

CONSTITUTION FOR THE ESQUIMALT HIGH PARENT ADVISORY COUNCIL

NAME

The name of the organization shall be:

ESQUIMALT HIGH PARENT ADVISORY COUNCIL (Esquimalt High PAC)

The business of the Esquimalt High PAC shall be unbiased towards race, religion, gender, sexual orientation or politics.

PURPOSE

To encourage and promote meaningful parent/guardian involvement in the educational experience of students at Esquimalt High School.

OBJECTIVES

1. To provide support to parents/guardians.
2. To encourage parental and guardian involvement in the educational experience of the students of Esquimalt High.
3. To develop and maintain communications between school administration; parents/guardians, community members and students.
4. To assist parents/guardians in accessing the resources within the education system.
5. To provide a forum for parent/guardians to discuss matters of interest.
6. To provide meaningful consultation and effective input into decision-making at the school and district levels.
7. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.

DISSOLUTION

A Notice of Motion of Dissolution shall be given fourteen days prior to the last meeting. A two-thirds majority of the quorum will be required to pass the Motion to Dissolve. Upon winding up or dissolution of the Esquimalt High PAC, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to the Esquimalt High Alumni Association. This provision shall be unalterable.

Revised April 25, 2001

Bylaws revised May 14, 2003

Revised April 2008

BYLAWS OF THE ESQUIMALT HIGH PARENT ADVISORY COUNCIL

Esquimalt High Parent Advisory Council:
Also referred to as “Esquimalt High PAC” or “PAC”

MEMBERSHIP

All parents/guardians of students registered at Esquimalt High School shall be voting members. Administration and staff (teaching and non-teaching) of Esquimalt High School shall be non-voting members.

Members of the school community, who are not parents/guardians of students currently enrolled, shall be non-voting members.

At no time shall the PAC have more non-voting than voting members.

MEETINGS

- a) Executive meetings may be held anytime or place as necessary. The purpose of executive meetings is to carry on business between general meetings. In order to conduct business, the number of Executive present must be equal to or greater than $\frac{1}{2}$ of the number of Executive positions currently filled.
- b) There shall be an Annual General Meeting (AGM) in May for the purpose of the election of the Executive. The positions of President and Treasurer must be elected in May; the positions of Vice-President, Secretary, VCPAC and SPC members may be elected as late as September of each year.
- c) General meetings shall be held once a month, at an agreed upon date and time during the school year.
- d) All meetings will be conducted efficiently and with fairness to the members present.
- e) If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall apply.
- f) A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parent/guardians, or other individual members of the school community.

QUORUM and VOTING

- 1. All general and Annual General Meetings must have a quorum present in order to conduct business. ***A quorum is one half the Executive positions currently filled plus one other voting member.***
- 2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible voting members present.
- 3. Voting by proxy is not permitted.

ELECTIONS

Candidates for election shall be presented by the Nominations Committee or be duly nominated from the floor at the AGM. The newly-elected Executive shall assume duties in the school year during which they are elected.

ELECTED POSITIONS

1. The PAC shall elect a slate of officers from the voting members for each school year.
2. The Executive shall include, but not be limited to: President, Vice-President, Secretary, Treasurer, and a representative to the Victoria Confederation of Parent Advisory Councils (VCPAC).
3. The term of office shall be one year with a maximum of three terms consecutively in the same office.
4. Three representatives to serve on the School Planning Council shall also be elected, none of whom can be an employee of any school board. School Planning Council Representatives are not limited to two years. One of the 3 Planning Council Representatives must be an elected officer of the Parents' Advisory Council. Election of the Planning Council Representatives must be by secret ballot. The newly elected Executive Officers and Planning Council Representatives shall take office in the school year in which the elections are held.
5. The Executive may fill vacant positions by appointment.

DUTIES OF EXECUTIVE OFFICERS**PRESIDENT**

- a) convene and preside at general, special and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer

VICE-PRESIDENT

- a) assume the responsibilities of the President in the President's absence or upon request
- b) assist the President in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer

SECRETARY

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and bylaws and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the PAC
- g) shall keep a complete and current inventory, including location, of all PAC assets

TREASURER

- a) be one of the signing officers of the executive
- b) receive all funds for the PAC
- c) disburse funds authorized by the executive or members

- d) maintain an accurate record of all expenditures of the PAC
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive, draft a budget and tentative plan of expenditures
- j) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the Annual General Meeting of the PAC

VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS REPRESENTATIVE (VCPAC REP)

- a) represent and vote for Esquimalt High PAC at VCPAC General Meetings
- b) report orally or in writing at each General Meeting and
- c) act as liaison between the Esquimalt High PAC and VCPAC

SAFETY/HEALTH COORDINATOR

- a) shall monitor student safety issues such as emergency preparedness, and other issues dealing with safety or health
- b) shall sit on the school Emergency Preparedness committee

SCHOOL PLANNING COUNCIL REPRESENTATIVES

Shall represent the Esquimalt High PAC on the School Planning Council and

- a) maintains processes to receive input from, and report to the parent advisory council, and the school community
- b) provides advice to the school board about: the allocation of staff and resources in the school, matters contained in the district accountability contract relating to the school, and education services and programs in the school
- c) does not discuss or provide advice about: personal, confidential information about students, parent/guardians, teachers or staff, or complaints about individuals or personnel matters
- d) revises school plans, if requested to do so by the school board
- e) maintains ways to promote effective communication between school communities and the school planning council
- f) develops, monitors, and reviews school plans

FINANCE

- a) a budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires
- b) the executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget
- c) the executive may at any time during the school year approve expenditures up to and including \$300 but must provide receipts for these expenditures
- d) all funds of the Esquimalt High Parent Advisory Council will be kept in an account(s) in the name of: Esquimalt High School Parent Advisory Council with an insured financial institution
- e) all money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt

- f) all cheques must be signed by two of the three signing authorities
- g) signing authorities cannot be related
- h) the fiscal year is to run August 1 to July 31
- i) the PAC or its groups shall not have borrowing powers
- j) all monies raised by the PAC will belong to the PAC and used on activities that are voted on during a general, annual or special meeting

CODE OF CONDUCT

A parent who accepts a position as a PAC Executive or Committee member must:

- a) Uphold the constitution and bylaws, policies and procedures of the PAC.
- b) Perform her/his duties with honesty and integrity.
- c) Work to ensure that the well being of students is the primary focus of all decisions.
- d) Respect the rights of all individuals.
- e) Takes direction from the members, ensuring representation processes are in place.
- f) Encourages, supports, and provides information to parents.
- g) Works to ensure issues are resolved through appropriate process.
- h) Strives to be informed and only passes on information that is reliable.
- i) Respects all confidential information.
- j) Supports public education.

1. Breaching the Code of Conduct may be cause for removal of an Executive officer or Committee member. 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.
3. An Executive member is deemed to have resigned if he/she has not attended three consecutive meetings without prior notice to another executive member.
4. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

COMMITTEES

- a) standing and ad hoc committees shall be formed when necessary
- b) committees are responsible to the executive and members
- c) the PAC executive may appoint members to committees annually
- d) a committee shall be not less than 3 persons and not more than 10

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Notice of Amendment to the Constitution and/or Bylaws shall be given at least fourteen days prior to any General Meeting at which business is conducted. The notice shall include the specific amendments proposed. A two-thirds majority vote of the quorum will be required amend the Constitution and/or Bylaws.

POLICIES

The Executive shall support and uphold the consultative process as outlined in Policy 1163 (on Consultation) for School District 61.