

Sentinel Parent Advisory Council

Constitution and By-Laws

~~May 27, 2014~~

[May 2025]

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CONSTITUTION

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SECTION 1- INTERPRETATION OF TERMS

In this Constitution and By-laws these defined terms will have the following meanings:

BCCPAC - British Columbia Confederation of Parent Advisory Councils

Board - the Board of School Trustees for School District #45

DPAC - the West Vancouver District Parent Advisory Council, which is recognized by the Board of Trustees for School District #45, to be the umbrella group of Parent Advisory Councils formed from representative of each school

Parents- the parent/parents or guardian of a child or children in School District #45

Parents Advisory Council- any organized group of parents recognized under the British Columbia School Act

School - any public elementary or secondary educational institution within School District #45

School District #45 - School District #45 West Vancouver or any successor thereto

Sentinel- Ecole Secondaire /Sentinel Secondary School

Director - Chairperson of a SPAC Standing Committee

SECTION 2 – NAME

The name of the Association shall be the Sentinel Parent Advisory Council (SPAC).

SECTION 3 - PURPOSES

3.1 SPAC is a non-profit organization formed pursuant to the School Act of British Columbia:

- a) in recognition of the right and responsibility of parents to participate in the process of determining the educational goals, policies and services for their children;
- b) for the purpose of advising the Board and the Principal and staff on parent views.

3.2 To fulfill its mandate, SPAC will:

- a) through its elected officers, advise the Board and Sentinel Principal and staff on parent views about school programs, policies and activities;
- b) communicate with parents and promote co-operation between home and school in providing for the education of children;
- c) assist parents in accessing the system and advocate on behalf of parents and students;
- d) organize SPAC activities and events;
- e) contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
- f) promote and support parent involvement at school, district and provincial levels;

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g) maintain communication with the DPAC, the School District #45 and other relevant associations

~~h) assist the School Planning Council if requested to do so.~~

SECTION 4 - DISSOLUTION

4.1 In the event of dissolution or winding up of SPAC and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of SPAC will be distributed.

4.2 The members of SPAC shall determine at the time of dissolution or winding up, distribution of assets and remaining funds of SPAC to another Parent Advisory Council or Councils in School District #45 having purposes and objectives similar to those of the SPAC and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.

4.3 In the event of dissolution of SPAC, all records of the organization shall be placed under the jurisdiction of School District #45 in the person of the Secretary-Treasurer of the School District. ~~Secretary-Treasurer, and copies submitted to DPAC.~~

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SECTION 1 - MEMBERSHIP

All parents and legal guardians of students registered at Sentinel are voting members of SPAC.

SECTION 2 - CODE OF ETHICS

2.1 A parent who accepts a position as a SPAC Executive Member:

- a) supports public education;
- b) upholds the Constitution and By-laws, policies and procedures of SPAC;
- c) performs her/his duties with honesty and integrity;
- d) respects the rights of individuals;
- e) respects all confidential information;
- f) strives to be informed and only passes on information which she/he believes to be reliable and correct;
- g) works to ensure that issues are resolved through due process;
- h) works to ensure that the well-being of students is the primary focus of all decisions;
- i) takes direction from the members, ensuring that representation processes are in place;
- j) encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for bringing forward concerns. Most issues should be resolved within the school classroom/administration framework.

2.2 The business of SPAC shall be unbiased towards race, religion, gender or politics.

SECTION 3 - MEETINGS

3.1 Meetings will be conducted efficiently and with fairness to members present.

3.2 Roberts Rules of Order will be used to conduct the business of the meetings unless they are in conflict with this Constitution and By-Laws.

3.3 A schedule of SPAC meetings shall be published at the beginning of each school year.

3.4 SPAC meetings can be held in person or virtually.

3.5 Executive Meetings:

- a) shall be held at any time or place as deemed necessary by the SPAC ~~President~~Chairperson, in consultation with Executive;
- b) shall be for the purpose of carrying on business between general meetings.

3.6 General Meetings

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SPAC shall hold all regularly scheduled meetings throughout the school year as general meetings to permit more flexibility in parental involvement. This will be for the purpose of conducting current business and providing educational opportunities for parents. Agenda must be provided 7 days in advance.

3.7 Annual General Meeting

An annual general meeting shall be held in May or June of each year. Agenda and draft budget must be provided 7 days in advance of the annual general meeting. This meeting must fulfill for the following purposes:

- a) to receive a report from the Chairperson~~President~~, financial statements for the past year and a draft budget for the upcoming fiscal year from the Treasurer and a report from each Committee Chairperson of the Activities during the past~~coming~~ year. Budget finalization will occur no later than in November of the operating year.
- b) to elect the Executive for the coming year.

3.8 Special Meetings

Special Meetings shall be called by the Chairperson~~President~~ upon the written request of at least ten (10)~~twenty (20)~~ SPAC members, provided the request includes the purpose of the meeting.

SECTION 4 - QUORUM AND VOTING

4.1 Members present at any duly called general meeting shall constitute a quorum provided at least three (3) are in attendance.

4.2 Unless otherwise provided, questions arising at any meeting shall be decided upon a simple majority vote (50% plus 1).

4.3 In case of a tie vote, the motion is defeated.

4.4 Members must vote personally on all matters; voting by proxy shall not be permitted.

4.5 Voting shall be done by a show of hands with the exception of the election of officers, which shall be done by secret ballot, unless the election is made by acclamation. Voting may take place in person or virtually, using a secure and confidential method. A vote shall be taken to destroy the ballots after the election, whether physical or electronic.

SECTION 5 - ELECTION OF OFFICERS

5.1 The Executive officers shall be elected from the members at the Annual General meeting. No employee or elected official of School District #45 or the Ministry of Education shall hold an Executive position.

5.2 A call for nomination for the Executive positions shall be made 30 days before the Annual General Meeting. A list of nominees shall be distributed to all members at least 7 days before the Annual General Meeting. Nominations from the floor may also be accepted during the Annual General Meeting.

5.3 In the event of a vacancy on the Executive during the year the Executive shall appoint a new officer who shall hold office until the next election.

BY-LAWS

5.4 The Nominations Committee Chairperson or designate shall conduct elections.

SECTION 6 - TERM OF OFFICE

6.1 The term of office for all Executive members shall be for one year, from July 1 to June 30.

6.2 No person should hold the President or Treasurer role for more than two consecutive years with the following exception: if no other nominations come forward for such office, then such person may be elected by unanimous vote of members present at the Annual General Meeting to hold such office for another year. Although it is preferable that all positions are also held for two-year terms, these terms may be extended to a maximum of four consecutive years. This measure is implemented to maximize volunteerism.

6.3 No person may hold more than one elected Executive position at any one time.

SECTION 7 - EXECUTIVE OFFICERS

7.1 The affairs of the SPAC shall be managed by the Executive.

7.2 The Executive must consist of the following:

- a) Officers
 - ~~Chairperson (or Co-chairperson) President~~
 - Treasurer
 - Secretary

7.3 Optional Executive members may consist of the following:

- a) Officers
 - ~~Vice Co-chairperson Vice President~~(s) to a maximum of two (2)
 - Past ~~Chairperson President~~
 - DPAC Representative
 - BCCPAC Representative
- b) Directors and Directors-at-Large
 - to a maximum of twenty (20) Directors
 - to a maximum of five (5) Directors-at-Large

SECTION 8 - DUTIES OF THE OFFICERS AND DIRECTORS

8.1 **CHAIRPERSON & CO-CHAIRPERSON - PRESIDENT**

- a) shall convene and preside at all membership, special and Executive meetings;

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- b) shall ensure that an agenda is prepared and presented;
- c) shall appoint committees where authorized to do so by the Executive or membership;
- d) shall be an ex-officio member to all committees except the Nominations Committee;
- e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of SPAC;
- f) shall be the official spokesperson for SPAC;
- g) shall issue and receive correspondence on behalf of SPAC;
- h) shall issue correspondence with Executive approval;
- i) shall be a signing officer;

j) shall submit an annual report.

~~k) shall ensure that a regular SPAC submission is provided for the School newsletter or bulletin and a print-ready draft shall be presented to the staff as is required;~~

~~l) shall attend applicable School Board meetings and report back to SPAC;~~

~~j)m) shall attend DPAC meetings or appoint a designate and report back to SPAC.~~

8.2 ~~VICE-CHAIRPERSON(S)~~ VICE-PRESIDENT

a) shall assume the responsibilities of the ~~Chairperson~~ ~~President~~ in the ~~Chairperson's~~ ~~President's~~ absence;

b) shall be an ex-officio member to all committees except the Nominations committee;

~~b)c)~~ shall prepare, in consultation with the Executive, a schedule of SPAC meeting dates for each school year

~~c)d)~~ shall accept extra duties as required;

~~d)e)~~ shall be a signing officer(s)

8.3 SECRETARY

a) shall record and distribute accordingly, the minutes of the SPAC meetings;

b) shall keep an accurate copy of the Constitution and By-Laws and submit a copy to the Board office;

c) shall be signing officer if ~~there is no~~ ~~Co-Chairperson~~ ~~Vice-President(s)~~, ~~Vice Chairperson(s)~~-or Past ~~Chairperson~~ ~~President~~;

d) shall safely keep all records of SPAC.

8.4 TREASURER

a) shall maintain an accurate record of all revenues and expenditures of SPAC;

b) shall disburse funds authorized by SPAC;

c) shall give a report of all revenues and expenditures and a balance at each General Meeting;

d) shall be a signing officer;

e) shall prepare a financial report as set out in Section 10;

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- f) shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as set out in Section 10;
- g) shall present financial statements for the past year and a proposed budget for the next fiscal year at the Annual General Meeting, and shall prepare the final statements to the end of the school year (June 30) before leaving the position;
- h) shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- i) Shall submit Gaming Grant Application before the deadline each year.

8.5 PAST ~~CHAIRPERSON~~PRESIDENT

- a) shall help smooth transition between Chairpersons~~Presidents~~;
- b) shall assist and advise SPAC;
- c) shall act as a consultant for the Chairpersons ~~President~~;
- d) may ~~shall~~ chair the Nominations Committee;
- e) shall review the Constitution and By-Laws at the first SPAC Executive meeting;
- f) shall be third signing officer if no Vice-President(s);
- g) shall act as parliamentarian to the SPAC Executive.

8.6 DPAC REPRESENTATIVE

- a) Shall act as the liaison between SPAC and DPAC;
- b) Shall attend DPAC meetings;
- c) Shall report back to and seek input from SPAC.

8.7 BCCPAC REPRESENTATIVE

- a) shall act as the liaison between SPAC and BCCPAC;
- b) shall disseminate BCCPAC information to SPAC;
- c) shall help SPAC process BCCPAC forms, proxies and applications;
- d) shall assist SPAC in responding to BCCPAC AGM resolutions;
- e) shall attend provincial training sessions and conferences, or identify a parent(s) who could attend these meetings.

8.8 DIRECTORS

- a) shall report to the Executive on a regular basis during each school year.

8.9 DIRECTORS-AT-LARGE

- a) shall serve SPAC in a capacity determined by the SPAC Executive at the time of their election or appointment.

SECTION 9 - COMMITTEES

- 9.1 Standing ad hoc committees shall be formed by the Executive when necessary

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9.2 Committees are responsible to the Executive and members

9.3 Nominating Committee:

- a) shall be formed in February each year;
- b) shall consist of 3 members as selected by SPAC including the past President Chairperson as Chairperson if possible; ~~and two additional members as selected by SPAC;~~
- c) present a list of qualified and willing candidates for election to Executive positions at the Annual General Meeting.

9.4 School Based Committees

All SPAC representatives on School or District-based committees:

- a) shall be selected and ratified by the SPAC Executive;
- b) shall report on a regular basis to the SPAC Executive;

~~Participation on the School Planning Council includes -~~

- ~~a) —electing, by secret ballot, three representatives to the School Planning Council;~~
- ~~b) —maintaining, in collaboration with the Principal, ways to promote effective communication between parents and the School Planning Council.~~

SECTION 10 - FINANCE

10.1 A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a general meeting prior to the end of November each year.

10.2 The Executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.

10.3 Any unbudgeted expense under \$500 may be authorized by the Executive.

10.4 All SPAC funds will be kept on deposit in a Bank or financial establishment registered under the Bank Act.

10.5 The Executive shall name a minimum of three signing officers, two of whom shall be the Chairperson and Treasurer, for banking and legal documents. Two signatures shall be required on all of these documents.

10.6 No member of the Executive shall sign a cheque payable to that member.

10.7 A Treasurer's report shall be presented at each general meeting.

10.8 An annual report will be submitted at the Annual General Meeting.

10.9 A full audit shall not be required unless agreed upon by members at a general meeting. Review of the financial books/grant requests may be conducted near the end of each school year (April/May) by a non- signing officer.

10.10 Fundraising issues shall be guided by School District No. 45 policy and procedures.

10.11 To facilitate the flexibility of multi-branch usage and Internet Banking access a single usage multi-branch card may be used by the Treasurer. The two other signing officers must set up

BY-LAWS

a separate control system to review transactions to ensure appropriate financial control is in place.

SECTION 11- SOCIAL MEDIA POLICY

- 11.1 SPAC may maintain official social media accounts to communicate with parents and the school community.
- 11.2 Any messages posted on behalf of SPAC must be approved by Chairperson / Co-Chairperson.
- 11.3 Posts must be respectful, accurate, and aligned with the SPAC's purposes.
- 11.4 No confidential, personal, or sensitive information about students, parents or staff should be shared.
- 11.5 Avoid endorsing political candidates, commercial products and controversial topics unrelated to school matters.
- 11.6 The PAC reserves the right to moderate comments and remove any that are inappropriate, defamatory, or violate school policies.
- 11.7 Parents and community members engaged on SPAC social media must follow and respect communication guidelines as determined by SPAC

SECTION 12- CONSTITUTION AND BY-LAW AMENDMENTS

- 12.1 The Constitution and By-laws shall be reviewed for appropriateness every three years.
- 12.2 Except as provided in the Constitution, the members may, by majority of not less than 75% of the votes cast, amend the Constitution and By-laws of SPAC.
- 12.3 Written notice of a meeting at which a resolution will be considered to amend the By-laws shall be given to all members in writing no less than fourteen (14) days prior to the meeting.
- 12.4 The notice of the meeting shall include the proposed amendments.
- 12.5 A Constitution or By-law amendments shall be dated, signed, and forwarded to the Board office for safekeeping only.
- 12.6 All Executive members are to review the Constitution and Bylaws at the beginning of each school year.

SECTION 13 - REMOVAL OF AN EXECUTIVE MEMBER

- 13.1 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 elect a successor to complete the term.
- 13.2 Written notice specifying the intention to make a motion to remove the Executive member shall be

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given to the members not less than 14 days prior to the meeting.

SECTION 14 - PROPERTY IN DOCUMENTS

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

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BY-LAWS

Adopted by SENTINEL PARENT ADVISORY COUNCIL at West Vancouver, British Columbia on
~~[May 27, 2014]~~insert date.

Originals signed by:

[Name of Chairperson], Chairperson

[Name of Secretary], Secretary

[Name of Co-Chairperson], Co-Chairperson