

CONSTITUTION AND BY-LAWS

OF

THE WEST VANCOUVER SECONDARY SCHOOL

PARENT ADVISORY COUNCIL

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CONSTITUTION

SECTION 1 - NAME

- 1.01 The name of the Council is “The West Vancouver Secondary School Parent Advisory Council” (“the Council”).
- 1.02 The Council shall operate as a non-profit organization with no personal benefit accruing to its members.
- 1.03 The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 - PURPOSES OF THE COUNCIL

- 2.01 The purposes of the Council, for the time being, will be to:
- (a) To create a favourable environment for the education and welfare of the students of the School;
 - (b) To encourage parent involvement in the School, and to support programs that promote parent involvement and education;
 - (c) Through the Council’s Executive, to advise the School Board, principal and staff on any matter relating to the School;
 - (d) To advise and participate in the activities of the DPAC, BCCPAC, and all other such similar community organizations;
 - (e) To provide leadership in the School community;
 - (f) To assist the principal and staff in ensuring the highest safety standards are maintained in the School;
 - (g) To ensure that parents are provided with access to relevant information pertaining to the Council’s activities in a timely manner; and
 - (h) To provide financial support to satisfy the goals of the Council as determined by its members.

SECTION 3 - INTERPRETATION OF TERMS

- 3.01 In this Constitution and Bylaws the following terms shall mean:

“**BCCPAC**” means the British Columbia Confederation of Parent Advisory Councils

“**community organizations**” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

“**Council**” means the parent advisory council organized according to the School Act and operating as a parent advisory council in West Vancouver Secondary School

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“District” means West Vancouver School District No. 45

“DPAC” or **“district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in the District

“Executive” means the duly elected officers of the Council specifically including the Chairperson, Vice-Chairperson, Secretary, Treasurer and Immediate Past Chairperson.

“PAC” or **“parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in the School

“parent” is as defined in the School Act and means:

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) 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 the School.

“School” means West Vancouver Secondary School

“School Board” means the school board governing the activities for the District (West Vancouver Schools)

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BY-LAWS

SECTION 1 - MEMBERSHIP

- 1.01 Voting members. All parents or guardians of students registered in the School are voting members of the Council.
- 1.02 Non-Voting members.
- (a) Administrators and staff (teaching and non-teaching) of the School may be invited to become non-voting members of the Council.
 - (b) Members of the School community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
 - (c) At no time will the Council have more non-voting than voting members.
- 1.03 Compliance with By-Laws. Every member will uphold the Council's constitution and comply with these bylaws.

SECTION 2 - MEETINGS OF MEMBERS

- 2.01 General Meetings.
- (a) General meetings will be conducted with fairness to all members.
 - (b) General meetings will be held not less than four times during the School year. One of those meetings will be the annual general meeting.
- 2.02 Conduct.
- (a) At meetings, members will not discuss individual School personnel, students, parents, or other members of the School community.
 - (b) The Council will refrain from partisan political action or other activities that do not serve the interests of the School or the public school system.
- 2.03 Notice of Meetings. Members will be given reasonable notice of general meetings.

SECTION 3 - EXECUTIVE

- 3.01 Role of Executive. The Executive will manage the Council's affairs between general meetings.
- 3.02 Composition.
- (a) The Executive shall be comprised of voting members and include the chairperson, vice- chairperson, secretary, treasurer, immediate past chairperson, and such other voting members of the Council as the membership decides.
 - (b) A voting member may hold more than one office but in no event shall have more than one vote at Council meetings.

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- 3.03 Eligibility. Any voting member of the Council is eligible to serve on the Executive, except employees or elected officials of School District No. 45 or the Ministry of Education.
- 3.04 Election of Executive.
- (a) The Executive shall be elected at each annual general meeting.
 - (b) Elections will be conducted by the chair of the Nominating Committee as appointed by the Chairperson.
- 3.05 Term of Office.
- (a) The Executive will hold office for a term of one year beginning immediately following their election.
 - (b) No person may hold the same position on the Executive for more than four (4) years.
- 3.06 Vacancies. If a member of the Executive resigns or ceases to hold office for any reason, the remaining members of the Executive may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting and approval for such appointment shall be sought at the next general meeting following such appointment.
- 3.07 Removal of Executive.
- (a) The voting 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 an eligible member of the Council to complete the term.
 - (b) Written notice specifying the intention to make a motion to remove the Executive member must be given to voting members not less than 14 days before the said meeting.
- 3.08 Remuneration of Executive. No member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

SECTION 4 - PROCEEDINGS AT GENERAL MEETINGS

- 4.01 Quorum. A quorum for general meetings will be five (5) voting members.
- 4.02 Voting.
- (a) Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast (50% plus 1).
 - (b) In the case of a tie vote, the chairperson does not have a second vote and the motion is defeated.
 - (c) Members must vote in person on all matters.
 - (d) Voting by proxy shall not be allowed.
 - (e) Except as provided elsewhere in these bylaws, voting is by a show of hands or by secret ballot if so requested by not less than two voting members present.
 - (f) A vote will be taken to destroy the ballots after every election.

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SECTION 5 - EXECUTIVE MEETINGS

- 5.01 Meetings. Executive meetings will be held at the call of the chairperson or at the request of not less than two members of the Executive.
- 5.02 Quorum. A quorum for Executive meetings will be a majority (50% plus 1) of the duly appointed members of the Executive.
- 5.03 Notice. Executive members will be given reasonable notice of Executive meetings.
- 5.04 Voting.
- (a) All matters requiring a vote at Executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
 - (b) In the case of a tie vote, the chairperson does not have a second vote and the motion is defeated.

SECTION 6 - SCHOOL PLANNING COUNCIL & OTHER COUNCIL REPRESENTATIVES

- 6.01 DPAC representative. One representative to the DPAC may be elected from among the voting members who are not employees or elected officials of the School District or the Ministry of Education.
- 6.02 Term of Office. Unless otherwise provided herein, DPAC representatives and Foundation director(s) will hold office for a term of one year.
- 6.03 Vacancy. If an SPC, School Board, BCCPAC, DPAC representative or Foundation director(s) resigns or ceases to hold office for any reason, the Executive may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting and approval for such appointment shall be sought at the next general meeting following such appointment.
- 6.04 External Committees
- (a) The Executive or voting members may elect or appoint a member who is not an employee or elected official of School District No. 45 or the Ministry of Education to represent the Council on an external committee or to an external organization.
 - (b) The representative will report to the Council as required.

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SECTION 7 - CONDUCT OF EXECUTIVE & REPRESENTATIVES

- 7.01 Representing the Council. On election or appointment, every Executive member and Council representative must agree to uphold a high standard of morals and ethics and to solely act in the interests of the Council's membership.
- 7.02 Privilege. Any information received in confidence by an Executive member or Council representative from School 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.
- 7.03 Disclosure of interest.
- (a) An Executive member or Council representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive.
 - (b) Such an Executive member or Council representative must avoid using his or her position on the Council for personal gain.

SECTION 8 - COMMITTEES

- 8.01 The membership and Executive may appoint standing or ad hoc committees, as the case may be, to further the Council's purposes and carry on its affairs.
- 8.02 The terms of reference of 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 so decide.
- 8.03 Committees will report to the membership and Executive as required from time to time.
- 8.04 A Nominating Committee will be appointed annually before the annual general meeting.

SECTION 9 - FINANCIAL MATTERS

- 9.01 Financial Year. The financial year of the Council will be June 1 to May 31.
- 9.02 Power to Raise Money. The Council may raise and spend money to further its purposes.
- 9.03 Executive Spending. The Executive can approve expenditure on individual goods or services up to the value of \$500. Any expenditure on individual goods or services above \$500 must be presented to and approved by members at a general meeting.
- 9.04 Bank Accounts. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.
- 9.05 Signing Authority. The Executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- 9.06 Annual Budget. The Executive will prepare an annual budget and present it to the membership for approval before the current budget expires.

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- 9.07 Non-budgeted Expenditures. The Executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- 9.08 Treasurer's Report. A treasurer's report will be presented at each general meeting.

SECTION 10 - CONSTITUTION AND BYLAW AMENDMENTS

- 10.01 Amendments. No part of the Council's constitution and bylaws may be repealed or amended except by a special resolution requiring a majority of not less than 75% of the votes cast at any general meeting.
- 10.02 Notice. Any proposed amendments to the constitution and bylaws will require written notice to be given to members no less than 14 days prior to the meeting at which such proposed amendment is to be voted upon. Where the proposed amendments exceed one page, they need not be given to every voting member, but must be posted in a conspicuous place in the School or made accessible to all voting members.

SECTION 11 - PROPERTY IN DOCUMENTS

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

SECTION 12 - DISSOLUTION

- 12.01 In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 45 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
- 12.02 In the event of winding up or dissolution, all records of the Council shall be given to the principal of West Vancouver Secondary School

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SECTION 13 - DUTIES OF EXECUTIVE & REPRESENTATIVES

13.01 All members of the Executive, the SPC, BCCPAC, DPAC representatives and the Foundation director(s) are expected to attend all meetings of the Council. In the event that any such member, representative or director(s) is unable to attend a particular meeting such member, representative or director(s) must notify the Chairperson.

13.02 The specific duties of the Executive shall include:

(a) Chairperson:

- (i) preside at all meetings of the Council.
- (ii) be a signing officer
- (iii) prepare an agenda for Council meetings.
- (iv) appoint committees where authorized by the membership or Executive
- (v) ensure that the Council is represented in School and District activities
- (vi) ensure that Council activities are aimed at achieving the purposes set out in the constitution

(b) Vice-Chairperson:

- (i) assist and support the Chairperson in the performance of his or her duties.
- (ii) assume the duties of the Chairperson in the Chairperson's absence or upon request.
- (iii) accept extra duties as required
- (iv) be a signing officer.

(c) Immediate Past Chairperson:

- (i) advise and support the membership and Executive
- (ii) provide information about resources, contacts, and other matters
- (iii) assist and support the Chairperson and Vice Chairperson.
- (iv) should the Chairperson or Vice-Chairperson, for whatever reason, be unable to preside the Immediate Past Chairperson should be prepared to assume the duties of the Chairperson should the Chairperson and Vice-Chairperson are, for whatever reason, unable to preside.
- (v) may be a signing officer.

(d) Secretary:

- (i) ensure that members are notified of meetings
- (ii) record and file minutes of all meetings and, where applicable, to arrange for same to be posted to the Council's website
- (iii) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (iv) prepare and maintain other documentation as requested by the membership or Executive
- (v) issue and receive all correspondence on behalf of the Council
- (vi) ensure safekeeping of all records of the Council
- (vii) may be a signing officer

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(e) Treasurer:

- (i) ensure all funds of the Council are properly accounted for
- (ii) ensure that proper financial records and books of account are maintained
- (iii) report on all receipts and disbursements at general and Executive meetings.
- (iv) make financial records and books of account available to members upon request
- (v) be responsible to disburse funds as authorized by the membership or the Executive.
- (vi) with the assistance of the Executive, draft an annual budget
- (vii) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (viii) prepare and submit an annual financial statement at the annual general meeting.
- (ix) be a signing officer.

13.03 The specific duties of the Council's representatives shall include:

(f) DPAC Representative:

- (i) attend all meetings of the DPAC and represent, speak, and vote on behalf of the Council
- (ii) report regularly to the membership and Executive on all matters relating to the DPAC
- (iii) seek and give input to the DPAC on behalf of the Council
- (iv) receive and ensure the circulation of DPAC communications
- (v) assist the Council in responding to DPAC AGM resolutions
- (vi) attend general and Executive meetings as directed by the membership or the Executive

13.04 Members-at-Large ("Directors") will serve in a capacity to be determined by the Council at the time of election, and at other times as the Council so requires.

Adopted by West Vancouver Secondary School Parent Advisory Council at West Vancouver, British Columbia, on February 3rd, 2018.

Signed by:

Harold L. Hutton
Chairperson

Joanne Singleton
Secretary