

Highland Secondary PAC

CONSTITUTION AND BYLAWS NOVEMBER 2025

I. ORGANIZATION

The name of the organization shall be Highland Secondary PAC (further referred to as PAC).

II. PURPOSE OF THE PARENT ADVISORY COUNCIL

The purpose of the PAC is to provide and maintain a parent liaison group at the school level with Highland Secondary School Administration.

III. AIMS AND OBJECTIVES

- a. To serve as an advisory group to the school administration.
- b. To support DPAC in hosting education opportunities for parents in our school district.
- c. To help parents become more aware of the programs and services available, thereby encouraging their children's optimum use of the school system.
- d. To assist in decision making with regard to school district programs, policies and practices through participation at the District PAC level.
- e. To seek understanding of the rights and responsibilities of parents within the education system.
- f. To provide a framework for communication and information sharing among parents/guardians of the school.
- g. To financially support extra opportunities for the student body through gaming grants(eg. arts, music, sciences, clubs, field trips).
- h. To develop, improve and maintain communications between parents, educators, administrators, the Board of Education and BCCPAC.
- i. To participate in the development and achievement of the goals of the district through representation at the District PAC level.
- j. To participate on district committees as opportunities arise.
- k. To participate at the provincial level by maintaining membership with BCCPAC and voting at the BCCPAC AGM when possible.

IV. INTERPRETATION OF TERMS

- a. "PAC" refers to the Highland Secondary School Parent Advisory Council.
- b. "Parents" refers to the parent(s) or guardian(s) of children currently enrolled in Highland Secondary School.
- c. "District" refers to School District 71 - Comox Valley.
- d. "AGM" refers to the Annual General Meeting.
- d. "DPAC" refers to the SD71 District Parent Advisory Council.
- e. "School" refers to Highland Secondary School.
- f. "The Act" means the School Act of the Province of British Columbia.
- g. "EFT" refers to Electronic Funds Transfer.

V. MEMBERSHIP

- a. Any parent or guardian who has a child registered in Highland Secondary School is a member at large of the PAC and may attend any regular PAC meeting.

VI. QUORUM AND VOTING AT MEETINGS

- a. A quorum shall consist of 3 Executive Members + 50% of the parents/guardians in attendance. If quorum is not met by the Executive members, a vote can be held by email. A motion needs to be made, seconded and all must vote. The vote will be won by majority rule and attached to the minutes as correspondence.
- b. Each parent or guardian has 1 vote at a meeting. The Principal is a non-voting member.
- c. Unless otherwise provided, questions arising at any meeting will be decided by a simple majority vote.
- d. In the case of a tie vote, the motion will be lost.
- e. At executive meetings the Chair, the Secretary, the DPAC Representative and the Treasurer are the voting executive of the PAC, unless there is an even number of executive votes. The Vice Chair may be given voting privileges, if required to make an odd number of votes at an executive meeting.
- f. An employee of the district may attend, speak and vote at PAC meetings as long as he/she is a member of the PAC (ie. He/she is a parent or guardian of a student at this school).

VII. MEETING SCHEDULE

- a. The PAC will be non-commercial, non-political and non-partisan. Concerns regarding specific teachers, parents/guardians or students are NOT to be raised during a meeting.
- b. The PAC will meet a minimum of five times per school year. The meeting dates will be set in conjunction with school administration
- c. Meetings will be held in person at the Highland Secondary School library. Every effort will be made to ensure members have the opportunity to join virtually in the event they are unable to attend in person. The meetings will last no longer than 90 minutes.
- d. The Highland Secondary School online calendar shall serve as notice to the members of all regular meetings of the PAC.
- e. The minutes of the meeting will be taken by the Secretary. The minutes will be posted to the Highland Secondary School website by the school's Administrative Assistant and will be presented and adopted at each meeting.
- f. The September meeting, first meeting of the school year, will be to discuss the budget, set the calendar of meetings and to discuss nominations for the PAC Executive.
- g. The October meeting will be the election of the Executive and the disbursements of gaming grant funds.
- h. Extraordinary meetings may be called with at least 5 school days notice at the discretion of the Chair and/or the written request of one third (1/3) or more of the voting members provided the request includes the purpose of the meeting.
- i. Between meetings of the PAC, the Executive will carry on the business of PAC and may enlist the assistance of committee members or volunteers.
- j. The Executive will meet and report as required. The Chair is responsible for calling this meeting.
- k. The AGM will be held in May.
- l. Meetings will be conducted using Roberts's Rules of Order.
- m. The Principal or a designate of their choice is invited to all PAC meetings.

VIII. EXECUTIVE OF THE COUNCIL

The Executive will include a Chair, Vice Chair, Treasurer, Secretary, up to 2 District Parent Advisory Council Representatives(DPAC) and the Principal.

All Executive Members are expected to attend all PAC meetings when possible either in person or online (when available), and will notify the Chair and/or Secretary if not able to attend; will promote positive attitudes about the school and it's educational programs/services and actively help to achieve PAC's purposes.

- a. No officer shall hold the same position for more than four (4) consecutive years, with the exception of the Chair who may not hold the position for more than (3) consecutive years. Unless there are no other alternatives, then the position can be extended.
- b. The PAC must have at least a Chair and a Treasurer.
- c. The roles of the Executive are as follows:

1) CHAIR:

- Is the coordinator of the PAC affairs in cooperation with other members. The Chair makes a sincere effort to understand local conditions and work cooperatively at building partnerships.
- Presides at all meetings. If he or she is unable to attend, the Vice Chair calls the meeting to order.
- Establishes meeting rules with PAC members.
- Calls executive meetings.
- Prepares the agenda for all meetings.
- Is responsible for preparation of information and facts needed to ensure a good discussion on agenda topics.
- Keeps meetings orderly.
- Calls for additions to the agenda at the beginning of the meeting.
- Must remain objective while presiding over meetings.
- Listens for consensus. Ideally the council would come to an agreement which everyone accepts and supports.
- Acts as a liaison with school representatives.
- Calls extraordinary meetings when necessary with a majority vote.
- May be a signing authority (two signatures are required on all cheques).
- Votes at executive meetings.

2) VICE CHAIR:

- Assists and supports the roles and responsibilities of the Chair.
- Shall assume the role of Chair if the Chair is absent or unable to fulfill his/her duties.
- May be a signing authority (two signatures are required on all cheques).

3) SECRETARY:

- Records and types minutes of regular and executive meetings for distribution, the minutes of all meetings include attendance.
- Distributes minutes of meetings, by email to all members of the Executive and any PAC member who has asked for them and given their email address and to the school's website administrator for posting.
- May be a signing authority (two signatures are required).
- Votes at executive meetings.

4)TREASURER:

- Shall maintain an accurate record of all expenditures and receipts of the PAC.
- Shall receive and deposit all monies for the PAC.
- Shall receive approval for the disbursement of funds according to the provisions of Section XII: Financial Management.
- Shall provide written report to the PAC a minimum of three times per fiscal year and written reports as requested by the Executive or the membership.
- Will apply for any lottery licenses on behalf of the PAC.
- Will apply for the gaming grants from the province.
- Will complete the annual gaming report and submit it in a timely manner.
- Will be a signing authority (two signatures are required on all cheques).
- Votes at executive meetings.
- The position of Treasurer may be shared; there may be a separate Gaming Coordinator.

5)DISTRICT PAC REPRESENTATIVE:

- can have up to 2 representatives.
- Attends DPAC meetings and reports back to the PAC.
- Acts as a liaison for PAC with DPAC.
- Supports the Executive Officers with work and responsibilities.
- May be a signing authority (two signatures are required on all cheques).
- Votes according to the direction of their PAC at DPAC meetings.
- Votes at PAC Executive meetings.

6)PRINCIPAL:

- Attends all meetings or designates a staff member to attend instead.
- Provides the School's Annual Report.
- Discusses the school budget.
- Assists in the development of the PAC purposes.
- Encourages the participation of parents in the PAC.
- Facilitates the organization and operation of the PAC.

IX. ELECTIONS

- a. Elections for the PAC Executive shall be held at the October meeting each year. In the event of a vacancy on the Executive during the year, the Executive may appoint a member to fill the position or call an election at any regular meeting.
- b. Any member of the PAC in good standing may run for a PAC executive position. Nominations may be presented by any member of the PAC or they can nominate themselves.
- c. An executive member can hold more than one position such as Secretary/ Treasurer, provided there is no conflict of interest involved and the position cannot otherwise be filled.
- d. The financial duties may be shared. A designated Gaming Coordinator would not be an executive member; however, the Treasurer is an executive member.
- e. Parents/guardians who are employed by the school district can serve on the executive but must abide by the SD 71 Conflict of Interest Policy. Spouses of employees must also abide by this policy.
- f. There will be a preferred deadline of four weeks before elections for nominations to the executive positions, but nominations may also be presented from the floor at the October meeting. The election will be announced in the school newsletter, referencing the online bylaws for more information about the PAC and the positions.

X. COMMITTEES OF PAC

- a. The PAC may create ad hoc committees such as project committees, fundraising committees, etc.
- b. The committee will either be given decision-making authority, or report to a regular PAC meeting with recommendations to the PAC members.
- c. The PAC may create standing committees such as emergency preparedness committees, volunteer committees, etc.

XI. FINANCIAL MANAGEMENT

- a. All funds shall be on deposit in a chartered Bank or Credit Union or other financial establishment registered under the Bank Act.
- b. All money generated through gaming revenue shall be held in a separate gaming bank account as per legal requirements.
- c. The PAC will authorize by motion a minimum of three signing officers, one of whom shall be the Treasurer, for banking and legal documents.
- d. All members of the PAC will vote on how to spend the annual gaming grant funds.
- e.. The financial year will be September 1st - August 31st.
- f. Expenditures will be authorized in principle with the approval of an annual budget. Any single expenditure over \$150 or any new item not included in the currently approved budget must be approved by a motion at a regular meeting of the PAC.
- g. The annual budget should be adopted by the PAC at the September meeting.
- h. All cheques written will have 2 signers. All must agree to an Electronic Funds Transfer(EFT) whether it motioned through email or in person.
- i. All money collected has to be counted by 2 people.

XII. AMENDMENTS TO THE CONSTITUTION

- a. Any amendments, addendums or deletions to the Constitution or Bylaws must be made at a regularly scheduled meeting of the PAC.
- b. Regular voting procedures shall be followed (see Section VIII).
- c. The Constitution and bylaws should be reviewed annually.

XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

XIV. CODE OF ETHICS

A parent who accepts a position as an executive member of the PAC:

- a. Upholds the constitution and bylaws, policies and procedures of the electing body.
- b. Performs his or her duties with honesty and integrity and in the interests of the PAC.
- c. Works to ensure that the well-being of students is the primary focus of all decisions.
- d. Respects the rights of all individuals and encourages dialogue between parents.
- e. Takes direction from the membership and executive.

- f. Will be a resource for parents and students with concerns, and provide information on the process for taking concerns forward.
- g. When requested, try to support parents and students who have concerns, with the spirit of moving toward a win-win resolution for all parties.
- h. Works to ensure that issues are resolved through due process.
- i. Strives to be informed and only passes on information that is reliable.
- j. Respects all confidential information.
- k. Supports public education.
- l. As a DPAC Representative, votes at DPAC meetings according to the direction provided by PAC.
- m. Will always conduct themselves in a respectful manner that is in line with the expectations set out in the above code of conduct, in-person or online (social media).
- n. All PAC social media will always have 2 moderators.

XV. DISSOLUTION

- a. The PAC may be dissolved under 1 of the following conditions:
 - i. At any time by an extraordinary resolution passed by 75% of the members eligible to vote who are present at any duly convened general meeting. Notice specifying the intention to propose a resolution of dissolution must be given to the general membership four weeks prior to this meeting,
 - ii. The PAC would be dissolved in the event of a permanent closure of Highland Secondary School.
- b. In the event of dissolution, the assets remaining after the payment of all debts and liabilities shall be divided in one of the following ways:
 - i. The assets would become the property of Highland Secondary School,
 - ii. The assets would be divided and distributed to the schools within SD71 that the student population is transferring to, by percentage,
 - iii. The assets would be distributed in an alternate way, approved at a PAC meeting.