

**ARGYLE SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS**

VERSION 2

Updated: October 21, 2020 with approved change to SECTION III (as per recorded in October 21, 2020 meeting minutes).

# **Parent Advisory Council**

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# **Constitution**

## **SECTION I: NAME**

The name of the Association shall be the Argyle Secondary School Parent Advisory Council.

## **SECTION II: PURPOSES OF THE PAC**

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in Argyle Secondary School.

1. To advise the principal and staff on parents' views on any matter relating to the school – programs, policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members. The business of the Council shall be unbiased towards race, religion, gender or politics.

The Council shall be carried on without any monetary gain for any of its members. Any profit of the Council shall be used only for promoting the purpose of the Council. The aforesaid is unalterable.

## **SECTION III: DISSOLUTION**

1. Upon winding up or dissolution of the council, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. The provision is unalterable.

## **SECTION IV: INTERPRETATION OF TERMS**

Parents – the parent/parents or guardian/guardians of a child or children in School District No. 44.

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

School – any public elementary or secondary educational institution within School District No. 44 North Vancouver.

District – School District No. 44 North Vancouver

SD 44 – School District No. 44 North Vancouver

# Bylaws

## SECTION I: MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Argyle Secondary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Argyle Secondary School are non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.
5. All members shall remain members until
  - a. Their child(ren) cease(s) to attend Argyle Secondary School; or
  - b. They are no longer a staff member at Argyle Secondary School; or
  - c. They are expelled by Special Resolution; or
  - d. They tender their resignation.
6. All members are considered to be in good standing until they cease to be a member
7. A member can be expelled by Special Resolution at any general meeting.
  - a. Members may pass the resolution by a single majority; and
  - b. Written notice specifying the intention to move a Special Resolution to expel a member shall be made not less than 14 days before the meeting.

## SECTION II: MEETINGS

1. Meetings will be conducting efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in the fall of each year.
3. General meetings shall be held not less than five times per year, one of those being the AGM.
4. Not less than 14 days written notice of a general meeting shall be provided to all members of the Council

5. Executive meetings may be held at any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
6. If procedural programs arise on an issue not covered in these bylaws, Roberts Rules of Order (most recent edition) shall be used to resolve the issue.
7. 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.

### **SECTION III**

#### **A. QUORUM**

A quorum shall be:

1. Minimum of 9 people
2. The quorum can be any combination of PAC executive members, elected members and non-elected members.

#### **B. VOTING**

1. Subject to the Society Act and unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. The election of representatives to the School Planning Council must be by secret ballot and will be voted in at the Argyle PAC annual general meeting.

#### **SECTION IV: ELECTION OF EXECUTIVE OFFICERS, OFFICERS AND SPC**

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before the Annual General Meeting. Nominations shall come from PAC members.
3. 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 a PAC) who shall hold office until the next election.
4. A person who is a member of the Argyle PAC shall conduct the elections.

#### **SECTION V: TERM OF OFFICE**

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time.
4. The Past Chairperson shall hold that office for one year.

#### **SECTION VI: EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
  - a. Chairperson(s)
  - b. Vice-Chairperson(s)
  - c. Treasurer
  - d. Secretary

Officers will be as follows:

- e. District Parent Advisory Council Representative (DPAC)
- f. Members-At-Large - 2
- g. Past Chairperson
- h. Music Arts Representative
- i. Athletics Representative
- j. French Immersion Representative

#### **SECTION VII: DUTIES OF OFFICERS**

A. The Chairperson shall:

1. Convene and preside at membership, special, and executive meetings;
2. Ensure that an agenda is prepared and presented;
3. Know the constitution and bylaws and meeting rules;
4. Know where to find resources to assist members
5. Appoint committees where authorized to do so by the executive or membership;
6. Consult PAC members regularly;
7. Ensure that the PAC is represented in school and school district activities;
8. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization;
9. Be the official spokesperson for the organization;
10. Be a signing officer; and
11. Submit an annual report.

B. The Vice-Chairperson shall:

1. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
2. Assist the Chairperson in the performance of his/her duties
3. Accept extra duties as required;
4. Be a signing officer; and

C. The Secretary Shall

1. Ensure that members are notified of meetings;
2. Record the minutes of general, special, and executive meetings;
3. Keep an accurate and up-to-date copy of the Constitution and ByLaws and have copies available for members upon request;
4. Issue and receive correspondence on behalf of the organization;
5. May be a signing officer;
6. Safely keep all records of the Council; and
7. Submit an annual report.

D. The Treasurer shall:

1. Be one of the signing officers of the executive;
2. Receive all funds for the Council;
3. Disburse funds authorized by the executive or members;
4. Maintain an accurate record of all expenditures of the Council;
5. Give a report of all receipts and expenditures at all general meetings;



6. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC;
7. Make books available for viewing by members upon request;
8. Have the books ready for inspection or audit annually;
9. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section X;
10. Ensure that another signing officer has access to the books in the event of his/her absence; and
11. Submit an annual financial statement at the Annual General Meeting of the Council.

E. The DPAC/PAC Representative shall:

1. Attend PAC and DPAC meetings;
2. Seek and give input on behalf of the PAC to the DPAC;
3. Report back to the PAC; and
4. Submit an annual report to the PAC.

F. Members at Large (Directors) shall:

1. Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require; and

G. The Past Chairperson shall:

1. Help smooth the transition between Chairpersons;
2. Assist, advise and support the Council;
3. Provide information about resources, contacts, and other essential information to the Council;
4. Act as a consultant for the Chairperson;

H. The School Planning Council (SPC) representative shall:

1. Be one of three elected SPC representatives;
2. Represent and speak on behalf of the PAC at SPC meetings;
3. Take direction from the general PAC memberships, and
4. Report back to the PAC at general meetings.

## **SECTION VIII: CODE OF ETHICS**

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body;
2. Performs her/his duties with honesty and integrity;
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 members, ensuring representation processes are in place;
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
7. Works to ensure those issues are resolved through due process;
8. Strives to be informed and only passes on information that is reliable;
9. Respects all confidential information; and
10. Supports public education.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the \_\_\_\_\_ 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 electing body, should there be any concerns about my work.

Name of Executive Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Note: This page could be photocopied and used yearly for the new executive to sign.

## **SECTION IX: COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. Committee are responsible to the executive and members.
3. The PAC executive may appoint members to committees annually.

## **SECTION X: FINANCES**

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.
7. The Council shall have no borrowing power.
8. There will shall be no remuneration of Officers or Directors.

## **SECTION XI: CONSTITUTION & BYLAWS 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 ad 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. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.
5. A Constitution and Bylaws Committee chaired by a PAC Executive member and consisting of a minimum of three members, including the PAC executive member, may be established every two years to review the Constitution and Bylaws.

**SECTION XII: REMOVAL OF AN EXECUTIVE MEMBER**

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

**SECTION XIII: CONFLICT OF INTEREST AND PERCIEVED BIAS**

1. Members are to refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary interest.
2. The voice of the PAC must clearly be, and must be perceived to be, that of the parents of Argyle Secondary School. Individuals who may be in a situation of “perceived bias” by virtue of another role they hold within the educational system should avoid functions within the PAC that involve representation to external organizations and to the general public.
3. Members who have concerns regarding conflict of interest or perceived bias should raise those concerns to the PAC.

**SECTION XIV: PROPERTY IN DOCUMENTS**

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

Adopted by \_\_\_\_\_ PAC at \_\_\_\_\_, British Columbia, on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

President/Secretary

