

Constitution

Of the

North Vancouver Parent Advisory Council

1. The name of the Society is: "**NORTH VANCOUVER PARENT ADVISORY COUNCIL**".
2. The purposes of the Society are:
 - a) To be the collective voice of the parents in the School District.
 - b) To establish and maintain a parent group on a School District level and thus provide the framework for continuous communication among parents, teachers, trustees, and administrators so that in time of need the means for constructive discussion is readily available.
 - c) To advise the School Board on any matter relating to education in the district, including the district's Accountability Contract.
 - d) To encourage the maintenance of a parent group in every public school in the School District of North Vancouver.
 - e) To provide parent education and professional development, and a forum for discussion of educational issues.
 - f) To communicate with other organisations in the community and Province on educational matters of common interest.
 - g) To assist members in obtaining information and communicating with district personnel.
 - h) To help parents become more aware of the realities of running a school system on both the local and district levels, to encourage them to take the broader view, to see the possibilities as well as the problems and thereby make informed contributions to discussions. To ensure that opinions formed and circulated throughout the community are based on fact.
 - i) To determine, as far as possible, the priorities of parents and to communicate this information.

BY - LAWS

Part I: Interpretation

1. Definitions
 - a) In these by-laws, unless the context otherwise requires,
 - i. "Executive members" mean the directors of the Society for the time being;
 - ii. "Societies Act" means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it;
 - iii. "Registered address" of a member, means his address as recorded in the register of members;
 - iv. "The district" means School District #44;
 - v. "Parents in North Vancouver" means the parent or guardian of a child currently enrolled in a public school in the school district of North Vancouver;
 - vi. "Parent Advisory Council" means the locally organised group of parents recognized within a school as representing the parents of that school operating as a PAC under the B.C. School Act;
 - vii. "Member" means a voting member.
 - b) The definitions in the Societies Act on the date these by-laws become effective apply to these by-Laws.
2. Word importing the singular includes the plural and vice versa; words importing a male person include a female person and a corporation.

Part II: Membership

3. The members of the Society are the applicants for the Society, and those persons who subsequently have become members, in accordance with these by-laws and, in either case, have not ceased to be members.
4. Eligible for voting membership in the Society is:
 - a) All PAC's in school district #44 are voting members. One parent elected by each local Parent Advisory Council from every public school in the district to represent that school as a voting member of the Society and/or their designate.
 - b) All Executive members, being the Past Chair, the Chair, the Vice Chair, the Secretary, Treasurer, the Registrar of Members, the Program Facilitators, the District Associate, and Members-at-Large. The Executive members shall be elected by the voting members from among their numbers and/or from among other parents in North Vancouver at the Annual General Meeting in May of each year.
5. The terms of office for all Executive members shall be from June 1st to May 31st.
6. No table officer shall hold the same Executive office for more than two consecutive years.
7. A person shall cease to be a member of the Society
 - a) By delivering or mailing a written resignation to the Chair
 - b) On death
 - c) On being expelled

8. An Executive member may be expelled by a special resolution of the Executive members passed at an Executive meeting if that member is not in compliance with the Code of Ethics/Conduct. A person who is expelled may not apply to be a member for one year from expulsion.
9. The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
10. The person who is the subject of the proposed expulsion shall be given an opportunity to be heard at the Executive meeting before the special resolution is put to a vote.
11. In case of a mid-term vacancy in the voting membership, the North Vancouver Parent Advisory Council, or the local parent advisory council, whichever is appropriate, may appoint a replacement for the balance of the term.

Part III: Meetings of Members

12. An Annual General Meeting shall be held in May of each year and at least fourteen (14) days written notice specifying time and place shall be given to all members.
13. The Chair shall convene, at such time and place, as he, in consultation with the Executive, deems necessary or desirable:
 - Executive meetings
 - Membership meetings (meetings of the entire voting membership, AGM)
 - General parent meetings (meetings of interest to all parents in North Vancouver, of which there will be a minimum of 4 per annum).
14. From time to time, the Chair, together with the Program Facilitators, shall arrange and conduct an educational forum on a topic of current educational interest.
15. Special membership meetings may be called at the written request of at least ten- percent (10%) of the members, provided the request includes the purpose of the meeting.
16. Meetings shall be open to all parents. There shall be a minimum of four (4) membership and/or general parent meetings in a school year.
17. At an Executive meeting, a quorum shall consist of 50% of members of the Executive. With the exception of executive and general membership meetings, a quorum is the majority of the members of the committee or task force.
18. In all matters of procedure not covered by these by-laws, "Robert's Rules of Order" shall apply.

Part IV: Proceedings at General Meetings

19. At a meeting of voting members, a quorum shall consist of twenty five percent (25%) of the voting members but not less than ten (10) members.
20. At any meeting, all questions except special resolutions shall be decided by a majority of the votes cast. The presiding officer shall vote as a member and shall not get a second vote for any reason. An equality of votes, therefore, rejects the motion.
21. Voting members may hold more than one office, but may not have more than one vote. All matters requiring a vote will be decided by majority of votes cast, 50%+1.

22. Voting at any meeting may be by show of hands or by secret ballot at the discretion of the presiding officer or at the request of the members present.
23. The Chair may conduct a vote or survey of opinion without holding a meeting provided that:
 - The voting members are in possession of all relevant information;
 - The question is clearly written and delivered to each voting member;
 - Each vote is in writing, signed by the voting member and delivered to the Chair (or Designate) for tabulation.
24. Voting by proxy is not permitted otherwise than as specified in item #23.
25. A vote will be taken to destroy the ballots after every election.

Part V: Executive Members

26. The Past Chair, Chair, Vice-Chair, Secretary, Treasurer, Registrar of Members, Program Facilitators, District Associate, and Members-at-Large shall be the executive of the Society.
27. The number of Executive shall be six or such greater number as may be determined from time to time at a general meeting.
28. Separate elections shall be held for each Executive position to be filled with the exception of the Past Chair.
29. The Executive may from time to time elect a member to fill a vacancy in the executive.
30. An election may be by acclamation; otherwise it shall be by ballot.
31. No Executive member shall be remunerated for being or acting as an Executive member, but an Executive member may be reimbursed for all expenses that they necessarily and reasonably incur while engaged in the affairs of the Society.
32. The members may by special resolution remove an Executive member before the expiration of the term of office, and may elect a successor to complete the term of office.

Eligibility

33. Any voting member of the Society is eligible to serve on the Executive, except employees or elected officials of School District #44 or the Ministry of Education.

Part VI: Proceedings of Executive

Role of the Executive

34. The Executive will manage the Society's affairs between general meetings.
35. Voting members may be called upon from time to time to serve on committees or task forces appointed by the Executive to deal with specific projects or tasks. The Chair or Vice-Chair shall be an *ex-officio* member of all such committees or task forces and shall disband them upon completion of their specified function. One such committee may be the nominating committee to be appointed in advance of the Annual General Meeting of members at which the election of the Executive is to take place. The nominating committee may submit to the Chair the names of persons qualified and willing to stand for election. The Chair may then furnish the members with a copy of the nominating committee report together with the notice of the Annual General Meeting. The Executive shall be elected at the Annual General Meeting from the names submitted, if any, by the nominating committee, and the names of any other persons nominated at the meeting.

36. Code of ethics

On election or appointment, every Executive member must sign and agree to abide by a code of ethics acceptable to the membership

Part VII: Duties of Executive Members

37. There shall be the following Table Officers of the Executive:

- (a) The Past Chair
- (b) The Chair
- (c) The Vice-Chair
- (d) Treasurer
- (e) Secretary
- (f) Registrar of Members

38. In addition, the Executive shall be comprised of a Program Facilitator, the District Associate, and Members-at-Large. The Executive may elect other officers as they deem expedient from time to time and the Executive may confer upon such officers and allot them such duties as the Executive considers advisable.

39. The Chair shall:

- (a) Speak on behalf of the Society.
- (b) Consult with Society members.
- (c) Preside at membership and executive meetings
- (d) Ensure that an agenda is prepared
- (e) Appoint committees where authorised by the membership or executive
- (f) Ensure that the Society is represented in school and district activities
- (g) Ensure that Society activities are aimed at achieving the purposes set out in the constitution
- (h) Be a signing officer
- (i) Submit an annual report.

40. The Vice-Chair shall:

- (a) Support the Chair
- (b) Assume the duties of the Chair in the Chair's absence or upon request
- (c) Assist the Chair in the performance of his duties
- (d) Accept extra duties as required
- (e) Submit an annual report

41. The Treasurer shall:

- (a) Ensure all funds are accounted for
- (b) Receive all monies and account for all expenditures to the membership as required.
- (c) Be one of the signing officers.
- (d) Disburse funds as authorised by the membership or executive
- (e) Report on all receipts and disbursements at general and executive meetings
- (f) Make financial records and books of account available to members upon request, with reasonable notice.
- (g) With the assistance of the executive, draft an annual budget
- (h) Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (i) Submit an annual financial statement at the annual general meeting

42. The Secretary shall:

- (a) Conduct the correspondence of the Society under the direction of the Chair and the Executive;
- (b) Issue notices of all meetings;
- (c) Be responsible for distribution to members any material approved by the Executive;

- (d) Record and file all minutes of all meetings.
 - (e) Assist the Chair in providing information to local news media.
 - (f) Submit an annual report
43. The Registrar shall:
- (a) Maintain annually a list of voting members of the Society with addresses and telephone numbers, and email where possible.
 - (b) Keep an accurate record of PAC Representatives
 - (c) Submit an annual report
44. The Program Facilitator shall:
- (a) Be responsible for the execution of all general parent meetings of the Society and educational forums planned by the Chair and the Executive.
 - (b) Submit an annual report.
45. The District Associate to BCCPAC shall:
- (a) Serve as the liaison between the Society and the British Columbia Confederation of Parent Advisory Councils.
 - (b) Encourage PACs in school district #44 to be members of BCCPAC
 - (c) Disseminate BCCPAC information to all PACs in school district #44
 - (d) Submit an annual report
 - (e) Help identify interested and qualified parents for BCCPAC external committees
 - (f) Help PACs and Council to process BCCPAC forms, proxies and applications
 - (g) Assist PACs and the Council in responding to BCCAPC AGM resolutions
46. The Past Chair shall:
- (a) Serve in an advisory capacity.
47. The Executive shall retire from office at the Annual General Meeting following expiry of their term of office at which time their successors shall be elected.
48. Any Executive member shall be at liberty to resign from the Society by submitting a written resignation to the Chair. Where a mid-term vacancy occurs the executive may elect a suitable person to complete the term of office.

Part VIII: Financial matters

- (a) Financial year**
The financial year of the Society will be July 1st-June 30th
- (b) Bank account**
All funds of the Society must be kept on deposit in the name of the Society in a bank or financial institution registered under the Bank Act.
- (c) Signing authority**
The executive will name at least 3 signing officers for the banking and legal documents. Two signatures will be required on all of these documents.
- (d) Annual budget**
The executive will prepare a budget and present it to the membership for approval before the current budget expires.
- (e) Non-budgeted expenditures**
The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- (f) Treasurer's report**
A treasurer's report will be presented at each general meeting.

Part IX: Notices to Members

49. a. Notice of a general meeting shall be given to every member shown on the registrar of members on the day notice is given.
- b. No other person is entitled to receive a notice of meeting.

Part X: Constitution & By-law Amendments

50. The Membership may by a majority vote of not less than 75% of votes cast, amend the Society Constitution & Bylaws.
51. Written notice specifying the proposed amendments must be given not less than 30 days before meetings.

Part XI: Property in documents

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

Part XII: Dissolution

53. In the event of winding up or dissolution of the Society, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Society shall be returned to their original funding source.
54. In the event of winding up or dissolution, all records of the Society shall be given to the Secretary-Treasurer of School District #44.

Adopted by North Vancouver Parent Advisory Council, North Vancouver, British Columbia, on
Date:

(Signatures of Chair and one other Executive member)