

PAC Constitution and By-Laws

SECTION I NAME

The name of the organization shall be the Seaquam Secondary Parent Advisory Council, as per the School Act – Division 2 – Section 8 (1)

SECTION II MISSION STATEMENT

The Seaquam Secondary Parent Advisory Council (PAC) 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 the 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 III OBJECTIVES

1. The objective of the organization will be to enhance communication between:

The Parents Community The Students	AND	School Staff and Administration
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2. To review, discuss and make recommendations to the school staff and administration on any matter relating to the school, including:
 - 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.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
5. To liaise with the Delta District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

BY - LAWS

SECTION IV MEMBERSHIP

1. All parents and guardians of students registered at Seaquam Secondary School shall be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Seaquam 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 V EXECUTIVE

EXECUTIVE POSITIONS

The group shall elect a slate of officers from the voting members for each school year. The executive shall include:

1. President
 - Shall convene and preside at all membership, special and executive meetings;
 - Shall, in consultation with the school staff and 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;
 - Shall be the official spokesperson of the organization.
2. Past President
 - Shall help make a smooth transition between presidents;
 - Shall act as a consultant for the President;
 - Shall chair the nominating committee.
3. Vice President (Or Co- Chair)
 - Shall assume responsibilities of the President in the President's absence;
 - Shall accept extra duties as required.
4. Secretary
 - Shall record the minutes of membership, special and executive meetings;
 - Shall issue and receive correspondence on behalf of the organization.
5. Treasurer
 - Shall be responsible for and report on the accounts of the organization;

- shall prepare a financial report for publication in the school newsletter as per section XIII;
 - shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per section XIII.
6. DPAC Representative
- Shall attend DPAC meetings;
 - Shall report back to the PAC;
 - Shall seek input from the PAC when requested.
7. Members at Large (Three)
- Shall attend general, special and executive meetings of the organization;
 - Shall accept extra duties as required.

EXECUTIVE MEETINGS

Executive must meet 4 times in a year, a majority attendance at a general meeting will constitute as an executive meeting.

VACANCY OF EXECUTIVE

If an 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. The resignation shall be in written form.

SECTION VI COMMITTEES

1. Committees are responsible to the executive.
2. Members may be appointed annually to committees by the President (after consultation with the executive).

SECTION VII ELECTIONS

1. Election term – the length of term of Executive positions shall be one year.
2. Such terms shall take effect May 1 and expire April 30.

SECTION VIII ELECTION PROCEDURES

Election of the executive will take place during the Annual General Meeting which will be in April of each year.

Elections of the DPAC Representative shall be by secret ballot.

SECTION IX GENERAL MEETING

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

SECTION X CONSTITUTION AMENDMENTS

Amendments to the Constitution and By Laws of the Seaquam Secondary 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 $\frac{2}{3}$ majority of those voting members present at the meeting will be required to amend the Constitution and By-Laws.

SECTION XI QUORUM

The quorum for any duly called General Meeting shall be no more than one half of the executive members plus those members present.

SECTION XII PROCEDURE

1. Meetings will be conducted efficiently and with fairness to the members present.
2. If procedural problems should arise, "Roberts Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

SECTION XIII 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 or financial institution registered under the Bank Act.
3. The executive shall name at least 3 signing officers (any 2 to sign) for legal and banking documents.
4. All money spent above and beyond the amount of \$250 will first be presented to, and voted on by the Executive, and then approved by a majority of the General Meeting.
5. A treasurer report to all members should be published prior to the end of each school year.
6. A need if audits will be agreed upon by members at any General Meeting, whereupon an independent Auditor will be appointed as needed.

SECTION XIV DISSOLUTION

1. In the event of a dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by membership at the final General Meeting.
2. All records of the organization shall be placed under the jurisdiction of School District # 37 in the person of the Principal of the school.
3. Upon winding up or dissolution of the Seaquam PAC, the assets which remain in the Gaming Account, after payment of all costs, charges, and expenses which are properly incurred in the winding up, shall be returned to the BC Gaming Commission with the appropriate completed paperwork. This provision shall be unalterable.

Amended April 2013