

BURNSVIEW SECONDARY SCHOOL
PARENT ADVISORY COMMITTEE CONSTITUTION
JANUARY 28, 2013

Burnsview Secondary Parent Advisory Committee

CONSTITUTION.....	3
SECTION I NAME	3
SECTION II MISSION STATEMENT	3
SECTION II OBJECTIVES.....	3
SECTION IV DISSOLUTION.....	4
BYLAWS.....	5
SECTION V MEMBERSHIP	5
SECTION VI EXECUTIVE.....	5
SECTION VII COMMITTEES.....	6
SECTION VIII ELECTIONS	7
SECTION IX ELECTION PROCEDURES.....	7
SECTION X NOMINATIONS	7
SECTION XI GENERAL MEETINGS.....	7
SECTION XII CONSTITUTION AMENDMENTS.....	7
SECTION XIII QUORUM.....	7
SECTION XIV PROCEDURE.....	7
SECTION XV FINANCES	8
SECTION XVI SCHOOL PLANNING COUNCIL.....	8

CONSTITUTION

SECTION I NAME

The name of the organization shall be the Burnsville Secondary School Parent Advisory Council (PAC), as per the School Act - Bill 67- Division 2-Section 8 (1).

SECTION II MISSION STATEMENT

The Burnsville Secondary School Parent Advisory Council is dedicated to the education and the well-being of the child. The PAC's primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

SECTION II OBJECTIVES

1. The objectives of the organizations will be to enhance communication between

The Parents		School Staff and
The Community	AND	Principal and
The Students		Vice Principal(s)

2. To review, discuss and make recommendations to the school staff, Principal and Vice Principal(s) and Delta District PAC on:

- School policy and procedures,
- Programs and services,
- Facilities and equipment,
- Parent/community education, and
- Learning resources.

3. To promote co-operations between the home and the school in providing for the education of children.

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

SECTION IV DISSOLUTION

In the event of dissolution and following payment of all outstanding debts, disbursements of remaining funds will be decided upon by the membership at the final General Meeting. RESOLVED that should the Burnsvew Secondary School Parent's Advisory Council, which received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Burnsvew Secondary School Parent's Advisory Council to

- A registered charity or registered charities in British Columbia as defined in the Income Tax Act (Canada), as may be determined by members of the Society at the time of winding up or dissolution.

OR

- Such charitable organization or organizations in British Columbia having a similar charitable purpose.

RESOLVED FURTHER that the foregoing resolution shall not be altered or amended and shall continue to be binding on the Burnsvew Secondary School Parent's Advisory Council.

RESOLVED FURTHER that the Burnsvew Secondary School Parent's Advisory Council will provide its undertaking, by delivery of a copy of the resolution to the BC Gaming Commission, that it will abide by the limits on the application of its assets on dissolution as provided herein.

CERTIFIED to be a true and correct copy of a resolution unanimously passed by the Board of Directors of the Burnsvew Secondary School Parent's Advisory Council at a meeting held on Tuesday, December 11, 2001.

2. All records of the organization shall be placed under the jurisdiction of School District #37 (Delta) in the person of the principal of the school.

BYLAWS

SECTION V MEMBERSHIP

1. All parents and guardians of the students registered at Burnsvew Secondary School shall be voting members of the group.
2. Principal and Vice Principal(s) and staff (teaching and non-teaching) of Burnsvew Secondary School shall be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the group.

SECTION VI EXECUTIVE

1. Executive Positions

The group shall elect a slate of officers from the voting members of each school year. Number and position of Executive should be determined by local organizational needs, but should include the following:

a) President

- Shall convene and preside at all membership, special, and executive meetings.
- Shall, in consultation with the school staff and Principal and Vice Principal(s), 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, and
- Shall be the official spokesperson for the organization.

b) Past President

- Shall help make smooth transitions between presidents,
- Shall act as a consultant for the president.

c) Vice President

- Shall assume the responsibilities of the President in the President's absence, and
- Shall accept extra duties as required.

d) Secretary

- Shall record the minutes of membership, special, and Executive meetings, and
- Shall issue and receive correspondence on behalf of the organization.

e) Treasurer

- Shall be responsible for and report on the accounts of the organization,
- Shall be one of three signing officers of the Executive as per section XV,
- Shall prepare a written financial report to be presented at each PAC meeting and included as part of the PAC minutes, as per Section XV.
- Shall prepare a Treasurer's Annual Report to all members for presentation at the Annual General Meeting as per Section XV, and
- Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XV.

f) DPAC Representative

- Shall attend and represent the Burnsville Secondary School PAC at Delta DPAC meetings,
- Shall report back to the PAC, and
- Shall seek input from the PAC when requested

g) School Planning Council Representative

- Be one of the three elected SPC parent representatives,
- Represent and speak on behalf of the PAC at SPC meetings,
- Take direction from the general PAC membership,
- Report back to the PAC at general meetings,
- Perform duties in accordance with the School Act.

2. Executive Meetings

- a) Executive meeting times are set by the Executive.
- b) Extraordinary meetings may be called by the president.

3. 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 may appoint a voting member of the PAC to fill the vacancy until election.

SECTION VII COMMITTEES

1. Committees are responsible to the Executive.

2. Members may be appointed annually to the committees by the President (after consultation with the Executive).

SECTION VIII ELECTIONS

1. Election term-the length of term of Executive positions shall be one year.
2. Such terms shall take effect June 1 and end May 31.

SECTION IX ELECTION PROCEDURES

Election of the Executive will take place during an Annual General meeting which will be held in May of each school year.

SECTION X NOMINATIONS

A "Nomination Committee" chaired by a voting PAC member who is not currently serving on the executive and will not be on the executive for the next school year will be formed at a General Meeting or as required by the Executive.

SECTION XI GENERAL MEETINGS

1. The number of General Meetings will be set by the Executive.
2. Extraordinary meetings may be called by the Executive with a minimum seven (7) days notice.

SECTION XII CONSTITUTION AMENDMENTS

Amendments to the Constitutions and By-laws of the Burnsvie Secondary School Parent Advisory Council may be made at any General Meeting at which business is conducted providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

SECTION XIII QUORUM

The voting members present at any duly called General Meeting shall constitute a quorum provided that a minimum of the two Executive members are present. If there are not two Executive present, discussion can occur but motions may not be made.

SECTION XIV PROCEDURE

1. Meetings will be conducted efficiently and with fairness to the members present.
2. If procedure problems should arise, "Robert's Rules of Orders" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
3. PAC meeting records will be kept for 6 years. Prior years will be shredded.

SECTION XV FINANCES

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of November of each year.
2. All funds of the organization will be on deposit in a Bank of Financial Establishment registered under the Bank Act.
3. The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. All money spent above and beyond the petty cash amount of \$100.00 will be first presented to and voted on by the Executive, and then approved by a majority at a General meeting.
5. A Treasurer's Annual Report to all members should be prepared and presented at the Annual General Meeting.
7. A need for audits will be agreed upon by the members at any General meeting, whereupon an independent Auditor will be appointed as needed.
8. Three quotes are required to be submitted to the PAC for major expenditures, i.e. those greater than 1,000.00. Exceptions may be considered where the item is unique, or, where it is not possible to obtain three quotations.
9. All PAC financial records will be kept for a minimum of 6 years following the end of the fiscal year. Prior years will be shredded.

SECTION XVI SCHOOL PLANNING COUNCIL

1. Voting: The election of the representatives to the School Planning Council must be by secret ballot.
2. Elections:
 - a) The three School Planning Council (SPC) representatives shall be elected annually by the PAC at the Annual General Meeting),
 - b)) One of the SPC representatives shall hold an executive position on the PAC.
3. Duties of officers: The School Planning Council (SPC) representatives shall:
 - a) Be one of three elected SPC representatives,
 - b) Represent and speak on behalf of PAC at SPC meetings,
 - c) Take direction from the general PAC membership,
 - d) Report back to the PAC at general meetings.
 - e) Perform other duties in accordance with the School Act.

Amended and approved at January 28, 2013 Burnsville Secondary School PAC meeting.