

École Glenbrook Middle School

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PARENT ADVISORY COUNCIL

Constitution and Bylaws

Adopted: May 29, 2017

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A copy of these Bylaws shall be submitted to the school board office for safekeeping purposes only.

CONSTITUTION

SECTION I NAME

The name of this Council shall be the ÉCOLE GLENBROOK MIDDLE SCHOOL PARENT ADVISORY COUNCIL (School District No. 40). The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender, politics, sexual orientation, or physical or mental ability.

SECTION II PURPOSES OF THE PARENT ADVISORY COUNCIL (PAC)

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 promote the interests of public education and, in particular, the interests of École Glenbrook Middle School
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and the neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council as determined by the membership
12. To advise and participate in the activities of the SD40 District Parent Advisory Council and the

BC Confederation of Parent Advisory Councils

SECTION III INTERPRETATION OF TERMS

- a. By-laws are organizations operating rules.
- b. Education is a lifelong process encompassing schooling as a planned, organized and structured element. Education includes all the things we learn in life which produce general intellectual, social, human and vocational development.
- c. Confederation means the B.C. Confederation of Parent Advisory Councils, a Provincial organization, which is an alliance of organizations with a common purpose and local autonomy.
- d. Member means any (i) parent or guardian (ii) PAC (iii) student or interested citizen who joins the Council, and conforms to the Council's Constitution and Bylaws.
- e. PAC means Parent Advisory Council as per the School Act Bill 67, Division 2 - Section 8(1). PACs represent parents of students of a school.
- f. General Meeting means a meeting of which all members of Council are duly notified.
- g. Annual General Meeting means the general meeting held yearly in the month of May in which the Executive is elected.
- h. Executive means the table of officers of the Council, namely the –Chair(s)/, the Vice Chair(s), the Treasurer, the Secretary, and the Past Chair, District Parent Advisory Council (DPAC) representative and member(s) at large (MAL).
- i. District means School District No. 40.
- j. Conflict of Interest refers to a situation in which an individual or his/her immediate family could benefit monetarily from a decision of this PAC, which that individual can influence, or vote upon.
- k.. Perception of Bias refers to a situation, which may exist if an individual who represents the PAC is also an employee, or elected official of any school district. There may be a perception that he or she is not speaking solely in the interest of parents and this may diminish the power of what is said.
- l. School year refers to the months children are in school from early September of one year to the end of June of the next year.
- m. A Fiscal year is September 1st to August 31st of each calender year.

n. Parent is as defined in the School Act and means

- (i.) the guardian of the person of the student or child,
- (ii.) the person legally entitled to custody of the student or child, or
- (iii.) the person who usually has the care and control of the student or child.

And for the purposes of this constitution and bylaws means the parent or guardian of a child or children enrolled in School District No. 40.

BYLAWS

Compliance with Bylaws

Every member will uphold the constitution and comply with these bylaws

SECTION I MEMBERSHIP

Voting membership

1. All parents and guardians of students registered at Glenbrook Middle School are voting members of the Council.

Non-Voting membership

2. Administration and staff (teaching and non-teaching) of Glenbrook Middle School may be non-voting members of the Council. **Administration and staff (teaching and non-teaching) who are parents and guardians registered at Glenbrook shall be voting members of the Council provided they are not perceived to be in a conflict of interest by the membership.**
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.

SECTION II MEETINGS OF MEMBERS

General and Executive Meetings

1. Meetings will be conducted efficiently and with fairness to all members.

2. General meetings shall be held at least eight times a year during the school year, excluding December, to conduct current business. Additional general meetings shall be held at the discretion of the Executive/Chair.
3. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year.
4. Executive meetings shall be held prior to general meetings if necessary and at the discretion of the Chair.

Conduct

5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
6. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community
7. 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.

Notice of meetings

8. Members will be given reasonable notice of general meetings

SECTION III PROCEEDINGS AT GENERAL AND EXECUTIVE MEETINGS

Quorum

1. A minimum of three (3) voting members present at any general meeting or executive meeting duly called by the Chair shall constitute a quorum.
2. 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.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote arising at any meeting shall be decided upon by a simple majority vote.
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

5. Members must vote in person on all matters. Voting by proxy shall not be permitted.
6. 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.

SECTION IV ELECTION OF EXECUTIVE OFFICERS

Role of the Executive

1. The affairs of the Council shall be managed by a board of elected officers (executive) and the immediate Past Chair/Co-Chairs.

Executive Defined

2. The Executive Officers and numbers of positions will be as follows:
 - A. Chair (1) (or Co-chairs – limit two (2))
 - B. Vice-Chair (1)
 - C. Treasurer (1)
 - D. Secretary (1)
 - E. District Parent Advisory Council Representative (1)
 - F. Two or more Members-At-Large (Maximum 10)
 - G. Grad Committee Chair (1)
 - H. Past Chairs (1)
3. The core executive shall be defined as the chair and/or co-chairs, the vice-chair, the treasurer, and the secretary.

Election of the Executive

4. The voting members shall elect a slate of officers for each school year from the membership and parents or guardians whose child(ren) are registered to attend Glenbrook in the upcoming school year. Changes to the required number and position of executive members will be determined by local organizational needs.
5. The executive officers shall be elected from the voting-members at the Annual General

Meeting, except that no employee/elected official of École Glenbrook Middle School or Ministry of Education shall hold an executive position. **Administration and staff (teaching and non-teaching) who are parents and guardians registered at Glenbrook can stand for election of an executive position provided they are not perceived to be in a conflict of interest by the membership.**

6. Call for nominations shall be made at the meeting prior to the Annual General Meeting.
7. Where more than one person is willing to stand for nomination for a specific position, the election shall be by secret ballot with the exception of MAL positions or where the voting members decide that a shared position is acceptable (ie co-chairs).
8. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold office until the next election.

Term of Office

9. The term of office shall commence on September 1st of each year and shall be for one year to August 31st to be consistent with the fiscal year..
10. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position but no person may hold the same executive position for more than 4 years.
11. No person may hold more than one elected executive position at any one time except by unanimous consent of the members present at the time of the election.

Removal of executive

12. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term of office, and may elect an eligible member to complete the term.
13. Notice specifying the intention to make a motion to remove the executive member must be given at the prior meeting.

SECTION V DUTIES OF EXECUTIVE OFFICERS

1. CHAIR

- a. shall convene and preside at all general membership, special, and executive meetings.
- b. shall ensure that an agenda is prepared and presented
- c. shall appoint committees where authorized to do so by the executive or membership

- d. shall be an ex-officio member to all PAC committees except the Nominating Committee
- e. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- f. shall speak on behalf of the council
- g. shall be a signing officer

2. VICE CHAIR(S)

- a. shall assume the responsibilities of the Chair in the Chair's absence
- b. shall accept extra duties as required
- c. shall be a signing officer
- d. shall assist the Chair in the performance of his/her duties.
- e. shall attend at least 70% of all general membership and executive meetings

3. SECRETARY

- a. shall record the minutes of general, special, and executive meetings
- b. shall distribute minutes to members
- c. shall keep an accurate copy of the Constitution and Bylaws.
- d. shall safely keep all records of the Council
- e. may be a signing officer
- f. shall attend at least 70% of all general membership and executive meetings

4. TREASURER

- a. shall be responsible for and report on the accounts of the organization
- b. shall be one of the signing officers of the executive
- c. shall, with the assistance of the executive, draft a budget and tentative plan of expenditures as per SECTION VIII

- d. shall ensure that another financial signing officer has access to the books in the event of his/her absence
- e. shall submit an annual financial statement at the annual general meeting to be maintained with other official PAC minutes and documents.
- f. shall turn over all records to the incoming Treasurer by the end of the fiscal school year
- g. shall review the responsibilities and procedures of the position with the incoming Treasurer by the end of the fiscal school year.
- h. shall attend at least 70% of all general membership and executive meetings

5. DISTRICT PARENT ADVISORY COUNCIL (DPAC) REPRESENTATIVE

- a. shall attend DPAC meetings
- b. shall report back to the PAC
- c. shall seek input from the PAC
- d. maintain a current registration of the Council
- e. attend all DPAC meetings and represent, speak, and vote on behalf of the Council
- f. receive, circulate and post DPAC newsletters, brochures, and announcements
- g. receive and act on all other communications from the DPAC
- h. liaise with other parents and DPAC representatives as needed

6. MEMBERS AT LARGE (MAL)

- a. shall 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 might require
- b. one member at large may be designated as Assistant to the Treasurer

7. CHAIR OF THE GRAD COMMITTEE

- a. shall serve as the key organizer of the Grade 8 grad committee
- b. shall chair grad committee meetings

- c. shall report back to the PAC
 - d. shall be a signing officer
8. PAST CHAIR
- a. shall help smooth transition between Chairs
 - b. shall advise and assist the membership and executive as needed
 - c. shall act as a consultant for the Chair
 - d. shall chair the nominating committee if one is appointed.

SECTION VI DISTRICT PARENT ADVISORY COUNCIL

District Parent Advisory Council (DPAC) representative

1. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 40 or the Ministry of Education.

Term of Office

2. The DPAC representative will hold office for a term of one year.
3. If the DPAC representative resigns or ceases to hold office for any other reason the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

SECTION VII COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary
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 decided by the membership.
3. Members may be appointed annually to committees by the Chair (after consultation with the executive).
4. The Grad Committee will function as a standing committee of the PAC

- a. All monies raised by the Grad Committee will be held in a separate sub-account of the PAC account

SECTION VIII FINANCES

Financial year

1. A fiscal year is September 1 to August 31 of each calendar year.

Power to raise money

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

Bank accounts

3. All funds of the organization will be on deposit in a Chartered Bank or Credit Union or Financial Establishment registered under the Bank Act or the Credit Union Incorporation Act.

Annual budget

4. A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at a general meeting prior to the end of May of each year. There shall be no less than \$500.00 in the PAC account at the end of the school year to allow for operating expenses.

Signing Authority

5. The executive shall name at least three signing officers, one of whom will be the Treasurer, one or two will be the Chair/Co-Chairs, for banking and legal documents. Two signatures will be required for these documents.

Non-budgeted expenditures

6. All money spent above and beyond a predetermined petty cash amount (\$200.00) will first be presented to and voted on by the membership. The executive will present all proposed expenditures beyond the current budget for approval at a general meeting

Treasurers' report

7. A treasurer's report will be presented at each general meeting

Auditor

8. A need for audits will be agreed upon by the members at any general meeting, whereupon an

independent auditor will be appointed as needed.

SECTION IX CONSTITUTION & BYLAW AMENDMENTS

1. Amendments to the Constitution and By-laws of the École Glenbrook Middle School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
2. Written notice of the meeting has been given to all members (14 days minimum)
3. The notice of the meeting included notice of the specific amendments proposed
4. A three/fifths (3/5) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws

SECTION X FUNDRAISING

1. All school-wide fundraising will be coordinated by the PAC.
2. At least one executive PAC member will be in communication with all fund raising committees.

SECTION XI DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District 40 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of École Glenbrook Middle School or the Secretary-Treasurer of School District No. 40.

SECTION XII CODE OF CONDUCT

Code of ethics

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. A Sample code of ethics form is provided as Appendix 1

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.

Conflict of Interest

4. That individuals refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary interest.

Appendix 1

CODE OF ETHICS

A parent who accepts a position as 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 best interests of the Council
3. Works to ensure that the well-being of students is the primary focus of all decisions
4. Respects the right 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
9. Respects all confidential information
10. Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ on
the École Glenbrook Parent Advisory Council have read, understood, and agree to abide by this
Code of Ethics.

Name of Executive member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

Document Revision History

Adoption/Amended Date	Major Changes	Reason
September 14, 2000	New document	
September 27, 2001	Dissolution Addendum added	Required addition
May 27, 2004	Clarified the roles of the Secretary and the Executive Representative on the School Planning Council. Revised the timing of general meetings.	
May 29, 2006	Redefined the Executive and added the DPAC representative and member at large	
April 9, 2013		
April 26, 2015	General reformatting and text additions to more closely follow the BCCPAC sample constitution	
Nov. 23, 2015	Final Revisions to changes proposed on Apr. 26, 2015 and notice to general membership of intent to pass new Constitution at Jan. meeting.	
Jan. 6, 2016	Minor additional changes and typos to the document revised Nov. 23, 2015 completed.	
Jan. 25, 2016	Revised Constitution accepted at the Glenbrook PAC meeting.	
May 5/9, 2017	Changes to the Constitution and Bylaws reviewed by the executive.	
May 29, 2017	Revised Constitution and Bylaws accepted at the Glenbrook PAC meeting	Changes include: Grad Committee will function as a standing committee of the PAC. All monies raised by the Grad Committee will be held in a sub-account of the PAC account