

RUTLAND SENIOR SECONDARY SCHOOL PARENT ADVISORY COUNCIL
CONSTITUTION & BYLAWS
Amended April 2019

CONSTITUTION

I. NAME

The name of this organization shall be "Rutland Senior Secondary School Parent Advisory Council", referred to as "PAC"

II. OBJECTIVES

1. To encourage and promote communication between the school, and parents/guardians/hosting parents.
2. To inform the parental/guardian community of school organization, affairs, educational changes, needs, and concerns via public meetings, newsletters, discussion groups, and any other means of communication.
3. To provide opportunity for input and discussion regarding matters related to the school as defined in the School Act and others relating to the PAC.
4. To promote and encourage parental involvement and the safety and well-being of all individuals at the school level.
5. To engage in fundraising activities as deemed necessary/appropriate by the PAC .
6. To organize and provide activities or events as determined by the PAC .

III. DISSOLUTION

1. Upon winding up or dissolution of the PAC , the assets which remain in the General Account after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.
2. Upon winding up or dissolution of the 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 Minister of Finance.
3. In the event of the dissolution of the PAC , all records of the organization shall be placed under the jurisdiction of School District #23.

IV. INTERPRETATION OF TERMS

- **BCCPAC:** refers to the British Columbia Confederation of Parent Advisory Councils
- **Board of Education:** refers to the Board of Education of School District #23 – Central Okanagan
- **COPAC:** refers to the Central Okanagan Parent Advisory Council – The District Parent Advisory Council for School District #23 – Central Okanagan
- **Executive Officer(s):** refers to those individuals elected/acclaimed to a position on the PAC Executive (also referred to as "Executive")
- **General Meeting:** refers to a regularly scheduled PAC meeting at which business is to be conducted
- **Hosting Parents:** refers to those individuals responsible for a student enrolled in an exchange program and attending Rutland Senior Secondary School
- **PAC:** refers to the Parent Advisory Council
- **MEMBER:** refers to all parents/guardians/hosting parents of students registered in Rutland Senior Secondary School

BY-LAWS

I. POLICIES

1. This PAC shall be unbiased towards race, religion, gender, politics, financial situation, sexual preference, chosen career path, level of education, or physical or mental ability.

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II. MEMBERSHIP

1. Membership is open to all parents/guardians/hosting parents of students/exchange students enrolled at Rutland Senior Secondary School.
2. School based Administrative Officers shall be non-voting members at all meetings of the PAC . However, any School District staff member with a child as a student at Rutland Senior Secondary School shall be a voting member at all general or special meetings of the PAC .
3. This PAC may opt to be a member of the COPAC and/or the BCCPAC.

III. EXECUTIVE OFFICERS

1. The Executive Officers shall include: President, Vice President, Secretary, Treasurer, Past President, with an option for a COPAC Representative.
2. No member shall hold more than one office at any one time and no member shall hold office for more than two consecutive years, unless no other willing candidate comes forth and the PAC agrees.
3. To be elected as President the candidate must: a) have been an active member for at least one year, or b) held an executive position with a previous PAC or the COPAC.
4. The President, Vice President, Secretary, and Treasurer shall be responsible for carrying out the day to day business of the PAC and for drafting any written correspondence on behalf of the Council.
5. The duties of Executive Officers shall include, but not be limited to, the following:
 - a. President: Chairs PAC meetings; Acts as a signing authority on PAC bank accounts; Forms and distributes PAC Meeting agendas in consultation with the Executive; Drafting written correspondence on behalf of the PAC; Speaks on behalf of the PAC
 - b. Vice President: Chairs PAC meetings when the President is absent; Acts as a signing authority on PAC bank accounts; Acts in the President's absence where necessary
 - c. Secretary: Takes minutes of all meetings of the PAC; Ensures that PAC Minutes are available to all PAC members; May act as a signing authority on PAC bank accounts
 - d. Treasurer: Maintains financial records/documentation for all PAC accounts; Acts as a signing authority on PAC bank accounts; Provides monthly financial reports, including verification of the bank balance, to the PAC at monthly meetings; Ensures that PAC funds are appropriately managed and accounted for including deposits and disbursements as necessary; Ensures that the PAC applies for Gaming funding and that any documentation is available and may be provided to Gaming for all/any raffles or other licenses as determined by the Gaming Branch
 - e. COPAC Representative: Attends COPAC meetings as often as possible; Acts as a Liaison between the PAC members and COPAC and votes on behalf of the PAC at COPAC Meetings; Provides information to PAC members regarding education, COPAC, BCCPAC, School District #23, and the community

IV. SPECIAL COMMITTEES AND REPRESENTATIVES

1. Special committees shall be created by the PAC as the need arises and each committee chairperson shall be answerable to the PAC.
2. Representatives to any outside organizations and/or meetings shall express the opinion of the PAC.

V. FINANCES

1. The Executive shall be responsible for ensuring that a PAC general account and PAC Gaming account are maintained at a financial institution and that all cheques are signed by two individuals from the Executive.
2. With consent of at least two Executive Officers, an Executive Officer shall have the authority to pay expenses up to the amount of One Hundred Dollars (\$100.00) without the immediate consent of the PAC
3. Expenditure of funds for major items or expenses must be approved at a General meeting by the majority of the members in attendance at that meeting. The Executive may choose to present a budget to the membership to be discussed and voted on at a PAC meeting.

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4. Executive Officers and others may be reimbursed for expenses incurred while carrying out their duties and/or the objectives of this Council.

VI. MEETINGS AND FISCAL YEAR

1. The fiscal year of the PAC shall be July 1st to June 30th of each year.
2. A General Meeting to conduct business shall be held at least every second month during the school year, preferably on a pre-determined day as decided by the majority.
3. An Annual General Meeting shall be held in May or June of each school year for the purpose of electing the Executive Officers
4. Executive meetings and Special Meetings shall be held at the discretion of the Executive.

VII. VOTING

1. A quorum shall be five (5) PAC members with at least two (2) of these being current Executive Officers.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In case of a tie vote, the motion will be lost.
4. For the purpose of recording the opinion of the PAC, a majority of seventy-five percent (75%) must be reached. Failing this, the minority opinion must also be recorded.
5. Voting of members at all meetings must be given personally; voting by proxy shall not be permitted.
6. Voting shall be done by show of hands with exception of the election of officers which shall be done by secret ballot where necessary.
7. Online/Email voting may be initiated by the PAC President in consultation with the Executive Officers where an issue is time sensitive and requires a vote to be taken prior to the next General Meeting. Any vote taken in this manner shall be decided by simple majority of those members who participate in the online/email voting. Members will be advised as to the outcome as soon as possible.

VIII. ELECTION OF EXECUTIVE OFFICERS

1. Election of Executive Officers shall take place at each Annual General Meeting.
2. Nominations shall be called for from the floor.
3. A plurality of votes shall elect.
4. If only one candidate is standing for election of an office, the candidate shall be declared elected by acclamation.
5. Each member shall be entitled to cast one vote.
6. The elected officers shall be installed at the last meeting of the PAC fiscal year, and they shall hold office until their successors are installed.
7. In the event of a vacancy in the Executive during the year, the PAC shall elect the new officer.

IX. RULES OF ORDER

1. The rules contained in Robert's Rules of Order (most recently revised edition) shall govern all matters of procedure not covered by these bylaws.

X. DISCLOSURE/CONFLICT OF INTEREST

1. An Executive or PAC member who is interested, either directly or indirectly, in a proposed contract or transaction with PAC must disclose fully and promptly the nature and extent of their interest to the membership and Executive to avoid conflict of interest. All PAC members must avoid using their position on the PAC for personal gain and may not vote on any item where they or a family member may benefit financially.