

Richmond Secondary School Parent Advisory Council (PAC) Constitution and By-laws

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CONSTITUTION

1) Name

The name of the Association shall be the **Richmond Secondary School Parent Advisory Council**. The Council shall operate as a nonprofit organization with no personal financial benefits. The business of the Council shall be unbiased towards race, religion, gender, politics, marital status, family status, and physical or mental disability.

2) Purposes

- a) The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in Richmond Secondary School
- b) To advise school administration and staff on parental views about the school programs, policies, plans, and activities
- c) To communicate with parents and to promote cooperation between home and school in providing for the education of children
- d) To assist parents in accessing the system and to facilitate advocacy support for individual children and their parents
- e) To organize PAC activities and events
- f) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
- g) To work with school administration, staff, parents, and community to provide a healthy, safe, and supportive environment for students
- h) To provide a forum for the discussion of educational programs and services

3) Interpretation of Terms

- a) Parents – the parent(s) or guardian(s) of a student attending Richmond Secondary School
- b) PAC (Parent Advisory Council) – the legally recognized organization consisting of parents and guardians of Richmond Secondary School students
- c) School or RSS – Richmond Secondary School
- d) SD 38 (School District No. 38) – Richmond School District
- e) DPAC – is comprised of elected parent representatives from PACs and serves as an umbrella organization for the PACs in its school district

4) Dissolution

- a) The PAC shall be dissolved if the school is permanently closed, or insufficient parents are willing to serve as executive officers.
- b) In the event of dissolution of the RSS PAC, and after payment of all debts and costs of dissolution, the assets and remaining funds of the PAC shall be distributed to another PAC or councils in SD 38 having purposes like those of the PAC, as the members of the PAC may determine at the time of dissolution.
- c) In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of SD 38 in the person of the principal of the school.

BY-LAWS

5) Membership

- a) All parents and guardians of students registered at Richmond Secondary School are voting members of the Parent Advisory Council.
- b) Administration and staff (teaching and non-teaching) of Richmond Secondary School may be invited to become non-voting members of the Council.
- c) Members of the school community who are not parents of students currently registered at the school may be invited to become non-voting members of the Council.
- d) All members should:
 - i) Attend as many meetings as possible
 - ii) Support the PAC's purposes and objectives
 - iii) Become knowledgeable about educational programs and services

6) Executive

- a) The PAC shall be managed by a board of elected officers and the immediate Past Chair
- b) The Executive Officers shall be as follows:
 - i) Chair or Co-Chair
 - ii) Treasurer
 - iii) Secretary
 - iv) DPAC representative
 - v) Past Chair
- c) Chair, Treasurer, and Secretary positions are required to have a functioning PAC
- d) Officer positions may be held by 2 persons jointly

7) Term of Office of Executive Officers

- a) The term of office shall commence immediately following the election at the Annual General Meeting and shall continue until the next Annual General Meeting.
- b) No person may hold any one position for more than three consecutive years unless the position is shared.
- c) No person may hold more than one elected executive officer position at any one time, except for the DPAC representative position, which may be held concurrently with another PAC executive officer position.
- d) The Past Chair shall hold that office for one year.

8) Duties of Officers

a) Chair

- i) Convenes and presides at general, special, and Executive Committee meetings
- ii) Ensure that an agenda is prepared and presented
- iii) Know the constitution and by-laws and meeting rules
- iv) Know where to find resources to assist members
- v) Appoint committees as required in consultation with the Executive Committee

- vi) Consult PAC members regularly
- vii) Ensure that the PAC is represented in school and school district activities
- viii) Ensure that PAC activities are aimed at achieving the purposes of the PAC
- ix) Shall be the official spokesperson for the PAC
- x) Shall be a signing officer for the PAC
- xi) Submit an annual report at the Annual General Meeting summarizing the year's activities

b) *Secretary:*

- i) Ensure that members are notified of meetings accordingly
- ii) Record the minutes of regular, special, and executive meetings as well as the Annual General Meeting
- iii) Issue and receive correspondence on behalf of the PAC
- iv) Keep an up-to-date copy of the Constitution and By-laws and have copies available for members upon request
- v) Safely keep all records of the PAC
- vi) May be a signing officer

c) *Treasurer:*

- i) Shall be a signing officer for the PAC
- ii) Review the statements of PAC accounts
- iii) Make the statements available for viewing by members upon request
- iv) Submit an annual PAC financial statement at the Annual General Meeting
- v) With the assistance of the executive committee, draft a budget for the following fiscal year
- vi) Ensure that another signing officer has access to the books in the event of his/her absence

d) *DPAC representative:*

- i) Represent the views and positions of the Richmond Secondary School PAC to the District PAC of the Richmond School District
- ii) Act as a liaison between the PAC and DPAC, and provide PAC with information about District events, policies and developments
- iii) Vote as a representative of Richmond Secondary School PAC at DPAC meetings

e) *Past Chair:*

- i) Help smooth the transition between the old and new PAC executive
- ii) Assist, advise and support the PAC
- iii) Act as a consultant for the current chair
- iv) Provide information about resources, contacts, and other information to the PAC

9) *Election of Executive Officers*

- a) The Executive Officers shall be elected by majority vote from the voting members at the Annual General Meeting.

- b) Election of Executive Officers shall be conducted by a show of hands.
- c) Call for nominations shall be made at least one meeting before the Annual General Meeting.
- d) Should an officer or representative resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the members. The Executive Committee may appoint an interim replacement officer or representative until an election is held at the next regular meeting of members.

10) Code of Ethics

A parent who accepts a position as a PAC Executive Officer:

- a) Upholds the constitution and by-laws, policies, and procedures of the electing body
- b) Performs her/his duties with honesty and integrity
- c) Works to ensure that the well-being of students is the primary focus of all decisions
- d) Respects the rights of all individuals
- e) Takes direction from the members, ensuring representation processes are in place
- f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
- g) Works to ensure those issues are resolved through due process
- h) Strives to be informed and only passes on information that is reliable
- i) Respects all confidential information
- j) Supports public education

11) Meetings

- a) Meetings will be conducted efficiently and with fairness to the members present.
- b) There shall be an Annual General Meeting (AGM) for the purpose of the election of officers held in June of each year.
- c) Regular meetings shall be held not less than six times per year, one of those being the AGM.
- d) The dates of regular meetings for the school year shall be approved at the first regular PAC meeting in the school year and shall be made available to all parents and the Principal.
- e) The notice of regular meetings will be sent via email to all members.
- f) Special meetings may be called by the Chair(s) at the discretion of the Executive Officers.
- g) Notice of a special meeting shall be sent to parents and the Principal at least 7 days prior to the meeting, except in the case of urgency as determined by the Chair(s) and shall contain a statement of the general nature of the business to be dealt with at the special meeting.
- h) Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between regular meetings.
- i) A PAC meeting shall not be a forum for the discussion of personal problems with individual school personnel, students, parents, or other individual members of the school community.
- j) The failure to receive notice of any meeting by a parent does not invalidate the proceedings at that meeting.

12) Quorum and Voting

a) *Quorum:*

A Quorum shall be 6 (six) voting members, of which there must be 2 (two) elected Executive Officers.

b) *Voting:*

- i) Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
- ii) In the event of a tie vote, the motion is defeated.
- iii) Members must vote personally on all matters; voting by proxy shall not be permitted.
- iv) Voting on motions shall be done by a show of hands. except for the election of officers which may be done by secret ballot.
- v) Any member may make a motion, to be voted on by show of hands, that any particular motion be decided by a secret ballot.

13) Committees

- a) Standing and ad-hoc committees shall be formed when necessary.
- b) Members may be appointed annually to committees by the chair(s).
- c) Committees are responsible to the Executive Officers and members.
- d) A Nominating Committee shall be appointed annually before the Annual General Meeting.

14) Finances

- a) A budget will be drawn up by the Executive Officers and presented for approval to the members on an annual basis.
- b) The fiscal year of the Richmond Secondary School PAC ends on June 30th of each year.
- c) The Executive Officers will present for approval, at a regular meeting, all proposed expenditures not already approved in the annual budget which are above \$500 (five hundred dollars), or which deviate significantly from the approved budget.
- d) All funds of the PAC will be kept on deposit in a bank or financial institution registered under the Bank Act.
- e) The Executive Officers shall name at least three signing officers for banking and legal documents, two signatures will be required on all these documents.
- f) A Treasurer's Report shall be presented at regular meetings and at the Annual General Meeting.
- g) A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.
- h) The PAC must not borrow money without authorization of a special resolution.

15) Constitution & By-law Amendments

- a) PAC members may, by a majority of not less than 75% (seventy-five per cent) of the votes cast, amend the constitution and by-laws of the PAC.
- b) Any proposed amendment to the constitution and by-laws must be submitted in writing at the previous regular meeting of the PAC.

- c) A constitution or by-law amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

16) Removal of an Executive Officer

- a) Any officer may be removed from office by a majority vote of the voting members in attendance at a general, Special, or Annual General Meeting.
- b) Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than 14 days before the meeting.
- c) The Executive Committee may appoint an interim officer and a replacement shall be elected by the members at the next meeting.

17) Property in Documents

All documents, records, minutes, correspondence kept by a member, executive officer, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the Chair(s) when the member, executive member, or committee member ceases to perform the task to which the papers relate.

18) Adopted

Adopted by:

The Richmond Secondary School Parent Advisory Council

At Richmond, British Columbia

On June 12, 2024

19) Revision History

Revised May 19, 2024 (Christine Ju, Chair; Angela Huang, Secretary)