The election of representatives to the School Planning Council and the District PAC must be by secret ballot. (School Act, s.8(6))

Section 12 NOMINATIONS

12.1 A 'Nomination's Committee' may be formed as required by the Executive.

12.2 Nominations may be received up to and during the May General meeting until declared closed by the President.

Section 13 GENERAL MEETINGS

13.1 The number of General Meetings is set by the Executive with no fewer than 5 meetings per school year.

13.2 Extraordinary meetings are called by the Executive with a minimum of seven (7) days notice.

13.3 Executive Meetings

13.3.a Executive meeting times may be prescribed by the Executive

13.3.b Extraordinary meetings may be called by the President.

13.4 Notice of meetings shall be a minimum of 7 days.

13.4.8 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.

Section 14 CONSTITUTIONAL AMENDMENTS

14.1 Amendments to the Constitution and Bylaws of the L.A. Matheson Parent Advisory Council may be made at any General Membership meeting at which business is conducted, providing:

14.1.a Proper notice of the meeting has been given (fourteen (14) days minimum).

14.1.b The notice of the meeting should also include notice of the specific amendments proposed.

14.1.c A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

Section 15 QUORUM

15.1 The number of voting members present at any duly called general meeting shall be at least 5 in order to constitute a quorum.

Section 16 VOTING

16.1 A voting member present at a general meeting is entitled to one vote

16.2 No proxies are permitted

16.3 Voting is by a show of hands or, where requested by two members present, by secret ballot.

16.4 Except as provided elsewhere in these bylaws, all matters requiring a vote shall be a decided by a simple majority of the votes cast.

16.5 In the case of a tie (equal number of) votes cast the chair does not have a second or casting vote and the proposed resolution shall not pass.

Section 17 PROCEEDINGS AT MEETINGS

17.1 Meetings will be conducted efficiently and with fairness to the members.

17.2 If procedural problems should arise, "Robert's Rules of Order", current edition, will be used to resolve the situation, unless they are in conflict with the guidelines of this Constitution and Bylaws, in which case these bylaws will prevail.

Section 18 FINANCES

18.1 Tentative" plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of October of each year.

18.2 All funds of the organization will be deposited in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.

18.3 The Executive will name three to four signing officers, one of whom will be the Treasurer, for banking and legal documents. Any two signatures will be required for these documents.

18.4 A Treasurer's report to all members should be published in the school newsletter prior to the end of each school year.

18.5 The financial year shall be August 1 to July 31.

Section 19 SCHOOL PLANNING COUNCILS

19.1 "School Planning Council has five representatives of which three are parents from the school. Three parent representatives to the School Planning Council (SPC) 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. (School Act, s.8.1 (3)(c), 8.1 (4), and 8.1 (7))"

19.2 The SPC parent representative shall:

19.2.a Be one of three elected SPC parent representatives

19.2.b Represent and speak on behalf of the PAC at SPC meetings

19.2.c. Take direction from the general PAC membership

19.2.d Report back to the PAC at general meetings

Section 20 CODE OF CONDUCT

20.1 The L.A. Matheson School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

20.2 An Executive member who is approached by a parent with a concern relating to Section 20 is in a privileged position and must treat such discussion as confidential.