

# CONSTITUTION OF THE GENERAL GORDON PARENT ADVISORY COUNCIL

*As Amended October 26, 2004*

1) NAME

a) The name of the Association shall be the GENERAL GORDON SCHOOL PARENT ADVISORY COUNCIL and may also be referred to elsewhere in this document as PAC.

2) PURPOSES

a) The purposes of PAC are:

i) To advise the school principal and staff on parental views about school programs, policies, and activities, including but not limited to:

(1) school philosophy and program priorities

(2) school regulations and general school conduct

(3) the curriculum, new instructional programs, facilities, equipment and learning resources

(4) budget, alterations and renovations to facilities

(5) safety programs and procedures

(6) alternatives for identifying, communicating and meeting unique community needs

(7) appropriate school evaluation matters

(8) communicating ideas from the community to the Board of School Trustees and school staff

(9) informing the community about decisions made at the school, district and ministry levels

(10) methods to ensure racial and cultural understanding and prove the sense of community within the school neighbourhood

(11) methods of resolving school-community differences and improving relations

(12) the promotion of voter participation in school board elections, through non-partisan methods

(13) methods to encourage other community individuals and groups who do not have children of school age to attend meetings to express their ideas and share their concerns

ii) To communicate with parents, and to promote co-operation between the home and the school in providing for the education of children.

iii) To assist parents in accessing the system, and to advocate on behalf of parents and students.

iv) To organize PAC activities and events including, but not limited to social events, parent education, facilities enhancement, safety programs and fundraising related to the foregoing.

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

### 3) MEMBERSHIP

a) All parents and guardians of students registered at General Gordon School are automatically voting members of PAC.

b) Administration and staff (teaching and non-teaching) of General Gordon School are non-voting members of PAC.

### 4) MEETINGS

a) There shall be an Annual General Meeting of the members for the purpose of election of executive officers. This meeting shall be held in May of each year.

b) Additional general meetings shall be held at least once every two months during the school year to conduct current business.

c) Additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing a minimum of forty voting members.

d) The executive will determine the dates of all general meetings, including the Annual General Meeting subject to any limits in the timing of the Annual General Meeting specified elsewhere in this Constitution..

e) Meetings will be conducted efficiently and with fairness to the members present.

f) 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.

## 5) VOTING

a) A quorum at General Meetings shall consist of eight voting members.

b) Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.

c) The Chairperson shall not vote except to cast a tie breaking vote.

d) Voting of members on all matters must be given personally; voting by proxy shall not be permitted

e) Voting for election purposes shall be by secret ballot.

f) Voting for other than election purposes shall be done by the show of hands except if a majority of voting members present vote in advance to hold a secret ballot on for such purposes.

## 6) ELECTION OF THE EXECUTIVE OFFICERS

a) Between General Meetings, the affairs of PAC shall be managed by a board of elected officers.

b) The Executive Officers will be as follows:

i) Chairperson

ii) Vice-Chairperson

iii) Treasurer

iv) Secretary

v) Immediate Past Chairperson

vi) A minimum of two and maximum of four Members-At-Large

c) The Executive officers shall be elected from the voting-members at the Annual General Meeting, except that no employee of General Gordon School shall hold an Executive position. The position of Immediate Past Chairperson is automatic and not subject to election.

d) The call for nominations and election shall be made at the Annual General Meeting.

e) In the event of a vacancy on the Executive during the year the Executive shall elect the new officer who shall hold office until the next election, except that a vacancy in the position of Chairperson is automatically filled by the Vice-Chairperson whose vacancy is then filled by appointment by the Executive.

f) Elections shall be conducted by a voting member chosen at the general meeting preceding the Annual General Meeting.

g) A vote must be taken to destroy the ballots after the result of the election is announced.

## 7) EXECUTIVE TERM OF OFFICE

a) The Executive term of office shall commence upon its election each year and shall be for one year.

b) 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 consecutive years.

c) No person may hold more than one elected executive position at any one time

## 8) DUTIES OF THE EXECUTIVE OFFICERS

### a) CHAIRPERSON

i) shall convene and preside at all membership, special, and executive meetings

ii) shall ensure that an agenda is prepared and presented at each executive and general meeting

iii) shall appoint committees where authorized to do so by the executive or membership

iv) shall be an ex-officio member to all committees except the Nominating Committee

v) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of PAC

vi) shall be the official spokesperson for PAC

vii) shall submit an annual report to the Annual General Meeting

viii) may be a signing officer

b) VICE-CHAIRPERSON

- i) shall assume the responsibilities of the Chairperson the Chairperson's absence
- ii) shall accept extra duties as required
- iii) may be a signing officer

c) SECRETARY

- i) shall record the minutes of membership, special, and executive meetings
- ii) shall distribute minutes to Council members
- iii) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialled and a copy submitted to the Vancouver School Board office for safe-keeping
- iv) shall issue and receive correspondence on behalf of the organization
- v) shall safely keep all records of the PAC
- vi) may be a signing officer

d) TREASURER

- i) shall be responsible for and report on the accounts of PAC
- ii) shall be one of the three signing officers of the executive
- iii) shall prepare a financial report for publication in the school newsletter
- iv) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures
- v) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- vi) shall submit an annual financial report to the Annual General Meeting

e) MEMBERS AT LARGE

- i) shall serve in a capacity to be determined by the Executive at the time of their election, and at other times throughout their tenure as the needs of the Executive might require

f) IMMEDIATE PAST CHAIRPERSON

- i) shall help smooth transition between presidents
- ii) shall assist and advise the Executive
- iii) shall act as a consultant for the president

9) COMMITTEES

- a) Standing and ad-hoc committees shall be formed when necessary by decision of a General Meeting or by decision of the Executive.
- b) Committees are responsible to the Executive and members.
- c) Any member may join any committee, however, only voting members may vote at committee meetings.

10) FINANCES

- a) A tentative plan of expenditures and revenue must be drawn up by the executive and presented for approval at the Annual General Meeting.
- b) All funds of the PAC shall be on deposit in a bank or financial establishment registered under the Bank Act.
- c) The executive shall name at least three of its members as signing officers for banking and legal documents. Two signatures will be required for these documents. One of the signing officers shall be the Treasurer, and the other two shall be chosen from among the Chairperson, Vice-Chairperson and Secretary.
- d) Any expenditure of greater than one thousand dollars shall first be proposed by a notice of motion at a general meeting of PAC. If approved, this notice of motion shall be given to members in accordance with the section titled "Notice," and the vote on spending the money will be taken at the following general meeting.
- e) A Treasurer's Report to all members shall be published in the PAC/school newsletter prior to the end of each school term.
- f) A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

11) BYLAWS

- a) The membership may propose and vote on Bylaws which govern the operations of PAC, and which endure until such bylaws are amended.

b) Bylaws of PAC may be made at any general meeting at which business is conducted, providing:

i) Notice of the meeting including notice of the specific Bylaw to be proposed has been given to members in accordance with the section titled "Notice."

ii) A two-thirds majority vote of those voting members present at the meeting will be required to approve a new Bylaw.

## 12) CONSTITUTION & BYLAW AMENDMENTS

a) With the exception of the Dissolution clause, amendments to the Constitution and Bylaws of PAC may be made at any general meeting at which business is conducted, providing:

i) Notice of the meeting including notice of the specific amendment to be proposed has been given to members at least fourteen days prior to the meeting at which the amendment will be voted upon

ii) A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution or Bylaws

b) The Dissolution Clause is unalterable.

## 13) NOTICE

a) Where notice to members is required for purposes of Executive elections, Constitution or Bylaws changes notice must be given to members at least fourteen days prior to the meeting at which the vote will take place.

b) Where notice to members is required pursuant to a notice of motion for purposes of approving an expenditure, notice must be given to members at least seven days prior to the meeting at which the vote will take place.

c) Notice to the members must include:

i) the time, date and location of the meeting,

ii) the purpose of the vote and

iii) the nature of any specific Bylaw or Constitutional amendment or expenditure proposed

d) The notice must be communicated to the members of PAC in the following manner:

- i) The notice must be posted conspicuously at or near the main entrance to the school, and
- ii) The notice must be sent home to parents in a written format which may be an inclusion in the school newsletter or a separately printed publication.

#### 14) CODE OF CONDUCT

- a) PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- b) 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.
- c) A parent who accepts a position as a PAC Executive Member:
  - i) Upholds the constitution and bylaws, policies and procedures of the PAC.
  - ii) Performs her/his duties with honesty and integrity.
  - iii) Works to ensure that the well-being of students is the primary focus of all decisions.
  - iv) Respects the rights of all individuals.
  - v) Takes direction from the members, ensuring that representation processes are in place.
  - vi) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - vii) Works to ensure that issues are resolved through due process.
  - viii) Strives to be informed and only passes on information that is reliable and correct.
  - ix) Respects all confidential information.
  - x) Supports public education.
- d) The Council will operate as a non-profit organization with no personal financial benefit for anyone.

e) The business of the Council shall be unbiased towards race, religion, gender or politics.

#### 15) DISSOLUTION

a) Upon winding up or dissolution of PAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in winding up shall be distributed to such charitable organization or organizations registered under the provision of the Income Tax Act (Canada) as may be determined by the members of PAC at the time of winding up or dissolution. This provision is unalterable.