

# **Mount Baker Secondary School**

## **P.A.C. Bylaws And Constitution**

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## **Mount Baker Secondary School Parents' Advisory Council Constitution**

**SECTION 1**           The name of the organization shall be the Mount Baker Secondary School Parents' Advisory Council, as per the School Act – Bill 7 – Division 2 – Section 8(1)

**SECTION 2**           **MISSION STATEMENT**  
The Council is a school community organization, dedicated to the education and the well being of the child. The Council's primary Mandate is to promote effective communication between the home and the school. The Council shall encourage parents to participate in meaningful educational activities and decision making, and to strengthen the role of families in education and schooling.

**SECTION 3**           **OBJECTIVES**  
The objectives of the organization will be:

1. to enhance communication between  
    the parents                               school staff and  
    the students    AND               administration
  
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
  
3. to promote co-operation between the home and the school in providing for the education of children.

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(SECTION 3)

(OBJECTIVES)

4. to contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
5. to raise funds for various school projects, e.g. sports, music/band programmes, or whatever projects deemed appropriate and beneficial to the school community.
6. the represent Mount Baker Secondary School parents in the District Parents' Advisory Council.

**BYLAWS**

**SECTION 4**

**MEMBERSHIP**

- \* All Parents and guardians of students registered at Mount Baker Secondary School shall be voting members of the Council.
- \* Administration and staff(teaching and non-teaching) of Mount Baker Secondary School shall be non-voting member of the Council.
- \* Members of the Mount Baker Secondary School Community who are not parents or guardians of registered students shall also be non-voting members of the Council.

**SECTION 5**

**EXECUTIVE POSITIONS AND RESPONSIBILITIES**

The Council shall elect a slate of officers from the voting members for each school year. Number and position of the Executive should be determined b local organization needs but should include the following:

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(SECTION 5)

(EXECUTIVE POSITIONS AND RESPONSIBILITIES)

**1. Chairperson**

The Chairperson:

- \*shall convene and preside at all general, annual, special and executive meetings;
- \*shall, in consultation with the other members of the Executive and with school 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.

**2. Co-Chairperson**

The Co-Chairperson:

- \*will assume the responsibilities of the Chairperson as required;
- \*will accept extra duties as required.

**3. Secretary**

The Secretary:

- \*will record the meetings of general, annual, special and Executive meetings;
- \*will issue and receive correspondence on behalf of the organization, including, where reasonable, to pick up and return mail from the school staff room.
- \*will report on the correspondence at the monthly meeting.

**4. Treasurer**

The Treasurer:

- \* will be responsible for and report on the account(s) of the organization. Such duties shall include the monthly reconciliation of the bank balance(s) and

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(SECTION 5) (EXECUTIVE POSITIONS AND RESPONSIBILITIES)  
the reporting of such balance(s) at the monthly meetings and/or whenever such balance(s) are requested by the Executive members;

\* will be one of the two signing officers of the Executive as per Section 14;

\* may prepare a financial report for publication in the school newsletter as per Section 14

NOTE: An administrative officer may serve as a non-voting member of the Executive.

NOTE: Representatives to committees and outside organizations shall be appointed, as required, by the Executive.

NOTE: Title and duties of additional officers (Past Chairperson, Member at Large, Committee Chairperson, etc. may be added as determined by the needs of the Council.

#### 5. **Executive meetings**

\* Executive meetings may be prescribed by the Executive.

\* Extraordinary meetings may be called by the Chairperson.

#### 6. **Vacancy on Executive**

If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may subsequently appoint someone to fill the vacancy until the next Annual General Meeting.

### **SECTION 6**

#### **COMMITTEES**

\* Committees are responsible to the Executive.

\* Members may be appointed to special committees by the Chairperson (after consultation with the Executive).

\* One member of the School Planning Council (SPC) has to be a member of the PAC Executive.

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(SECTION 6) (COMMITTEES)  
Special committees (including nominations committee) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee.

**SECTION 7 ELECTIONS**

- \* Election term, the length of the term for executive positions shall be one year, with no more than three consecutive years, unless by unanimous consent of the Annual General Meeting.
- \* Such terms shall take effect October 1<sup>st</sup> of the present school year and end as of September 30<sup>th</sup> of the following year.

**SECTION 8 ELECTION PROCEDURE**

Election of the Executive will take place during the Annual General Meeting to be held in the month of October of the current school year.

**SECTION 9 NOMINATIONS**

- \* A "nominating committee" may be formed at a general meeting or as required, by the Executive.
- \* Nominations may be received up to and during the Annual General Meeting until declared closed by the Chairperson.

**SECTION 10 GENERAL MEETINGS**

- \* The schedule of general meetings will be set by the Executive.
- \* Extraordinary meetings may be called by the Executive with a minimum of seven (7) days notice.
- \* Any and all meetings will be duly called by means of specific, written, published notice. (calendar, website, school sign, PAC notice board)
- \* The Annual General Meeting will be held in October.

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**SECTION 11      CONSTITUTIONAL AMENDMENTS**

- \* Amendments to the Constitution and Bylaws of Mount Baker Secondary School Parent's Advisory Council may be made at any General meeting at which business is conducted providing:
  - written notice of the meeting has been given to all members (fourteen days minimum);
  - the notice of the meeting includes notice of the specific amendments proposed.
  
- \* a two thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
  
- \* Amendment(s) to the Constitution and Bylaws should be submitted to the Board of Education of School District No. 5 for reference

**SECTION 12      QUORUM**

The voting members present at any duly called general meeting shall constitute a quorum.

**SECTION 13      PROCEDURES OF MEETINGS**

- \* Meetings will be conducted efficiently and with fairness to the members present
  
- \* If procedural problems arise, "Robert's Rules of Order" will be used to resolve the situation unless they are in conflict with the guidelines of this Constitution.

**SECTION 14      FINANCES**

- \* All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act.
  
- \* The Executive shall name at least two signing officers, one of whom will be the Treasurer, for

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(SECTION 14) (FINANCES)

banking and legal documents. Both of these signatures will be required for these documents.

- \* All expenditures will be first presented to and voted on by the Executive and be approved by a majority at a general meeting.
- \* It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
- \* A treasurer's report to all members should be published in the school newsletter prior to the end of each school year.
- \* A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

**SECTION 15 CODE OF CONDUCT**

**\*The Mount Baker Secondary School Parent's Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.**

**\*An Executive member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such discussion as confidential.**

**SECTION 16 DISSOLUTION**

\* In the event of dissolution and following payment of all outstanding debts, disbursements of remaining funds may be decided upon by the membership at the final general meeting.

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(SECTION 16) (DISSOLUTION)

\*In the event that such decision is not made, the same funds will remain in trust with the records of the organization for future use by the school community.

\*All records of the organization shall be placed under the jurisdiction of School District No. 5 in the person of the principal of the school.

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