



Parent Advisory Council

BYLAWS

Effective: May 2, 2017

Table of Contents

1	MEMBERSHIP	1
1.1	VOTING MEMBERS.....	1
1.2	NON-VOTING MEMBERS.....	1
1.3	COMPLIANCE WITH BYLAWS	1
2	MEETINGS OF MEMBERS	1
2.1	GENERAL MEETINGS	1
2.2	CONDUCT.....	1
2.3	NOTICE OF MEETINGS	1
3	PROCEEDINGS AT GENERAL MEETINGS	2
3.1	QUORUM	2
3.2	VOTING	2
4	EXECUTIVE.....	3
4.1	ROLE OF EXECUTIVE.....	3
4.2	EXECUTIVE DEFINED	3
4.3	ELIGIBILITY.....	3
4.4	TERM OF OFFICE	3
4.5	VACANCY.....	3
4.6	REMOVAL OF EXECUTIVE.....	4
4.7	REMUNERATION OF EXECUTIVE	4
5	EXECUTIVE MEETINGS	4
5.1	MEETINGS	4
5.2	QUORUM	4
5.3	NOTICE.....	4
5.4	VOTING	4
6	CONDUCT OF EXECUTIVE AND REPRESENTATIVES	5
6.1	CODE OF ETHICS.....	5
6.2	REPRESENTING THE COUNCIL.....	5
6.3	CONFIDENTIALITY	5
6.4	DISCLOSURE OF INTEREST.....	5
7	COMMITTEES	6
8	FINANCIAL MATTERS.....	6
8.1	FINANCIAL YEAR	6
8.2	POWER TO RAISE MONEY	6

8.3	BANK ACCOUNTS.....	6
8.4	SIGNING AUTHORITY	6
8.5	ANNUAL BUDGET	6
8.6	NON-BUDGETED EXPENDITURES	7
8.7	FINANCIAL REPORT.....	7
8.8	AUDITOR	7
9	CONSTITUTION AND BYLAW AMENDMENTS	7
10	PROPERTY IN DOCUMENTS	7
11	DISSOLUTION	8
12	SIGNATURES	9

1 MEMBERSHIP

1.1 Voting members

- 1.1.1 All parents and guardians of students registered in Cloverdale Traditional School are voting members of the Council.

1.2 Non-voting members

- 1.2.1 Administrators and staff (teaching and non-teaching) of Cloverdale Traditional School may be invited to become non-voting members of the Council.
- 1.2.2 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.
- 1.2.3 At no time will the Council have more non-voting than voting members.

1.3 Compliance with bylaws

- 1.3.1 Every member will uphold the constitution and comply with these bylaws.

2 MEETINGS OF MEMBERS

2.1 General meetings

- 2.1.1 General meetings will be conducted with fairness to all members.
- 2.1.2 General meetings will be held not less than one time during the school year. In the event that only one general meeting is held, that meeting will be the annual general meeting.

2.2 Conduct

- 2.2.1 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community
- 2.2.2 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.

2.3 Notice of meetings

- 2.3.1 Members will be given not less than fourteen days notice of general meetings.

- 2.3.2 Notice of meetings can be made available to members via newsletter, poster, email or website.

3 PROCEEDINGS AT GENERAL MEETINGS

3.1 Quorum

- 3.1.1 A quorum for general meetings will be six voting members.
- 3.1.2 Quorum must be met in order to vote. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

3.2 Voting

- 3.2.1 Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- 3.2.2 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated. In the case of a tie vote, the Chair can allow discussion by voting members. The motion may be voted on up to three times. If there is still a tie vote after three votes, the motion is defeated.
- 3.2.3 In the case of quorum present at a general meeting, members must vote in person on all matters. Voting by proxy will not be permitted.
- 3.2.4 In the case where quorum is not present at a general meeting, voting may take place electronically at the request of the PAC Executive Committee. A secure electronic or Internet based voting system must be used. A vote will be considered valid if ten voting members respond. Electronic votes will be decided by a simple majority of the votes cast (50% plus 1).
- 3.2.5 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. In the case of electronic voting, a vote occurs when the member chooses either the "In Favour/Yes" or "Opposed/No" option on the electronic voting form and the form is properly submitted for processing.
- 3.2.6 In the case of a secret ballot, a vote will be taken to destroy the ballots after every election.

4 EXECUTIVE

4.1 Role of executive

- 4.1.1 The executive will manage the Council's affairs between general meetings.

4.2 Executive defined

- 4.2.1 The executive will include no less than 3 members and up to 7 members maximum. The Executive Committee includes the following roles: Chair (or two Co-Chairs), Secretary, Treasurer, multiple Member-At-Large positions, and such other members of the Council as membership decides. The Chair, Secretary and Treasurer are considered primary positions on the Executive Committee.
- 4.2.2 In the event that all primary Executive Committee positions are not filled, the executive can include 3 members voted by members of Council as Signing Officers. At least one Signing Officer must be an Executive Committee member in a primary position.

The Cloverdale Traditional School Parent Advisory Council – Roles & Responsibilities is available in a separate document.

4.3 Eligibility

- 4.3.1 Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 61 or the Ministry of Education.
- 4.3.2 The executive committee will be elected at each annual general meeting.
- 4.3.3 Elections will be conducted by the chair of the Nominations Committee.

4.4 Term of office

- 4.4.1 The executive will hold office for a term of one year beginning immediately following the election.
- 4.4.2 No person may hold the same executive position for more than four years.

4.5 Vacancy

- 4.5.1 If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

4.6 Removal of executive

- 4.6.1 The members may, by a majority of not less than 75% 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.
- 4.6.2 Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen days before the meeting.

4.7 Remuneration of executive

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

5 EXECUTIVE MEETINGS

5.1 Meetings

- 5.1.1 Executive meetings will be held at the call of an executive committee member. At least one meeting will be held before each general meeting.
- 5.1.2 The school Principal and/or Vice Principal may be invited to executive meetings.

5.2 Quorum

- 5.2.1 A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive in attendance during the voting process.

5.3 Notice

- 5.3.1 Executive members will be given fourteen-day notice of executive meetings.

5.4 Voting

- 5.4.1 All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
- 5.4.2 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated. In the case of a tie vote, the Chair can allow discussion by executive members. The motion may be voted on up to three times. If there is still a tie vote after three votes, the motion is defeated.

6 CONDUCT OF EXECUTIVE AND REPRESENTATIVES

6.1 Code of ethics

- 6.1.1 On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

The Cloverdale Traditional School Parent Advisory Council - Code of Ethics is available in a separate document.

6.2 Representing the Council

- 6.2.1 Every executive member and representative must act solely in the interests of the parent membership of the Council.

6.3 Confidentiality

- 6.3.1 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 confidential and must not be divulged without permission of the person giving the information.

6.4 Disclosure of interest

- 6.4.1 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.
- 6.4.2 Such an executive member or representative must avoid using his or her position on the Council for personal gain.

7 COMMITTEES

- 7.1.1 The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
- 7.1.2 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.
- 7.1.3 Committees will report to the membership and executive as required.
- 7.1.4 A Nominating Committee will be appointed annually before the annual general meeting.

8 FINANCIAL MATTERS

8.1 Financial year

- 8.1.1 The financial year of the Council will be July 1st to June 30th.

8.2 Power to raise money

- 8.2.1 The Council may raise and spend money to further its purposes.

8.3 Bank accounts

- 8.3.1 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.

8.4 Signing authority

- 8.4.1 The executive will name at least three Signing Officers for banking and legal documents. Two signatures will be required on all of these documents.

8.5 Annual budget

- 8.5.1 The executive will prepare a budget and present it to the membership for approval at the September general meeting, or by electronic voting to the greater PAC in the month of September.

8.6 Non-budgeted expenditures

- 8.6.1 The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting or via electronic voting.
- 8.6.2 Council money can only be spent if authorized by a motion passed at a general meeting or via electronic voting. In the case where unforeseen or time sensitive expenditures are required, the executive can vote on expenditures up to \$500 each, as long as there are sufficient funds available. Expenditures must be presented to the Council members at the next general meeting.

8.7 Financial report

- 8.7.1 A financial report will be presented at each general meeting.

8.8 Auditor

- 8.8.1 Members may request a review of the Council's financial statement at any general meeting within the financial year.
- 8.8.2 A review of the Council's financial statement will take place as part of the transition between outgoing and incoming executive.

9 CONSTITUTION AND BYLAW AMENDMENTS

- 9.1.1 The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
- 9.1.2 Written notice specifying the intent to amend the Council's constitution and bylaws must be given to the members not less than fourteen days before the meeting.
- 9.1.3 The proposed amendments must be made available to all members not less than fourteen days before the meeting.

10 PROPERTY IN DOCUMENTS

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

- 10.1.2 If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office. All amendments will be attached to the existing copy of the Cloverdale Traditional School Parent Advisory Council Bylaws or Constitution accordingly.
- 10.1.3 Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature.

11 DISSOLUTION

- 11.1.1 In the event of winding up or dissolution of the Council, and after payment of all debts and liabilities of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to a recognized charitable organization having purposes similar to those of the Council, or to another recognized charitable organization, as defined in the Income Tax Act (Canada), in the province of British Columbia, and as determined by the Council at the time of winding up or dissolution.
- 11.1.2 In the event of winding up or dissolution, all records of the Council shall be given to the principal of Cloverdale Traditional School.

12 SIGNATURES

Cloverdale Traditional School, Parent Advisory Council at Victoria, British Columbia, has adopted the above stated bylaws on May 2, 2017.

Signatures of Executive Committee:

- | | |
|----------------------------|-----------------|
| 1) _____
Name, Position | _____ Signature |
| 2) _____
Name, Position | _____ Signature |
| 3) _____
Name, Position | _____ Signature |
| 4) _____
Name, Position | _____ Signature |
| 5) _____
Name, Position | _____ Signature |
| 6) _____
Name, Position | _____ Signature |
| 7) _____
Name, Position | _____ Signature |