

ÉCOLE SECONDAIRE REYNOLDS SECONDARY SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION

SECTION I: NAME

1. The name of the Association shall be the ÉCOLE SECONDAIRE REYNOLDS SECONDARY SCHOOL PARENT ADVISORY COUNCIL (PAC).
2. The PAC will operate as a non-profit organization with no personal financial benefit.
3. 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

4. Reynolds – École Secondaire Reynolds Secondary School SD 61 - School District No. 61(Greater Victoria).
5. Parent or Parents – The parent/parents or legal guardian/guardians of a child or children registered in École Secondaire Reynolds Secondary School.
6. Parent Advisory Council – Any organized group of parents recognized under the British Columbia School Act.
7. PAC – École Secondaire Reynolds Secondary School Parent Advisory Council.
8. Executive Officers – Parents elected to the executive of the PAC as defined in Section X.
9. Voting Members – As defined in Section V, Paragraph 1.
10. 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.

SECTION III: PURPOSES OF THE PAC

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

1. A simple majority (50% (rounded down to the next whole number if needed) + 1) of the Executive and all members in attendance shall constitute a quorum at any general meeting.
2. A simple majority of the Executive and at least three (3) voting members shall constitute quorum at the Annual General Meeting (AGM).
3. A simple majority of the Executive shall constitute a quorum at executive meetings.
4. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated. (A new/revised motion may be subsequently re-tabled for consideration and voting on by the PAC.)
5. Voting Members must vote personally on all matters; voting by proxy shall not be permitted.

6. 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.
7. 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 AGM.
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:
 - 1) Chairperson
 - 2) Treasurer
 - 3) Secretary
4. Additional Executive Officers may include...

SECTION XI: DUTIES OF OFFICERS

Chairperson

The Chairperson shall:

1. Convene and preside at general, special, and executive meetings;
2. Ensure that an agenda is prepared and presented;
3. Know the constitution, bylaws, and meeting rules;
4. Know where to find resources to assist members;
5. Appoint committees where authorized to do so by the executive or membership;
6. Consult PAC members regularly;

7. Ensure that the PAC is represented in Reynolds and SD 61 activities;
8. Ensure that PAC activities are aimed at achieving the objectives and purposes of the PAC;
9. Be the official spokesperson for the PAC;
10. Be a signing officer; and,
11. Submit an annual report.

Vice-Chairperson

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

1. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
2. Assist the Chairperson in the performance of his/her duties;
3. Accept extra duties as required;
4. Be a signing officer; and,
5. Submit an annual report.

Treasurer

The Treasurer shall:

1. Be a signing officer;
2. Receive all funds for the PAC;
3. Disburse funds authorized by the executive or approved by members at a PAC meeting in a timely manner;
4. Maintain an accurate record of all PAC receipts and expenditures;
5. Give a report of all receipts and expenditures at all PAC meetings;
6. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC;
7. Make books available for viewing by members upon request;
8. Have the books ready for inspection or audit;
9. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV;
10. Ensure that another signing officer has access to the books in the event of his/her absence; and,
11. Submit an annual financial statement at the Annual General Meeting of the PAC.

Secretary

The Secretary shall:

1. Ensure that members are notified of meetings;
2. 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;
3. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
4. Issue and receive correspondence on behalf of the organization;
5. May be a signing officer;
6. Safely keep all the PAC records; and,
7. Submit an annual report.

VCPAC/PAC Representative

The VCPAC/PAC Representative (if one is elected) shall:

1. Attend PAC and VCPAC meetings;
2. Seek and give input on behalf of the PAC to the VCPAC;
3. Report back to the PAC; and,
4. Submit an annual report to the PAC.

Members at Large

Members at Large (if such are elected) shall:

1. 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.

Past Chairperson (optional)

The Past Chairperson shall:

1. Help smooth the transition between Chairpersons;
2. Assist, advise, and support the PAC;
3. Provide information about resources, contacts, and other essential information to the PAC;
4. Act as a consultant for the Chairperson;
5. Chair the nominating committee; and,
6. Submit an annual report.

SECTION XII: CODE OF ETHICS

1. A parent who accepts a position as an Executive Officer:
 - 1) Upholds the constitution and bylaws, policies, and procedures of the PAC;
 - 2) Performs her/his duties with honesty and integrity;
 - 3) Works to ensure that the well-being of the students is the primary focus of all decisions;
 - 4) Respects the rights of all individuals;
 - 5) Takes direction from the PAC, ensuring representation processes are in place;
 - 6) 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;
 - 7) Works to ensure those issues are resolved through due process;
 - 8) Strives to be informed and only passes on information that is reliable;
 - 9) Respects all confidential information; and,
 - 10) 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.
3. 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.
4. In agreeing to being elected or appointed, every Executive Officer agrees to abide by this Code of Ethics.

SECTION XIII: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary and Committees will report to the PAC and executive as required.
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. Committee Members will include a chairperson of the committee and at least one other member. The Chairperson of the PAC shall be a member ex officio (by virtue of his/her position) and does not need to attend all meetings but is responsible for overseeing the effectiveness of the committee. All committee members must be Voting Members of PAC as defined in Section V of these bylaws.
4. It is recommended that the following committees be established on an annual basis.
 - 1) A Nominating Committee shall be appointed annually before the Annual General Meeting.
 - 2) A Funding and Budget Committee shall be formed each year after the Annual General Meeting of the PAC and shall have the following terms of reference:
Mandate:
 - i. To prepare a grant allocation plan for 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. To prepare an annual operating budget for any other monies that are available to the PAC. The budget shall also comply with any conditions which may apply to these other monies. This operating budget shall be presented for ratification by the PAC. The PAC may ratify the budget in whole or in part.
 - 3) The committee shall request approval from the PAC executive prior to incurring any costs.

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. This report will include at a minimum a statement of accounts.
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 AND 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. Updated constitution and bylaws must also be filed with the registrar under the BC Societies Act. Updated constitution and bylaws must also be filed with the registrar under the BC Societies Act.

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:
 - 1) Convicted of a criminal offence or other serious offence; or,
 - 2) 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.

SIGNATURES

November 1, 2023 amended and accepted by the Reynolds Secondary School Parent Advisory Council

<p>Maryse Neilson Chairperson</p>	<p>Peter Tyrell Vice-Chairperson</p>
<p>Melody Burns Secretary</p>	<p>Pauline Robertson Treasurer</p>