

# BAYSIDE PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

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### **Constitution and Bylaw Amendment History**

- Amended January 21, 1999
- Amended April 18, 2002
- Amended April 25, 2003
- Amended November 21, 2005
- Amended June 19, 2006
- Amended November 17, 2015
- Amended September 25, 2019
- Amended April 2022

## **PART A: CONSTITUTION**

### **SECTION 1: ASSOCIATION NAME**

The name of the Association shall be the BAYSIDE PARENT ADVISORY COUNCIL or BAYSIDE PAC. The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender or politics.

### **SECTION 2: PURPOSE**

1. To promote effective communication between the home and school.
2. To promote improvements in the educational program, facilities and atmosphere of Bayside Middle School with a view to enhancing the school experience.
3. To encourage parents/guardians to participate in meaningful educational activities and decision making.
4. To strengthen the role of families in education.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
7. To advise the principal and staff on parent views on any matter relating to the school programs, policies, plans and activities.
8. To provide financial support for the goals of the Council, as determined by the membership.

### **SECTION 3: DISSOLUTION**

1. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
2. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.
3. In the event the PAC ceases operation, all assets of the PAC after the discharge of all debts and obligations, shall be transferred to a charitable institution within the Province of British Columbia having similar objectives and purposes. The members at the final general meeting will decide upon the charitable institution.

## **PART B: BYLAWS**

### **SECTION 1: MEMBERSHIP**

1. Membership shall be automatic to all parents/guardians of students registered at Bayside Middle School.
2. Each member shall be able to cast one vote.
3. Each member of the PAC shall be eligible to hold an executive position.
4. Members of the school community who are not parents/guardians of students currently enrolled in the school may be invited in to become non-voting members of the PAC. Non-voting members cannot be elected to an executive position.

### **SECTION 2: MEETINGS**

1. General meetings shall be held on a regular basis during the school year to conduct current business (September to June).
2. The Annual General Meeting shall be held each May and shall include:
  - a. Presentation of the minutes from the previous Annual General Meeting
  - b. Presentation of the reports from the executive and committee chairs
  - c. Election of the new executive officers
  - d. Approval of financial statements and proposed budget
3. A Quorum at any meetings shall be three executive members plus those PAC members in attendance.
4. The administration and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and to liaison with parents.
5. 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.
6. Additional meetings may be called by the Chairpersons, or at the written request of at least 8 members.
7. Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.
8. Motions shall be passed by a simple majority with the exception of those that require 2/3 majority as per Robert's Rules of Order. Where procedural problems should arise which cannot be resolved with the constitution, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.

### **SECTION 3: QUORUM AND VOTING**

1. Quorum at General Meetings and the AGM will be a minimum of 3 executive Officers plus those members in attendance.
2. Issues arising at any meeting shall be decided by a simple vote (50% + 1).
3. In the event of a tie vote, the motion is defeated.
4. Voting shall be done by the show of hands with the exception of the election of officers, as set out in Section 4 of the Bylaws, which shall be done by secret ballot. If there is only one person nominated to the position, there is no need for secret ballot voting. If there is more than one nominee, voting shall be done by secret ballot.

## SECTION 4: NOMINATION AND ELECTION PROCEDURES

Nominations and elections for the following positions will be held in this order:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. COPACS Representative

Each position may be shared between two co-nominees.

There shall be no proxy voting.

Robert's Rules of Order shall be used as the final authority to resolve any situation. This procedure must be followed:

1. The Nomination and Election process is chaired by the current PAC Vice-Chairperson.
2. The Nomination Chairperson calls for nominations to a position. Candidates may nominate themselves or be nominated by another Bayside PAC member. All nominees must be members of the Bayside PAC. The call is repeated three times.
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

## SECTION 5: TERM OF OFFICE

1. Term of office is from August 1<sup>st</sup> to July 31<sup>st</sup> with the period between May and August as a transition period.
2. No person shall hold more than one elected position at any one time.
3. Any elected PAC Executive member may serve on the executive for a limit of two consecutive terms in any one executive position.
4. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.
5. The Past President shall hold that office for one year. This person cannot vote with executive authority but maintains regular parenting vote.

## SECTION 6: EXECUTIVE STRUCTURE

1. The executive of the PAC shall be comprised of a chairperson, Vice-Chairperson, Secretary, Treasurer and COPACS delegate. In the event these positions are shared, each position of the executive has one vote at the executive meeting.
2. The previous year's Chairperson may remain on the executive in a non-voting, advisory capacity to ensure a smooth transition.
3. The executive may meet prior to each general meeting.
4. A quorum for all meetings of the executive shall be three executive members, one of which must be the Chairperson or the Vice-Chairperson.

## SECTION 7: DUTIES OF THE EXECUTIVE

### 7.1 Chairperson

The Chairperson shall:

1. Provide leadership
2. Ensure that the business of the PAC is proceeding effectively
3. Act as a spokesperson for the PAC
4. Preside at all meetings (if absent the VP will preside)
5. Prepare an agenda for general and executive meetings
6. Know Bayside PAC Constitution, Bylaws and Meeting rules
7. Read information sent to the PAC and distribute information to the members
8. Know where to find resources to assist members
9. Understand committees and communicate with committee chairs
10. Consult PAC members regularly
11. Prepare a notice of meeting and agenda highlights to be included in the parent newsletter
12. Be a signing officer for cheques and documents
13. Ensure the Bayside PAC is represented in school and district activities
14. Ensure a Nominations Committee is formed in March
15. Prepare an annual report for the Annual General Meeting
16. Ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting

### 7.2 Vice-Chairperson

The Vice-Chairperson shall:

1. Provide leadership
2. Ensure that the business of the PAC is proceeding effectively
3. Know where to find resources to assist members
4. Understand committees and communicate with committee chairs
5. Maintain the PAC calendar of events and activities
6. May be a signing officer for cheques and documents
7. Assist and fill the role of the Chairperson when needed
8. Understand the role of the Chairperson
9. Prepare an annual report for the Annual General Meeting
10. Ensure that all relevant information regarding this position is passed on to the succeeding Vice-Chairperson by the June general meeting

### 7.3 Secretary

The secretary shall:

1. Record the minutes of all general and executive meetings
2. Record the attendance at all general and executive meetings
3. Post the minutes of all PAC meetings within two weeks
4. Prepare a brief report following each general meeting to be included in the parent newsletter and bulletin board
5. Maintain all records of the PAC (Bylaws, Reports, minutes, etc.)
6. Know Bayside PAC constitution, Bylaws and Meeting rules

7. Ensure reports from the committees are filed
8. May be a signing officer for cheques and documents
9. Prepare an annual report for the Annual General Meeting
10. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the June general meeting.

#### 7.4 Treasurer

The Treasurer shall:

1. Be responsible for all PAC funds
2. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
3. Maintain detailed accounts of all receipts and expenditures
4. Present a written report on the financial status of the PAC at all general meetings
5. Make books available for viewing by members upon request
6. Sign all cheques or withdrawals (along with one other exec member)
7. Ensure that another signing officer has access to the books in the event of their absence
8. Prepare a projected annual budget outlining the basic annual expenditures to be presented at the PAC Annual General Meeting
9. Have books ready for annual review
10. Prepare an annual report for the Annual General Meeting
11. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end

#### 7.5 COPACS Delegate

The COPACS Delegate shall:

1. Represent the Bayside PAC in the voting process at COPACS meetings
2. Report COPACS business back to Bayside PAC meetings
3. Seek input from the Bayside PAC members for COPACS
4. Forward Bayside school-based issues to COPACS on requests of the PAC
5. Prepare an annual report for the Annual General Meeting
6. Ensure that all relevant information regarding this position is passed onto the succeeding COPACS Delegate by the June general meeting

#### 7.6 Past Chairperson

The past Chairperson may:

1. Help smooth the transition between Chairpersons
2. Serve as an advisor to the Chairperson
3. Provide continuity of leadership
4. Assume specific tasks or responsibilities as requested by the Chairperson
5. May be asked to prepare an annual report for the Annual General Meeting

## SECTION 8: CODE OF ETHICS

Any parent/guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:

1. Uphold the Constitution and Bylaws and policies of the Bayside PAC

2. Perform duties with honesty and integrity
3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made
4. Work to ensure the wellbeing of students is the primary focus of all decisions
5. Respect the rights of all individuals
6. Take direction from the members and ensure that they are represented
7. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward
8. Work to ensure that issues are resolved through due process
9. Strive to be informed and only pass on information that is reliable
10. Respect all confidential information
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings
13. All positions shall submit an annual report of their term in office

## 8.1 Statement of Understanding

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Bayside School Parent Advisory Council Executive, have read, understood, and agree 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. <sup>L</sup>SEP

Name of Executive Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

## SECTION 9: COMMITTEES

1. The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees may be either standing or ad hoc in nature. Examples include Fundraising Coordinator, Communications Coordinator, Canadian Parents for French Representative, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Hot Lunch Coordinator, Constitution and Bylaws Review Committee and Nominations Committee.
3. Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.

4. The terms of reference and privileges of each committee shall report promptly to the executive or to the PAC members at general meetings.

## SECTION 10: FINANCES

1. The fiscal year shall run from August 1<sup>st</sup> to July 31<sup>st</sup>.
2. The PAC executive must present a preliminary budget at the Annual General Meeting. The final budget will be voted on no later than the October meeting of every year.
3. All funds of Bayside PAC shall be on deposit in a financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers, two of whom will be the treasurer and the chairperson for banking and legal documents. Two signatures will be required for these documents.
5. Minor expenses of \$200 or less can be made with the majority approval of the executive. Expenditures exceeding \$200 require approval from the PAC at a general meeting.
6. The executive shall ensure the PAC bank account is not less than \$500.
7. A financial report will be presented at all general meetings.
8. There shall be an annual review of the financial records by a qualified person who is not a member of the executive.

## SECTION 11: AMENDMENTS

A review of the Constitution and Bylaws shall take place every three years by a committee consisting of at least three members including one executive member. Amendments to the Constitution and Bylaws of the Bayside Middle School Parent Advisory Council may be made at any general meeting providing:

1. Fourteen days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all members
2. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution

## SECTION 12: REMOVAL OF AN EXECUTIVE OFFICER

1. Written notice of a motion of non-confidence in a member of the executive shall be submitted to the Chairperson at the meeting immediately prior to the meeting at which the vote is to be taken.
2. Passage of a motion of non-confidence shall require an affirmative vote of 2/3 of those PAC members in attendance at a PAC meeting.

## SECTION 13: 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 the property of the organization and shall be turned over to the chairperson when the member, executive member or committee member ceases to perform the task to which the papers relate.