

MOUNT BOUCHERIE PARENT ADVISORY COUNCIL
CONSTITUTION
FEBRUARY 2021

ARTICLE I: NAME

The name of this organization shall be Mount Boucherie Parent Advisory Council, hereafter called MBSS PAC.

MBSS PAC will operate as a non-profit organization with no personal financial benefit.

The business of the MBSS PAC shall be unbiased towards race, religion, gender, sexual orientation, gender identity, physical and mental abilities, or politics.

ARTICLE II: PURPOSE

1. To support, encourage and improve the quality of education and the well-being of students at Mount Boucherie Secondary School.
2. To advise the principal and staff on matters relating to the school programs, policies, plans, and activities.
3. To provide a link between parents, students, educators, administrators, staff, School Board and the Provincial Ministry in exchanging ideas and concerns about education matters pertaining to the school community.
4. To communicate with parents and to promote cooperation between the home and school in providing for the education of students.
5. To assist parents in accessing the system in order to advocate for their students.
6. To promote the involvement of parents and foster meaningful parent participation.
7. To support Mount Boucherie Secondary School in the implementation of its Mission Statement.
8. To assist parents in understanding their rights and responsibilities within the educational system.

ARTICLE III: CHANGING THE CONSTITUTION

1. Any changes shall require written notice to the MBSS PAC at least one meeting prior to the meeting at which the vote will be taken.

2. All motions to amend shall require a two-thirds majority vote of the members present.
3. A copy of this Constitution shall be forwarded to SD23.

CERTIFIED to be a true and correct copy of a resolution unanimously passed by the Board of Directors on the Mount Boucherie Parent Advisory Council at a meeting held

on : February 22, 2021

SIGNED: Ausan Dair SIGNED: 

MOUNT BOUCHERIE PARENT ADVISORY COUNCIL

BYLAWS

FEBRUARY 2021

ARTICLE I: MEMBERSHIP

1. All parents and legal guardians of students currently attending Mount Boucherie Secondary School shall be voting members. This shall include school administration and staff who are parents and/or legal guardians of students in the school.

ARTICLE II: EXECUTIVE OFFICERS

1. The council shall elect a slate of officers from the voting members for each school year.
2. The executive shall include: President, Vice-President, Secretary, Treasurer, Representative to the Central Okanagan Parent Advisory Council (COPAC).
3. Upon accepting a position every Executive Officer must submit a Criminal Record Check form to the school prior to the next general meeting if one is not already on file with the school.
4. No member shall hold more than one office at any one time and no member may hold the same office for more than two consecutive years, except under extraordinary circumstances.
5. The Executive Committee shall carry out such commitments as may be assigned it by the MBSS PAC; it may make suggestions and recommendations and may transact routine and emergency business.
6. In the event of a vacancy in the Executive during the year, the executive shall make a call for nominations at the earliest meeting; if no nominations come forward, the Executive shall appoint a new officer who shall hold office until the next election.

ARTICLE III: DUTIES OF OFFICERS

A. The President shall:

- 1) convene and preside at all 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 or membership
- 6) consult PAC members regularly
- 7) facilitate PAC representation 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) be responsible for the issuing and receiving of correspondence on behalf of the PAC

B. The Vice-President shall:

- 1) assume the responsibilities of the President in the President's absence or upon request
- 2) assist the President in the performance of their duties
- 3) accept extra duties as required
- 4) may be a signing officer

C. The Secretary shall:

- 1) record the minutes of all meetings
- 2) keep an accurate and up-to-date copy of the Constitution and Bylaws and make copies available for members upon request
- 3) may be a signing officer
- 4) ensure approved minutes are posted to the MBSS website
- 5) safely store the minutes of the MBSS PAC meetings
- 6) pass on the minutes to incoming Secretary

D. The Treasurer shall:

- 1) be one of the signing officers
- 2) receive all funds for the MBSS PAC
- 3) disburse funds authorized by the Executive or members
- 4) maintain an accurate record of all expenditures of the MBSS PAC
- 5) give a report of all receipts and expenditures at all general meetings
- 6) have current bank statements available for review at all general meetings
- 7) deposit all funds collected on behalf of the MBSS PAC in an account at a recognized financial institution approved by the PAC
- 8) make books available for viewing by members upon request
- 9) have the books ready for inspection or audit annually
- 10) with the assistance of the executive, draft a budget and tentative plan of expenditures
- 11) ensure that another signing officer has access to the books in the event of their absence
- 12) provide a year end financial summary at the Annual General Meeting of the MBSS PAC

E: The COPAC Representative shall:

- 1) attend PAC and COPAC meetings
- 2) seek and give input on behalf of the PAC to the COPAC
- 3) report back to the PAC

ARTICLE IV: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members.

ARTICLE V: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in September of each year. Written notice will be given no less than two weeks prior to date of meeting.
3. There shall be no less than seven (7) general meetings per year, one of those being the AGM.
4. Executive meetings shall be held only when necessary at the call of the President.
5. If procedural problems arise on an issue not covered in these bylaws, "Robert's Rules of Order Revised 1915 Version. Public Domain" shall be used to resolve the issue.
6. A MBSS PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
7. An administrator of Mount Boucherie Secondary School, although not a member, shall act as a liaison.

ARTICLE VI: QUORUM

1. A quorum shall constitute no less than three members – two of whom are executive voting members.
2. All voting shall take place at the general meetings.

ARTICLE VII: VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. The chair of the meeting can break a tie.
3. Members must vote personally on all matters. Voting by proxy shall not be permitted.
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.

ARTICLE VIII: ELECTION OF EXECUTIVE OFFICERS

1. Nominations shall be called for and may be made from the floor at the Annual General Meeting, provided the consent of the nominee is given.
2. Any parent with a conflict of interest within the school community cannot be consider for or hold an executive position.

ARTICLE IX: TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall hold office until their successors are installed.
2. No person may hold any one position for more than two consecutive years except under extraordinary circumstances.
3. No person may hold more than one elected executive position at any one time.

ARTICLE X: AMENDMENTS

1. These Bylaws may be amended at any regular meeting by a two- thirds (2/3) vote, providing the proposed amendment has been submitted at a previous meeting of the council.
2. A copy of the amended Bylaws shall be submitted to the Secretary Treasurer of School District #23.

ARTICLE XI: FINANCES

1. The MBSS PAC shall determine the distribution of all PAC funds.
2. The treasurer must submit an annual financial report to the Annual General Meeting.
3. The executive must ensure a minimum \$200.00 balance of unallocated total funds in MBSS PAC's banking accounts at all times.
4. The executive shall have authority to approve expenditures up to the amount of \$200.00 without the consent of the General Meeting.

ARTICLE XII: CODE OF ETHICS

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

1. Upholds the Constitution, Bylaws, policies, and procedures of the electing body
2. Performs their duties with honesty and integrity.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those 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.

ARTICLE XIII: REMOVAL OF AN EXECUTIVE OFFICER

The procedure for the removal of any elected officers before the expiration of their term shall be as follows:

- a. A meeting shall be held including the Executive and any parents concerned to discuss the issue and decide if there needs to be a general meeting.
- b. If a general meeting is needed, 2 weeks' notice declaring the intent of the meeting must be provided to all parents/guardians.
- c. At the general meeting, a 2/3 majority vote is required to remove officers.
- d. A replacement officer will be appointed at the discretion of the remaining Executive.

ARTICLE XIV: DISSOLUTION CLAUSE

A. Circumstances of Dissolution

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the MBSS PAC.
2. Written notice specifying the intention to propose the resolution to dissolve the MBSS PAC shall be given to the members a minimum of 30 days before the meeting.
3. The MBSS PAC shall dissolve on permanent closure of the school by School District No. 23 - Central Okanagan or by the Province.

B. Distribution of Assets

1. On dissolution of the MBSS PAC by the members under Circumstances of Dissolution subsection (2), the assets of the MBSS PAC after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
2. On permanent closure of the school under Circumstances of Dissolution subsection (3), the assets of the MBSS PAC, after payment of all debts, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
3. On dissolution of the MBSS PAC any funds remaining in the MBSS PAC Gaming account shall be dispersed in accordance with the rules and regulations of the BC Gaming Commission.
4. After dissolution, all records of the MBSS PAC shall be placed under the jurisdiction of School District No. 23, either with the principal of MBSS or the district office, which ever is deemed appropriate.