

***RICK HANSEN SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS
REVISED FEBRUARY 12, 2013***

**RICK HANSEN SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS**

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CONSTITUTION

SECTION I - NAME

The name of this Council is Rick Hansen Secondary School Parent Advisory Council

SECTION II- PURPOSE

The purpose of this Council shall be to promote and support education and contribute to a sense of school community at Rick Hansen Secondary School.

SECTION III - OBJECTIVES

The objectives of this Council will be to enhance communication between:

The Parents		The Board
Community	AND	School Administration
The Students		Staff

To provide for a formal means of consultation and recommendations for:

- Budgetary matters
- Curriculum offerings
- New instructional programs
- Facilities and equipment
- Learning resources

To promote cooperation between the home and the school in providing for the education of children.

To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

To organize and provide additional resources to the school through approved volunteer activities.

SECTION IV - 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. 34, Abbotsford, BC

"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. 34

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in Rick Hansen Secondary School

"parent" is as defined in the School Act and means

- (a) the guardian of the person of the student or child
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 34

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 34

"SPC" means the School Planning Council created for Rick Hansen Secondary School according to the School Act

"registered" means registered and currently attending

BYLAWS

SECTION I - MEMBERSHIP

1. All parents and guardians of students registered and currently attending Rick Hansen Secondary School shall be voting members of the Council.
2. Two representatives of the student body (Secondary) may be assigned as non-voting members of the Council.
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the Council.

SECTION I - MEETINGS OF MEMBERS

1. The number of General meetings will be set by the Executive.
2. Members will be given a minimum of fourteen (14) days notice of all general and extraordinary 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. Members must vote in person on all matters. Voting by proxy will not be permitted.
3. Voting is by a show of hands or, where requested by two voting members present, by secret ballot.
4. A vote will be taken to destroy the ballots after every election.

SECTION IV - EXECUTIVE

Role of Executive

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

Executive Defined

2. The executive will include the President, Vice-President, Secretary, Treasurer, PAC Representative to the SPC and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 34 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each Annual General Meeting (AGM), held in June of each year.

Terms of Office

5. The executive will hold office for a term of one year beginning immediately following the election.
6. No member may remain in any one position on the Executive body for more than five (5) years.
7. Retiring members are eligible for nomination and re-election during the September election.

Vacancy

8. 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 general meeting.

Removal of Executive

9. 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 an eligible member to complete the term.
10. 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.

SECTION V - EXECUTIVE MEETINGS

Meetings

1. Executive meeting times may be prescribed by the Executive
2. Extraordinary meetings may be called by the President

Quorum

3. The voting members present at any duly called executive meeting shall constitute a quorum.

Voting

4. Members must vote in person on all matters. Voting by proxy will not be permitted.
5. Voting is by a show of hand or, where requested by two voting members present, by secret ballot.
6. A vote will be taken to destroy the ballots after every election.

SECTION VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council (SPC) representatives

1. Two representatives to the School Planning Council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

District Parent Advisory Council (DPAC) representative

2. One representative to the Abbotsford District Parent Advisory Council (Abbotsford DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Election of SCP and DPAC representatives

3. The election of representatives to the SPC and DPAC will take place during each Annual General Meeting, held in September of each year.

Terms of Office

4. SPC and DPAC representatives will hold office for a term of one year.

Vacancy

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term.

SECTION VII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES

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. respects the rights of all individuals
4. takes direction from the membership and executive
5. 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
6. works to ensure that issues are resolved through due process
7. respects all confidential information

Privilege

8. 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.

SECTION VIII - DUTIES OF EXECUTIVE AND REPRESENTATIVES

President

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) 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) submit an annual report

Vice President

- (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
- (e) be a signing officer
- (f) submit an annual report

Secretary

- (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
- (h) submit an annual report

Treasurer

- (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 or account ready for inspection or audit
 - If an audit is requested, then:
 - (i) pay a professional to conduct an audit
 - OR (ii) establish an 'audit' committee to review the books for the last 2-3 years. Committee to consist of 1-2 executive members (treasurer and 1 other), 2 general members and an outside person (could be DPAC executive member or staff member (a neutral party)
- (g) with the assistance of the executive, draft an annual budget
- (h) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (i) submit an annual financial report

DPAC Representative

- (a) attend all meetings of the Abbotsford District Parent Advisory Council 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) submit an annual report

Members-at-Large

- (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

The School Planning Council (SPC) representative

- (a) attend all meetings of the school planning council (SPC)
- (b) represent, speak, and vote on behalf of the Council at SPC meetings
- (c) request and take direction from the membership and executive
- (d) be strong advocates for meaningful parent involvement in the school and school planning
- (e) provide a report to all general and executive meetings
- (f) attend general and executive meetings as directed by the membership or executive
- (g) submit an annual report

SECTION IX - COMMITTEES

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

SECTION X - FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st to June 30th

Power to Raise Money

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

Bank Accounts

3. All funds of the organization will be on deposit in a Chartered Bank or Credit Union of any financial Establishment registered under the Bank Act.

Signing Authority

4. The Executive shall name three signing officers for banking and legal documents. Any two of the signatures will be required for these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

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 XI - CONSTITUTION AND BYLAW AMENDMENTS

1. Amendments to the constitution and bylaws of the Rick Hansen Secondary School Parent Advisory Council may be made at any General Membership meeting at which business is conducted.
2. A 2/3 majority vote of those voting members present at the meeting will be required to amend the constitution.
3. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
4. 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 XII - PROPERTY IN DOCUMENTS

1. 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 president when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

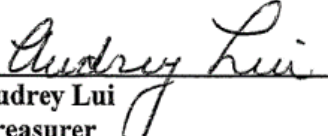
SECTION XIII - DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and cost of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 34, Abbotsford, having purposes and objectives similar to those of the Council, as members of the Council may determine at the time of dissolution or winding up and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the Council shall be given to the principal of Rick Hansen Secondary School.

**Adopted by Rick Hansen Secondary School Parent Advisory Council at Abbotsford,
British Columbia on February 12, 2013**



Donna Scheven
President



Audrey Lui
Treasurer