

Mount Douglas Secondary School  
**Parent Advisory Council**  
**CONSTITUTION & BYLAWS**

Adopted: May 15, 2024

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# **CONSTITUTION**

## **SECTION I: NAME**

1. The name of the Association shall be the MOUNT DOUGLAS SECONDARY SCHOOL PARENT ADVISORY COUNCIL (PAC).
2. The PAC will operate as a non-profit organization with no personal financial benefit.
3. The business of the PAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and politics.

## **SECTION II: DEFINITIONS**

1. VCPAC — The Victoria Confederation of Parent Advisory Councils, which is recognized by the Board of Trustees of SD 61 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
2. Executive Officers — Parents elected to the executive of the PAC (Positions: Chairperson, Vice-Chairperson, Secretary, Treasurer, PAC Representative to VCPAC, Past Chairperson).
3. PAC — Mount Douglas Secondary School Parent Advisory Council (also referred to as the RAMPAC).
4. Parent or Parents — the parent/parents or legal guardian/guardians or custodian/custodians of a child or children registered in Mount Douglas Secondary School.
5. Parent Advisory Council — Any organized group of parents recognized under the British Columbia School Act.
6. Mt. Doug — Mount Douglas Secondary School SD 61 — School District No. 61 (Greater Victoria).
7. Community Organizations – Groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
8. Voting Members — As defined in Section V (1).

## **SECTION III: PURPOSE OF THE PAC**

1. The purpose of the PAC is to support, encourage, and improve the quality of education and the well-being of students in Mt. Doug.
2. To advise the Mt. Doug Principal and staff on parents' views on any matter relevant to Mt. Doug, such as programs, policies, plans, and activities.
3. To encourage parent involvement in Mt. Doug and to support programs that promote parent involvement.
4. To communicate with parents and to promote cooperation between the home and Mt. Doug in providing for and supporting the education of children.
5. To assist parents in accessing the system and to provide advocacy support for individual children and their Parents.
6. To organize PAC activities and events.

7. To contribute to the effectiveness of Mt. Doug by promoting the involvement of Parents and other community members.
8. To inform Parents about SD 61 and provincial-level matters that affect the education of Mt. Doug students.

#### **SECTION IV: DISSOLUTION**

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to another Parent Advisory Council in SD 61 having purposes and objectives similar to those of the PAC and which meet all requirements of the British Columbia Gaming Commission, as the PAC members may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the PAC, all of the PAC's records shall be placed under the jurisdiction of the VCPAC.

### **BYLAWS**

#### **SECTION V: MEMBERSHIP IN A PAC**

1. Except as provided in this section and Section XIV (2), all Parents are Voting Members of the PAC.
2. Mt. Doug' administration and staff (teaching and non-teaching) are not Voting Members of the PAC.
3. Members of the school community who are not Parents may be invited to become non-voting members of the PAC.
4. At no time shall the PAC have more non-voting than Voting Members.
5. Members who have concerns regarding conflict of interest or perception of bias shall refer those concerns to the Executive Committee who shall strike a committee composed of the Chairperson (or designate) and two other members to review the concern and resolve those concerns.

#### **SECTION VI: MEETINGS**

1. Meetings will be conducted efficiently and with fairness to the PAC members present.
2. There shall be an Annual General Meeting (ANNUAL GENERAL MEETING) for the purpose of election of Executive Officers held in May of each year.
3. General meetings shall be held not less than eight times per year, one of those being the ANNUAL GENERAL MEETING, and shall be open to all members of the PAC.

4. Executive meetings may be held anytime or at any place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.
6. A PAC meeting shall not be a forum for the discussion of issues pertaining to individual school personnel, students, parents, or other individual members of the school community.

#### **SECTION VII: QUORUM AND VOTING:**

1. QUORUM: A quorum for voting at PAC meetings shall be THREE (3) or more Voting Members in attendance.
2. VOTING: Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion is defeated.
4. Voting Members must vote personally on all matters; voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands, with the exception of the election of Executive Officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. In the event of a time-sensitive decision that is required to be made between monthly meetings, the Executive has the authority to vote on behalf of the general membership either in person or remotely.
7. A Voting Member may be appointed by the PAC to represent and vote on behalf of the PAC at VCPAC meetings.
8. Conflict of Interest
  - 1) All delegates, Executive Officers and committee representative will be responsible for declaring a "conflict of interest" on issues which provide or appear to provide a direct benefit to that person or person's family or any business in which the person or family member is a principal or partner.
  - 2) Upon declaring a "conflict of interest", the delegate, Executive Officer or committee representative waives their right to vote on that issue and to participate in the discussion immediately prior to that vote.

#### **SECTION VIII: ELECTION OF EXECUTIVE OFFICERS**

1. The Executive Officers shall be elected from the Voting Members at the Annual General Meeting and Voting Members who have accepted their nomination.
2. No employee or elected official of SD 61 or Ministry of Education shall hold an Executive Officer position.
3. Call for nominations shall be made at the two meetings before the Annual General Meeting.

4. In the event of a vacancy on the executive during the year, the Executive Officers shall appoint a new Executive Officer who shall hold office until the next election. PAC shall vote to ratify the appointment at the PAC meeting directly following such appointment.
5. The PAC shall appoint a nominations committee, as provided for in Section XIII, who shall conduct the elections.

#### **SECTION IX: TERM OF OFFICE**

1. The term of office shall commence the day after the election at the ANNUAL GENERAL MEETING and shall be for one year, or until the next election, whichever happens first.
2. No person may hold more than one elected Executive Officer position at any one time.
3. No person shall hold the same Executive Officer position for more than four years, unless the PAC votes to extend that person's tenure.
4. The Past Chairperson shall hold that office for one year.

#### **SECTION X: EXECUTIVE OFFICERS**

1. PAC affairs shall be managed by a board of elected Executive Officers.
2. No Executive Officer may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in PAC affairs. Such reimbursement must be subject to a motion passed by the PAC.
3. The required Executive Officers will be as follows:
  - 1) Chairperson
  - 2) Treasurer
  - 3) Secretary
4. The Chairperson, Vice-Chairperson, Secretary, Treasurer, PAC Representative to VCPAC, and Past Chairperson are voting Executive Officer positions.

#### **SECTION XI: DUTIES OF OFFICERS**

##### Chairperson

- Shall provide leadership, convene and preside at all membership, special and executive meetings or delegate that task to another Executive Officer
- Shall carry on the council's day-to-day business
- Shall consult with, take direction from, and represent all parents of the school
- Shall be the official spokesperson for the PAC
- Shall work as a team to ensure PAC purposes are achieved
- Shall attend all executive, general, and special meetings
- Shall be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct
- Shall submit an annual report

### Vice-Chairperson

- Shall support the Chair
- Shall assume the duties of the chair in the chair's absence or upon request
- Shall assist the chair in the performance of their duties
- Shall accept extra duties as required
- May be a signing officer
- Shall submit an annual report

### Secretary

- Shall ensure that members are notified of meetings
- Ensure that an agenda is prepared and presented
- Shall record, file, and post minutes of all meetings
- Shall keep an up-to-date copy of the constitution and bylaws, and make copies available to members upon request
- Shall prepare and maintain other documentation as requested by the membership or executive
- Shall receive and process correspondence on behalf of the council
- Shall ensure safekeeping of all records of the council
- May be a signing officer
- Shall submit an annual report

### Treasurer

- Shall ensure all funds of the council are properly accounted for
- Shall disburse funds as authorized by the membership or executive
- Shall maintain proper financial records and books of account
- Shall make financial records and books of account available to members upon request
- Shall have the financial records and books of account ready for inspection or audit annually
- With the assistance of the executive, shall draft an annual budget
- Shall ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Shall prepare a treasurer's report to present at general meetings
- Shall submit an annual financial statement at the annual general meeting
- Shall prepare and submit funding applications
- Shall be a signing officer

### PAC Representative to the VCPAC

- Shall attend all VCPAC meetings and represent, speak and vote on behalf of the PAC
- Shall dialogue with PAC to find the best ways VCPAC can service them
- Shall report regularly to the membership and executive on all matters relating to VCPAC
- Shall lead discussions on issues where VCPAC is requiring feedback
- Shall give input to VCPAC on behalf of the PAC
- Shall receive, circulate and post VCPAC newsletters, brochures and announcements
- Shall receive and act on all other communications from VCPAC

- Shall encourage parent participation in VCPAC sponsored activities
- Shall liaise with other parents and VCPAC representatives
- Shall submit an annual report

#### Past Chairperson

- Help smooth the transition between Chairpersons
- Assist, advise and support the PAC
- Provide information about resources, contacts, and other essential information to the PAC
- Act as a consultant for the Chairperson
- Chair the nominating committee
- Submit an annual report

### **SECTION XII: CODE OF ETHICS**

1. A parent who accepts a position as an Executive Officer:
  - 1) Upholds the constitution and bylaws, policies and procedures of the PAC;
  - 2) Performs their duties with honesty and integrity;
  - 3) Works to ensure that the well-being of the students is the primary focus of all decisions;
  - 4) Respects the rights of all individuals;
  - 5) Takes direction from the PAC, ensuring representation processes are in place;
  - 6) Works to ensure those issues are resolved through due process;
  - 7) Strives to be informed and only passes on information that is reliable;
  - 8) Respects all confidential information; and
  - 9) Supports public education.
2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their interest to the PAC and executive. Such an Executive Officer must avoid using their position on the PAC for personal gain.
3. Any information received in confidence by an Executive Officer from Mt. Doug 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.
4. In agreeing to being elected or appointed, every Executive Officer agrees to abide by the Code of Ethics.

### **SECTION XIII: COMMITTEES**

1. Standing and ad-hoc committees shall be formed when necessary and Committees will report to the PAC and executive as required.
2. The terms of reference and voting privileges for 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 decides.



3. Committee Members will include a chairperson of the committee; and at least one other member. The Chairperson of the PAC shall be a member ex officio (by virtue of their position) does not need to attend all meetings but is responsible for overseeing the effectiveness of the committee. All committee members shall be Voting Members of PAC as defined in Section V of these bylaws.

#### **SECTION XIV: FINANCES**

1. A budget and tentative plan of expenditure will be drawn up by the executive and presented for approval before the budget in force at that time expires.
2. The disbursement of the Direct Access Fund Grant monies shall comply with the conditions in effect at the relevant time, as defined by the Gaming Policy and Enforcement Branch. The disbursement of the Direct Access Fund Grant monies will be determined by the Executive Officers with consideration given to parent, student, staff and the administration's recommendations.
3. For any other monies that are available to the PAC, the budget shall comply with any conditions which may apply to these other monies.
4. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
5. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate PAC account.
6. The executive shall name at least two signing officers for banking and legal documents. Two signatures will be required on all of these documents.
7. A Treasurer's Report shall be presented at each general and annual general meeting.
8. Members at a general meeting may appoint an auditor.
9. All cash funds received by the PAC shall be counted and verified in writing by at least two PAC members and submitted to the Treasurer.
10. All financial records are the property of the PAC.

#### **SECTION XV: CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the constitution, the PAC may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members of the PAC in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the Mt. Doug's office for safekeeping only.

## **SECTION XVI: REMOVAL OF AN EXECUTIVE OFFICER**

1. The PAC may, by a majority of not less than 75% of the votes cast, remove an Executive Officer before the expiration of their 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 Officer shall be given to the members of the PAC not less than 14 days before the meeting.
3. Following are grounds for removal of an Executive Officer:
  - 1) Convicted of a criminal offence or other serious offence; and
  - 2) Failure to observe the constitution and bylaws of the PAC.

## **SECTION XVII: PROPERTY IN DOCUMENTS**

All original documents, records, minutes, correspondence, or other papers kept by a member of the PAC, Executive Officer, or committee member in connection with the organization shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member of the PAC, Executive Officer, or committee member ceases to perform the task to which the papers relate.

## **SECTION XVIII: SIGNATURES**

### **SIGNATURES**

May 15, 2024 adopted by the Mount Douglas Secondary School Parent Advisory Council

**Chairperson:** Kaveh Sarmast

**Secretary:** Antje Helmuth

**Treasurer:** Alan Gunderson

**PAC Representative to VCPAC:** Lisa Gunderson