

KILLARNEY HIGH SCHOOL

Parent Advisory Council

Constitution and Bylaws

CONSTITUTION

Section I NAME

The name of the Association shall be the Killarney Secondary Parent Advisory Council (School District #39).

The Council will operate as a non profit organization with no personal financial benefit.

The business shall be unbiased towards race, religion, gender or politics.

Section II PURPOSES

1. To advise the school principal and staff on parental views about school programs, policies and activities;
2. To communicate with parents and to promote cooperation between the home and the school in providing for the education of children;
3. To assist parents in assessing the system, and advocate on behalf of parents and students;
4. To organize Killarney PAC activities and events;
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
6. To be a link to the DPAC , thus providing a parental voice to education decision making organizations effecting the school district.

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Section III RESOLUTION

RESOLVED that should the Killarney Secondary School Parent Advisory Council Society, which received charitable access, at any time dissolve or cease to exist, have any and all gaming monies or assets purchased with gaming funds held at the date of dissolution or cessation of existence these/they shall be distributed by the Killarney Secondary School Parent Advisory Council Society to a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act* (Canada), as may be determined by the members of the Society at the time of winding up or dissolution.

OR

such charitable organization or organizations in British Columbia having a similar charitable purpose.

RESOLVED FURTHER that the foregoing resolution shall not be altered or amended and shall continue to be binding on the Killarney Secondary School Parent Advisory Council Society.

RESOLVED FURTHER that the Killarney Secondary School Parent Advisory Council Society will provide its undertaking, by delivery of a copy of this resolution to the BC Gaming Commission, that it will abide by the limits on the application of its assets on dissolution as provided herein.

CERTIFIED to be a true and correct copy of a resolution unanimously passed by the Board of Directors of the Killarney Secondary School Parent Advisory Council at a meeting held on September 26, 2002.

SIGNED: Vivienne James (KPAC Chair)

Doreen Hwee KPAC Vice Chair

BYLAWS

Section IV(A) MEMBERSHIP - Killarney Parent Advisory Council

1. All parents and guardians of students registered at Killarney Secondary School may be voting members of the group; entitled to one vote per family at general and special meetings.
2. Administration and staff (teaching and non-teaching) of Killarney Secondary School may be non-voting members of the group;
3. Members of the school community who are not parents of students currently in the system may also be non-voting members of the group;
4. At no time shall the council have more non-voting than voting members.

Section IV(B) MEMBERSHIP - School Planning Councils

The Mandate

The School Planning Council must meet requirements outlined in the School Act:

*"By a date specified by the board, a School Planning Council must prepare and submit to the board a plan for the school in respect of improving student achievement and other matters contained in the board's accountability contract relating to the school."*8.3(2)

*"A School Planning Council must consult with the parents' advisory council during the preparation of the school plan."*8.3(3)

The School Planning Council provides advice to the School Board with respect to:

- allocation of staff and resources in the school
- matters contained in the board's accountability contract relating to the school
- educational services and educational programs in the school

The School Planning Council does not engage in discussion or provide advice regarding:

- personal/confidential information on students, teachers, parents or other employees
- complaints about individuals
- personnel matters

Structure

The School Planning Council consists of:

- the school principal
- one teacher representative elected by secret ballot from the teaching staff
- three representatives elected by secret ballot from the school's Parent Advisory Council (one representative must be an elected officer of the Parent Advisory Council)

Note: A parent is defined in the *School Act* as the:

- * guardian of the person of the student or child

- * person legally entitled to custody of the student or child, or
- * person who usually has the care and control of the student or child

Parent Advisory Council

- elects, by secret ballot, three representatives to the School Planning Council
- establishes or modifies its bylaws to establish a School Planning Council.
- establishes mechanisms, in collaboration with the principal, to promote effective two-way communication between the school community and the School Planning Council
- assists the School Planning Council as requested

Section V MEETINGS

1. There shall be an annual general meeting for the purpose of election of officers held in September of each year and additional general meetings shall be held for a total number of not less than 3 times per school calendar year;
2. The executive meetings shall be held at the discretion of the executive.
3. Additional meetings shall be held upon the receipt of a petition representing fifty percent (50%) of the voting delegates;
4. Meetings will be conducted efficiently and with fairness to the members present.

Section VI VOTING

1. The voting members present at any duly-called meeting shall constitute a quorum; see Section IV(A)1.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote;
3. In the case of a tie vote, the motion will be lost;
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted;
5. Voting shall be done by the show of hands.

Section VII ELECTION OF EXECUTIVE OFFICERS

(The group shall elect a slate of officers from the voting members for each school year. Number and position of executive members should be determine by organizational needs.)

1. The executive officers shall be elected at the first annual general meeting of the year, except that no employee/elected official of the school district or ministry of education shall hold an executive position; Only one parent/guardian may hold a position on the Killarney PAC Executive at the same time.
2. In the event of a vacancy on the executive during the year the Council shall elect the new officer who shall hold the office until the next election;
3. Elections shall be conducted by the PAC chairperson.

Section VIII TERM OF OFFICE

The term of office shall commence in September of each

1. year and shall be for one year;
2. No person may hold more than one elected executive position at any one time;

Section IX EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers (and the immediate Past-President if applicable);
2. The Executive Officers will be as follows:
 - 2.1 Chair
 - 2.2 Vice-Chair
 - 2.3 Secretary
 - 2.4 Treasurer
 - 2.5 Members-At-Large
 - 2.6 Past-President, if applicable

Section X DUTIES OF THE OFFICERS

A Chair

1. shall convene and preside at all membership, special and executive meetings;
2. shall prepare a list of items to be included in the agenda put forth by the Principal and teacher representative;
3. shall appoint committees where authorized to do so by the executive or membership;
4. shall be an ex-officio member to all committees;
5. shall take such action or ensure that such action are taken by others to achieve the objectives and purpose of the organization;
6. shall be the official spokesperson for the organization;
7. shall be a signing officer;
8. shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the school's office for safe keeping.

B VICE CHAIR

1. shall assume the responsibilities of the Chair in the Chair's absence;
2. shall accept extra duties as required;
3. shall be a signing officer.

C SECRETARY

1. shall record the minutes of membership, special and executive meetings;
2. shall distribute minutes from Council members;
3. shall issue correspondence on behalf of the organization;
4. shall safely keep all records of meeting and outgoing correspondence of the Council;
5. shall be a signing officer.

D TREASURER

1. shall be responsible for looking over the financial statements of the organization and ensure the accuracy of the statements;
2. shall be one of the signing officers of the statements;
3. shall, with the assistance of the executive, draft a budget and a tentative plan of expenditures from fund raising money;
4. shall ensure that another signing officer has access to the books in the event of his/her absence;
5. shall submit an annual report.

E MEMBERS AT LARGE

1. shall serve in a capacity, throughout their tenure to be determined by the Council as the needs of the Council might require.

F PAST CHAIR

1. shall help smooth transition between Chair;
2. shall assist and advise the Council;
3. shall act as a consultant for the present Chair.

Section XI COMMITTEE

1. Standing adhoc committee shall be formed when necessary;
2. Committees are responsible to the executive and members;
3. Member may be appointed annually to committees by the Chair (after consultation with the executive)

Section XII FINANCES

1. All funds of the organization will be on deposit in a bank or financial establishment under the Bank Act;
 2. The executive shall name at least three (3) signing officers. Two (2) signatures will be required for all banking and legal documents;
 3. A need for audit will be agreed upon by the members at any meeting, whereupon an independent auditor will be appointed as needed.
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Section XIII CONSTITUTION AND BYLAW AMENDMENTS

- A Amendments to the Constitutions and Bylaws of the Killarney Secondary Advisory Council may be made at any meeting at which business is conducted, providing:
1. Written notice of the meeting has been given to all members (14 days minimum);
 2. The notice of the meeting included notice of the specific amendment proposed;
 3. A two-third (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-law.

Section XIV CODE OF CONDUCT

An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and the people involved.

- A A parent who accepts the position as an PAC executive member:
- 1) Upholds the constitutions and by-law, policies and procedures of the PAC;
 - 2) Performs his/her 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 members ensuring that representation processes are in place;
 - 6) Works to ensure that issues are resolved through due process;
 - 7) Strives to be informed;
 - 8) Respects all confidential information.

Section XV DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership of the final General Meeting.
2. In the event of the dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 39 in the person of the principal of the school.

Section XVI SCHOOL PLANNING COUNCIL
(drafted using VSB Draft amended Oct 2, 2002)

Purpose and Role of School Planning Council

1. The role of the School Planning Council is:
 - a. Involved in the preparation of a proposed School Growth Plan (as per the School Growth Process) and provides final approval.
 - b. Consultation on matters referred to it by the School Board, Superintendent or the Superintendent's designate.
 - c. Consultation on matters referred to it by the membership.
 - d. Functions assigned in these procedures.
2. The following are not within the mandate of the School Planning Council:
 - a. Personal and confidential information on students, parents, teachers and other employees.
 - b. Performance or conduct of individual employees, students and parents.
 - c. Terms and conditions of individual employment contracts.
 - d. Activities beyond the advisory and consultative roles set out in the *School Act* and this policy.

Membership

1. The principal of the school, one teacher representative and three parent representatives elected by secret ballot from the PAC (one representative must be an elected officer of the PAC) comprise the membership of the School Planning Council for the school.
2. The School Planning Council shall invite a student representative to attend and participate in their meeting. Pursuant to the *School Act*, the student representative shall not have a vote, but will be consulted on matters referred to in Section 1, the role of the School Planning Council.
3. By November 30th of each year, the PAC shall elect, by secret ballot, three members to be its representatives on the School Planning Council for a term of not more than one year. One of the elected School Planning Council members must be an officer of the PAC.
4. An employee/elected official of the School District Ministry of Education is not eligible for election or appointment to the School Planning Council.
5. Teachers and Parent Advisory Council members may elect alternate representatives.

Meetings

1. School Planning Councils may invite others to attend and/or participate in their meetings but no such guest shall have a vote.
2. Alternates will have observer status if not attending as a designated representative.
3. School Planning Councils shall meet three times per school year, as decided at the inaugural meeting. Additional meetings may be convened if necessary.

4. A quorum shall be the principal (or vice-principal alternate) and two other members or their alternates.
5. The School Planning Council may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.
6. Any member may place an item on the proposed agenda of the next meeting by request to the chair. Agendas shall be provided at least one week in advance, but this shall not prevent members from adding matters to the agenda for discussion without prior notice.
7. The chair shall ensure that a record of meetings held and a general summary of subjects discussed and decisions made are archived at the school.

Decision Making

1. School Planning Councils shall operate on consensus. Votes are not taken except on the approval of a proposed School Growth Plan. If consensus cannot be reached on matters other than the School Growth Plan it will be reflected in the meeting record. Members may submit individual reports to their district liaison officer. The Superintendent or designate shall act as a district liaison officer for School Planning Councils and will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee, and may designate another Board officer or employer to attend in his or her place.
2. A vote shall be held to approve the proposed School Growth Plan before submission to the School Board as required by the *School Act*. Each member shall have one vote. The chair shall vote at the same time as other members. Alternates may vote if they are designated representatives for that meeting.

Financial

1. A School Planning Council has no power to raise or expend money.
Note: There is no budget.
2. No member of a School Planning Council shall receive any remuneration for acting as a member of the Council.

Annual School Growth Plan

1. A School Planning Council must consult with the school's Parent Advisory Council during preparation of the School Growth Plan. Consultation shall be, at a minimum, a presentation at a Parent Advisory Council meeting, of which notice has been given to parents in accordance with Parent Advisory Council bylaws. The School Planning Council shall provide the Parent Advisory Council with a reasonable opportunity for input into the School Growth Plan and consider such input in their preparation of the School Growth Plan.
2. A School Planning Council will also consult with students, teachers, and other members of the school community regarding preparation of the School Growth Plan. Such consultation shall be, at a minimum, availability of the proposed draft School Growth Plan to students and employees in the school. The principal shall provide students and employees with reasonable opportunities for input into the School Growth Plan and forward that input to the School Planning Council. The School Planning Council will consider what other groups and individuals who are important

to the life of the school should be included in the consultation and how to communicate with them.

Confidentiality and Conduct

1. If the School Planning Council is provided with confidential information the members of the Council are expected not to disclose such information without authorization of the School Board and to abide by any restrictions or conditions placed on disclosure of the information.
2. It is expected that parent representatives will function as representatives of all school families and represent their community of interest, not the interests of any subgroup.
3. Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the rulings of the chair.
4. Any member of a School Planning Council may request a district liaison officer (see Decision Making 1.) to assist the School Planning Council in resolving a disputed matter or improving its processes.
5. Any complaint about the functioning of the School Planning Council should be made to the Council through its chair. If the complaint is not resolved, then the complainant may address the complaint to the district liaison officer.
6. If, following an investigation, a member of a School Planning Council has been found guilty of misconduct, including but not limited to breach of confidentiality, the School Board may either discharge the member and request that a new member be elected, or may appoint a new member if elections are not feasible. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.