

CONSTITUTION AND BYLAWS

PARENT ADVISORY COUNCIL

ÉCOLE SECONDAIRE REYNOLDS SECONDARY SCHOOL

**As amended and accepted by the
École Secondaire Reynolds Secondary School Parent Advisory Council
on October 6, 2016**

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CONSTITUTION

SECTION I: NAME

The name of the Association shall be the ÉCOLE SECONDAIRE REYNOLDS SECONDARY SCHOOL PARENT ADVISORY COUNCIL (PAC).

The PAC will operate as a non-profit organization with no personal financial benefit.

The business of the PAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and politics.

SECTION II: DEFINITIONS

VCPAC – The Victoria Confederation of Parent Advisory Councils, which is recognized by the Board of Trustees of SD 61 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school

Executive Officers – Parents elected to the executive of the PAC

PAC – École Secondaire Reynolds Secondary School Parent Advisory Council

Parent or Parents – the parent/parents or legal guardian/guardians of a child or children registered in École Secondaire Reynolds Secondary School.

Parent Advisory Council – Any organized group of parents recognized under the British Columbia *School Act*

Reynolds – École Secondaire Reynolds Secondary School

SD 61 – School District No. 61 (Greater Victoria)

Voting Members – As defined in Section V, Paragraph 1

SECTION III: PURPOSES OF THE PAC

The purpose of the PAC is to support, encourage, and improve the quality of education and the well-being of students in Reynolds.

1. To advise the Reynolds Principal and staff on parents' views on any matter relevant to Reynolds, such as programs, policies, plans, and activities;
2. To encourage parent involvement in Reynolds and to support programs that promote parent involvement;
3. To communicate with parents and to promote cooperation between the home and Reynolds in providing for and supporting the education of children;
4. To assist parents in accessing the system and to provide advocacy support for individual children and their Parents;
5. To organize PAC activities and events;
6. To contribute to the effectiveness of Reynolds by promoting the involvement of Parents and other community members; and
7. To inform Parents about SD 61 and provincial-level matters that affect the education of Reynolds students.

SECTION IV: DISSOLUTION

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another Parent Advisory Council in SD 61 having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia Gaming Commission, as the PAC members may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all of the PAC's records shall be placed under the jurisdiction of the VCPAC.

BYLAWS

SECTION V: MEMBERSHIP IN A PAC

1. Except as provided in this section, all Parents are Voting Members of the PAC.
2. Reynolds' administration and staff (teaching and non-teaching) are not Voting Members of the PAC.
3. Members of the school community who are not Parents may be invited to become non-voting members of the PAC.
4. At no time shall the PAC have more non-voting than Voting Members.

SECTION VI: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the PAC members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive Officers held in April of each year.
3. General meetings shall be held not less than eight times per year, one of those being the AGM, and shall be open to all members of the PAC.
4. Executive meetings may be held anytime or at any place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of issues pertaining to individual school personnel, students, parents, or other individual members of the school community.

SECTION VII: QUORUM AND VOTING:

QUORUM:

A quorum for voting at PAC meetings shall be seven or more Voting Members in attendance.

VOTING:

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.
3. Voting Members must vote personally on all matter; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of Executive Officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. A Voting Member may be appointed by the PAC to represent and vote on behalf of the PAC at VCPAC meetings.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. The Executive Officers shall be elected from the Voting Members at the AGM and Voting Members who have accepted their nomination.
2. No employee or elected official of SD 61 or Ministry of Education shall hold an Executive Officer position.
3. Call for nominations shall be made at the two meetings before the Annual General Meeting.
4. In the event of a vacancy on the executive during the year, the Executive Officers shall appoint a new Executive Officer who shall hold office until the next election. PAC shall vote to ratify the appointment at the PAC meeting directly following such appointment.
5. The PAC shall appoint a nominations committee, as provided for in Section XIII, who shall conduct the elections.

SECTION IX: TERM OF OFFICE

1. The term of office shall commence the day after the election at the AGM and shall be for one year, or until the next election, whichever happens first.
2. No person may hold more than one elected Executive Officer position at any one time.
3. No person shall hold the same Executive Officer position for more than four years, unless the PAC votes to extend that person's tenure.
4. The Past Chairperson shall hold that office for one year.

SECTION X: EXECUTIVE OFFICERS

1. PAC affairs shall be managed by a board of elected Executive Officers.
2. No Executive Officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs. Such reimbursement must be subject to a motion passed by the PAC.
3. The recommended minimum number of Executive Officers will be as follows:
 - a. Chairperson
 - b. Treasurer

- c. Secretary

SECTION XI: DUTIES OF OFFICERS

1. The Chairperson shall:

- a. Convene and preside at membership, special, and executive meetings;
- b. Ensure that an agenda is prepared and presented;
- c. Know the constitution, bylaws and meeting rules;
- d. Know where to find resources to assist members;
- e. Appoint committees where authorized to do so by the executive or membership;
- f. Consult PAC members regularly;
- g. Ensure that the PAC is represented in Reynolds and SD 61 activities;
- h. Ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC;
- i. Be the official spokesperson for the PAC;
- j. Be a signing officer; and
- k. Submit an annual report.

2. The Vice-Chairperson (if one is elected) shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- b. Assist the Chairperson in the performance of his/her duties;
- c. Accept extra duties as required;
- d. Be a signing officer; and
- e. Submit an annual report.

3. The Secretary shall:

- a. Ensure that members are notified of meetings;
- b. Record the minutes of general, special, and executive meetings, ensure that they are posted on the Reynolds website and distributed at the following PAC meeting;
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
- d. Issue and receive correspondence on behalf of the organization;
- e. May be a signing officer;
- f. Safely keep all the PAC records; and
- g. Submit an annual report.

4. The Treasurer shall:

- a. Be a signing officer;
- b. Receive all funds for the PAC;
- c. Disburse funds authorized by the executive or approved by members at a PAC meeting, in a timely manner;
- d. Maintain an accurate record of all PAC receipts and expenditures;

- e. Give a report of all receipts and expenditures at all PAC meetings;
 - f. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC;
 - g. Make books available for viewing by members upon request;
 - h. Have the books ready for inspection or audit;
 - i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV;
 - j. Ensure that another signing officer has access to the books in the event of his/her absence; and
 - k. Submit an annual financial statement at the Annual General Meeting of the PAC.
5. The VCPAC/PAC Representative (if one is elected) shall:
- a. Attend PAC and VCPAC meetings;
 - b. Seek and give input on behalf of the PAC to the VCPAC;
 - c. Report back to the PAC; and
 - d. Submit an annual report to the PAC.
6. Members at Large (if such are elected) shall:
- a. Serve in a capacity to be determined by the PAC at the time of their election, and at other times throughout their tenure as the needs of the PAC require; and
 - b. Submit an annual report.
7. The Past Chairperson shall:
- a. Help smooth the transition between Chairpersons;
 - b. Assist, advise and support the PAC;
 - c. Provide information about resources, contacts, and other essential information to the PAC;
 - d. Act as a consultant for the Chairperson;
 - e. Chair the nominating committee; and
 - f. Submit an annual report.

SECTION XII: CODE OF ETHICS

1. A parent who accepts a position as an Executive Officer:
- a. Upholds the constitution and bylaws, policies and procedures of the PAC;
 - b. Performs her/his duties with honesty and integrity;
 - c. Works to ensure that the well-being of the students is the primary focus of all decisions;
 - d. Respects the rights of all individuals;
 - e. Takes direction from the PAC, ensuring representation processes are in place;
 - f. Encourages and supports Parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
 - g. Works to ensure those issues are resolved through due process;

- h. Strives to be informed and only passes on information that is reliable;
 - i. Respects all confidential information; and
 - j. Supports public education.
2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the PAC and executive. Such an Executive Officer must avoid using his or her position on the PAC for personal gain.
 4. Any information received in confidence by an Executive Officer from Reynolds personnel, a student, Parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.
 5. Upon election or appointment, every Executive Officer must sign the below Statement of Understanding and agree to abide by the Code of Ethics.

Statement of Understanding

I, the undersigned, in accepting the position of _____, as an Executive Officer of the PAC, have read, understood, and agreed 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 PAC, should there be any concerns about my work.

Name of Executive Officer: _____

Signature: _____

Date: _____ Phone Number: _____

Note: This page may be photocopied and used yearly for the new Executive Officers to sign.

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. The terms of reference for 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 decides.
3. Committees will report to the PAC and executive as required.
4. It is recommended that the following committees be established on an annual basis.
 - a. **A Nominating Committee** shall be appointed annually before the Annual General Meeting.
 - b. **A Funding Committee** shall be formed each year after the Annual General Meeting of the PAC and shall have the following terms of reference:

Mandate: To prepare a budget for

- i) the Direct Access Fund Grant monies that shall comply with the conditions in effect at the relevant time, as defined by the Gaming Policy and Enforcement Branch; and
- ii) any other monies that are available to the PAC. The budget shall also comply with any conditions which may apply to these other monies. The budget will preferably encompass one to three years.

Committee Members:

- i) A chairperson of the committee; and
- iii) At least one other member.

The Chairperson of the PAC shall be a member ex officio (by virtue of his/her position) does not need to attend all meetings but is responsible for overseeing the effectiveness of the committee;

All committee members shall be Voting Members of PAC as defined in Section V of these bylaws.

Responsibilities:

- i) To prepare a budget as defined by the mandate of this committee. This budget shall be completed prior to the November PAC meeting and shall be presented for ratification by the PAC at that meeting. The PAC may ratify the budget in whole or in part. Note that the PAC treasurer is responsible for disbursement of funds.
- ii) Prior to budget completion, the school administration will advise teachers, and the committee will attempt to give notification to all groups and individuals who may have reason to request funding, that funds are available.
- iii) Prior to budget completion, the committee shall consider all submitted requests, provided they conform to the conditions in force at the relevant time of the Direct Access Program or other program(s) from which the PAC has received the monies.
- iv) The committee shall continue to consider requests throughout the year, with the intention of revising the budget as deemed necessary. Proposed revisions to the budget shall be presented to the PAC at the February meeting or, if required, at any meeting provided that one month's notice is given to the PAC executive.
- v) Suggested guidelines to assist the committee in preparing a proposed budget for distribution of funds are listed alphabetically as follows:
 - Administration 15%
 - Athletics 25%

Band 25%
Contingency 10%
Fine Arts 15%
Other 10%

Note that these are guidelines only and may be adjusted as the committee considers all requests and options.

vi) Reporting and Timeline: The committee chairperson will report to the PAC Chairperson on a weekly basis for the month of October to ensure that the process of budget preparation will facilitate the presentation of the proposed budget at the November PAC meeting. Additional reporting is to be on an as required basis. The timeline, referred to in Section XIII, sub-section entitled 'Responsibilities' of these bylaws, shall be as follows:

- A) Present the proposed budget at the November PAC meeting;
- B) If required, present a revised proposed budget at the February PAC meeting; and
- C) Prepare documentation of the committee's annual activities and present to the PAC at the April PAC meeting.

Financial Responsibilities:

The committee shall request approval from the PAC executive prior to incurring any costs.

Final Decision:

Where the Committee and PAC disagree on a matter regarding funding allocation, the Committee can revisit, revise and re-present with necessary documentation until a successful vote is achieved.

SECTION XIV: FINANCES

1. A budget and tentative plan of expenditure will be drawn up by the executive and presented for approval before the budget in force at that time expires.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate PAC account
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general and annual general meeting.
6. Members at a general meeting may appoint an auditor.
7. All cash funds received by the PAC shall be counted and verified in writing by at least two PAC members and submitted to the Treasurer.
8. All financial records are the property of the PAC.

SECTION XV: CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the PAC may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members of the PAC in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the Reynolds' office for safekeeping only.

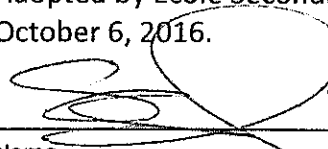
SECTION XVI: REMOVAL OF AN EXECUTIVE OFFICER

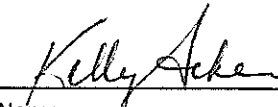
1. The PAC may, by a majority of not less than 75% of the votes cast, remove an Executive Officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive Officer shall be given to the members of the PAC not less than 14 days before the meeting.
3. Following are grounds for removal of an Executive Officer:
 - a. Convicted of a criminal offence or other serious offence; and
 - b. Failure to observe the constitution and bylaws of the PAC.


SECTION XVII: PROPERTY IN DOCUMENTS

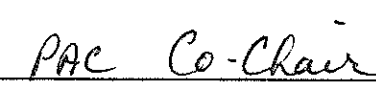
All original documents, records, minutes, correspondence, or other papers kept by a member of the PAC, Executive Officer, or committee member in connection with the organization shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member of the PAC, Executive Officer, or committee member ceases to perform the task to which the papers relate.

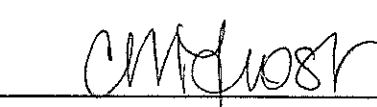
Adopted by École Secondaire Reynolds Secondary School PAC at Saanich, British Columbia, on October 6, 2016.

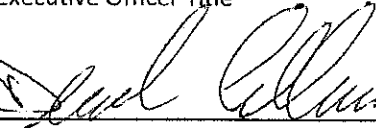

Name _____ Shelley Vos

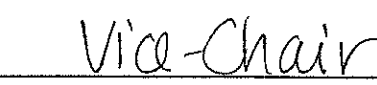

Name _____ Kelly Acker

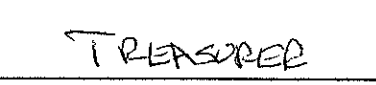

Executive Officer Title _____ Pac Co Chair


Executive Officer Title _____ PAC Co-Chair


Name _____ Mahia Frost


Name _____ DEREK
COC. 18.01.2016


Executive Officer Title _____ Vice-Chair


Executive Officer Title _____ TREASURER

