



# **A.R. MACNEILL PARENT ADVISORY COUNCIL CONSTITUTION AND BY-LAWS, MARCH 2011**

## **CONSTITUTION**

### **1. Organization Name**

- 1.1. The name of this organization shall be the "A. R. MacNeill Parents' Advisory Council", herein referred to as "The PAC".
- 1.2. The PAC is organized under the provisions of Section 8 of the School Act.

### **2. Organization Purpose**

The purposes of The PAC shall include

- 2.1. Promoting the education and welfare of all students in The School
- 2.2. Encouraging parent involvement in The School, and supporting programs that promote parent involvement.
- 2.3. Promoting the interests of public education and, in particular, the interests of The School.
- 2.4. Contributing to a sense of community within The School, and between The School, home and neighbourhood.
- 2.5. Promoting openness and inclusivity as principles in all aspects of school life.
- 2.6. Advising the school board, principal, and staff on any matters relating to The School.
- 2.7. Supporting the work of the School Planning Council.
- 2.8. Providing leadership in the school community.
- 2.9. Providing parent education and professional development, and a forum for discussion of educational issues.
- 2.10. Assisting parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
- 2.11. Assisting the principal and staff in ensuring the highest safety standards are maintained in The School and neighbourhood.
- 2.12. Organizing and supporting activities for students and parents.
- 2.13. Providing financial support for the goals of The PAC, as determined by the membership, (n) Advising and participating in the activities of the RDPA and the BCCPAC.

### **3. Dissolution**

- 3.1. The PAC may be dissolved if and only if
  - 3.1.1. The A.R. MacNeill Secondary School is permanently closed, or

- 3.1.2. Not less than 75% of all members have voted in favour of a resolution to dissolve The PAC in a referendum.
- 3.2. Upon dissolution of The PAC any assets remaining after all debts have been paid shall be paid, transferred or delivered to one or more similar Parents' Advisory Councils within the Richmond School District.
- 3.3. In the event of dissolution of The PAC, the officers of The PAC then in place may be continued in their respective positions to manage the dissolution process.
- 3.4. In the event of dissolution the minutes and other documentary records of The PAC shall be transferred as an archive to an appropriate organization within the Richmond School District.

## **BY-LAWS**

### **Part 1. Interpretation and Definitions**

- 1.1. In all documents issued by the PAC unless the context requires otherwise the use of the masculine gender includes the feminine, and vice-versa.
- 1.2. In all documents issued by The PAC unless the context requires otherwise the use of the singular number includes the plural, and vice-versa.
- 1.3. A reference to the Executive shall be a reference to the officers collectively.
- 1.4. An "Academy" means any of the independent constituent programmes in The School.
- 1.5. "The School" refers to the A.R. MacNeill Secondary School with all of its elements viewed collectively.
- 1.6. "The Board" means The Board of School Trustees, District 38, Richmond
- 1.7. The "RDPA" means the Richmond District Parents' Association or such other organization as may be recognized as the District Parents' Advisory Council for the Richmond School District
- 1.8. "BCCPAC" means the British Columbia Confederation of Parent Advisory Councils.
- 1.9. "parent" includes legal guardian
- 1.10. "school year" means the 12-month period beginning on September 1 of each year.

### **Part 2. Membership**

- 2.1. All parents of students registered at The School shall be members of the PAC.
- 2.2. Where the status of a person as parent of a child is in dispute the principal of the school shall have sole authority to determine that status.

### **Part 3. Executive**

- 3.1 At each annual general meeting the PAC shall elect from its membership executive members for terms to last until the end of the next annual general meeting. No election shall be required for the position of Past Chairperson.
- 3.2 Where at the beginning of a school year a duly elected member of The PAC's executive has ceased to be the parent of a student in The School that person may nevertheless complete his elected term of office, and, in the case of the chairperson may additionally serve a single full term as Past President.
- 3.3 The officers of The PAC shall consist of
  - a) One Chairperson
  - b) One Past Chairperson
  - c) One Vice Chairperson
  - d) One Secretary, and
  - e) One Treasurer
- 3.4 The executive of The PAC shall consist of
  - a) The officers of The PAC
  - b) One RDPA representative
  - c) Three School Planning Council members
  - d) An indefinite number of committee chairpersons, and
  - e) An indefinite number of Members at Large
- 3.5 Unless otherwise specified or contrary to law, any executive position may be shared by more than one person.
- 3.6 Unless otherwise specified or contrary to law, nothing in these by-laws shall be interpreted to prohibit a person from serving in more than one executive position.
- 3.7 Each parent member of the School Planning Council shall preferentially be the parent of a child in a different academy.
- 3.8 The Chairperson shall
  - a) Convene and preside at all general and executive meetings,
  - b) Ensure that an agenda is prepared and presented for adoption at all meetings over which he presides,
  - c) Where tasks have been assigned to other members, make suitable inquiries to ensure that they have all appropriate assistance needed for accomplishing those tasks.
  - d) Represent The PAC at events to which it may be invited, and to which no other representative has been specified.
  - e) Sign correspondence on behalf of The PAC as a whole,
  - f) Be a signing officer of The PAC, and

- g) Perform such other tasks as may be assigned by the members.
- 3.9 The Past Chairperson shall
  - a) Perform the functions of the returning officer,
  - b) Act in an advisory capacity to the Chairperson and members, and
  - c) Perform such other tasks as may be assigned by the members.
- 3.10 The Vice Chairperson shall
  - a) Perform all the duties of the Chairperson in the event of her absence or inability to act,
  - b) Be a signing officer of The PAC, and
  - c) Perform such other tasks as may be assigned by the members.
- 3.11 The Secretary shall
  - a) Ensure that the minutes of all meetings of The PAC and its component organizations are maintained,
  - b) Ensure that this Constitution and By-Laws, and all other motions adopted by The PAC are maintained in a consolidated format,
  - c) Receive, distribute, and prepare the correspondence of The PAC,
  - d) Maintain the files and records of The PAC, and
  - e) Perform such other tasks as may be assigned by the members.
- 3.12 The Treasurer shall
  - a) Maintain and regularly report in writing on all financial matters affecting The PAC,
  - b) Be a signing officer of The PAC,
  - c) Prepare an annual budget for The PAC as required in Part 10, and
  - d) Ensure that any expenditure of funds is authorized in the budget or in a resolution specifically authorizing that expenditure.
- 3.13 The RDPA representative shall represent the membership at all events sponsored by the RDPA and BCCPAC.
- 3.14 The School Planning Council members shall perform the duties to them by the relevant sections of the School Act.
- 3.15 Committee chairpersons shall
  - a) Chair all meetings of their respective committees,
  - b) Ensure that committee minutes and reports of the committee's activities are presented to the Secretary and members as required, and
  - c) Supervise their respective committees in the completion of their assigned tasks.
- 3.16 Members at large shall perform such tasks as may be assigned by the members.
- 3.17 In the event of a vacancy in the position of any officer other than Past Chairperson the members at any general meeting may elect a Person to finish the uncompleted term.

#### **Part 4. Committees**

- 4.1 The executive shall be a committee known as the Executive Committee.
- 4.2 Every committee chairperson shall be responsible to the membership
- 4.3 Membership in any committee, other than the Executive Committee, shall be open to all interested persons without regard to their status as members of The PAC.
- 4.4 The members shall establish such committees as may be needed to effectively conduct The PAC's business. These may be standing Committees to deal with continuing issues, or special committees to deal with issues of limited duration.
- 4.5 The rights and powers of each committee shall be limited by the terms of reference established by the members, and any attempt to exercise power beyond those terms of reference shall be null and void.
- 4.6 The parents of students registered in each Academy are authorized to establish an Academy Committee, with its own rules of operation.
- 4.7 The allocation of rights and responsibilities between The PAC and each Academy Committee shall be subject to negotiated agreements.
- 4.8 In the event that any Academy is transferred to other facilities under the jurisdiction of the Richmond School District the accumulated assets of that Academy Committee shall continue to be the property of that Academy.
- 4.9 In any other circumstances where an Academy ceases to be an Academy of The School the accumulated assets of that Academy Committee shall become the property of The PAC.

#### **Part 5. Election Procedures**

- 5.1 The past chairperson shall be the "returning officer" responsible for the conduct of elections, or in the event of a vacancy in the position of past chairperson, the members shall appoint another person, who need not be a member, to serve in that capacity.
- 5.2 The returning officer shall issue a call for nominations to all members not less than 21 days before the date of the Annual General Meeting.
- 5.3 Any person, who accepts a nomination for any elective position, is disqualified from being returning officer for as long as that nomination remains unresolved.
- 5.4 Prior to any meeting where elections are to be held, the returning officer may receive written nominations for any relevant elective position.
- 5.5 The returning officer shall chair that portion of any meeting in which the position of the chairperson is being elected, and may chair any other electoral procedure.

- 5.6 Nothing prevents any member from nominating himself for any position for which he might otherwise be qualified.
- 5.7 No nomination shall be valid unless the nominee shall have indicated his consent to the nomination, either in person at the electoral meeting, or in writing before that meeting.
- 5.8 Except where a candidate has been declared elected by acclamation, all voting shall be by secret ballot.
- 5.9 Where more than one position is being filled by election at a meeting, elections shall take place in the order specified in sections 3.3 and 3.4.
- 5.10 A member who has been defeated in an election for one position may be a candidate for a subsequently elected position.

## **Part 6. General Meetings**

- 6.1 There shall be not fewer than seven regular general meetings of members during the school year.
- 6.2 Notice of the first meeting in the school year shall be provided to members not less than seven days before the scheduled date of that meeting.
- 6.3 A motion to establish the dates of all other regular meetings shall be presented to the May general meeting, and publication of that motion shall be deemed to serve as notice for those meetings.
- 6.4 The annual general meeting shall be held in conjunction with a regular meeting in May.
- 6.5 The officers may call extraordinary meetings of The PAC providing that notice specifying the proposals to be adopted shall have been provided to the members at least seven days prior to that meeting. Notice of such a meeting may be reduced or waived in circumstances where the delay would be damaging to the interests of The PAC.
- 6.6 No vote on a substantive motion at an extraordinary meeting shall be valid unless it has been passed by a two-thirds vote, or has been ratified by the next subsequent regular meeting.
- 6.7 Notice of all committee meetings including those of the executive committee shall be posted not less than seven days before the scheduled date of the meetings.
- 6.8 All members shall have the right to attend and participate in all meetings of The PAC and all committees of The PAC including the executive committee, and The PAC shall support the extension of such rights to all bodies in which it participates.
- 6.9 In camera meetings may be held in exceptional circumstances when doing otherwise would conflict with confidentiality, other individual rights, or the Code of Ethics and Conduct.

- 6.10 The minutes of proceedings held in camera shall remain in camera unless and until
- a) The person whose rights are affected has explicitly in writing waived those rights,
  - b) It is subsequently established that holding the proceedings in camera was not justified,
  - c) The need for maintaining the proceedings in camera has expired, or
  - d) A court of law with jurisdiction has so ordered.

## **Part 7. Amendments**

- 7.1 This Constitution and By-Laws may be amended at any duly constituted general meeting of members provided that
- a) a notice of the meeting containing details of the proposed amendment has been provided to all members no later than 21 days before the date of that meeting, or
  - b) identical proposals have been passed at two successive regularly scheduled general meetings.
- 7.2 Any amendment to the Constitution and By-Laws shall require a two-thirds vote of those present and voting.

## **Part 8. Quorum**

- 8.1 The quorum at a general meeting of members shall be five (5) members.
- 8.2 The quorum at a meeting of the Executive Committee shall be one-half of duly serving officers.
- 8.3 The quorum at a meeting of any other committee shall be three (3) members.

## **Part 9. Procedure at Meetings**

- 9.1 Meetings will be conducted efficiently and with fairness to all persons present.
- 9.2 The members at a meeting may by a two-thirds vote of those present and voting adopt or amend such procedural rules as they may require for the purposes of that meeting.
- 9.3 In the absence of a rule governing a procedure at a meeting, the provisions in Robert's Rules of Order (10<sup>th</sup> edition) shall apply.

## **Part 10. Finances**

- 10.1 The treasurer shall prepare a budget for the next following fiscal year to be presented for approval at the regularly scheduled June meeting.

- 10.2 All funds of The PAC shall be deposited at a branch in Richmond of a bank, credit union, or other establishment licensed to carry on a banking business.
- 10.3 The signing officers of The PAC shall include the chairperson, the vice-chairperson, the treasurer and the principal of The School, and may include one other executive member so designated by the members; all cheques issued by The PAC shall carry the signatures of any two signing officers. The principal of The School may be excluded from the list of signing officers where to do so would be contrary to laws and regulations.
- 10.4 The signing officers shall not authorize any payment in excess of \$50.00 without specific authorization by the members, either in the budget or explicitly in a specific resolution.
- 10.5 The members may establish a petty cash fund under the direction of the treasurer, who shall develop procedures for monitoring the use of these funds. The amount in the petty cash fund may not at any time exceed \$100.00
- 10.6 The members may at anytime appoint a person who is not an executive member of The PAC to perform an independent review of the PAC's financial records, and to seek answers to questions raised in the terms of reference of his appointment.
- 10.7 The fiscal year of The PAC shall end on June 30 of each calendar year.
  - a) Funds received from provincial bodies shall be apportioned as follows:
  - b) 50% shall go to the general good of the school
  - c) The balance shall be apportioned between each Academy in the school at that time based on the number of students enrolled.
- 10.8 Funds raised by the Academy Committees may be used solely for that Academy with no requirement that 50% go to the general good of the school.

## **Part 11. Code of Ethics and Conduct**

- 11.1 The PAC shall establish a Code of Ethics and Conduct governing the responsibilities of parents accepting a position as an executive or committee member or representative of The PAC.
- 11.2 The Code of Ethics and Conduct shall, among other provisions, consider the importance of
  - a) Upholding the constitution, bylaws and other duly adopted policies and procedures of the electing body,
  - b) Performing one's duties with honesty and integrity, and in the interests of the PAC,
  - c) Ensuring that the well-being of students is the primary focus of all decisions,

- d) Respecting the rights of all individuals,
- e) Taking direction from the membership,
- f) Encouraging and supporting parents and students with individual concerns to act on their own behalf, and providing information on the process for taking concerns forward,
- g) Working to ensure that issues are resolved through due process,
- h) Striving to be informed,
- i) Disseminating only reliable information,
- j) Respecting all confidential information,
- k) Supporting public education while respecting the rights of others to make other choices,
- l) Declaring all potential conflicts of interests.