

*Adopted June 6, 2022*

# **Constitution**

## **Section I – NAME**

The name of this Council is Victoria High School Parent Advisory Council (“Vic High PAC”).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, physical or mental ability, socio-economic status, and family status.

## **Section II – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To promote the education and welfare of students in the school;
2. To encourage parent involvement in the school, and to support programs that promote parent involvement;
3. To advise the school board, principal, and staff on any matter relating to the school;
4. To promote the interests of public education and, in particular, the interests of Victoria High School;
5. To provide leadership in the school community;
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood;
7. To provide parent education and professional development, and a forum for discussion of educational issues;
8. To assist parents in obtaining information and communicating with the principal and staff about their child’s progress or other concerns;
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
10. To organize and support activities for students and parents;
11. To provide financial support for the goals of the Council, as determined by the membership; and
12. To advise and participate in the activities of Victoria Confederation of Parent

### **Section III -- INTERPRETATION OF TERMS**

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws

**“district”** means School District No. 61

**“DPAC” or “district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 61

**“PAC” or “parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in Victoria High School

**“parent”** is as defined in the School Act and means

- (a) the guardian of the person 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

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 61

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 61

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# Bylaws

## Section I – MEMBERSHIP

### Voting members

1. All parents and guardians of students registered in Victoria High School are voting members of the Council.

### Non-voting members

2. Administrators and staff (teaching and non-teaching) of Victoria High School may be invited to become non-voting members of the Council.

3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.

4. At no time will the Council have more non-voting than voting members.

### Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

## Section II – MEETINGS OF MEMBERS

### General meetings

1. General meetings will be conducted with fairness to all members.

2. General meetings will be held monthly with the exception of July and August. Other meetings may be cancelled at the discretion of the executive. Meetings will happen at a time and place agreed upon by the VHPAC and Vic High Administration.

### Annual general meeting

3. The annual general meeting will be held during the May meeting each year.

### Conduct

4. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

5. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

## **Notice of meetings**

6. All members will be given reasonable notice of general meetings via electronic mail or a notice on the school website. The VHPAC will request that electronic mail notice will be provided to all parents, guardians and caregivers whose contact information is registered with the School District.
7. A calendar of meetings for the year satisfies the requirements for reasonable notice.

## **Section III – PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for general meetings will be four voting members, at least two of whom must be members of the executive.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Voting**

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person or be visible via electronic means on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

## **Section IV – EXECUTIVE**

### **Role of executive**

1. The executive will manage the Council's affairs between general meetings.

### **Executive defined**

2. The executive will include the president, secretary and treasurer and may include the immediate past president, a vice-president, and such other members of the Council as the membership decides.

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 61 or the Ministry of Education.

### **Election of executive**

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.
6. Voting will be conducted by secret ballot.

### **Term of office**

7. The executive will hold office for a term of one year beginning immediately following the election.

8. No person may hold the same executive position for more than three years.

### **Vacancy**

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

### **Removal of executive**

10. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.

11. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of executive**

12. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

## **Section V – EXECUTIVE MEETINGS**

### **Meetings**

1. Executive meetings will be held at the call of the president.

### **Quorum**

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

3. Executive members will be given reasonable notice of executive meetings.

### **Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section VI – VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **Victoria Confederation of Parent Advisory Councils representative**

1. One representative to the Victoria Confederation of Parent Advisory Councils will be elected annually from among the voting members who are not employees or elected officials of School District No. 61 or the Ministry of Education.

### **Election of Victoria Confederation of Parent Advisory Councils representative**

2. The election of the representative to the Victoria Confederation of Parent Advisory Councils will be by secret ballot.

### **Term of office**

3. The Victoria Confederation of Parent Advisory Councils representative will hold office for a term of one year.

### **Vacancy**

4. If a Victoria Confederation of Parent Advisory Councils representative resigns or ceases to hold office for any other reason, the membership will elect an eligible member of the Council to fill the vacancy for the remainder of the term. This election must be by secret ballot.

### **External committees**

5. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization.

6. The representative will report to the membership or executive as required.

## **Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of ethics**

1. On election or appointment, every executive member and representative must sign and agree to abide by the Code of Ethics, which is attached as Schedule “A”.

### **Representing the Council**

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

### **Privilege**

3. Any information received in confidence by an executive member or representative from school 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.

### **Disclosure of interest**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

## **Section VIII –DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **A. The President will**

- (a) speak on behalf of the Council
- (b) consult with Council members



- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer on PAC bank accounts
- (i) check PAC email account in a timely manner and delegate responses accordingly

**B. The Vice-President will**

- (a) support the president
- (b) assume the duties of the president in the president's absence or upon request
- (c) assist the president in the performance of his or her duties
- (d) accept extra duties as required including but not limited to taking meeting minutes when the secretary is absent, responding to emails when the President is unavailable, etc.
- (e) be a signing officer on PAC bank accounts

**C. The Secretary will**

- (a) ensure that members are notified of meetings
- (b) ensure that meetings are available both in-person and virtually where appropriate
- (c) record and file minutes of all meetings on the PAC Google Drive and with the school for posting on the school website
- (d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (e) prepare and maintain other documentation as requested by the membership or executive
- (f) ensure safekeeping of all records of the Council
- (g) may be a signing officer on PAC bank accounts

**D. The Treasurer will**

- (a) be a signing officer on PAC bank accounts
- (b) apply for the annual Community Gaming Grant and serve as the primary point of contact for discussions on other funding opportunities
- (c) ensure all financial requests for classroom funding are routed through teachers or administration in keeping with proper protocols
- (d) ensure all funds of the Council are properly accounted for
- (e) disburse funds as authorized by the membership or executive
- (f) present all bank statements at every PAC meeting
- (g) report on all receipts and disbursements at general and executive meetings
- (h) make financial records and books of account available to members upon request
- (i) have the financial records and books of account ready for inspection or audit annually

- (j) with the assistance of the executive, draft an annual budget based on teacher requests twice a year
- (k) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (l) submit an annual financial statement at the annual general meeting

**E. The VCPAC Representative will**

- (a) attend all meetings of Victoria Confederation of Parent Advisory Councils (VCPAC) and represent, speak, and vote on behalf of the Vic High Council
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the VCPAC
- (d) seek and give input to the VCPAC on behalf of the Council
- (e) receive, circulate, and post VCPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the VCPAC
- (g) liaise with other parents and VCPAC representatives

**F. Members-at-Large will**

- (a) Attend regular and executive meetings of the PAC
- (b) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

**G. The immediate Past President will**

- (c) advise and support the membership and executive
- (d) provide information about resources, contacts, and other matters

**Section IX – COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee may be appointed annually before the annual general meeting.

## **Section X – FINANCIAL MATTERS**

### **Financial year**

1. The financial year of the Council will be September 1 to August 31.

### **Power to raise money**

2. The Council may raise and spend money to further its purposes.

### **Bank accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act or Credit Union Incorporation Act. One account is required for General Funds and another for Gaming Funds.

### **Signing authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

5. Signing officers will not be members of the same immediate or extended family, to ensure independence and adequate financial oversight.

### **Annual budget**

6. The executive will prepare a budget and present it to the membership for approval.

### **Non-budgeted expenditures**

7. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

8. A treasurer's report will be presented at each general meeting and will include the sharing of current Bank Statements.

### **Auditor**

9. Members at a general meeting may appoint an auditor.

**Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council’s constitution and bylaws.
2. Written notice specifying the proposed amendments must be distributed to the members by electronic mail or posted on the school website not less than 14 days before the meeting.

**Section XII – PROPERTY IN DOCUMENTS**


1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

**Section XIII – DISSOLUTION**

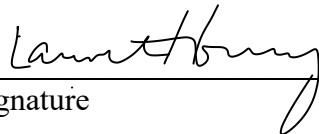
1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 61 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Victoria High School.

**Adopted by the Victoria High School Parent Advisory Council at Victoria, British Columbia, on June 10 \_\_\_\_, 2022.**

Kate Wallace  
\_\_\_\_\_  
President (name)

  
\_\_\_\_\_  
Signature

Laurel Hovey  
\_\_\_\_\_  
Executive Officer (name)

  
\_\_\_\_\_  
Signature

## SCHEDULE "A"

### CODE OF ETHICS

A parent who accepts a position as a Victoria High School Parent Advisory Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education

#### Statement of Understanding

I, the undersigned, in accepting the position of PAC President of the Victoria High School Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Kate Wallace

Signature 

Date June 10, 2022 Phone number 250.888.0969