

Kenneth Gordon Maplewood School Parent Advisory Council Constitution



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Section 1 - NAME

The name of this Council is the Kenneth Gordon Maplewood School Parent Advisory Council, also referred to as the KGMS PAC.

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 will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school
4. To provide leadership in the school community
5. To contribute to a sense of community within the school and between the school, home, and neighbourhood
6. To provide parent education and professional development, and a forum for discussion of educational issues
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
8. To organize and support activities for students and parents
9. To provide financial support for the goals of the KGMS PAC, as determined by the membership
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the School and the neighbourhood

Section III -- INTERPRETATION OF TERMS

“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

“KGMS PAC” means the parents organized according to the School Act and operating as a parent advisory council in Kenneth Gordon Maplewood School.

“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 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 these bylaws, means the parent or guardian of a child or children enrolled in Kenneth Gordon Maplewood School.

“school” means Kenneth Gordon Maplewood School and Kenneth Gordon Alternative High School.

Kenneth Gordon Maplewood School Parent Advisory Council Bylaws



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Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered at Kenneth Gordon Maplewood School are voting members of the Council, should they choose to participate.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Kenneth Gordon Maplewood School may be invited to become non-voting members of the Council.

3. At no time will the KGMS PAC have more non-voting than voting members.

Compliance with bylaws

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

Section II –MEETINGS OF MEMBERS

Annual and General Meetings

- 1. General meetings will be conducted with fairness to all members.
- 2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
- 3. General Meetings are to be held on days and times that provides parents the opportunity to attend.

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 community.

Notice of meetings

6. Members will be given reasonable notice of general meetings. Notice of all meetings can be sent by newsletter, email, website or other means.

7. At least 10 days notice shall be given to all members for the Annual General Meeting.

Voting

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).
2. In the event of a tie vote, the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted.
4. 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.
5. A vote will be taken to destroy the ballots after every election.

Section III -- EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the president, secretary, treasurer, members at large and such other members of the Council as the membership decides.
3. The maximum number of members at large elected shall be 3.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees of the school or elected officials of other school districts or the Ministry of Education.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.

Election of executive

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

Term of Office

- 7. The executive will hold office for a term of one year and will commence immediately following the election at the AGM and shall continue until the following AGM.

Vacancy

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

Removal of executive

- 9. 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 (an eligible representative of a Council member) to complete the term.
- 10. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 10 days before the meeting.

Remuneration of executive

- 11. 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.

Section IV – EXECUTIVE MEETINGS

Meetings

- 1. Executive meetings will be held at the call of the president.

Notice

- 2. Executive members will be given reasonable notice of executive meetings.

Voting

- 3. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
- 4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section V– CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative agrees to abide by a code of ethics acceptable to the membership.

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.

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

Section VI – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President (or Chair) will

1. speak on behalf of the Council
2. consult with Council members
3. preside at membership and executive meetings
4. ensure that an agenda is prepared
5. ensure that the Council is represented in school activities
6. ensure that Council activities are aimed at achieving the purposes set out in the constitution
7. be a signing officer
8. submit an annual report with the treasurer
9. mentor the Vice-President

B. The Vice - President (or Chair) will

1. support the president
2. assume the duties of the president in the president's absence or upon request
3. assist the president in the performance of his or her duties
4. be a signing officer

B. The Secretary will

1. ensure that members are notified of meetings
2. record and file minutes of all meetings
3. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
4. prepare and maintain other documentation as requested by the membership or executive
5. issue and receive correspondence on behalf of the Council
6. ensure safekeeping of all records of the Council
7. be a signing officer
8. submit an annual report with the President (or Chair)

C. The Treasurer will

1. be a signing officer
2. ensure all funds of the Council are properly accounted for
3. disburse funds as authorized by the membership or executive
4. ensure that proper financial records and books of account are maintained
5. report on all receipts and disbursements at executive meetings
6. make financial records and books of account available to members upon request
7. have the financial records and books of account ready for inspection or audit annually
8. with the assistance of the executive, draft an annual budget
9. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
10. submit an annual financial statement at the annual general meeting
11. Maintain a separate "PAC gaming account" for receipt and disbursement of all gaming funds, in accordance with BC regulatory requirements and make an application for a gaming grant to the regulatory authorities every year
12. Submit annual gaming summary or other reports as required to the regulatory authorities

D. Members-at-Large will

1. Be members who have an interest in the school wide nature of the business of the KGMS PAC.
2. Be required to fulfil other special functions as necessary

Section VII - CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable respects all confidential information

Section VIII – FINANCIAL MATTERS

1. The financial year of the Council will be September 1st to August 31st of the following year.

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 signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

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

Non-budgeted expenditures

6. The executive may spend up to \$1,000 to a maximum of 4 purchases per year outside of budgeted amounts without going to the Membership for prior approval.

Treasurers Report

8. A treasurer’s report will be presented at the annual general meeting.

Section IX – CONSTITUTION AND BYLAW AMENDMENTS

- 1. KGMS PAC members may by a majority of not less than two-thirds (2/3rds) of the votes cast at a general meeting, amend the constitution and bylaws of the KGMS PAC.
- 2. Any proposed amendment to the constitution and bylaws must be submitted in writing at the previous general meeting.
- 3. A constitution or bylaw amendment shall be dated, signed and forwarded to the treasurer for safe keeping.

Section X – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other electronic data 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 the president when the member, executive member, representative, or committee member ceases to perform the task to which the documents relate.

Section XI– DISSOLUTION

- 1. In the event of winding up or dissolution of the Council and or of the school and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be given to the head of the school to use at their discretion.
- 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Kenneth Gordon Maplewood School.

Adopted by Kenneth Gordon Maplewood School Parent Advisory Council at North Vancouver British Columbia, on March……. 2018,

Signatures of president and one other executive member

President (or Chair)

Secretary