

CONSTITUTION

Name of the Parent Advisory Council

The Name of the association is “Lions Bay Community School Parent Advisory Council” hereafter referred to as the Lions Bay Parent Advisory Council, Lions Bay PAC or PAC.

Character of the PAC

The Council will operate as a non-profit organization with no personal financial benefit accruing to Members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Purpose of the PAC

The purposes of the Lions Bay PAC are to support, encourage and improve the quality of education and the well being of the Lions Bay Community School students.

We will work together to:

1. Advise the principal and staff on Parents views relating to School issues
2. Communicate with Parents and promote cooperation and support with the School in providing the best education for our children.
3. Assist Parents in gaining access to the educational system
4. Contribute to the success of the School by promoting the involvement of Parents and other community Members
5. Assist the School in activities and events that further the educational needs of our children and build a sense of community

BYLAWS

1 Interpretation

- 1.1 In these Bylaws and in the Constitution, unless the context otherwise requires:
- a. **“District”** means School District No. 45
 - b. **“School”** means any public primary educational institution as defined in the School Act operating within School District No. 45.
 - c. **“DPAC” or “District Parent advisory council”** means the Parent advisory council organized according to the School Act and operating as a District Parent advisory council in School District No 45.
 - d. **“PAC” or “Parent advisory council”** means the Parents organized according to the School Act and operating as a Parent advisory council in Lions Bay Primary School.
 - e. **“Parent”** is as defined in the School Act and means
 - i. the guardian of the person of the student or child,
 - ii. the person legally entitled to custody of the student or child, or
 - iii. 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. 45.
 - f. **“Board”** means the Board of Officers consisting of the officers elected or appointed in accordance with section 0.
 - g. **“Signing Officer”** means all Executive Officers of the PAC that have authority to sign any banking and legal documents on behalf of the PAC.
 - h. **“SPC”** means the School planning council created for Lions Bay Community School according to the School Act.
 - i. **“Employee”** includes any full-time or permanent part-time Employee;
 - j. **“General Meeting”** means a meeting of which all the Members of the PAC are duly notified;

- k. **“School Act”** means the School Act of the Province of British Columbia from time to time in force and all amendments to it.
- 1.2 The definitions in the PAC Act on the date of these Bylaws become effective apply to these Bylaws.
- 1.3 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

2 Membership

- 2.1 All Parents with children enrolled in the Lions Bay Community School are Members of the PAC.
- 2.2 Membership within the Lions Bay PAC is free.
- 2.3 Every Member shall uphold the Constitution and comply with these Bylaws.
- 2.4 School (vice-) principle and staff are non-voting Members. They are entitled to speak and be heard at General Meetings, but not entitled to vote.

3 Meetings

Annual General Meeting

- 3.1 An Annual General Meeting of the Membership shall be called by the Chair in June of each year.

Business of Annual General Meeting

- 3.2 The business of the annual General Meeting shall be to:
 - a. receive from the Board a report of its activities during the previous year;
 - b. receive and adopt from the Board a report of income and expenditures for the previous fiscal year, together with the auditor’s report thereon, if any;
 - c. receive and adopt a budget for operating expenses for the PAC for the ensuing fiscal year;
 - d. ratify policies;
 - e. establish the priorities of the PAC for the coming year;

- f. appoint auditors, if required;
 - g. receive reports from Members;
 - h. elect the Board;
 - i. elect the School Planning Council Members;
 - j. discharge the liability of the Board on the preceding financial year;
 - k. transact such other business as may require the attention of the Members.
- 3.3 In the absence of the Secretary from a meeting, the Board shall appoint another person to act as Secretary at that meeting.
- 3.4 In the event of a change of the whole Exec the following topics may be postponed to the first PAC meeting after the Annual Meeting: 3.2.c, 3.2.d, 3.2.e.

Regular General Meeting

- 3.5 A General Meeting shall be called by the Chair or by the majority of the Board setting forth the reasons for calling such a meeting.
- 3.6 The date of the meeting shall be set by the Chair not later than 1 month after receiving the request for a General Meeting.
- 3.7 There shall be no less than six General Meetings a year, open to all Members to participate in the ongoing business of the PAC.

Extraordinary General meeting

- 3.8 An extraordinary General Meeting shall be called by the Chair or the Secretary upon receipt of a request by Members comprising 10% or more of the Membership setting forth the reasons for calling such a meeting.
- 3.9 The extraordinary General Meeting shall deal only with the business stipulated in the request.

Board Meeting

- 3.10 Board meetings can be called by the Chair.
- 3.11 Notice of such Board meetings shall follow the same guidelines as General Meeting Executive meetings may be held any time or place as deemed necessary.
- 3.12 The purpose of executive meetings is to carry on business between General Meetings.

Notice

- 3.13 Notice of an annual, regular or extraordinary General Meeting shall specify the place, day and hour of meeting, along with a tentative agenda, and in case of special business, the general nature of the business, and shall be emailed to all Members entitled to receive notice at least one week in advance of the meeting.
- 3.14 The accidental omission to give notice of a meeting to, or the non receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.

Committees

- 3.15 The Board may delegate any, but not all, of their powers to committees consisting of Board Members and/or Members of the PAC to undertake specific responsibilities and abilities.
- 3.16 An committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Board, and shall promptly report to the Board every act or thing done in exercise of those powers.
- 3.17 The terms of reference and privileges of each committee shall be specified by the Board at the time it is established.
- 3.18 Appointment of chairpersons and committee Members shall be appointed by motion of the Board.

School Planning Council

- 3.19 In accordance with Section 8.1 of the School Act, three Parent representatives to the School Planning Council shall be elected annually from Parents of students enrolled in the Lions Bay Community School.
- 3.20 This shall fall under positions elected at the Annual General Meeting, with a one year office term.
- 3.21 Nomination and election of the School Planning Council shall follow the same schedule and procedure as the election of Members of the Board
- 3.22 Representatives speak on behalf of the PAC at SPC meetings and report back to the PAC at General Meetings.

Voting

- 3.23 A Member is entitled to one vote per Member enrolled in the Lions Bay Community School, to be cast in person or by the official delegate designated for this purpose by the Member.
- 3.24 Only for purposes of determining policy, amending the Bylaws or Constitution, adopting a budget, electing the Board and significant changes to the approved annual budget and plan that would, a quorum shall be not less than 10% of the Members represented by delegate or by proxy at the meeting.
- 3.25 For all purposes other than 3.24, a quorum is needed of at least one Member, other than the Board Members.
- 3.26 Resolutions shall be decided by a majority vote.
- 3.27 In case of an equality of votes the Chair shall have a casting or second vote in addition to the vote.

Proxy Voting

- 3.28 Proxy voting shall be permitted at general and annual meetings.
- 3.29 The proxy vote may be received from each Member provided the proxy vote is in writing or in electronic form and signed by a minimum of two Members of the Parent Advisory Council executive, and the proxy vote is cast by a delegate of the Parent Advisory Council executive.

Electronic Voting

- 3.30 Electronic voting shall be permitted at general and annual meetings.
- 3.31 The Exec shall establish terminal dates for electronic votes to be counted.
- 3.32 Electronic ballots shall include the text of the resolutions, amendments to the Constitution and/or Bylaws and/or the names of all candidates duly nominated with a written statement by or for each nominee.

4 Executive Officers

- 4.1 At the annual General Meeting the voting Members shall elect the following Executive Officers:
 - a. Chair
 - b. Vice-Chair
 - c. Treasurer
 - d. Secretary

- 4.2 Additional Executive positions may or may not be filled as required by the Board, for example:
 - a. DPAC Representative
 - b. Emergency Response Coordinator
 - c. After School Programs Coordinator
 - d. Fund Raiser Coordinator
 - e. School Planning Council Member(s)

Eligibility

- 4.3 Candidates for the Board shall be a Member of the Lions Bay Community School PAC for the full preceding term.

- 4.4 Members of the Board who have completed their term of office are eligible for re-election provided they meet the criteria for nomination and conform to sections 4.5 to 4.11.

Nominations

- 4.5 The Board shall appoint a Nominations Committee made up of at least 3 persons at the General Meeting in May.

- 4.6 The Nominations Committee shall receive nominations for the Board until June 1, at which time nominations shall be declared closed.

- 4.7 The Nominations Committee shall ensure that list for nominations are distributed to all Members at least 10 days before the Annual General Meeting in June.

Election

- 4.8 The Nomination Committee will review the nominations and if more than 1 person applied for the same position, put it to a vote at the Annual General Meeting.

Term of Office

- 4.9 Outgoing Members of the Board shall hold office and represent the PAC for thirty days after the Annual General Meeting in order to facilitate the change and orientation of new Board Members.
- 4.10 The Chair shall not hold their respective office for more than 3 years.
- 4.11 Any Board Member ceases to be a Member will be not permitted to serve the remaining portion of their term and must resign. At the next General Meeting, an election will be held to fill the newly vacated position for the remainder of the term.

Vacancy in Board of Executive Officers

- 4.12 When a vacancy on the Board occurs for any reason, the remaining Board Members may appoint a person to fill the vacancy, as a voting Member of the Board. That person must be nominated by the Parent Advisory Council. The term of the Board Member so appointed will end at the next scheduled Annual General meeting.

Removal of an Executive Officer by the Board

- 4.13 Should an Executive Member fail to attend to the duties of office, the officer may be removed at an executive meeting called for that purpose.
- 4.14 The decision to terminate an Executive Member's position shall be decided at an Executive meeting and require an affirmative 75% vote.
- 4.15 Such action to terminate the Executive Officer's position shall require a 14 day written notice to the Board Member in question prior to the Board meeting.

Liability of Executives

- 4.16 Except for such costs, charges or expenses as are occasioned by his or her own willful neglect or default, each Executive of the PAC shall be indemnified and saved harmless from and against all expenses incurred or lawsuits brought against him or her in his capacity as a Executives of the PAC.

5 Duties of Executive Officers

Chair

- 5.1 The Chair shall:
- a. be an ex-officio Member of all committees and shall oversee and delegate responsibility to the committees;
 - b. be the Chief Executive Officer of the PAC;
 - c. shall support the other officers in the execution of their duties;
 - d. preside at all General Meetings of the PAC and Board;
 - e. speak on behalf of the PAC.
 - f. be a signing officer

Vice Chair

- 5.2 The Vice-Chair shall carry out the duties of the Chair during the Chair's absence and in the event the Chair resigns assume the Chair until the next annual General Meeting.

Secretary

- 5.3 The Secretary shall work in conjunction with the Chair:
- a. To ensure that all proceedings of the PAC and Board are recorded;
 - b. To ensure that all minutes of the PAC and Board are recorded, filed and distributed to the Board and the PAC;
 - c. To ensure that all notices of the meetings of the PAC and Board are issued;
 - d. To oversee all records and documents of the PAC except those to be overseen by the Treasurer;
 - e. To oversee the maintenance of a register of Members.

Treasurer

- 5.4 The Treasurer shall have a demonstrated ability and/or understanding of bookkeeping procedures and work in conjunction with the Chair;
- a. To ensure that an annual budget is prepared;
 - b. To ensure that funds are properly accounted for and financial and a book of accounts is maintained so as to comply with the PAC Act;
 - c. To ensure the rendering of a detailed account of receipts and disbursements to the Board or other Members when required; and
 - d. Assess all financial undertakings to ensure they are within the annual budget.
 - e. Be a signing officer

6 Finances

Fiscal Year

- 6.1 The fiscal year of the PAC shall end on June 30.

Deposit of Funds

- 6.2 All funds of the PAC will be on saved in a deposit account at a Canadian chartered bank or credit union.

Signing Authority

- 6.3 The Signing Officers shall have authority to sign any contract, banking, legal documents or expenditures, approved in the Annual Budget or by a resolution, on behalf of the PAC.
- 6.4 Any contract, banking, legal documents or expenditures shall be signed by at least two Signing Officers

Expenditures

- 6.5 Any expenditure shall be signed by two Signing Officers.
- 6.6 Any expenditure shall be reported in the first General Meeting after the expenditure has been made.
- 6.7 The Board and the PAC may not issue debentures.

Capital Reserve

- 6.8 The purpose of the Capital Reserve is to embody and codify the creation of Reserve funds used for the purpose of financing any large capital expenditures for the Lions Bay Community School listed in the PAC Constitution.
- 6.9 The Reserve shall only contain funds for capital expenditures.
- 6.10 The Reserve shall not be used for operating expenses.
- 6.11 Interest earned from the Reserve, shall be credited to the Reserve.
- 6.12 The Reserve shall be funded by an annual provision in an amount authorized in the PAC budget. The provision shall be equal to 20% of the income in a given year.

7 Constitution and Bylaws

Copy of Constitution and Bylaws

- 7.1 On being admitted to Membership, each Member is entitled to and the PAC shall give each Member, without charge, a copy of the Constitution and Bylaws of the PAC.

Constitutional and Bylaw Amendments

- 7.2 The Constitution and these Bylaws may not be rescinded, altered or added to except by resolution and after consultation with Lions Bay Community School Principle.
- 7.3 Such action to amend the Constitution or Bylaws shall require thirty days written notice of the proposed amendment to all Members.
- 7.4 The Constitution and Bylaws shall be reviewed by the Board and PAC every 5 years starting 2010.