



## **GEORGES P. VANIER SECONDARY PARENT ADVISORY COUNCIL**

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Comox Valley School District #71



### **CONSTITUTION OF THE G.P. VANIER PAC**

**Adopted January 2005 at the Annual General Meeting.**

#### **THE ROLE OF THE COUNCIL**

#### **ARTICLE 1**

- Section 1: To ensure continuing community awareness of the importance of parental and community involvement in educational decision-making.
- Section 2: To provide the opportunity for parents/guardians to exercise their educational responsibilities regarding their child's social and emotional development and to provide recommendations and/or input there to.
- Section 3: To provide a democratic structure for community involvement that ensures implementation of these objectives.

## BYLAWS OF THE G.P. VANIER PAC

### ARTICLE 1      MEMBERSHIP

Section 1:    Membership consists of the parents/guardians of students enrolled in G.P. Vanier Secondary School.

### ARTICLE 2      OFFICERS

Section 1:    **Executive** - The Table Officers of the Council shall be the Chairperson, The Vice Chairperson, the Secretary, the Treasurer, and a District Parents Advisory Representative.

Section 2:    **Executive Meetings** - The Table Officers shall meet as required.

Section 3:    **Voting**

- A. Voting at Executive Meeting shall be ONE vote per member.
- B. Decisions which are ratified by an affirmative vote at Executive Meetings shall be brought to the next General Meeting, as recommendation to the general membership.

Section 4:    **Elections**

- A. Elections of Table Officers (See Article 2, Section 1) will be on an Annual basis and will be conducted at the ANNUAL GENERAL MEETING.
- B. Voting may be conducted by secret ballot.

### ARTICLE 3:    DUTIES OF OFFICERS

Section 1:    **Chairperson**

- A. The Chairperson shall preside at all General and Executive Meetings of the Council, and shall perform such duties pertaining to the office.
- B. The Chairperson shall be liaison officer to meet with school representatives.
- C. The Chairperson shall call executive meetings.

- Section 2: **Vice Chairperson**
- A. In the absence of the Chairperson, the Vice Chairperson shall perform the duties pertaining to the office of the Chairperson.
- Section 3: **Secretary**
- A. The Secretary shall record and prepare for distribution, the minutes of all Executive and General Meetings
- Section 4: **Treasurer**
- A. The Treasurer shall handle the finances of the Council.
- Section 5: **District Parents Advisory Council (DPAC) Representative**
- A. The DPAC Representative shall be liaison officer to meet with DPAC

#### **ARTICLE 4: MEETINGS**

- Section 1: **Location**
- A. Meetings will be held at G.P. Vanier Secondary School, or other locations, upon recommendations of the membership.
- Section 2: **Times**
- A. A minimum of one General Meeting shall be held during every school month, except December, March and June, and at other times as required.
- Section 3: **Minutes**
- A. The minutes of the General Meeting shall be taken by the Secretary.
  - B. Minutes will be presented and adopted at each meeting.
- Section 4: **Voting**
- A. A majority vote at a General Meeting shall decide any issue.
  - B. Each Council member shall have ONE vote.
- Section 5: **Annual General Meeting**
- A. Annual General Meeting shall be the SEPTEMBER meeting of the Council.

**Section 6: Quorum**

- A. A quorum shall consist of four members of the Georges P. Vanier Parent Advisory Council, of which two must be executive members.

**Section 7: Attendance**

- A. Attendance at General Meetings is open to G.P. Vanier Parents Advisory Council members.

**Section 8: Procedures**

- A. Procedure in meetings shall be conducted under the revised edition of Roberts' Rules of Order.
- B. Any outgoing correspondence indicating G.P. Vanier Parents Advisory Council endorsements, must be agreed upon by majority vote at a General Meeting.
- C. Requests for presentations must be voted on one meeting prior to presentation taking place.

**ARTICLE 5: FINANCES**

- Section 1: All monies generated by the PAC through fund raising shall be held in a separate non-gaming bank account as per legal requirements. All monies generated through gaming revenue shall be held in separate bank account as per legal requirements. Decisions concerning expenditures shall be majority vote.

**ARTICLE 6: CONSTITUTION & BYLAWS AMENDMENTS**

- Section 1: Amendments to the Constitution and Bylaws of the Council may be made only at General Meetings.

- Section 2: Such amendments require that a notice of motion be forwarded to the membership. Such notice(s) of motion be circulated a minimum of 1(one) month prior to a General Meeting.

- Section 3: A SIMPLE MAJORITY of members present is required for passage of a Constitution or Bylaw amendment. A SIMPLE MAJORITY being 51%.

## **ARTICLE 7: CODE OF ETHICS**

Section 1: The Council shall be non-commercial, non-political and non-partisan. Concerns regarding specific teachers, parents/guardians or students are NOT to be raised during the course of any meeting of the Council.

## **ARTICLE 8 DISSOLUTION**

Section 1: In the event that the school is permanently closed, the Parents Advisory Council shall be dissolved.

Section 2: Upon dissolution of the Parents Advisory Council, any assets remaining after all debts have been paid or provision for payment has been made, shall be paid, or delivered to the School District in which the Parents Advisory Council (of the school) is located, to be used for an educational purpose(s) in the community of the school.

Section 3: The records of the Parents Advisory Council shall then become the property of the School Board.