

# **John Stubbs PAC Constitution and Bylaws**

## **Constitution**

### **Section 1 - Name**

The name of the organization shall be the Ecole John Stubbs Memorial School Parent Advisory Council (school district NO. 62), otherwise referred to as John Stubbs PAC.

### **Section 2 - Purposes**

1. To advise the school administration 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.
3. To assist parents in accessing the school system and to advocate on behalf of parents and students.
4. To organize and promote PAC activities and events in conjunction with the administration and staff of John Stubbs School.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

### **Section 3 - Membership**

1. All parents and guardians of school students registered at Ecole John Stubbs Memorial School are entitled to be voting members of the organization.
2. Administration and staff (teaching and non-teaching) of John Stubbs Memorial School may be members of the organization, but will not have a vote.
3. Members of the school community who are not parents of students currently enrolled in Ecole John Stubbs Memorial School may also be non-voting members of the organization.
4. Every member shall uphold the constitution and bylaws of John Stubbs PAC.

### **Section 4 - Dissolution**

1. Should the John Stubbs PAC at any time dissolve or cease to exist:
  - i. Any and all gaming monies or assets purchased with gaming funds and still held at the date of dissolution or cessation of existence shall be distributed by the John Stubbs PAC to Ecole John Stubbs Memorial School for the benefit of the students;
  - ii. Upon payment of any outstanding debts, all remaining non-gaming funds shall be distributed by the John Stubbs PAC to Ecole John Stubbs Memorial School for the benefit of the students; and

iii. All records of this organization shall be placed under the jurisdiction of School District No. 62 (Sooke) in the possession of the Principal of Ecole John Stubbs Memorial School.

2. The foregoing section shall not be altered or amended and shall continue to be binding on the John Stubbs PAC.

# John Stubbs PAC Constitution and Bylaws

## Bylaws

### Section 1 - Meetings

1. There shall be an annual general meeting in June of each year for the purpose of election of Officers. A general meeting shall also be held in September to approve the budget.
2. Additional General meetings shall be held at the discretion of the executive.
3. A Special meeting shall be held in the event of a recall of Executive.
4. Executive meetings shall be held at least once a month during the school year to conduct current business.
5. Meetings will be conducted efficiently and with fairness.
6. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

### Section 2 - Quorum and Voting

1. The voting members present at any duly called General meeting shall constitute a quorum.
2. The quorum for Executive meetings shall be 60% of the current elected executive officers.
3. Motions arising at any meeting shall be decided upon by a simple majority vote.
4. In case of a tie vote the motion will fail.
5. Members must be present at meetings in order to vote; voting by proxy is only allowed during online meetings.
6. Voting shall be done by a show of hands unless a secret ballot is requested. Election of Officers shall be done by secret ballot.

### Section 3 - Executive Officers

1. The affairs of John Stubbs PAC shall be managed by a board of elected executive officers.
2. The Executive Officers will be as follows:
  - A. President
  - B. Vice President
  - C. Treasurer

- D. Secretary
  - E. School Planning Council (SPC)
  - F. Sooke Parents Education Advisory Council (SPEAC) Representative (2)
  - G. Director at Large (4)
3. In the event that an executive position is not filled by election at an annual general meeting the elected officers may appoint a voting member to that position or that position may be left vacant.
  4. Additional individuals invited to attend executive meetings (in an non-voting capacity) include:
    - A. Immediate past president (if available)
    - B. School administrators
    - C. PAC program coordinators/chairpersons
    - D. Any parent or guardian of students registered at Ecole John Stubbs Memorial School

**E. Section 4 - Duties**

All elected Officers shall attend all General and Executive meetings.

**A. President**

- a. Shall convene and preside at all General, 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 of all committees except the Nominating Committee.
- e. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization.
- f. Shall be the official spokesperson for the organization.
- g. Shall liaise with the school administration.
- h. Shall be a signing officer.
- i. Shall submit an Annual Report.

**B. Vice President**

- a. Shall assume the responsibility of the President in the President's absence.
- b. Shall initiate the Nominating Committee.
- c. Shall chair the Nominating Committee, unless standing for office, in which case they shall designate a chair.
- d. Shall accept extra duties as required.
- e. May be a signing officer.
- f. Shall submit an Annual Report.

**C. Secretary**

- a. Shall record the minutes of the General, Special and Executive meetings.
- b. Shall post minutes within 10 days, where they will be available to John Stubbs PAC members.
- c. Shall keep an accurate copy of the Constitution and Bylaws. If and when amendments are made, a copy of the new document dated and initialed shall be submitted to SPEAC.
- d. Shall be responsible for preparing, editing and publishing any newsletters or notices of John Stubbs PAC.
- e. Shall issue and receive correspondence on behalf of the organization.
- f. Shall safely keep copies of all records of John Stubbs PAC.
- g. Shall be responsible for the maintenance of the PAC library.

- h. May be a signing officer.
- i. Shall submit an annual report.

D. Treasurer

- a. Shall maintain accurate records and accounts for all PAC financial transactions.
- b. Shall be responsible for monthly reports on the accounts of the organization.
- c. Shall, in consultation with the Executive and school staff, draft the budget and a tentative plan of expenditures.
- d. Shall ensure that other Executive Officers have access to books in event of his or her absence.
- e. Shall be a signing officer.
- f. Shall submit an Annual Report.
- g. Shall store a copy of all records on school property in the designated location. Financial records must be kept for 7 years.
- h. Will be in attendance to count and take charge of monies for major fundraising events or if unable to attend appoint another Executive member to do so.

E. SPC representative

- a. The SPC will consist of the principal, an elected teacher representative and three elected representatives of the PAC, one of the PAC representatives must be an elected executive member.
- b. The term of office on the school planning council must be no more than one year.
- c. Must be elected by secret ballot.
- d. In the event that all three positions are not filled, the School Board may appoint a person to fill a vacancy.
- e. Shall attend SPC meetings.
- f. Shall represent John Stubbs PAC views at SPC meetings.
- g. Shall report back to John Stubbs PAC.
- h. Shall seek input from John Stubbs PAC.

F. SPEAC representative

- a. Shall attend SPEAC meetings.
- b. Shall represent John Stubbs PAC views at SPEAC meetings.
- c. Shall report back to John Stubbs PAC.
- d. Shall seek input from John Stubbs PAC.
- e. Shall submit an Annual Report.

G. Director at Large (4)

- a. Shall serve in the capacity to be determined by John Stubbs PAC at the time of their election, and at other times throughout their tenure, as the needs of John Stubbs PAC might require.
- b. Shall submit an Annual Report.

H. Immediate Past President (if available)

- a. Shall help smooth transition between Presidents.
- b. Shall assist and advise John Stubbs PAC.
- c. Shall act as a consultant for the President.
- d. Shall not have a vote at executive meetings.
- e. Shall submit an annual report.

## **Section 5 - Election of Executive Officers**

1. The Executive Officers shall be elected from the voting members at the Annual General Meeting except that no employee/elected official of the School District or Ministry of Education shall hold an Executive position.
2. Call for nominations shall be made in the spring, a minimum of four weeks (28 days) before the elections are to be held.
3. In the event of a vacancy on the Executive during the year, the remaining Executive Officers shall appoint a member who shall fill the vacancy until the next election.
4. Elections shall be conducted by the Nominating Committee chairperson.
5. Scrutineers shall be appointed by the Nominating Committee Chairperson at the time of the elections from amongst non-voting members in attendance.
6. A vote shall be taken to destroy the ballots.

## **Section 6 - Term of Office**

1. The term of office shall commence June 1 until May 31<sup>st</sup> and shall be for one school year.
2. Any elected member of John Stubbs PAC may serve on the executive for as many years as she/he is elected to a position, but no person may hold any one position for more than three consecutive years. With the exception of SPC officers whose term is one year.
3. The position of President, Vice President, Secretary and Treasurer must be filled by four separate individuals.
4. The immediate Past President shall hold that office for one year.

## **Section 7 - Finances**

1. A budget and tentative plan of expenditures shall be drawn up by the Treasurer (in consultation with the Executive and school staff) and presented for approval at the General meeting prior to the end of September of each year
2. Any non-budgeted expenditures in excess of \$150 must be approved first at a General meeting.
3. All funds of John Stubbs PAC will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The Executive shall name at least three signing officers, including the Treasurer and the President for banking and legal documents. Two signatures will be required for these documents.

5. A monthly Treasurer's report shall be presented to all members present and will be made available publicly. The Treasurer shall also prepare an Annual Financial Statement at the fiscal year end, to be presented at the September General Meeting.
6. The fiscal year of John Stubbs PAC shall be from August 1 to July 31.
7. At the June General meeting an individual at arms length from the Executive, who has accounting experience, shall be appointed to review the John Stubbs PAC financial records.
8. Any executive member should familiarize themselves with the bank policies prior to accepting a position.
9. If the PAC chooses to seek Corporate sponsorship for any major project they must follow the School District No. 62 guidelines.

### **Section 8 - Committees**

1. Committees shall be appointed by the President, in consultation with the Executive as the need arises.
2. The Nominating Committee shall be appointed annually before the June General meeting.
3. Committees are responsible to the Executive.
4. The acting Coordinator/Chairperson of each Committee shall work in conjunction with the Executive, attending Executive meetings as necessary.
5. Each Coordinator/Chairperson shall present a written report to the Executive upon completion of the Program or Event or upon transfer of duties.
6. All committees shall be dissolved when their duties are completed or when recommended by the Executive.

### **Section 9 - Constitution and bylaws amendments**

Amendments to the Constitution and Bylaws of John Stubbs PAC may be made at any General meeting at which business is conducted, providing:

1. Prior written notice of the meeting has been given to all members (fourteen calendar days minimum); and
2. The notice of the meeting included notice of the specific amendments proposed; and
3. A two thirds (2/3) majority vote of those voting members present at the meeting approve the amendments.

## **Section 10 - Code of Conduct**

1. John Stubbs PAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive member who is approached by a parent with concerns relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position within John Stubbs PAC must:
  - a. Uphold the constitution and bylaws, policies and procedures of John Stubbs PAC.
  - b. Perform her/his duties with honesty and integrity.
  - c. Work to ensure that the well-being of students is the primary focus of all decisions.
  - d. Respect the rights of all individuals.
  - e. Take direction from the members, ensuring the representation processes are in place.
  - f. Encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process taking forward concerns.
  - g. Work to ensure that issues are resolved through due process.
  - h. Strive to be informed and pass on information that is reliable and correct.
  - i. Respect all confidential information.
  - j. Support public education.
  - k. Upon acceptance of position, read this document and sign acknowledgement that this document has been read and understood.

## **Section 11 - Removal of Executive Officers by Members**

The members may, by Special Resolution, remove any Executive Officer before the expiration of her/his term of office, and may elect a successor to complete the year. Grounds for removal shall include; failure to abide by this Constitution and Bylaws (including the code of conduct) or two (2) unexcused absences from meetings.



## Definitions

**AT ARMS LENGTH:** Not directly involved financially or personally

**BCCPAC:** British Columbia Confederation of Parent Advisory Councils Provincial level PAC organization

**EX OFFICIO:** Automatic entitlement due to one's position

**EXECUTIVE MEETING:** Business meeting at which only Executive Officers have a vote

**GENERAL MEETING:** All members of the PAC are invited and have a vote

**MOTION (to make a motion):** To propose or suggest; especially, to propose formally, as in a meeting

**NOMINATING COMMITTEE:** A group of three or more members who prepare and distribute a call for nominations and conduct elections

**QUORUM:** The minimum number of members required to be present at a meeting before it can validly proceed to conduct business

**ROBERT'S RULES OF ORDER:** A standard manual of parliamentary procedure

**SCRUTINEER:** A person who checks ballots and counts votes

**SPC:** School Planning Committee

**SPEAC:** Sooke Parents Education Advisory Council district level PAC

**SPECIAL RESOLUTION/SPECIAL GENERAL MEETING:** An extraordinary motion raised by the membership (e.g. removal of an Executive Officer dissolution of the PAC etc.)

This process requires written notice, signed by at least 30 voting members. The notice must include a brief explanation of the proposed motion; and must be circulated to the Principal and all Executive Officers. The special resolution is voted upon at a Special General Meeting, held 14 to 30 days after the notice is circulated.

