

Constitution

Section I – NAME

The name of this Council is *The Lake City Secondary School Parent Advisory Council* (LCSS 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.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
4. To participate in the work of the school planning council through the Council's elected representatives
5. To promote the interests of public education and, in particular, the interests of LCSS
6. To provide leadership in the school community
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To provide parent education and professional development, and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership
13. To advise and participate in the activities of LCSS PAC and the BC Confederation of Parent Advisory Councils

Bylaws for LCSS PAC

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Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Lake City Secondary School are voting members of the Council.

Non-voting members

2. Administrators of Lake City Secondary School and School District 27 and elected officials of School District 27 may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents or guardians of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held monthly and a minimum of four meetings must be held during the school year. One of those meetings will be the annual general meeting.

Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. 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.

Notice of meetings

5. Members will be given reasonable notice of general meetings.

Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. The voting members present at any duly-called general meeting shall constitute a quorum.

Voting

2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
4. Members must vote in person on all matters. Voting by proxy will not be permitted.

5. Voting is done by a show of hands with the exception of the election of officers which shall be done by secret ballot.
6. A vote will be taken to destroy the ballots after every election.

Section IV – ANNUAL GENERAL MEETINGS

The Annual General Meeting of the members shall be held in the month of September in each year, at a place within the Province of British Columbia and on a date to be fixed by the Directors. The Agenda and Notice of the meeting shall be posted to the registered address of all members in good standing at least fourteen (14) days before the meeting.

Section V – EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

2. The executive will include the chairperson, vice-chairperson, secretary, treasurer, DPAC Representative, and a maximum of **6** Directors at Large. Where ever possible the Executive will consist of equal representation from the two campuses.
3. Any voting member of the Council is eligible to serve on the executive except administration of Lake City Secondary School or elected officials of School District No. 27 or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by a voting member that is not seeking an elected position on the Executive.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election.

Vacancy

7. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Section VI – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chairperson as required.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chairperson will

- (a) shall be the official spokesperson for the PAC
- (b) preside at membership and executive meetings
- (c) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer
- (i) ensure an annual report is submitted as required

B. The Vice-Chairperson will

- (a) support the Chairperson
- (b) assume the duties of the Chairperson in the Chairperson's absence or upon request
- (c) assist the Chairperson in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer

C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council
- (g) may be a signing officer

D. The Treasurer will

- (a) be a signing officer
- (b) ensure all funds of the Council are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure that proper financial records and books of account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually

- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting
- (k) prepare the yearly gaming summary and apply for gaming grants

E. The DPAC Representative will

- (a) attend all meetings of DPAC and represent, speak, and vote on behalf of the LCSS PAC
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the Council

F. Members-at-Large (*Directors*) will

- (a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

Section VIII – COMMITTEES

1. The membership and executive may appoint committees to further the Council’s purposes and carry on its affairs.
2. 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 decide.
3. Committees will report to the membership and executive as required.

Section IX – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be June 1st to May 31st of the following year.

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council greater than \$100.00 must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.
4. All money spent above and beyond a pre-determined petty cash amount (\$100.00) will be presented, voted on, and then approved by a majority (50% plus 1) vote at any meeting.

Signing authority

5. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Treasurer’s report

6. A treasurer’s report will be presented at each general meeting.

Auditor

7. Members at a general meeting may appoint an auditor.

Section X – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council’s constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XI – PROPERTY IN DOCUMENTS

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 XII – DISSOLUTION

1. 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. 27 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Lake City Secondary School.

Adopted by Lake City Secondary School Parent Advisory Council at Williams Lake, British Columbia, on _____(date).

Signatures of Chairperson and one other executive member

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their
7. own behalf, and provides information on the process for taking concerns forward
8. works to ensure that issues are resolved through due process
9. strives to be informed and only passes on information that is reliable
10. respects all confidential information
11. supports public education
- 12.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of LCSS PAC have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____