

Britannia Secondary School

Parent Advisory Council (PAC) Bylaws

1. Purposes of the Council

- (a) The purpose of the Council is to support and promote the involvement of parents in the education of their children;
- (b) To advise the board and the school principal and staff on any matter relating to the school other than matters assigned to the School Planning Council;
- (c) To assist the School Planning Council, at their request, in carrying out its functions.

2. School Planning Council

- (a) The PAC shall assist the School Planning Council, at their request, in matters pertaining to the development of the School Growth Plan;
- (b) Annually, the PAC shall provide the School Planning Council with an opportunity to present the proposed School Growth Plan at a PAC meeting. Notice to parents of this meeting will be, at a minimum, one week in advance;
- (c) By November 30 of each year, the PAC shall elect, by secret ballot, three (3) members to be its representatives on the School Planning Council for a term of not more than one (1) year. One (1) of the elected School Planning Council members must be an officer of the PAC;
- (d) An employee of any board is not eligible for appointment to the School Planning Council.

3. District Parent Advisory Council

The PAC shall elect annually one of its member to be its representative to the Vancouver School District Parent Advisory Council (DPAC) for a term of not more than one (1) year, or the Chairperson will be the representative to the Vancouver DPAC.

4. Role of the Council

The Council will endeavour to achieve this purpose by:

- (a) advising parents about school programs and services;
- (b) involving parents in school activities;
- (c) making recommendations to the Principal on school programs and services;

- (d) organizing, in conjunction with the Principal, volunteer programs and activities which support the school;
- (e) working with the Principal, staff, parents, and community organizations to provide a healthy, safe, and supportive environment;
- (f) assisting parents in providing educational opportunities for their children;
- (g) providing a forum for the discussion of educational programs and services;
- (h) promoting a spirit of tolerance and cooperation within the school community.

5. Membership

- (a) a parent of a student attending the school is a member of the Council unless the parent otherwise indicates in writing to the Chair or Secretary of the Council;
- (b) a parent means, in accordance with Section 1 of the B.C. School Act, a) the guardian 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;
- (c) the Principal shall be a non-voting member of the Council.

6. Responsibilities of Members

The Council member should:

- (a) attend as many Council meetings as possible;
- (b) become knowledgeable about the educational programs and resources of the school;
- (c) promote positive attitudes about the school and its educational programs and services;
- (d) support the Council's purposes and objectives.

7. Responsibilities of the Principal

A Principal should

- (a) facilitate the organization and operation of the Council;
- (b) encourage the participation of parents in the Council;
- (c) assist in the development of Council objectives;

- (d) provide information to the Council contained in the annual report on the general effectiveness of educational programs in the school;
- (e) attend Council meetings or designate another staff member to attend.

8. Meetings

- (a) the Chairperson shall call regular meetings of the Council;
- (b) the Calendar of regular meetings for the school year shall be set at the first regular meeting of the Council in the school year or the last regular meeting of the Council in the last school year and shall be sent to all parents and the Principal;
- (c) special meetings may be called by the Chairperson at the discretion of the Chairperson;
- (d) special meetings shall be called by the Chairperson at the written request of 7 members or such number as the Council may set at a regular meeting. The written request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting;
- (e) the notice of regular meetings contained in the Calendar shall serve as notice to all members of all regular meetings of the Council;
- (f) notice of a special meeting shall be sent to all parents and the Principal at least 7 days prior to a special meeting, except in the case of urgency as determined by the Chairperson, and shall contain a statement of the general nature of the business to be dealt with at the special meeting;
- (g) the inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting;
- (h) the rules set out in (e.g. Robert's) Rules of Order shall govern all procedural matters not addressed in these Bylaws;
- (i) each member may attend any meeting of the Council;
- (j) other persons, at the discretion of the Council, may attend meetings of the Council but shall not be eligible to vote on any matter before the Council;
- (k) each member present at a meeting of the Council shall be entitled to one vote;
- (l) voting shall be by a show of hands or, at the discretion of the Chairperson, by secret ballot;
- (m) all business or matters coming before the Council shall be decided by a simple majority of the votes cast by the members who are present at the meeting, except as otherwise provided herein;

- (n) the Chairperson may postpone a vote for one meeting to allow additional participation by members;
- (o) minutes of the previous meeting shall be prepared by the Secretary of the Council for approval at the next regular meeting.

9. Financial

- (a) the Council may raise and spend money in furtherance of its purposes and objectives.

The Council may establish and maintain a bank account for the deposit of funds at either a Chartered Bank, Credit Union or any financial establishment registered under the Bank Act.

Authorized signatories on the Council's bank account must receive approval of the members at a general or special meeting. Any two of these signatures shall be required to transact banking business.

Expenditures over \$100.00 must receive the prior approval of the members at a general or special meeting.

A financial report shall be published by the Treasurer to a meeting of the Council prior to the end of each school year.

The Council may, in its discretion, appoint an auditor.

10. Officers

- (a) a Chair, Vice Chair, Secretary, Treasurer and Member(s)-At-Large shall be elected as officers from amongst the members;
- (b) officers shall be elected by majority vote at the first regular meeting of the Council in the school year or the last regular meeting of the Council in the last school year and shall hold office until the first regular meeting of the Council in the next following school year, unless they should resign, cease to be a member or be removed from office;
- (c) should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the members;
- (d) should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a meeting and vote on the resolution;
- (e) a member may not hold any office for more than 2 consecutive school years;
- (f) the Chairperson may establish committees and appoint members to serve on committees and delegate tasks to those committees;

- (g) the officers may conduct the business of the Council between regular meetings of the Council;
- (h) the Chair shall act as Chairperson at all council meetings, represent the Council at meetings with the Principal, and consult with the Principal as requested by the Principal;
- (i) the Vice Chair, in the absence of the Chair, shall act as Chairperson at all Council meetings and shall perform those duties assigned by the Chair;
- (j) the Secretary shall record and prepare minutes and prepare and distribute notices for all Council meetings; the Treasurer shall keep financial records and render financial statements to the officers, members and others when required.

11. Dissolution

- (a) the Council shall be dissolved in the event that:
 - (i) the school is permanently closed; or
 - (ii) there are insufficient parents willing to serve as Chair, Vice Chair, Secretary and Treasurer;
- (b) upon dissolution of the Council, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, transferred or delivered to the Vancouver School Board to be used for an educational purpose(s) in the community of the School;
- (c) the records of the Council shall then become the property of the School Board.

12. Bylaws

- (a) the Bylaws of the Council may be amended, after consultation with the Principal, by an affirmative vote of two-thirds of the members who are present at and vote on the amendment at a regular meeting of the Council, provided that the proposed amendment has been submitted in writing at the previous regular meeting;
- (b) each member is entitled to and the Council shall give the member without charge one copy of the Bylaws of the Council;
- (c) council will forward one copy of the Bylaws and any amendments to the School Board.

---o0o---