

MT. SENTINEL SECONDARY SCHOOL PARENTS' ADVISORY COUNCIL CONSTITUTION AND BYLAWS

SECTION I: NAME

The name of the organization shall be the MT. SENTINEL SECONDARY PARENTS' ADVISORY COUNCIL, as per the School Act - Bill 64, Division 2, Section 8. Known within Kootenay Lake School District No. 8 as Mt. Sentinel PAC.

SECTION II: MISSION STATEMENT

The PAC is an organization dedicated to the education and well being of the child. The PAC's primary mandate is to promote effective communication between the home and the school. The PAC shall encourage parents to participate in meaningful educational activities and decision making, in order to strengthen the role of families in education and schooling and to foster meaningful parent participation. The PAC provides a link to the district and provincial parents' advisory councils.

SECTION III: ORGANIZATION

The Mt. Sentinel PAC will operate as a non-profit organization with no personal financial benefit. The business of the Mt. Sentinel PAC shall be unbiased towards race, ethnic origin, religion, gender or politics. The Mt. Sentinel PAC is organized in accordance with rules and regulations required by the School Act.

SECTION II: PURPOSES

1. Mt. Sentinel PAC is an organization dedicated to the education and well being of children and youth in the school
2. To promote quality education opportunities for all children and youth (including home school and distance education).
3. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
4. To promote communication and cooperation between the home and school in providing for the education of children.
5. To advise the principal and staff on parents' views on any matter relating to the school – programs, policies, plans and activities.
6. To assist parents in accessing all partner groups (e.g. DPAC, BCCPAC, Teachers, School Administration, School Board, Ministry of Education, and Advocacy Project) in order to access support for the students and their parents in a safe and confidential setting.
7. To organize PAC activities and events.

SECTION III: DISSOLUTION

1. In the event of dissolution or winding up, and after payment of all outstanding debts and costs of dissolution or winding up, the assets and remaining funds shall be spent for the benefit of the students at Mt. Sentinel Secondary School or distributed to another parents' advisory council or councils in the Kootenay Lake School District No. 8, having purposed and objectives similar to those of Mt. Sentinel PAC, as the members of the Council may determine at the time of dissolution or winding up. This clause

shall be unalterable.

2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of Kootenay Lake School District No. 8.

SECTION IV: INTERPRETATION OF TERMS

BCCPAC – the British Columbia Confederation of Parent Advisory Councils

Community Organizations – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

Council – the Mt. Sentinel Secondary Parents' Advisory Council

District – Kootenay Lake School District No. 8.

DPAC – the Kootenay Lake District Parents' Advisory Council

Mt. Sentinel School – the Mt. Sentinel Secondary school

Parents – the parent/parents or guardian of a child or children registered at Mt. Sentinel school

School Planing Council (SPC) – the Mt. Sentinel Secondary School Planning Council

BYLAWS

SECTION V: MEMBERSHIP

1. All parents of students registered at Mt. Sentinel School are voting members of the Mt. Sentinel PAC.
2. Administration and staff (teaching and non-teaching) of Mt. Sentinel School, as well as trustees, may be non-voting members of the Council.
3. At no time shall the Council have more non-voting than voting members.
4. Parents of students at Mt. Sentinel School may be members or be employed by other organizations where a conflict of interest or bias might be perceived. If this occurs, is it incumbent upon that member to refer to Mt. Sentinel PAC policy.

SECTION VI: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present and not present.
2. Council meetings shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in October of each year.
4. Executive meetings and committee meetings may be held anytime or place as deemed necessary. The purpose of these meetings is to carry on business between general meetings. No action may be taken that is beyond the authority already given to the executive or committee members and these members must report back to the whole Council unless there are issues of confidentiality. Non-executive members may be invited to be present at executive meeting but only the executive may vote.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
6. A notice of ten (10) days shall be given when calling a special meeting wherever possible.

7. School administration, school staff and trustees will have a general invitation to be present for at least a portion of scheduled Mt. Sentinel PAC meetings.

SECTION VII: VOTING

1. The voting members present must include at least two executive members at any duly called general meeting and this shall constitute a quorum.
2. The executive officers shall be elected from the voting members at the annual general meeting.
3. A voting member must have a child registered at Mt. Sentinel School to be eligible to vote.
4. A call for nominations shall be made at the meeting prior (usually September) to the annual general meeting.
5. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. Voting must be by secret ballot when conflict of interest situations or perceived bias arise (see policy)
7. Voting must be done personally on all matters; voting by proxy shall not be permitted.
8. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
9. In the case of a tie vote, the motion is defeated.
10. The election of representatives to the Mt. Sentinel SPC and DPAC representative must be by secret ballot.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. Executive officers shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall be made at the meeting before of the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
4. Should the Mt. Sentinel PAC be unable to fill any position, co-sharing a position would be considered. Duties must be clearly defined and written in the minutes, and the membership must approve.
5. It is recommended that a nomination committee be struck prior to the annual general meeting and that the chair of that committee conduct the election.
5. Three parent representatives to the Mt. Sentinel SPC shall be elected annually from parents, who are not employees of any school district. One of the representatives must be an elected officer of the Mt. Sentinel PAC.

SECTION IX: TERM OF OFFICE

1. The term of office shall commence immediately following election at the annual general meeting and shall be for one year unless the officer ceases to have children at Mt. Sentinel School.
2. No person may hold any one position for more than three consecutive years.
3. No person may hold more than one elected executive position.
4. It is recommended that the Past Chairperson shall hold that office for one year.
5. The term of office for School Planning Council representatives shall be one year.

SECTION X: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - A. Chairperson
 - B. Vice-Chairperson(s)

- C. Treasurer
- D. Secretary
- E. District Parents' Advisory Council Representative
- F. Two or more Members-At-Large
- G. Past Chairperson
- H. School Planning Council Representatives (3)

SECTION XI: DUTIES OF OFFICERS

A. The Chairperson shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws, Policy and Procedures for PAC Disbursements and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult Mt. Sentinel PAC members regularly
- g) ensure that the Mt. Sentinel PAC is represented in school and school district activities
- h) ensure that Mt. Sentinel PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the Mt. Sentinel PAC
- j) be a signing officer
- k) submit an annual report

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer
- e) submit an annual report

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and Policy and Procedures for PAC Disbursements and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the Council
- g) submit an annual report.

D. The Treasurer shall:

- a) be one of the signing officers of the executive
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members adhering to the Policy and Procedures for PAC Disbursements document
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the Mt. Sentinel PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit annually
- i) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII

- j) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the Annual General Meeting of the Council

E. The DPAC Representative shall:

- a) attend DPAC meetings
- b) seek and give input on behalf of the Mt. Sentinel PAC to the DPAC
- c) report back to the Mt. Sentinel PAC
- d) submit an annual report to the Mt. Sentinel PAC

F. Members at Large (*Directors*) shall:

- a) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- b) submit an annual report.

G. The Past Chairperson shall:

- a) help smooth the transition between Chairpersons
- b) assist, advise and support the Council
- c) provide information about resources, contacts, and other essential information to the Council
- d) act as a consultant for the Chairperson
- e) chair the nominating committee
- f) submit an annual report

H. The School Planning Council (SPC) representative shall:

- a) be one of three elected SPC representatives
- b) represent and speak on behalf of the Mt. Sentinel PAC at Mt. Sentinel SPC meetings
- c) take direction from the general Mt. Sentinel PAC membership
- d) report back to the Mt. Sentinel PAC at general meetings.

SECTION XII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. The Mt. Sentinel PAC executive may appoint members to committees annually.

SECTION XIII: FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. Expenditures over \$50 require the approval of the Mt. Sentinel PAC
3. All funds of the Mt. Sentinel PAC will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. All funds disbursed by the Mt. Sentinel PAC will follow the most current version of the Policy and Procedures for PAC Disbursement document.
5. It is recommended that the executive name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each general meeting.
7. Members at a general meeting may appoint an auditor.

SECTION XIV: CONSTITUTION & BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the Mt. Sentinel PAC may be made at any general meeting at which business is conducted, providing:

- A two thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the constitution and bylaws of the Mt. Sentinel PAC.
- Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen (14) days before the meeting.
- The notice of the meeting shall include the proposed amendments.
- A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XV: REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, with a two thirds (2/3) majority vote of those voting members present, remove an executive member before the expiration of term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than fourteen (14) days before the meeting.

SECTION XVI: PROPERTY IN DOCUMENTS

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

Adopted by Mt. Sentinel PAC at South Slokan, British Columbia, on _____, 20__.

President

Secretary

CODE OF ETHICS

A parent who accepts a position as a Mt. Sentinel PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the Mt. Sentinel PAC.
2. Performs her/his duties with honesty and integrity.
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 members, ensuring representation processes are in place.
6. 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.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Mt. Sentinel PAC Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the Council and refer to in the BCCPAC leadership manual, should there be any concerns about my work.

Name of Executive Member: _____

Signature: _____

Date: _____ Phone number: _____

PLEASE NOTE: Members may be liable if:

1. they exceed their authority as defined by the constitution and bylaws or;
2. the organization is involved in any criminal or other illegal activity that was approved by the Mt. Sentinel PAC or;
3. the Mt. Sentinel PAC suffers any losses caused by breach of duty; and for payment of the organization's debts.