

**NANAIMO DISTRICT SECONDARY SCHOOL
PARENT ADVISORY COUNCIL**

CONTITUTION AND BYLAWS

CONSTITUTION

Section I - NAME

The name of the Association shall be the Nanaimo District Secondary School Parent Advisory Council (NDSS PAC).

The PAC will operate as a non-profit organization with no financial benefit accruing to members.

The business of the committee shall be unbiased towards race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – PURPOSE OF THE NDSS PAC

The purpose of the NDSS PAC is to:

1. Promote the education and welfare of students in the school
2. Encourage parent involvement in the school, and to support programs that promote parent and student involvement
3. Advise the School Board, Principal, and staff on any matter relating to the school
4. Promote the interests of public education and, in particular, the interests of Nanaimo District Secondary School (NDSS)
5. Provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To support parent education and professional development, and provide a forum for discussion of educational issues
8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
9. To support activities for students and parents
10. To provide financial support for the goals of the PAC, as determined by the membership, acting in accordance with the BC Gaming rules
11. To advise and participate in the activities of District PAC-SD68 and the BC Confederation of Parent Advisory Councils (BCCPAC)

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Section III – 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. 68

“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. 68

“PAC” or “Parent Advisory Council” means that the parents organized according to the School Act and are operating as a Parent Advisory Council at Nanaimo District Secondary School

“NDSS” means Nanaimo District Secondary School

“parent” 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. 68

“school” means any public elementary or secondary educational institution as defined in the School Act, operating within School District No. 68

BYLAWS

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Section I – MEMBERSHIP

MEMBERSHIP IN PAC

Voting Members

1. All parents and guardians of students registered at NDSS are voting members of the PAC.

Non-voting Members

2. Administrators and staff (teaching and non-teaching) of NDSS may be invited to become non-voting members of the PAC.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the PAC.

Compliance with Bylaws

4. Every member will uphold the constitution and comply with these bylaws.

MEMBERSHIP IN DPAC

1. All Parent Advisory Councils in School District No. 68 are voting members of DPAC.
2. The person elected annually by the members of the NDSS PAC, as the DPAC representative, will represent the NDSS PAC on DPAC. (Employees or elected officials of School District No. 68 or the Ministry of Education are not permitted to vote at DPAC meetings. Therefore, these individuals may not serve as the DPAC Representative.)

DPACs are recognized in the School Act. Every PAC is entitled to elect one of its members to be its representative on the DPAC for a term of one year. The election must be by secret ballot. See The BC School Act, sections 8, 8.4, and 8.5.

Section II – MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the Annual General Meeting.
3. Executive meetings will be held at the discretion of the Executive.
4. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution and Bylaws document.

Conduct

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of Meetings

7. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be four voting members.
2. If at any time during a general meeting a quorum ceases to be present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of votes cast (50% plus one).
4. In the case of a tie vote, the Chair does **not** have a second or casting vote, and the motion is defeated.
5. Voting shall be done by a show of hands (unless members request a secret ballot) with the exception of the election of officers, which shall be done by secret ballot.
6. With the exception of item 7 below, members must vote in person on all matters. Voting by proxy will not be permitted.

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7. At the discretion of the executive, budgeted items may be voted on via email, with copies of the emails to be retained by the Secretary, and attached to the minutes for the next general meeting.
8. The Past Chair shall not be a voting member if this person is no longer a parent or caregiver of an NDSS student.

Section IV – EXECUTIVE

Role of the Executive

1. The executive will manage the PAC's affairs between general meetings.
2. The executive officers will include the Chair, Vice-Chair, Secretary, and Treasurer.
3. Other executive positions include the immediate Past Chair, DPAC Representative, Members-at-Large, and other positions as required.
4. All voting members of the PAC are eligible to serve on the executive, except in the position of DPAC Representative and Treasurer. (Employees or elected officials of School District No. 68 or the Ministry of Education are not permitted to vote at DPAC meetings. Therefore, these individuals may not serve as the DPAC Representative. Employees of School District 68 are not permitted to serve as Treasurer.)

Election of Executive

5. The executive officers shall be elected from the voting members at the Annual General Meeting.
6. Calls for nominations shall be made at the meetings in June and September.
7. In the event that a vacancy on the executive arises during the year, the PAC shall elect a new officer who shall hold office until the next election.
8. The Nominating Committee chairperson shall conduct elections.
9. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
10. A vote shall be taken to destroy the ballots.
11. If a position is to be shared by two people, they must both be elected.

Term of Office

12. Executive members will hold office for a term of one year beginning immediately following the election.
13. No person shall hold the same executive position for more than four consecutive years, unless approved by the membership at the Annual General Meeting

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(AGM).

14. No person may hold more than one elected executive position at any one time.

15. The Past Chair shall hold that office for one year. The past chair shall not be a voting member if this person is no longer a parent or caregiver of an NDSS student.

Removal of Executive

16. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member to complete the term.

17. 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 meetings will be held at the call of the Chair.

Quorum

2. A quorum for executive meetings will be a majority (50% plus one) of the members of the executive.

Notice

3. Executive members will be given reasonable notice of Executive meetings.

Voting

4. All matters requiring a vote at executive meetings shall be decided by a simple majority of votes cast (50% plus one).

5. In the case of a tie vote, the Chair does NOT have a second or casting vote, and the motion is defeated.

Section VI - DUTIES OF THE EXECUTIVE MEMBERS

1. Chair shall:

- a. Speak on behalf of the PAC
- b. Consult with PAC members
- c. Preside over general, annual and executive meetings

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- d. Ensure that an agenda is prepared
 - e. Appoint committees where authorized by the membership or executive
 - f. Ensure that the PAC is represented in school and district activities
 - g. Ensure that PAC activities are directed at achieving the purposes set out in the constitution
 - h. Be a signing officer
 - i. Submit an annual report at the AGM
2. Vice-Chair shall:
- a. Support the Chair
 - b. Assume the duties of Chair in the Chair's absence or upon request
 - c. Assist the Chair in the performance of their duties
 - d. Accept extra duties as required
 - e. Be a signing officer
3. Secretary shall:
- 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 PAC
 - f. Ensure safekeeping of all records of the PAC
 - g. Assist the Chair in providing information to local news media
 - h. Be a signing officer
4. Treasurer shall:
- a. Ensure all funds of the PAC are properly accounted for
 - b. Disburse funds as authorized by the membership or executive
 - c. Maintain proper financial records and books of account
 - d. Report on all receipts and disbursements at general meetings
 - e. Make financial records and books of account available to members on request
 - f. Have the financial records and books of account ready for inspection or audit annually
 - g. Draft an annual budget with the assistance of the executive
 - 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 statement at the annual general meeting
 - j. Maintain current BCCPAC registration on behalf of the PAC
 - k. Be a signing officer
5. DPAC Representative will:
- a. Attend DPAC meetings and represent, speak and vote on behalf of the PAC

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- b. Report regularly to the membership and executive on all matters relating to DPAC
 - c. Seek and give input to DPAC on behalf of the PAC
 - d. Receive, circulate, and post DPAC newsletters, brochures, and announcements
 - e. Receive and act on all other communications from DPAC
 - f. Liaise with other parents and DPAC representatives
6. Members-at-Large will:
- a. Serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires
7. Past Chair will:
- a. Help the transition with the new Chair
 - b. Assist and advise the PAC
 - c. Provide information about resources, contacts, and other matters

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the PAC

- 1. Every executive member and representative must act solely in the interests of the parent membership of the PAC.

Privilege

- 2. 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.

Disclosure of Interest

- 3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
- 4. Such an executive member or representative must not use his or her position on the PAC for personal gain.

Section VIII - COMMITTEES

- 1. The membership and executive may appoint standing and ad-hoc committees when necessary.
- 2. A Nominating Committee shall be appointed annually in June, if needed.

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3. Committees are responsible to the executive and members.
4. The Chair may appoint members annually to committees (after consultation with the executive).

Section IX – FINANCES

Financial Year

1. The financial year of the PAC shall be August 1 to July 31.

Annual Budget

2. The executive will prepare a budget and present it to the membership for approval.

Bank Accounts

3. All funds of the PAC shall be on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive shall name at least three signing officers for banking and legal documents. Two signatures are required on all of these documents.

Spending Approval

5. All money spent above \$100 must be approved by a majority of voting members present at a general meeting. In emergency situations, the executive may approve budgeted funding requests outside of a general meeting, as outlined in Section III, Paragraph 7. (*“Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.”* – Source: BCCPAC Leadership Manual)

Power to Raise Money

6. The PAC may raise and spend money to further its purposes.

Non-Budgeted Expenditures

7. All proposed expenditures that are not included in the current budget shall be presented by the executive for approval at the next general meeting.

Treasurer’s Report

8. A Treasurer’s Report will be presented at each general meeting.

Audits

9. At any general meeting, members may agree on the need for an audit,

whereupon an independent auditor shall be appointed.

Remuneration

10. No executive member shall be remunerated for being, or acting as, an executive member, regardless of the type of service performed. However, executive members shall be reimbursed for all reasonable expenses incurred while engaged in the affairs of the PAC

Section X – PAC GAMING LICENSE

1. Generally, the PAC is NOT a fundraising organization.
2. The NDSS PAC Gaming number is for NDSS PAC fundraisers. Only executive members may apply.
3. Individual parent groups must apply for their own Class D license. If a Class B license is required for a particular fundraiser, PAC may apply for the license, if agreed to by the executive. In this case, PAC becomes the licensee. (Refer to the Gaming website at gaming.gov.bc.ca for more information licenses.)
4. As the licensee, PAC is responsible for:
 - a. The conduct and management of the gaming event
 - b. Depositing sales revenue into the PAC Gaming account
 - c. Collecting receipts and paying for eligible raffle expenses (such as raffle ticket printing, prizes, decorating, hall rental, etc.) from the Gaming account
 - d. Dispersing the funds in accordance with the Gaming conditions
 - e. Retaining all records as required
 - f. Submitting the required Gaming Event Revenue Report
5. All funds raised under the PAC license must be retained in the PAC Gaming account. These funds shall only be dispersed once the appropriate receipt or invoice has been received.
6. It is preferred that the event funds be used for a specific purpose, such as venue rental, DJ, food and refreshments, etc. (This minimizes the number of required transactions.)
7. If supported by the executive, PAC's involvement in a fundraising event must be approved by the membership at a general meeting.
8. Every time there is a need for PAC to conduct a fundraiser (apply for a Class B license), an ad-hoc committee must be formed to oversee the parent group involved and the gaming event.
9. The ad-hoc committee must include the PAC Treasurer and an executive member who will represent the parent group. This person must attend a minimum of four general meetings during the year. If a parent representative is not

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currently on the executive, one may be voted in as a Member-at-Large.

10. The ad-hoc committee must report to the membership.

Note: For more information regarding Class B and D gaming licenses, as well as other rules for operating a fundraiser under any of the gaming licenses, refer to the Gaming website at gaming.gov.bc.ca.

Section XI – CONSTITUTION AND BYLAWS AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be made accessible to all members (eg. website or Facebook page)

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the PAC is the property of the PAC and shall be turned over to the Chair or other appropriate representative, when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. (For example, the Secretary and Treasurer shall pass the appropriate documents directly to either the Chair or the incoming executive member.)

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the NDSS PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the NDSS PAC shall be distributed to another Parent Advisory Council or Councils in School District No. 68.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the Principal of NDSS or to the Secretary-Treasurer of School District No. 68.

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Adopted: February 8, 1999
Revised: October 2, 2000
Revised: September 10, 2001
Revised: November 4, 2002
Revised: June 7, 2016

Adopted by NDSS PAC at Nanaimo, British Columbia, on _____.

Signatures:

Chair _____

Other Executive Member _____

CODE OF ETHICS

1. The Nanaimo District Secondary School Parent Advisory Council (NDSS PAC) is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An executive member who is approached by a parent 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.
3. Any person who accepts a position as an executive member agrees to:
 - a. Uphold the Constitution and Bylaws, policies and procedures of the Committee
 - b. Perform their duties with honesty and integrity
 - c. Work to ensure that the wellbeing of students is the primary focus of all decisions
 - d. Respect the rights of all individuals
 - e. Take direction from members, ensuring that representation processes are in place
 - f. Encourages and supports parents and students who have individual concerns to act on their own behalf, providing information on the process for taking forward these concerns
 - g. Work to ensure that issues are resolved through due process
 - h. Strive to be informed and only passes on information that is reliable and correct
 - i. Respect all confidential information
 - j. Support public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the NDSS PAC have read, understand, and agree to abide by this Code of Ethics. 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, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

This page may be photocopied and used annually for all executive members and representatives.