

FRANCES KELSEY SECONDARY SCHOOL
PARENT ADVISORY COUNCIL CONSTITUTION

June 21, 2006

MISSION STATEMENT

The Frances Kelsey Parent Advisory Council, (FKPAC), is dedicated to promoting quality education for all students attending Frances Kelsey Secondary School.

1. OBJECTIVES

1.1 The objectives of the organization will be to enhance communication between:

The Parents		School Staff and
The Community	and	Administration
The Students		

1.2 To review, discuss and make recommendations to the school staff and administration on:

- School policy and procedures;
- Programs and services;
- Facilities and equipment;
- Parent/community education;
- Learning resources.

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

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

2. MEMBERSHIP

2.1 Voting members shall either be the guardian, parent or person legally entitled to the custody of a student registered and attending Frances Kelsey Secondary School and who conforms to its Constitution and Bylaws and who voluntarily chooses to participate in the Frances Kelsey Parent Advisory Council.

2.2 Non-voting members of the FKPAC shall include the administration, staff (teaching and non-teaching) and students who will serve to advise and inform the PAC on issues such as:

- School policy and procedures
- Programs and services

3. ELECTED POSITIONS

The voting membership of FKPAC shall annually elect the President, Vice-President, Secretary, Treasurer, District PAC Representative and three School Planning Council members. The three representatives to the School Planning Council shall be elected from parents, guardians, or person legally entitled to custody of a student enrolled in the school, who are not employees of any school district. One of the School Planning Council members must be an elected official of the PAC Executive.

3.1 Executive Positions

a) President

- Shall convene and preside at all membership, special and executive meetings;
- Shall, in consultation with the school staff and administration, ensure that an agenda is prepared and presented;
- Shall appoint committees where authorized to do so by the executive or membership;
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
- Shall be the official spokesperson of the organization.

b) Vice President

- Shall assume the responsibilities of the President in the President's absence;
- Shall accept extra duties as required.

c) Secretary

- Shall record the minutes of membership, special and executive meetings;
- Shall issue and receive correspondence on behalf of the organization.

d) Treasurer

- Shall receive monies, issue all receipts and co-sign cheques with one other voting member of the Executive in an elected position for the payment of authorized expenditures;
- Shall report at each meeting the state of the finances of FKPAC;
- Shall maintain proper books of accounts which shall be audited or previewed annually before the AGM;
- Shall prepare the financial report of the Finance Committee;
- Shall be bondable;
- The records of the Society shall be subject to audit by the Board of Trustees.

- e) District PAC Representative
 - Shall attend DPAC meetings;
 - Shall report back to KPAC;
 - Shall seek input from KPAC when required.

3.2 School Planning Council Representatives

- Must be three (3) elected School Planning Council Representatives;
- One of the Three (3) must be an elected official of the PAC Executive;
- Shall represent and speak on behalf of the FKPAC at SPC meetings;
- Shall take direction from the general PAC membership;
- Shall report back to the PAC at general meetings.

4. NON-EXECUTIVE POSITIONS

Shall include Past President, Student Representative, Administration Representative.

- a) Past President
 - Shall serve in an advisory capacity;
 - May serve in other capacities as requested by the President;
- b) Student Representative
 - Upon formation of a Student Council, a representative of the Council shall be asked to sit as an ex-officio member of the PAC.
- c) Administration Representative
 - The Principal or designate, shall be asked to sit as an ex-officio member of the PAC.

5. AD HOC COMMITTEES

- 5.1 Committees are responsible to the Executive.
- 5.2 Members may be appointed annually to committees by the President (after consultation with the Executive).

6. ELECTIONS

- 6.1 Election Term: the length of term of Executive positions shall be one (1) year.
- 6.2 General elections to be held in September.
- 6.3 Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position, but no person may hold any one position for more than three (3) consecutive years.

7. MEETINGS

- 7.1 A quorum means two-thirds (2/3) of the voting members present, retaining a quorum of ten (10) at Annual General Meetings. (see Section 2.1)**
- 7.2 The number of General Meetings will be set by the Executive.**
- 7.3 Extraordinary meetings may be called by the Executive with a minimum of seven (7) days notice.**
- 7.4 The Annual General Meeting shall be held in September and coincide with the elections of the new Executive.**
- 7.5 General meetings are open to the public and delegations may be recognized at the discretion of the Chair.**

8. CONSTITUTION AMENDMENTS

Amendments to the Constitution and By-Laws of the FKPAC shall only be amended by a special resolution passed by a two-third majority of those present at any AGM or regular meeting provided that written notice of the proposed amendments have been delivered to the membership at a prior meeting.

9. CODE OF CONDUCT

- 9.1 The FKPAC is not a forum for concerns about individual school personnel, individual students, or other individual members of the school community.**
- 9.2 The integrity and interests of Frances Kelsey Secondary School are to be respected and supported.**
- 9.3 The FKPAC understands and respects the jurisdiction and responsibilities of teachers and administration.**
- 9.4 Where a matter of a confidential nature is brought before the FKPAC, the Executive or an Executive member, that matter shall be:**
 - a) Treated in a confidential manner;**
 - b) Be referred to the appropriate authority.**
- 9.5 Where a member speaks on behalf of the FKPAC, or where an assumption could be made that he or she does so, information given shall have been ratified at a general meeting, or if that is not possible, by a majority of the executive.**

10. PROCEDURE

- 10.1 Meetings will be conducted efficiently and with fairness to the members present.
- 10.2 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 the Constitution.

11. FINANCES

- 11.1 A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting.
- 11.2 All funds of the organization will be deposited in a bank or financial establishment registered under the Bank Act.
- 11.3 The Executive shall name at least three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two (2) signatures will be required for these documents.
- 11.4 All money spent above and beyond a predetermined petty cash amount will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.

12. DISSOLUTION

Upon dissolution and following payment of all outstanding debts, the assets of Frances Kelsey Parent Advisory Council will be placed under the jurisdiction of School District #79 (Cowichan Valley) in the person of the Principal of the school. If a new Parent Advisory Council is not formed in the first three (3) months of the following school year, the funds will be used by the school to support and improve the quality of education at Frances Kelsey Secondary School.