

**Rockridge Secondary Parent Advisory Council
School District #45 (West Vancouver)**

Constitution and Bylaws

(as amended May 22, 2019)

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CONSTITUTION

SECTION I: NAME

1. The name of the association shall be the Rockridge Secondary Parent Advisory Council ("RSPAC").
2. The RSPAC will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the RSPAC shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

SECTION II: PURPOSES

The purpose of the RSPAC is to help foster the best educational climate possible for Rockridge Secondary School ("School") students. Accordingly, the RSPAC has the following objectives:

1. To communicate with parents about the School including its philosophy, goals, programs, personnel and regulations and to promote cooperation between the home and School in providing for the education of the students.
2. To advise the School Principal and staff on parental views about school programs, policies and activities.
3. To assist parents in accessing resources in the educational system and to advocate on behalf of parents and students.
4. To organize RSPAC activities and events.
5. To contribute to the effectiveness of the School by promoting the involvement of parents and other community members.
6. To maintain communication with the DPAC (as defined below), the School Board (as defined below) and other relevant associations.

SECTION III: DISSOLUTION

1. In the event of the dissolution of the RSPAC and following payment of all outstanding debts, disbursement of the remaining funds will be decided upon by the RSPAC members at the final general meeting.
2. In the event of the dissolution of the RSPAC, all records of the organization shall be placed under the jurisdiction of SD #45 (as defined below) in the person of the Principal of the School.

SECTION IV: INTERPRETATION OF TERMS

In this Constitution and the Bylaws, the terms mean:

1. "**AGM**" - the RSPAC Annual General Meeting.
2. "**DPAC**" - West Vancouver District Parent Advisory Council, which is recognized by the Board of Trustees of School District #45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
3. "**Parents**" - the parent, parents or guardian of a child or children in School District# 45
4. "**RSPAC**" - the organized group of parents at Rockridge School recognized under the British Columbia School Act.
5. "School **Board**" -the duly elected Board of Trustees of School District # 45
6. "**SD # 45**" - School District #45 (West Vancouver)
7. "**School**" – Rockridge Secondary School
8. "**Executive**" – Rockridge PAC executive officers

BYLAWS

SECTION V: MEMBERSHIP

All parents and guardians of students registered at the School are members of the RSPAC.

SECTION VI: MEETINGS

1. There shall be an AGM for the purpose of electing the RSPAC executive officers to be held at the end of each school year and at least 4 additional general meetings shall be held throughout the school year to conduct current business.
2. Executive officer meetings shall be held at the discretion of the executive officers.
3. General meetings will be inclusive and will be conducted efficiently and with fairness to all members present.
4. Additional general meetings or special meetings shall be held upon request by petition of ten members.
5. The members present at any duly called general meeting shall constitute a quorum.
6. All meetings shall be governed by Roberts Rules of Order.

SECTION VII: QUORUM AND VOTING

1. The members present at any duly called Annual General Meeting, general meeting or special meeting shall constitute a quorum.
2. Unless otherwise provided, decisions arising at any meeting shall be decided by a simple majority vote of the members present (50% plus 1).
3. In the case of a tie vote, the Chairperson will cast the deciding vote.
4. Members must vote personally on all matters; voting by proxy shall not be permitted.
5. Voting may be done by a show of hands or by secret ballot.

SECTION VIII: ELECTION OF RSPAC EXECUTIVE OFFICERS

1. The RSPAC executive officers ("Executive") shall be elected by the members at the AGM.
2. A call for nominations for the Executive positions shall be made 30 days before of the AGM.
3. A list of nominees shall be distributed to all members at least 7 days before the Annual General Meeting.
4. In the event of a vacancy on the executive during the year, the Executive may appoint a new officer who shall hold office until the next AGM.
5. A nominations committee chairperson shall conduct elections.
6. If only one nomination is received for an Executive position, that person is deemed elected by acclamation.

SECTION IX: TERM OF OFFICE

1. The term of office of an Executive shall commence immediately upon election and shall be held until the following AGM.
2. No person may hold any one Executive position for more than four consecutive years.

SECTION X: EXECUTIVE

The RSPAC shall elect officers from its members for each school year. The Chairperson, Secretary, and Treasurer should constitute the Executive at a minimum, but 8 -16 Executive positions are recommended. The actual number of, and positions comprising, the Executive should be determined by annual organizational needs. Executive positions include:

Chairperson/Co-Chairperson
Past Chairperson
Vice-Chairperson
Secretary
Treasurer
DPAC Representative
Scholarship Committee Representative (1)
Communications Coordinator
Members at Large

SECTION XI: DUTIES OF EXECUTIVE

1. The Chairperson:

- a) shall convene and preside at all general, special, and Executive meetings;
- b) shall ensure that an agenda is prepared and presented;
- c) shall appoint committees where authorized to do so by the Executive or the members;
- d) shall be an ex-officio member to all committees;
- e) shall take such actions or ensure that such actions be taken by others to achieve the objectives of the RSPAC;
- f) shall be the official spokesperson for the RSPAC;
- g) shall issue and receive correspondence on behalf of the RSPAC;
- h) shall be a signing officer;
- i) shall submit an annual report for presentation to the Annual General Meeting;
- j) shall ensure that a regular RSPAC submission is provided for the School newsletter or bulletin and a print-ready draft shall be presented to staff as is required;
- k) shall attend applicable School Board meetings and report back to RSPAC; and
- l) shall attend DPAC meetings or appoint a designate and report back to RSPAC.

2. The Past Chairperson:

- a) shall help smooth the transition between Chairpersons;
- b) shall assist and advise the RSPAC;
- c) shall act as a consultant for the Chairperson;
- d) may chair the nominating committee; and
- e) may be a signing officer, if requested by the Chairperson.

3. The Vice Chairperson:

- a) shall assume the responsibilities of the Chairperson in the Chairperson's absence;
- b) accept extra duties as required; and
- c) be a signing officer, if requested.

4. The Secretary:

- a) shall record the minutes of Annual, General, Special, and Executive meetings;
- b) shall distribute minutes to RSPAC members or post on the school website;
- c) shall keep an current copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialled, until ratified by the membership at the Annual General Meeting;
- d) shall be a signing officer if requested; and
- e) shall safely keep all records of the RSPAC.

5. The Treasurer:
 - a) shall be responsible for and report on the accounts of the organization;
 - b) shall be responsible for establishing and maintaining bank relationships, including the setup and maintenance of all bank accounts, including gaming funds, if applicable, as well as meeting all banking requirements and the correct completion of all banking documents;
 - c) shall be one of the signing officers of the Executive in accordance with Section XIV;
 - d) shall review and reconcile bank statements monthly and prepare a financial report for each general meeting;
 - e) shall, with the assistance of the Executive, draft an annual budget and tentative plan of expenditures in accordance with Section XIV;
 - f) shall ensure that another financial signing officer has access to the books in the event of his/her absence;
 - g) shall submit a Gaming Grant Application before deadline each year,
 - h) shall present financial statements for the past 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.
6. The DPAC Representative shall:
 - a) attend DPAC meetings; and
 - b) report back to and seek input from the RSPAC.
7. The Communications Coordinator shall ensure the timely distribution of RSPAC information and update the RSPAC website.
8. Members at Large shall act as additional advisors.

SECTION XII: CODE OF CONDUCT

- 1) The RSPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- 2) An Executive member who is approached by a member with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- 3) A member who accepts a position as a member of the Executive:
 - a) upholds the Constitution and Bylaws, policies and procedures of the RSPAC;
 - 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 members, ensuring that representation processes are in place;

- f) encourages and supports members 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 that issues are resolved through due process;
- h) strives to be informed and only passes on information that is reliable and believed to be correct to the best of the member's ability;
- i) respects all confidential information; and
- j) supports public education.

SECTION XIII: COMMITTEES

Standing and ad-hoc committees of the RSPAC shall be formed when necessary. Committees are responsible to the Executive and RSPAC members.

SECTION XIV: FINANCES

- 1) A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting prior to the end of each school year.
- 2) All funds of the organization will be deposited in a bank or financial establishment registered under the Bank Act.
- 3) The Executive shall name at least three signing officers, two of whom will be the Chairperson and Treasurer, for banking and legal documents. Two signatures will be required for these documents including all cheques.
- 4) No member of the Executive shall sign a cheque payable to that member.
- 5) All expenditures above \$100.00 will first be presented to and voted on by the membership and approved by a majority vote. In matters of urgency, or in the case where a general meeting cannot be convened due to time constraints, approval for expenditures above \$100.00, up to a maximum of \$500.00, shall be obtained by agreement of at least 75% of the year's Executive. A Treasurer's Report to all members will be presented at each general business meeting.
- 6) An annual report will be submitted at the AGM.

SECTION XV: CONSTITUTION AND BYLAW AMENDMENTS

- 1. Amendments to the Constitution and Bylaws of the RSPAC may be made at any general meeting at which business is conducted provided that:
 - a) 15 days prior notice of the meeting has been given to all members;
 - b) the notice of the meeting includes the amendments proposed; and
 - c) a two-thirds majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER

- 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 may elect a successor to complete the term.
- 2) Written notice specifying the intention to make a motion to remove the Executive member shall be given to the members not less than 15 days before the applicable meeting.

SECTION XVII: PROPERTY IN DOCUMENTS

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

Adopted by RSPAC at West Vancouver, British Columbia on May 20,2003

Amended and adopted by RSPAC on May 17, 2011

Amended and adopted by RSPAC on April 26, 2017

Amended and adopted by RSPAC on May 22, 2019