

Constitution and Bylaws of the Eric Hamber Secondary School Parent Advisory Council

Constitution of the Eric Hamber Secondary School Parent Advisory Council

Section I – NAME

The name of this Council is the Eric Hamber Secondary School Parent Advisory Council. 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, and physical or mental ability.

Section II – PURPOSES OF THE COUNCIL

The purposes of the Council shall be:

1. To promote the education and welfare of students enrolled at Eric Hamber Secondary School [also "Hamber"].
2. To encourage parent involvement in Hamber, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to Hamber , other than matters assigned to the school planning council.
4. To participate in the work of the school planning council through the Council's elected representatives, if applicable
5. To promote the interests of public education and, in particular, the interests of Hamber.
6. To provide leadership in the Hamber community.
7. To contribute to a sense of community within Hamber and between school, home, and neighbourhood.
8. To provide parent education and professional development, and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the principal and staff about school-related concerns.
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
11. To organize and support activities for students and parents.
12. To provide financial support for the goals of the Council, as determined by the membership.
13. To advise and participate in the activities of the Vancouver District Parent Advisory Council and the British Columbia Confederation of Parent Advisory Councils.

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Section III – INTERPRETATION OF TERMS

“**Hamber**” means Eric Hamber Secondary School.

“**school**” means any public elementary or secondary educational institution as defined in the School Act operating within School District Number 39.

“**district**” means School District Number 39.

“**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 the 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 this constitution and these bylaws, means the parent or guardian of a child or children enrolled in School District Number 39 at Eric Hamber Secondary School.

“**PAC**” or “**parent advisory council**” or “**Council**” means the parents organized according to the School Act and operating as a parent advisory council in Eric Hamber Secondary School.

“**DPAC**” or “**district parent advisory council**” or “**Vancouver DPAC**” means the parent advisory council organized according to the School Act and operating as a district parent advisory council in School District Number 39.

“**SPC**” means the school planning council created for Eric Hamber Secondary School according to the School Act.

“**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.

Section IV – DISSOLUTION

1. Upon winding up or dissolution of the Council, the assets that remain after payment of all costs, charges, and expenses that are properly incurred in the winding up shall be distributed to:

- ! a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act* (Canada), as may be determined by the members of the Society

OR

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

This provision shall be unalterable.

2. In the event of winding up or dissolution, all records of the Council will be given to the principal of Eric Hamber Secondary School.

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Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Eric Hamber Secondary School are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Eric Hamber Secondary 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 efficiently and with fairness to all members.
2. General meetings will be held not less than four times during the school year.
3. The annual general meeting [“AGM”] must be held at least once per calendar 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. Members will be given reasonable notice of general meetings.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. The voting members present at any duly called general meeting will constitute a quorum.

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Voting

2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50 percent plus one).
3. In the case of a tie vote, the Chair does not have a second or deciding vote and the motion is defeated.
4. Members must vote in person at all times. Voting by proxy will not be permitted.
5. 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.
6. 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 Chair(s), Vice-Chair, Secretary, Treasurer, 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 Number 39 or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.

Term of office

5. The executive will hold office for a term from AGM to next AGM. .
6. No person may hold the same executive position for more than four consecutive years.

Vacancy

7. If an executive member resigns or ceases to hold office for any other reason, the Council will elect a new executive member who will hold office until the next annual general meeting.

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Removal of executive

8. The members may, by a majority of not less than 75 percent 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.
9. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen (14) days before the meeting.

Remuneration of executive

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

Section V – EXECUTIVE MEETINGS

Meetings

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

Quorum

2. A quorum for executive meetings will be a majority (50 percent plus one) 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 percent plus one).
5. In the case of a tie vote, the Chair does not have a second or deciding vote and the motion is defeated.

Section VI – SPC, DPAC, AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council representative

1. Three representatives to the school planning council (SPC) may be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education, as required. One of these representatives must be an elected member of the Council executive.

District Parent Advisory Council representative

2. One representative to the Vancouver District Parent Advisory Council (DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District Number 39 or the Ministry of Education.

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Election of SPC and DPAC representatives

3. The election of representatives to the SPC and DPAC may be by secret ballot, if requested.

Term of office

4. SPC and DPAC representatives will hold office for a term of one school year.

Vacancy

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election may be by secret ballot, if requested.

External committee

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District Number 39 or the Ministry of Education to represent the Council on an external committee or to an external organization or community organization.
7. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of conduct

1. A person who accepts a position as an executive member of the Council will:
 - a. Uphold the constitution, bylaws, policies and procedures of the Council.
 - b. Perform his or her duties with honesty and integrity.
 - c. Work to ensure that the well-being of students is the primary focus of all decisions.
 - d. Respect the rights of all individuals.
 - e. Take direction from the members, ensuring representation processes are in place.
 - f. Encourage and support parents and students with individual concerns to act on their own behalf, and provides information on the process for taking forward concerns.
 - g. Work to ensure those issues are resolved through due process.
 - h. Strive to be informed, and only passes on information that is reliable.
 - i. Respect all confidential information.
 - j. Supports public education.

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.

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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.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chair 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 the Council activities are aimed at achieving the purposes set out in the constitution.
- h. Be a signing officer.
- i. Complete any regulatory filings or submissions, as required.

B. The Vice-Chair will:

- 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 or her duties.
- d. Accept extra duties as required.
- e. Be a signing officer.

C. The Secretary will:

- a. Ensure that members are notified of meetings.
- b. Record and publish minutes of meetings.
- c. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
- d. Prepare and maintain other documentation as requested by the membership or executive.
- e. Issue and receive correspondence on behalf of the Council.
- f. Ensure safekeeping of all records of the Council.

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D. The Treasurer will:

- a. Be one of the signing officers.
- b. Ensure that all funds of the Council are properly accounted for.
- c. Disburse funds as authorized by the membership or executive.
- d. Ensure that proper financial records and books of account are maintained.
- 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.
- g. Have the financial records and books of account ready for inspection or audit annually.
- h. With the assistance of the executive, draft an annual report.
- i. Ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence.
- j. Prepare an annual financial statement at the annual general meeting.
- k. Complete any regulatory filings or submissions, as required.
- l. Apply for any gaming or other funds, preparing and filing any related documentation.

E. The DPAC Representative will:

- a. Attend all meetings of the Vancouver District Parent Advisory Council, and represent, speak, and vote on behalf of the Council.
- b. Maintain current registration of the Council, if applicable.
- c. Report regularly to the membership and executive on all matters relating to the DPAC.
- d. Seek and give input to the DPAC on behalf of the Council.
- e. Receive, circulate, and post DPAC newsletters, brochures, and announcements.
- f. Receive and act on all other communication from the DPAC.
- g. Liaise with other parents and DPAC representatives.

H. The School Planning Council (SPC) representatives will:

- a. Attend all meetings of the school planning council (SPC).
- b. Represent, speak, and vote on behalf of the Council at SPC meetings.
- c. Request and take direction from the membership and executive.
- d. Be strong advocates for meaningful parent involvement in the school and school planning.
- e. Provide a written report to all general and executive meetings.
- f. Attend general and executive meetings as directed by the membership or executive.

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F. Members-at-Large will:

- a. Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires.

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.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to the next June 30.

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.

Signing authority

4. The executive will name at least three (3) signing officers for banking and legal documents. Two (2) signatures will be required on all of these documents.

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Annual budget

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

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. Between general meetings, the executive has the discretion to disburse up to \$300.00 CAD of Council funds on non-budgeted line items that it considers reasonable and necessary, but must present these disbursements for review at the next general meeting.

Treasurer's report

8. A Treasurer's report will be presented at each general meeting if it is on the agenda.

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 two-thirds of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than fourteen (14) days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible in some other way to all members, by posting on the Council website for instance.

Section XII - PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council will be deemed to be property of the Council and will 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.

Amended constitution and bylaws proposed for Eric Hamber Secondary School Parent Advisory Council, Vancouver, BC. Proposals made at annual general meeting, May 29, 2007. Ratified with minor changes by members at the general meeting of October 2, 2007. Ratified with changes at the general meeting of February 3, 2016.

Signatures of Chair and one other executive member:

Nathan Wilkes, chair

Michelle Robinson, vice-chair