

**GLANFORD MIDDLE SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS
Accepted October 4, 2004**

CONSTITUTION

SECTION I: NAME

The name of the organization shall be the GLANFORD MIDDLE SCHOOL PARENT ADVISORY COUNCIL.

SECTION II: BELIEFS

- a) We believe that the collaborative involvement of students, staff, and parents in the building of our school community will result in increased ownership in, and commitment to, our school by all stakeholders.
- b) We believe that each student must be valued and recognized for the gifts that he or she brings to our school community.
- c) We believe that our students, staff, and parents should be proud of our school and their combined efforts within it.

SECTION III: MISSION STATEMENT

The Glanford Middle School Parent Advisory Council is dedicated to fostering a meaningful partnership between parents, students, and staff, which supports student achievement, enhances social development, and contributes to a sense of pride in our school community.

SECTION IV: OBJECTIVES

The objectives of the council shall be:

- a) To provide services and organize activities that will have a positive impact on the academic achievement and social development of all our students.
- b) To organize activities that facilitates social interaction and community building between students, staff, and parents.
- c) To develop processes and organize activities that promote and empower parent involvement in the school.
- d) To build processes with staff that facilitates collaborative decision-making on school matters.
- e) To build strong communication links between parents, students, and staff.
- f) To inform parents on school issues and promote ongoing parent education.
- g) To represent the views of parents in an effective and positive manner.
- h) To assist parents in accessing the education system and provide information on processes available to parents and their children.

SECTION V: DISSOLUTION

In the event of dissolution of the Council, and after payment of all debts and costs of dissolution, the assets and remaining funds of the Council shall be distributed to another parent council or councils in School District No. 61 having purposes and objectives similar to those of the Council and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution. All records of the organization shall be placed under the jurisdiction of School District No. 61 in the person of the principal of the school. This clause shall be unalterable.

BYLAWS

SECTION VI: MEMBERSHIP

- a) All parents and guardians of students registered at Glanford Middle School are voting members of the Parent Advisory Council.
- b) Every member shall uphold the constitution and comply with these bylaws.
- c) Each family of the Council shall be entitled to one vote, regardless of the number of children in the school.

SECTION VII: MEETINGS

- a) All general, executive, and committee meetings are open to all parents and staff.
- b) The Executive will set the number of General Meetings. However, no less than eight meetings shall be held each year, one of those being the Annual General Meeting.
- c) There shall be an Annual General Meeting for the purpose of election of Executive Members held in May of each year.
- d) The Executive may call an extra-ordinary meeting with a minimum of 7 (seven) days notice.
- e) A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- f) If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
- g) Representation from the school administration and school board shall be encouraged at meetings.
- h) Executive Meetings may be held anytime as deemed necessary. The purpose of Executive Meetings is to implement decisions of the General Meetings and plan for future meetings.

SECTION VIII: ELECTION OF EXECUTIVE MEMBERS

- a) The executive members shall be elected from the voting members at the Annual General Meeting.
- b) Any employee or elected official of School District 61, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an executive position.
- c) The Nominating Committee shall call for nominations at least two times prior to the Annual General Meeting. This call may be made at a general meeting, by notice in the newsletter, or by separate mail out.
- d) In the event of a vacancy on the Executive during the year, the membership at a General Meeting shall elect a new executive member from among the voting members.
- e) The Nominations Committee Chairperson shall conduct elections.
- f) Three parent representatives to the School Planning Council may be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected member of the Parent Advisory Council. This election shall take place in October.

SECTION IX: QUORUM

- a) Quorum shall be 5 (five) members; this includes executive members.
- b) Quorum for Executive Meetings shall be a majority of executive members.

SECTION X: VOTING

- a) Unless otherwise provided (as in Robert's Rules of Order), questions arising at any meeting shall be decided by a simple majority vote of 50% plus 1(one) voting member.
- b) In the case of a tie vote, the motion is defeated.
- c) Members must vote personally on all matters; voting by proxy shall not be permitted.
- d) Voting shall be done by a show of hands, with the exception of the election of members, which will be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
- e) A 75% majority vote of those members present at the meeting will be required to amend the constitution and bylaws, or to waive the 2-term limitation on holding the same executive position.

SECTION XI: TERM OF EXECUTIVE POSITION

- a) The term of an Executive position shall commence on June 1st and end on May 31st.
- b) No person may hold any one position for more than two consecutive terms, with the exception of a member at large. This clause does not apply to past years. This clause may be waived by a 75% vote of members at the Annual General Meeting.
- c) No person may hold more than one elected executive position at any one time.
- d) The Past Chairperson may remain on the Executive for one year.

SECTION XII: DUTIES OF EXECUTIVE MEMBERS

- a) The elected Executive members and the immediate Past Chairperson shall manage the affairs of the Glanford Middle School Parent Advisory Council.
- b) The Executive and their duties shall be as follows:

Chairperson

- a) Preside at all general and extraordinary meetings
- b) Appoint committees where authorized to do so by the Executive or membership
- c) Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- d) Ensure that the PAC is represented in school and school district activities
- e) Prepare an agenda for each PAC meeting
- f) Consult PAC members regularly
- g) Be the official spokesperson for the organization
- h) Be a signing officer if requested by the Executive

Past-Chairperson (if they are available)

- a) Help facilitate a smooth transition between Executive Committees
- b) Act as a consultant for the Chairperson

Vice-Chairperson

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request of the Chairperson
- b) Assist the Chairperson in the performance of his/her duties
- c) Accept extra duties as required
- d) Be a signing officer if requested by the Executive

Secretary

- a) Record the minutes of all membership, general and executive meetings
- b) Issue and receive correspondence on behalf of the organization
- c) Be a signing officer

Treasurer

- a) Be responsible for and report on the accounts of the PAC
- b) Be one of three signing authorities of the Executive as per the 'Finances' section of these bylaws
- c) Submit an annual financial statement to the Annual General Meeting
- d) Receive all funds for the PAC

Victoria Confederation of Parent Advisory Councils (VCPAC) Representative

- a) Attend the VCPAC meetings
- b) Report to the Membership on VCPAC meetings
- c) Seek input from the PAC when requested by VCPAC
- d) Take forward to VCPAC issues or positions of the PAC when requested

Members at Large (3 (three) positions)

- a) Serve in a capacity as requested by the Executive
- b) Accept duties as required

SECTION XIII: CODE OF ETHICS

A parent who accepts a position as a Parent Council Executive Member:

- a) Upholds the constitution and bylaws, policies and procedures of the electing body.
- b) Performs her/his duties with honesty and integrity.
- c) Works to ensure that the well-being of all students is the primary focus of all decisions.
- d) Respects the rights of all individuals.
- e) Takes direction from the members, ensuring representation processes are in place.
- f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
- g) Works to ensure those issues are resolved through due process.
- h) Strives to be informed and only passes on information that is reliable.
- i) Respects all confidential information.

SECTION XIV: FINANCES

- a) A budget and tentative plan of expenditures shall be drawn up by the Treasurer and/or Finance Committee and presented for approval at the General Meeting in September of each year.
- b) All funds of the organization will be on deposit in a registered financial institution.
- c) The executive shall name at least three signing authorities, one of which shall be the Treasurer, for banking and legal documents. All documents will require two signatures.
- d) All monies spent shall adhere to the Budget/Finance Process (see attachment)
- e) A Treasurer's Report to all members shall be presented at the Annual General Meeting, whereupon an Independent Auditor may be appointed as needed.

SECTION XV: COMMITTEES

- a) Committees shall be formed when necessary.
- b) A nominating committee and chairperson shall be appointed annually before the Annual General Meeting.
- c) Committees are responsible to the executive and the general membership.

SECTION XVI: CONSTITUTIONAL AMENDMENTS

Amendments to the constitution and bylaws of the Glanford Middle School Parent Advisory Council may be made at any General Meeting, at which business is conducted, provided that:

- a) Written notice of the meeting has been given to all members a minimum of 14 days prior to the meeting,
- b) Such notice provides details of the specific amendments proposed
- c) A 75% majority of those members present at the meeting have voted in favor of the amendment.

Revised:

February 7 & October 3, 2006

October 21, 2018

December 30, 2019