

Magee Secondary School Parent Advisory Council

Constitution and Bylaws

Table of Contents

CONSTITUTION

Section I	Name
Section II	Purposes
Section III	Interpretation of Terms

BYLAWS

Section I	Membership
Section II	Meetings of Members
Section III	Proceedings at General Meetings
Section IV	Executive
Section V	Executive Meetings
Section VI	District Parent Advisory Council Representatives and External Committee Representatives
Section VII	Conduct of Executive and Representatives
Section VIII	Composition of Executive and Duties of Executive Officers and Representatives
Section IX	Committees
Section X	Financial Matters
Section XI	Constitution & Bylaw Amendments
Section XII	Property in Documents
Section XIII	Dissolution

Code of Ethics

CONSTITUTION

Section I Name

The name of the Association shall be the Magee Secondary School Parent Advisory Council (hereinafter referred to as the PAC).

The PAC will operate as a non-profit organization with no personal benefit accruing to members.

The business of the PAC shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II Purposes

The purposes of the PAC are:

1. To support, encourage and improve the quality of education and the well being of students in Magee Secondary School;
2. To advise the board and the school principal and staff on any matter relating to the school.
3. To promote interests of public education and, in particular, the interests of Magee Secondary School;
4. To provide leadership in the school community;
5. To contribute to a sense of community within the school and between the school, home and community at large;
6. To provide parent education and professional development;
7. To provide a communication platform for families to act as an open forum for discussion of education, community, and school events;
8. To assist families in accessing the system and to provide guidance and resources in support of children individually and their needs at the school;
9. To provide financial support for the goals of the PAC.
10. To advise and participate in the activities of the Vancouver School Board District Parent Advisory Council (hereinafter referred to as DPAC).

Section III Interpretation of Terms

Family - the parent(s), legal guardians, and caregivers of a child or children in School District No. 39 (Vancouver).

Parent Advisory Council – any organized group of parents recognized under the British Columbia School Act.

Members - include the family of current students enrolled at the school. This includes parent(s), legal guardians, and caregivers of a child or children in School District No. 39 (Vancouver).

School – any public elementary or secondary educational institution within School District No. 39 (Vancouver).

District – School District No. 39 (Vancouver).

Community Organizations – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

Section I Membership

Voting Members

1. All parents and guardians of students registered at Magee Secondary School are voting members of the Parent Advisory Council.

Non-voting Members

2. Administration and staff (teaching and non-teaching) of Magee Secondary School may be non-voting members of the PAC.
3. At no time shall the PAC have more non-voting members than voting members.

Adherence to Bylaws

4. Every member will uphold the Constitution and comply with these Bylaws.

Section II Meetings of Members

General Meetings

1. General meetings will be conducted efficiently and with fairness to the members present.
2. General meetings shall be held no less than four times per year, one of those being the annual general meeting.

Conduct

3. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
4. The PAC 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 no less than 14 days notice of general meetings.

Section III Proceedings at General Meetings

Quorum

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

Voting

2. Unless otherwise provided in the bylaws, questions arising at any meeting shall be decided by a simple majority vote of the voting participants (50% plus 1). Abstentions will not be counted for or against, nor will they be included as part of the quorum.
3. In the case of a tie vote, the motion is defeated.
4. Members must vote in-person on all PAC matters; voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands, with the exception of the election of Executive officers and representatives, which may be done by secret ballot.
6. A vote shall be taken to destroy the ballots after the election.

Section IV Executive

Purpose of the Executive

1. The purpose of the Executive is to carry on PAC business between general meetings.

Executive Defined

2. The Executive will include the Chair and/or Co-chair(s), Secretary, Treasurer, and other such members of the PAC as the membership decides.

Eligibility

3. Any voting member of the PAC is eligible to serve on the Executive, except employees or elected officials of School District No. 39 (Vancouver) or the Ministry of Education.

Election of Executive

4. The executive officers shall be elected from the voting members at each Annual General Meeting.
5. Call for nominations shall be made at one meeting before the Annual General Meeting. Nominations come from the PAC.

Term of Office

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

7. No person may hold any one position for more than three (3) consecutive years.
8. A person may not hold more than one elected executive position at the same time.

Vacancy

9. In the event of a vacancy on the Executive during the year, the Executive shall appoint a new officer (an individual who has been nominated by the PAC Executive) who shall hold office until the next election.

Removal of Executive

10. The Executive 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.
11. Written notice specifying the intention to make a motion to remove the executive member shall be given to the Executive not less than 14 days before the meeting.

Remuneration of Executive

12. No executive member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

Section V Executive Meetings

Meetings

1. Executive meetings will be held at the call of the Chair (or Co-chairs). At least one meeting will be held before each PAC meeting.
2. Executive members are expected to attend all of the executive meetings and general meetings, in order to stay informed about all PAC activities and be able to effectively participate in executive duties.

Quorum

3. A quorum for an executive meeting will be a majority (50% plus 1) of the members of the Executive.

Notice

4. Executive members will be given reasonable notice of executive meetings.
5. Executive members must inform the PAC Chair(s) in advance if unable to attend executive or general meetings.

Voting

6. Unless otherwise provided in the bylaws, questions arising at any meeting shall be decided by a simple majority vote of the voting participants (50%

- plus 1). Abstentions will not be counted for or against, nor will they be included as part of the quorum.
7. In the case of a tie vote, the motion is defeated.
 8. Members must vote in-person on all PAC matters; voting by proxy shall not be permitted.
 9. If there is an urgent or time-sensitive matter which requires a vote prior to a general or executive meeting, the motion along with all pertinent information will be circulated to the PAC executive members for their consideration. A deadline for submitting votes via email to the PAC email address will be established, and all votes will be compiled and counted by the deadline. The decision will be made by a simple majority vote of the voting participants (50% plus 1). Abstentions will not be counted for or against, nor will they be included as part of the quorum.
 10. Voting shall be done by a show of hands, with the exception of the election of executive officers and representatives, which may be done by secret ballot.
 11. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1)

Section VI District Parent Advisory Council and External Committee Representatives

District Parent Advisory Council Representative

1. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 39 (Vancouver) or the Ministry of Education.

Election of DPAC Representatives

2. The election of representatives to the DPAC must be by ballot.

Term of Office

3. The term of office for DPAC representatives shall be one (1) year.

Vacancy

4. If a DPAC representative resigns or ceases to hold office for any other reason, the Executive may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such an election must be by ballot.

External Committees

5. The Executive may elect or appoint a voting member to represent the PAC on an external committee or to an external organization.
6. The representative will report to the membership or Executive as required.

Section VII Conduct of Executive and Representatives

Code of Ethics

1. On election or appointment, every Executive member and representative must review, sign and abide by a code of ethics acceptable to the membership.

Representing the Council

2. Every executive member and representative must act solely in the best interests of the parent membership of the PAC.

Privacy

3. Any information received in confidence by an executive member or 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.

Disclosure of Interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and Executive.
5. Such an executive member or representative must avoid using his or her position on the PAC for personal gain.

Section VIII Composition of Executive and Duties of Executive Officers and Representatives

Composition of the Executive

1. The Executive Officers may be as follows:
 - a. Chair or Co-chair(s)
 - b. Secretary
 - c. Treasurer
 - d. Assistant Treasurer
 - e. Special Events Coordinator(s)
 - f. Parent Education Coordinator
 - g. Volunteer Coordinator
 - h. Fundraising Coordinator
 - i. Website & Communications Coordinator
 - j. Translation Coordinator(s)
 - k. Traffic Leader
 - l. District PAC Representative

Duties of Executive Officers and Representatives

2. The Chair or Co-chair(s) shall:

- a. convene and preside at membership, special, and Executive meetings;
- b. ensure that an agenda is prepared in consultation with other stakeholders;
- c. know the constitution and bylaws and meeting rules;
- d. know where to find resources to assist members;
- e. appoint committees where authorized to do so by the Executive or membership;
- f. consult PAC members regularly
- g. ensure that the PAC is represented in school and school district activities;
- h. ensure the PAC activities are aimed at achieving the objectives and purposes of the PAC;
- i. be the official spokesperson(s) for the PAC;
- j. be a signing officer(s);
- k. submit an annual report of the PAC.

3. The Secretary shall:

- a. ensure that members are notified of meetings;
- b. record and file the minutes of general, special and Executive meetings;
- c. keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for members upon request;
- d. prepare and maintain other documentation as requested by the membership or Executive;
- e. ensure safekeeping of all records of the PAC Executive;
- f. may be a signing officer.

4. The Treasurer shall:

- a. be one of the signing officers of the PAC Executive;
- b. ensure all funds of the PAC are properly accounted for;
- c. receive all funds for the PAC;
- d. disburse funds authorized by the PAC Executive;
- e. ensure that proper financial records and books of account are maintained;
- f. deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC;
- g. make books available for viewing by members upon request;
- h. have the books ready for inspection or annual audit;
- i. with the assistance of the Executive, draft a budget and tentative plan of expenditures;
- j. ensure that another signing officer has access to the books in the event of his/her absence;
- k. submit an annual financial statement at the Annual General Meeting of the PAC.

5. Assistant Treasurer shall:
 - a. assume the responsibilities of the Treasurer in the Treasurer's absence or upon request;
 - b. assist the Treasurer in the performance of his/her duties;
 - c. accept extra duties as required.

6. Special Events Coordinator(s) shall:
 - a. setup and clean-up the food and beverage area during PAC general meetings and special events;
 - b. recruit the necessary volunteers to assist in the setup and clean-up;
 - c. purchase the necessary items to decorate and to facilitate the special event setup.

7. Parent Education Coordinator shall:
 - a. in consultation and with approval of the PAC Executive, invite speakers to the school;
 - b. recruit the necessary volunteers to assist in the setup and clean-up at these speaker events.

8. Volunteer Coordinator shall:
 - a. in consultation with the PAC Executive, create a strategy for recruiting volunteers;
 - b. coordinate volunteers to assist with PAC activities.

9. Fundraising Coordinator shall:
 - a. in consultation with the PAC Executive, create a strategy for fundraising;
 - b. coordinate fundraising efforts on behalf of PAC.

10. Website & Communications Coordinator shall:
 - a. issue and receive correspondence on behalf of the PAC;
 - b. maintain and update the Magee PAC website with information provided by the PAC Executive;
 - c. recruit a team of parent grade representatives for the grade-specific WhatsApp and WeChat mobile platforms;
 - d. oversee and monitor the chats within the WhatsApp and WeChat to encourage respectful and community-friendly messaging;
 - e. post the parent chat group rules at least once every 3-months.

11. Translation Coordinator(s) shall:
 - a. translate correspondences of behalf of the PAC Executive;
 - b. post translated messages to the WeChat mobile platform, as directed by the Website & Communications Director.

12. Traffic Leader shall:
 - a. In consultation with the PAC Executive, recruit and coordinate volunteers to assist with the flow of traffic around Magee both before and after school.
 - b. Ensure all equipment and supplies are accounted for, available and in working order.

13. District Parent Advisory Council (DPAC) Representative shall:
 - a. attend PAC meetings;
 - b. attend all DPAC meetings;
 - c. seek and give input to the DPAC on behalf of the PAC;
 - d. receive and act on communications from the DPAC;
 - e. represent, speak and vote on behalf of the PAC membership at DPAC meetings;
 - f. report back to the PAC at general and Executive meetings on matters relating to the DPAC;
 - g. submit an annual report.

Section IX Committees

1. Standing and ad hoc committees shall be formed when necessary;
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 X Financial Matters

Fiscal Year

1. The fiscal year of the PAC will be July 1 to June 30.

Fundraising

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

Bank Accounts

3. All funds of the PAC will be kept on deposit in a bank or financial institution registered under the Bank Act;
4. In the case of a special funding, regulations must be followed. For example, in the case of a gaming grant, funds must be kept in a separate account in accordance with regulations; records that clearly show the amount and purpose of each transaction; and all records must be retained for five (5) years including: gaming revenue, financial records, cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts, all receipts from the disbursement of gaming revenue.

Signing Authority

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

Annual Budget

6. A budget and tentative plan of expenditures will be drawn up by the Executive and be presented for approval before the current budget expires.

Non-Budgeted Expenditures

7. The Executive will present, for approval at a general meeting, all proposed expenditures greater than \$500 above and beyond the budget.

Auditor

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

Section XI Constitution & Bylaw Amendments

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

Section XII Property in Documents

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

Section XIII Dissolution

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 39 (Vancouver) having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia

Gaming Commission as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.

2. In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of School District No. 39 (Vancouver) with the acting principal of Magee Secondary School.

Code of Ethics

A parent who accepts a position as a PAC Executive Member, committee member or representative:

1. Upholds the constitution and bylaws, policies and procedures of the electing body;
2. Performs her/his duties with honesty and integrity;
3. Performs PAC correspondences during normal business hours;
4. Works to ensure that the well-being of students is the primary focus of all the decisions;
5. Discussions are non-political and should not contain any bias, discrimination, or bullying;
6. Respects the rights of all individuals;
7. Acts on behalf of the membership’s directives and ensures representation processes are in place;
8. Encourages and supports parents and students with individual concerns to act on their own;
9. Works to ensure those issues are resolved through due process;
10. Strives to be informed and only passes on information that is reliable;
11. Respects all confidential information;
12. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Magee Parent Advisory Council (PAC) Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the elected body, should there be any concerns about my work.

Name of the Executive Member _____

Signature _____

Date _____

Phone Number _____ (____) _____

E-mail _____@_____