

# **Carihi Parent Advisory Council**

## **Constitution and Bylaws**

April 19th, 2021

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## CONSTITUTION

The Name of the Council is **Carihi Secondary Parent Advisory Council**.

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

### PURPOSES OF THE COUNCIL

The Purpose of the Council will be:

1. To promote 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 provide leadership in the school community;
6. To contribute to a sense of community within the school and between the school, home and neighbourhood;
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about concerns
9. To assist the principal and staff in ensuring the safety standards are maintained in the school and neighbourhood;
10. To organize and support activities for the students and parents;
11. To provide financial support for the goals or the Council as determined by the membership;
12. To advise and participate in the activities of SD 72 DPAC and the BC Confederation of Parent Advisory Councils; and
13. To promote the interests of public education and in particular the interests of Carihi Secondary.

## - INTERPRETATION OF TERMS

**“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;

**“district”** means School District No. 72;

**“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 School District No.72;

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

**“Parent”** as defined in the *School Act* means;

- i. the guardian of the person of the student or child;
- ii. the person legally entitled to custody of the student or child; or
- iii. the person who usually has the care and control of the student or child;

**“School”** means any public elementary or secondary educational institution as defined in the *School Act* operating within School District 72;

**“SPC”** means the School Planning Council created for Carihi Secondary according to the *School Act*.

# **BYLAWS**

## **Section I- Membership**

### **Voting members**

All Parents of students registered in Carihi Secondary are voting members of the Council.

### **Non-voting members**

Administrators and staff of Carihi Secondary may be invited to become non-voting members of the Council.

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.

### **Compliance with bylaws**

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 not less than four times during the school year. One of those meetings will be the annual general meeting.

### **Conduct**

3. At general meetings members will not discuss individually 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.

## **Section III -Proceedings at General Meetings**

### **Quorum**

1. A quorum for general meetings will be three voting members.
2. If at any time during a general meeting quorum ceases to be present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Voting**

3. 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).
4. In the case of a tie vote the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy ballots after every election.

## **Section IV -Executive**

### **Role of Executive**

1. The role of the executive is to manage Council's affairs between general meetings.

### **Executive defined**

2. Executive will include the president, secretary, treasurer, and 1 of 3 SPC representatives. The SPC representative may hold another executive position. The vice-presidents and DPAC representatives may be members of the executive if attendance to council permits.

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the Executive except employees of Carihi Secondary or elected officials to School District 72 or the Ministry of Education.

### **Election of executive**

4. The executive will be elected at each annual general meeting.

### **Term of Office**

5. The executive will hold office for a term of 1 year beginning immediately following the election.

6. No person may hold the same executive position for more than six years.

### **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.

### **Removal of executive**

8. The members may, by a vote of not less than 75% of the votes cast, remove an executive member before the expiry of his or her term of office any may elect an eligible member to complete the term.
9. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of executive**

10. 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 Council's affairs.

## **Section V-EXECUTIVE MEETINGS**

1. Executive meetings will be held at the call of the president.
2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
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, the chair does not have a second or casting vote and the motion is defeated.

## **Section VI- SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

1. Three representatives to the SPC must be elected annually from among the voting members who are not staff of Carihi Secondary. One of these representatives will also be executive members of the Council executive.
2. One representative to the DPAC may be elected annually from among the voting members who are not staff at Carihi Secondary.
3. SPC and DPAC representatives will hold office for a term of 1 year.

4. If a SPC or DPAC representative resigns or ceases to hold office for any other reason, the members may elect an eligible member of Council to fill the vacancy for the remainder of the term.
5. The membership or executive may elect or appoint a member (a representative of a Council member) who is not an employee of Carihi Secondary or an elected official of School District No. 72 or the Ministry of Education to represent the Council 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 must sign and agree to abide by a code of ethics.

### **Representing the Council**

2. Every executive member must act in the interests of the parent membership of the Council

### **Disclosure of interest**

3. An executive member who is interested, either directly or indirectly involved, 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 members and executive. If a parent or a member of the parent's immediate family could benefit financially from a decision of the PAC, DPAC, or school planning council that the parent can influence or vote on, the parent has a conflict of interest. This is true whether the parent is an executive member, committee member, or member at large. If there is a conflict of interest that parent must abstain from voting.
4. All executive members must avoid using his or her position on the Council for personal gain.

### **Privilege**

5. Any information received in confidence by an executive member 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.

## **Section VIII -DUTIES OF EXECUTIVE AND REPRESENTATIVES**

1. The President will:
  - a. speak on behalf of Council;
  - b. consult with Council members;
  - c. preside at membership and executive meetings;
  - d. ensure that an agenda is prepared in advance of meetings;
  - e. appoint committees where authorized by the membership or executive
  - f. ensure that Council activities are aimed at achieving the purposes set out in the



- constitution;
  - g. be a signing officer.
  - h. submit an annual report
2. The Vice-President will:
- a. support the president;
  - b. assume the duties of the president in the president's absence or upon request;
  - c. assist the president in the performance of his or her duties;
  - d. accept extra duties as required; and
  - e. be a signing officer.
3. 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
4. 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
  - h. with the assistance of the executive, draft an annual budget
  - 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
5. The DPAC Representative will:
- a. attend all meetings of Campbell River DPAC and represent, speak, and vote on behalf of the Council
  - 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
  - e. receive, circulate, and post DPAC newsletters, brochures, and announcements
  - f. receive and act on all other communications from the DPAC
  - g. liaise with other parents and DPAC representatives
  - h. submit an annual report
6. 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
  - b. submit an annual report
7. The SPC Representatives will:
- a. attend all meetings of the school planning council;
  - b. represent, speak and vote on behalf of the Council at SPC meetings;
  - c. request and take direction from the members and executive; and
  - d. provide reports of all SPC meetings to the members and executive.

### **Section IX -COMMITTEES**

1. The members or executive may appoint committees to further Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the members or executive at the time the committee is established.
3. Committees will report to the members and executive as required and will operate within their terms of reference.

### **Section X FINANCIAL MATTERS**

1. The financial year of the Council will be July 1st to June 30th;
2. The Council may raise and spend money to further its purposes;
3. 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* or the *Financial Institutions Act*.
4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. The executive will prepare a budget and present it to the membership for approval within 2 months of the beginning of the school year.
6. The executive will present all proposed expenditures beyond the current budget for approval at general meetings.
7. A treasurer's report will be presented at each annual general meeting.
8. Members may appoint an auditor.

### **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may by a vote 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 to be given to every member but must be posted in a conspicuous place in the school or made accessible to all members.

### **Section XII – PROPERTY IN DOCUMENTS**

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

### **Section XIII -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. 72 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution. This clause is unalterable.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Carihi Secondary or SD 72 Board Office.

Adopted by Carihi Secondary Parents Advisory Committee at Campbell River,  
British Columbia, on: \_\_\_\_ day, the month of \_\_\_\_\_ in the year \_\_\_\_\_

Signatures of president and one other executive member:

President

Printed name \_\_\_\_\_ Signature \_\_\_\_\_

Treasurer

Printed name \_\_\_\_\_ Signature \_\_\_\_\_

Principal

Printed name \_\_\_\_\_ Signature \_\_\_\_\_