

CONSTITUTION AND BYLAWS

PARENTS' ADVISORY COUNCIL

FRANCES KELSEY SECONDARY SCHOOL

**As amended and accepted by the Frances Kelsey Secondary School
Parent Advisory Council**

On October 23, 2019

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CONSTITUTION

MISSION STATEMENT

The Frances Kelsey Secondary School Parents' Advisory Council is dedicated to fostering a meaningful partnership between parents, students, and staff, which supports student achievement, enhances social development, and contributes to a sense of pride in our school community.

SECTION I: NAME

The name of the organization shall be the FRANCES KELSEY SECONDARY SCHOOL PARENT ADVISORY COUNCIL (FKSS PAC).

The PAC will operate as a non-profit organization with no personal financial benefit.

The business of the PAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and politics.

SECTION II: DEFINITIONS

DPAC – The District Parent Advisory Council, which is recognized by the Board of Trustees of School District 79 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school

Executive Officers – Parents elected to the executive of the PAC

FKSS – Frances Kelsey Secondary School, Kelsey

PAC – Frances Kelsey Secondary School Parent Advisory Council

Parent or Parents – the parent/parents or legal guardian/guardians of a child or children registered at Kelsey

Parent Advisory Council – Any organized group of parents recognized under the British Columbia [School Act](#)

SD #79/SD 79 – School District 79 (Cowichan)

Voting Members – As defined in Section V, Item 2

SECTION III: PURPOSES OF THE PAC

1. The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students at Kelsey by the following:
2. To advise the FKSS Principal and staff on parents' views on any matter relevant to FKSS, such as programs, policies, plans and activities;
3. To encourage parent involvement in FKSS and to support programs that promote parent involvement;
4. To contribute to the effectiveness of FKSS by promoting the involvement of parents and other community members;
5. To communicate with parents and to promote cooperation between the home and FKSS in supporting the education of students;
6. To organize PAC activities and events.

SECTION IV: DISSOLUTION

1. In the event of dissolution or winding up of the FKSS PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the FKSS PAC shall be placed under the jurisdiction of DPAC in the person of the DPAC Treasurer. If a new PAC is not formed within the first three (3) months of the following school year, the funds will be used by the DPAC to support and improve the education experience of the students at FKSS, under the direction of DPAC.
2. In the event of dissolution of the FKSS PAC, all FKSS PAC records shall be placed under the jurisdiction of DPAC in the person of the DPAC Secretary.
3. In the event of the closure of Frances Kelsey Secondary School, any remaining PAC funds shall be given to DPAC for dispersion to other schools within the district.

BY-LAWS

SECTION V: MEMBERSHIP IN A PAC

1. Every member shall uphold the constitution and comply with these by-laws;
2. Except as provided in this section, all parents and legal guardians of students registered at FKSS are voting members of the PAC;
3. Each parent of the PAC shall be entitled to one vote, regardless of the number of children registered in the school;
4. Members of the school community who are not parents of FKSS are welcomed as non-voting members of the PAC;
5. At no time shall the PAC have more non-voting members than Voting Members.

SECTION VI: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the PAC members present;
2. All General and Special Meetings are open to all parents and staff. Representation from the school administration, school board, DPAC and FKSS Student Parliament shall be encouraged and welcomed at all General Meetings;
3. The Executive will set the number of General Meetings; however, no less than eight meetings shall be held each year;
4. There shall be an Annual General Meeting (AGM) held in September of each year for the purpose of electing Executive Officers and voting on the proposed budget. If applicable, any changes to the PAC Constitution and By-laws may be voted on at the AGM;
5. The Executive may call a Special meeting with a minimum of seven (7) days notice;
6. Executive meetings may be held any time or at any place deemed necessary. The purpose of executive meetings is to carry on business between meetings to implement decisions of the General Meetings and plan for future

meetings;

7. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue;
8. A PAC meeting shall not be a forum for the discussion of issues pertaining to individual school personnel, students, parents, or other individual members of the school community.

SECTION VII: QUORUM

1. A quorum for Executive Meetings shall be a majority of executive members;
2. For all other meetings, if a quorum is required, a quorum shall be two thirds of all voting members in attendance.

SECTION VIII: VOTING

1. Unless otherwise provided, questions/issues arising at any meeting may be decided by a simple majority vote of 50% plus 1 voting member;
2. In the case of a tie vote, the President/Chairperson has a casting vote to break the tie;
3. Members must vote in person on all matters; voting by proxy shall be permitted;
4. Voting shall be done by a show of hands, with the **exception** of the election of Executive Officers, which will be done by secret ballot. A vote shall be taken to destroy the ballots after the election;
5. A secret ballot vote may reasonably be requested by any PAC member present at the meeting;
6. A 75% majority vote of those members present at the meeting will be required to amend the Constitution and By-Laws, or to waive the 4-term limitation on holding the same executive position by any single member;
7. A voting member may be appointed by the PAC to represent the PAC and vote on its behalf at DPAC meetings.

SECTION IX: ELECTION OF EXECUTIVE MEMBERS

1. The executive members shall be elected from the Voting Members at the Annual General Meeting and Voting Members who have accepted their nomination;
2. No more than 25% of the Executive Officers shall be an employee or elected official of SD 79 or the Ministry of Education. Any such employee or elected official of SD 79, or of the Ministry of Education, shall declare a possible conflict of interest prior to running for an Executive Officer position;
3. A call for nominations shall be made by the Executive at least two times prior to the AGM in September. This call may be made at a General meeting, by notice in the school newsletter, through Social Media, or by separate email or postal mail out. The call shall also be made known in June through the various means to parents who will be new to the school in September of that year;

4. In the event of a vacancy on the Executive during the year, the Executive Officers shall appoint a new executive member from among the voting members, who shall hold the office until the next election;
5. The PAC may appoint a Nominations Committee, as provided for in Section XIII, who shall conduct elections.

SECTION X: TERM OF OFFICE

1. The term of an Executive position shall commence on the day after the election at the AGM, and shall be for one year, or until the next election;
2. No person may hold the same Executive Officer position for more than four consecutive years, unless the PAC votes to extend that person's tenure (75% vote of Voting Members at the AGM). This clause does not apply to partial years;
3. No person may hold more than one elected executive position at any one time;
4. The Past President/Chairperson shall hold that office for one year.

SECTION XI: EXECUTIVE OFFICERS

1. PAC affairs shall be managed by a board of elected Executive Officers;
2. No Executive Officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs. Such reimbursement must be subject to a motion passed by the PAC;
3. The recommended minimum number of Executive Officers will be as follows:
 1. President / Chairperson
 2. Vice President / Chairperson
 3. Secretary
 4. Treasurer
 5. Social Media Liaison

SECTION XII: DUTIES OF EXECUTIVE OFFICERS

1. The elected Executive Officers and the immediate Past President/Chairperson shall manage the affairs of the Frances Kelsey Secondary School Parent Advisory Council;
2. The Executive and their duties shall be as follows:

The President/Chairperson shall:

1. Convene and preside at all general (membership), special, and executive meetings;

2. Prepare an agenda for each PAC meeting, in consultation with the PAC, Executive & school staff/administration;
3. Know the Constitution and Bylaws;
4. Know where to find resources to assist members;
5. Appoint committees where authorized to do so by the Executive or membership;
6. Consult PAC members regularly;
7. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization;
8. Ensure that the PAC is represented in school and school district activities;
9. Be the official spokesperson for the PAC;
10. Be a signing officer if requested by the Executive;
11. Submit an annual report; may be submitted jointly with the Vice President/Vice Chairperson.

The Past-President/Chairperson shall (if available/elected to stand):

1. Help facilitate a smooth transition between Executive Committees;
2. Act as a consultant for the President/Chairperson;
3. May submit an annual report if they choose to do so.

The Vice-President/Chairperson shall:

1. Assume the responsibilities of the President/Chairperson in the President/Chairperson's absence or upon request of the President/Chairperson;
2. Assist the President/Chairperson in the performance of his/her duties;
3. Accept extra duties as required;
4. Be a signing officer if requested by the Executive;
5. Submit an annual report; may be submitted jointly with the President/Chairperson.

The Secretary shall:

1. Ensure that members are notified of meetings by sending Agendas one week in advance;
2. Record the minutes of all General, Special and Executive meetings, ensure they are posted on the FKSS website by the appointed school's administrative person within two weeks, and distributed at the following PAC meeting;
3. Keep an accurate and up-to-date copy of the Constitution and Bylaws, and make it available for members;

4. Issue and receive correspondence on behalf of the PAC;
5. May be a signing officer;
6. Submit an annual report.

The Treasurer shall:

1. Be one of three signing authorities of the Executive as per Section XIV "Finances" of these by-laws;
2. Receive all funds for the PAC;
3. Disperse funds authorized by the Executive or approved by members at a PAC meeting, in a timely manner;
4. Maintain an accurate record of all PAC receipts and expenditures, and give a report of all receipts and expenditures at all PAC meetings;
5. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC;
6. Make books available for viewing by members upon request;
7. Have the books ready for an inspection or audit;
8. With the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XIV "Finances";
9. Ensure that another signing officer has access to the books in the event of the Treasurer's absence;
10. Submit an annual financial statement by the 15th of June, to be presented at the AGM in September of the following school year.

The Social Media Liaison shall:

1. Update and maintain communication via social media platforms as required;
2. Liaise with social media person(s) within school;
3. Report to PAC.

SECTION XIII: CODE OF ETHICS AND CONDUCT

1. A parent who accepts a position as a PAC Executive Member:
 - a) Upholds the constitution and by-laws, policies and procedures of the PAC;
 - b) Performs her/his duties with honesty and integrity;

- c) Works to ensure that the well being of all students is the primary focus of all decisions;
 - d) Respects the rights of all individuals;
 - e) Takes direction from the PAC, ensuring representation processes are in place;
 - f) Strives to be informed and only passes on information that is reliable;
 - g) Respects all confidential information.
2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the PAC must disclosure fully and promptly the nature and extent of his or her interest to the PAC and Executive. Such an officer must avoid using his or her position on the PAC for personal gain.
 3. Any information received in confidence by an Executive Officer from FKSS 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. If necessary, said information shall be referred to the appropriate authority.
 4. The integrity and interests of FKSS are to be respected and supported, and the PAC shall understand and respect the jurisdiction and responsibilities of teachers and administration at FKSS.
 5. Upon election or appointment, every Executive Officer must sign the Statement of Understanding, and agree to abide by the PAC Code of Ethics.

Statement of Understanding

I, the undersigned, in accepting the position of _____, as an Executive Officer of the FKSS PAC, have read, understood and agreed 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 PAC, should there be any concerns about my work.

Name of Executive Officer:	
Signature:	
Date:	
Phone Number:	
Email:	

This page is to be photocopied and used yearly for the Executive Officers to sign.

SECTION XIV: FINANCES

1. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented to the PAC for information by June 15th, and for voting/approval at the AGM the following September;

2. A budget shall be prepared for the Direct Access Fund Grant Monies that shall comply with the conditions in effect at the relevant time, as defined by the Gaming Policy and Enforcement Branch, and any other monies that are available to the PAC;
3. The Executive will present for approval at a General meeting, all proposed expenditures above and beyond the budget;
4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate PAC account;
5. The Executive shall name at least three signing authorities, one of which shall be the Treasurer, for banking and legal documents. All documents will require two signatures;
6. A Treasurer's Report to all members shall be presented at each General meeting and the Annual General Meeting, whereupon an Independent Auditor may be appointed by members, as needed;
7. All cash funds received by the PAC shall be counted and verified in writing by at least two PAC members, and submitted to the Treasurer;
8. The PAC may continue to consider funding requests throughout the year, with the intention of revising the budget as deemed necessary;
9. Suggested guidelines to assist in preparing a proposed budget for distribution of funds are listed as follows: Administration 15%, Athletics 25%, Band/Performing Arts 35%, Contingency/Other 30%;
10. These suggested guidelines may be adjusted as required when considered with all options and requests;
11. All Financial Records are the property of the PAC.

SECTION XV: COMMITTEES

1. Standing and Ad Hoc Committees may be formed when necessary, and are responsible to the PAC Executive and the general membership;
2. A Nominating Committee and chairperson may be appointed annually before the Annual General Meeting;
3. The terms of reference for each committee will be specified by the membership or Executive at the time the committee is established;
4. Committees are comprised of i) a Chairperson of the committee, and ii) at least one other member;
5. The President/Chairperson of the PAC shall be a member ex officio (by virtue of his/her position) of the committee, and does not need to attend all meetings, but is responsible for overseeing the effectiveness of the committee;
6. All committee members shall be Voting Members of the PAC, as defined in Section V of these by-laws;
7. Committees will report to the PAC and Executive as required;
8. If required by the committee's mandate, a budget must be prepared and presented for ratification by the PAC at a specific General or Special meeting. The PAC may ratify the budget in whole or in part. The PAC Treasurer is responsible for the dispersal of funds;

9. The committee shall request approval from the PAC Executive prior to incurring any costs, and
10. Where the committee and the PAC disagree on a matter regarding funding allocation, the committee can revisit, revise and re-present with necessary documentation until a successful vote is achieved.

SECTION XVI: CONSTITUTIONAL AND BY-LAW AMENDMENTS

Amendments to the Constitution and By-Laws of the Frances Kelsey Secondary School Parent Advisory Council may be made at any General Meeting, at which business is conducted, provided that:

1. Written notice of the meeting has been given to all members a minimum of fourteen days prior to the meeting;
2. Such notice provides details of the specific amendments proposed;
3. And at least a 75% majority of those members present at the meeting have voted in favor of the amendment.

SECTION XVII: Removal of an Executive Officer

1. The PAC may, by a majority of not less than 75% of votes cast, remove an Executive Officer before 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 an Executive Officer shall be given to the members of the PAC not less than fourteen days before the meeting.
3. The following are grounds for removal of an Executive Officer:
 - a) Conviction of a Criminal or other serious offense;
 - b) Failure to observe the Constitution and By-Laws of the PAC.

SECTION XVIII: Property in Documents

1. All original documents, records, minutes, correspondence or other papers kept by a member of the PAC, Executive Officer or committee member in connection with the PAC, shall be deemed to be property of the PAC, and shall be turned over to the President/Chairperson when the member of the PAC, Executive Officer, or committee member ceases to perform the task to which the papers relate.

These amendments to the FKSS PAC Constitution and By-Laws adopted by the Frances Kelsey Secondary School Parent Advisory Council in Mill Bay, British Columbia, on October 23, 2019.

Signature _____ Name _____

Position President / Chairperson

Signature _____ Name _____

Position Vice President / Chairperson

Signature _____ Name _____

Position Treasurer

Signature _____ Name _____

Position Secretary

Signature _____ Name _____

Position Social Media Liaison