



# **ÉCOLE SECONDAIRE R.A. McMATH SECONDARY SCHOOL**

## **PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS**

ADOPTED September 1999

AMENDED May 2000, September 2001, February 2003, January 2006,  
and May 2018

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# CONSTITUTION

## **SECTION ONE           Name**

1. The name of the organization shall be the R A McMath Secondary School (hereinafter referred to as "McMath" or "the school") Parent Advisory Council (hereinafter referred to as "PAC"), in accordance with the school Act, Section 8.
2. The PAC will operate as a non profit organization with no personal financial benefit.
3. The business of the PAC shall be unbiased towards race, religion, gender or politics.

## **SECTION TWO           Mission Statement**

The PAC is committed to the quality of education and well-being of the students at McMath. The PAC will work cooperatively with the staff, administration, students and parents/guardians to strengthen the involvement of families and the community in the education of the students of McMath.

## **SECTION THREE        Purpose**

The purpose of the PAC is as follows:

1. Communicate with parents/guardians (hereinafter referred to as "parents") and promote the involvement of parents in the education of their children.
2. Provide a forum for parents/guardians to develop an understanding of, and have input into, the policies and practices that guide administration and teaching staff.
3. Promote the development of positive family, school, and community relations.
4. Provide support for school-based initiatives and activities.
5. To exist and function according to SD38 Policy so the PAC may receive Gaming Grant funds

## **SECTION FOUR         Dissolution**

1. The PAC shall be dissolved in the event that:
  - (a) the school is permanently closed; or
  - (b) there are insufficient parents willing to serve as PAC Executive members.
2. In the event of dissolution of the PAC and following payment of all outstanding debts, disbursement of any examining funds will be decided upon by the membership at the final general meeting; PROVIDED THAT:

- (a) Any operating funds, if such funds cannot be used for the purpose for which they were raised, shall be transferred to the School or, in the case of closure of the School, to School district No. 38 (Richmond) or such charitable organization or organizations within British Columbia registered under the provision of the Income Tax Act (Canada), as may be determined by the membership at the final general meeting;
- (b) unused charitable gaming and/or direct charitable access funds received by the PAC and assets purchased with such funds will, upon dissolution, be transferred to the Minister of Finance or shall be transferred to such charitable organization within British Columbia, as defined in the Income Tax Act (Canada) or to such other eligible charitable organization or organizations in British Columbia having a similar charitable purpose, as may be determined by the membership at the final general meeting.
- (c) The foregoing provisions shall be unalterable.

## **BYLAWS**

### **SECTION FIVE                      Membership**

- 1. Every parent/guardian of a student attending McMath shall be a voting member of the PAC.
- 2. The administration and staff (teaching and non-teaching) of McMath shall be non-voting members of the PAC.

### **Membership Responsibilities**

PAC members have the following responsibilities:

- 1. Attend as many PAC meetings as possible.
- 2. Become knowledgeable about the education programs and resources of the school.
- 3. Promote positive attitudes about the school and its education programs and services.
- 4. Support the PAC's mission and purpose.

### **Code of Conduct**

- 1. The PAC is a forum to address issues of general concern to the school community as opposed to matters involving specific individual teachers, administrative personnel, students or families.
- 2. An executive member who is approached by a parent with concern relating to an individual is in a privileged position and must treat such discussion as confidential.

## **SECTION SIX                      Meetings**

1. There shall be a minimum of 5 general meetings held during the school year to conduct current business, not including the AGM to be held in May where the annual election of officers shall be held.
2. The Executive meetings and any additional general meetings shall be held at the discretion of the Executive.
3. Meetings shall be conducted efficiently and with fairness to all the members present.
4. If procedural problems should arise, Robert's Rules of Order shall be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution and Bylaws.
5. Parents shall be advised of meeting dates through newsletters and other means.

## **SECTION SEVEN                Voting**

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. All business or matters coming before the PAC shall be decided by a simple majority vote, except changes to these Bylaws. See Section 12(1.)
3. Voting shall be done by a show of hands or, at the discretion of the Chairperson, by secret ballot.
4. The Chairperson has the right to vote along with the other voting members.
5. In the case of a tie vote, the motion shall be defeated. The chairperson shall NOT cast the deciding vote.

## **SECTION EIGHT                Election and Executive Committee Procedure**

### **Executive**

1. The Executive shall be elected at the May Annual General meeting each year. The number and positions shall be flexible to meet the needs and interests of the PAC and includes the following officers: Chairperson, Vice or Co-Chairperson, Treasurer, Secretary or Co-secretaries and if interested and available a Past Chairperson.
2. The position of Past Chairperson may be held by any person who has previously served as Chairperson of the PAC. The positions of Secretary and Treasurer may be held by one person.
3. Additional Executive positions shall be determined at a general meeting.
4. The Executive shall carry out such commitments as directed by the PAC, make suggestions and recommendations, and transact routine and emergent business as necessary.
5. The Executive shall hold meetings at the discretion of the Chairperson and the Executive members.

6. The PAC may canvass for and hold an election to fill, for the remainder of the current term of office, any vacancy on the Executive not filled at the May general meeting or resulting from resignation.
7. The term of office for the Executive positions will commence on July 1<sup>st</sup> (or when elected during the school year due to a vacancy) and shall run until the end of the school year, June 30<sup>th</sup> of the following year.
8. The newly elected PAC executive should be briefed about their job descriptions and on-going business.

### **Duties of the Chairperson**

The Chairperson shall:

- convene and preside at general and Executive meetings;
- prepare agendas in consultation with the school administration;
- serve as spokesperson for the PAC;
- act as liaison between parents and staff;
- keep the PAC binder up to date;
- delegate duties as necessary;
- keep abreast of pertinent information and convey it to the PAC;
- establish committees where authorized to do so by the Executive or membership;
- submit an annual report at the May Annual General Meeting;
- be a signing officer; and
- as an ex-officio member of all PAC committees, consult regularly with all chairs of the committees.

### **Duties of the Past Chairperson**

The Past Chairperson shall:

- help smooth transition for the new Chairperson;
- assist and advise PAC;
- act as a consultant for the Chairperson;
- chair the Nominating Committee; and
- perform the duties listed for the Vice Chairperson if the position is vacant.

### **Duties of the Vice Chairperson**

Where there is no Past Chairperson, the Vice Chairperson shall:

- assume the duties and responsibilities of the Chairperson during any absence; and
- carry out such duties as may be assigned by the Chairperson and/or Executive.

### **Duties of the Secretary**

The Secretary shall:

- record minutes of all PAC and Executive meetings;
- post minutes of all general and Executive meetings in a timely manner;

- present the minutes for approval at the next meeting;
- make all business arrangements for holding general meetings; and
- maintain an accurate copy of the Constitution and Bylaws
  - i) posted on the school website
  - ii) paper copy in PAC binder held with PAC Chairperson
  - iii) and ensure the most up to date version is filed with the school district.

### **Duties of the Treasurer**

The Treasurer shall:

- receive, collect and deposit all relevant funds to the PAC bank account;
- be a signing officer for the PAC;
- in consultation with the Executive, issue and receive all correspondence directed to the PAC;
- maintain financial records and publish income and disbursement reports for each meeting as well as an annual financial statement;
- submit an annual report at the September general meeting for the previous fiscal year;
- apply for the BC Government gaming grant prior to the end of June for the upcoming school year and ensure the PAC complies with grant conditions; and
- ensure the administration of funds is in accordance with the policy of School District No. 38 (Richmond)

## **SECTION NINE                      Nomination and Election of Executive Officers**

1. All Executive positions shall be elected from amongst the voting members of the PAC at the May Annual General Meeting.
2. The PAC executive shall send notice of the upcoming Annual General Meeting and Elections should be communicated at least one month prior to the election.
3. Nominations may be submitted to the PAC Executive up to and including at the Annual General Meeting in May.
4. The Executive shall present the list of nominees (including their own names) at the May Annual General Meeting and additional nominations may be accepted from the floor, provided the nominee is present or has communicated to the executive indicating his/her willingness to stand.
5. The Past Chairperson will conduct the election if available, if not then a current executive will conduct the election. At the start of the elections at the Annual General Meeting in May, all PAC executives will step down from their positions.
6. Any elected member of the PAC may serve on the Executive for as many years as he/she is elected to a position. However, no person should hold any one position for more than two consecutive years unless over-ridden by voting members.

## **SECTION TEN                      Committees**

1. Standing and ad-hoc committees shall be formed when necessary and only PAC members may sit on such committees.
2. Committees are responsible to the PAC and Executive.

## **SECTION ELEVEN              Finances**

1. A budget, including a tentative plan of income and expenditures, shall be drawn up by the Executive and presented for approval at a general meeting prior to the end of October of each year.
2. All requests for expenditures not specifically itemized in the approved budget which are in excess of \$200 shall first be presented to the Executive and then voted on by the membership at a general meeting.
3. All funds of the PAC shall be deposited in a chartered bank, credit union or trust company. All funds received shall be deposited in a timely manner.
4. The Executive shall name at least two signing officers, one of whom shall be the Treasurer, and the school shall name two signing officers, one of whom shall be the principal. The signature of one Executive and one school signing officer shall be required on all banking and legal documents.
5. A need for audits may be agreed upon by the members at any general meeting, whereupon an independent auditor or PAC member shall be appointed as needed.
6. The accounting books of the PAC are to be open for inspection by any PAC member upon written request to the Executive.
7. All financial transactions, accounting procedures and fund-raising activities shall adhere to the regulations, guidelines and policies of School District No 38 (Richmond).

## **SECTION TWELVE              Constitution and Bylaws Amendments**

1. The Constitution and Bylaws of the PAC may be amended by a two-thirds majority vote of PAC members as long as the amendments have been read and discussed at a previous meeting.
2. Amendments to the Constitution and Bylaws shall be submitted to School District No.38 (Richmond) for their record and information.

Adopted by the R A McMath PAC at Richmond, BC on May 29, 2018

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Chairperson

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Secretary