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Adopted October 26, 2015

CONSTITUTION

SECTION I NAME

The name of the association shall be the CORRELIEU PARENT ADVISORY COUNCIL.

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 orientation, sexual orientation, or politics.

SECTION II PURPOSES OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and well-being of students in Correlieu Secondary School.

1. To advise the principal and staff on parents' views on any matter relating to the school-programs policies, plans and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of the children.
3. To assist parents in accessing the system and to provide advocacy and support for individual children and their parents.
4. To organize PAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.28 (Quesnel, B.C.) having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbian Gaming Commission, as 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 the principal of Correlieu Secondary School.

SECTION IV INTERPRETATION OF TERMS

Parents - the parent/parents or guardian of a child in School District No.28.

Parent Advisory Council - any organized group of parents recognized under the British Columbia School Act.

School- any public elementary or secondary educational institution School District No.28 (Quesnel).

District - School District No.28 (Quesnel).

SD28 - School District No.28 (Quesnel).

DPAC - The Quesnel District Parent Advisory Council, which is recognized by the Board of Trustees of School District No.28, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

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

CONSTITUTION AND BYLAWS OF CORRELIEU PAC

BYLAWS

SECTION V MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Correlieu School are voting members of the Parents Advisory Council.
2. Administration and staff (teaching and non-teaching) of Correlieu Secondary School who are parents of students at Correlieu Secondary School may be voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.

SECTION VI MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. An Annual General Meeting shall be held in September each year and at least fourteen (14) days written notice specifying time and place shall be given to all members of the PAC.
3. Executive meetings may be held anytime or place deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
4. If procedural problems arise on a issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
5. A Council meeting shall not be a forum for the discussion on individual personnel, students, parents; or other individual members of the school community.

SECTION VII QUORUM AND VOTING

A. QUORUM

1. At a general meeting of members a quorum shall consist of four voting members, two of which must be executive.

B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall be determined at the discretion of the council.
4. 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.
5. The election of representatives to the School Planning Council must be by secret ballot.

SECTION VIII ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No elected official of the school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by PAC) who will hold office until the next

CONSTITUTION AND BYLAWS OF CORRELIEU PAC

election.

4. The Nominations Chairperson shall conduct elections.
5. Three parents to the School Planning Council shall be elected annually from parents of the students enrolled in the school, who are not employees of any school district. One of the parents must be an elected officer of the Parent Advisory Council.

SECTION IX TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. The term of office for School Planning Council representatives shall be for one year.
3. No person may hold anyone position for more than four consecutive years.
4. No person may hold more than one elected executive position at any one time.
5. The Past Chairperson shall hold that office for 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
 - C. Treasurer
 - D. Secretary
 - E. Quesnel and District PAC Representative
 10. F. Past Chairperson

SECTION XI DUTIES OF OFFICERS

A. The Chairperson shall:

1. Convene and preside at membership, special and executive meetings
2. Ensure that an agenda is prepared and presented
3. Know the constitution and bylaws and meeting rules
4. Know where to find resources to assist members
5. Appoint committees where authorized to do so by the executive membership
6. Consult PAC regularly
7. Ensure that PAC is represented in school and school district activities
8. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
9. Be the official spokesperson for the organization
10. Be a signing officer
11. Submit an annual report

B. The Vice Chairperson shall:

1. Assume the responsibilities of the Chairperson in the Chairperson's absence or
 - a. upon request
2. Assist the Chairperson in the performance of his/her duties
3. Be a signing officer
4. Submit an annual report

C. The Secretary shall:

1. Ensure that members are notified of meetings.
2. Record the minutes of general, special and executive meetings and have the minutes available within two weeks of the meeting.
3. Keep an accurate and up to date copy of the Constitution and Bylaws and have copies available for members upon request
4. Issue and receive correspondence on behalf of the organization
5. May be a signing officer
6. Safely keep all records of the council
7. Submit an annual report

D. The Treasurer shall:

1. Be one of the signing officers on the executive
2. Receive all monies for the council and account for all expenditures to the executive, when required
3. Disburse funds authorized by the council
4. Maintain an accurate record of all expenditures of the Council
5. Give a report of all receipts and expenditures at all general meetings
6. Deposit funds collected on behalf of the Council in account at a recognized financial institution approved by the PAC
7. Make books available for viewing by members upon request
8. Have the books ready for inspection or audit annually
9. With the assistance of the executive, draft a budget and tentative plan of expenditures as per section XIV
10. Ensure that another signing officer has access to the books in the event of his/her absence
11. Submit an annual financial statement at the Annual General Meeting
12. The treasurer may issue cheques for PAC expenditures not exceeding fifty dollars (\$50) without special authorization. Any expenditure over fifty dollars (\$50) may be approved by a majority of the membership.

E. The Past Chairperson shall;

1. Help smooth the transition between chairpersons
2. Assist, advise, and support the council
3. Provide information about resources, contacts, and other essential information to the Council
4. Act as a consultant for the Chairperson
5. Chair the nominating committee
6. Submit an annual report

F. The Quesnel and District PAC Representative shall:

1. Attend DP AC meetings
2. Report back to the PAC
3. Seek input from the PAC on DP AC issues

G. The School Planning Council Representative shall:

1. Be one of three elected SPC representatives
2. Represent and speak on behalf of the PAC at SPC meetings
3. Take direction from the general PAC membership
4. Report back to the PAC at general meetings

CONSTITUTION AND BYLAWS OF CORRELIEU PAC

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 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. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all these documents
5. A treasurer's report shall be presented at each general meeting
6. Member's at a general meeting may appoint an auditor

SECTION XIV CONSTITUTION AND BYLAW AMENDMENTS

1. No part of these bylaws may be repealed, amended or enlarged except by special resolution proposed in writing to the secretary fourteen (14) days in advance of and passed by two-thirds (2/3) of the voting members at the Annual General Meeting.
2. The notice of the meeting shall include the proposed amendments
3. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safe keeping only.

SECTION XV REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, by majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her 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 14 days before the meeting

SECTION XVI PROPERTY IN DOCUMENT

All documents, records, minutes, correspondence or other papers kept by a member, executive member; or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the chairperson when the member, executive member, or committee member ceases to perform the task to which the paper relate.

CONSTITUTION AND BYLAWS OF CORRELIEU PAC

Adopted by _____ PAC at _____,

British Columbia on _____ 20 ____.

Signed: Chairperson

Secretary

Printed: Chairperson

Secretary

CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member:

Upholds the constitution and bylaws, policies and procedures of the electing body

1. Performs his/her duties with honesty and integrity
2. Works to ensure that the well-being of students is the primary focus of all decisions
3. Respects the rights of all individuals
4. Takes direction from the members, ensuring representation processes are in place
5. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking action
6. Works to ensure those issues are resolved through due process
7. Strives to be informed and only passes n information that is reliable
8. Respects all confidential information
9. Supports public education

I, the undersigned, in accepting the position of _____ on the Correlieu 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 electing body, should there be any concerns about my work.

Statement of Understanding

Name of Executive Member: _____

Signature: _____

Date: _____ Phone Number: _____