

***Gordon Head Middle School  
Parents' Advisory Council***

**CONSTITUTION  
AND  
BYLAWS**

May 2008

# CONSTITUTION

## 1. NAME

The name of the organization shall be Gordon Head Middle School Parents' Advisory Council, as per the School Act – Bill 67 – Division 2 – Section 8-1.

## 2. PURPOSE

- (a) To promote the well-being of the student in the school, at home and in the community.
- (b) To enhance communications between parents, students, and the community and school/district staff and administration.
- (c) To provide a forum for consultation and to provide recommendations from parents, school administration and staff on the following:
  - (i) school policy and procedures
  - (ii) programs and services
  - (iii) facilities and equipment
  - (iv) parent/community education
  - (v) learning resources
- (d) To support and enrich student activities with financial assistance as the need arises, and by direct involvement in extra-curricular or extended classroom projects.
- (e) The Gordon Head Middle School Parents' Advisory Council will operate as a non-profit organization, accruing no financial benefits.

## 3. POLICY

Membership and activities of the Gordon Head Middle School Parents' Advisory Council shall be free of commercial, partisan, sectarian, racial or gender bias.

#### 4. DISSOLUTION

- (a) Upon the dissolution of the Council, the assets that remain after payment of all costs, charges, and expenses that have been properly incurred in the winding-up shall be distributed to organizations having a similar charitable purpose. The members of the Council may determine this at the time of dissolution. This provision shall be unalterable.
- (b) Should the Gordon Head Middle School Parents' Advisory Council, having received charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time cease to exist, any and all gaming monies or assets purchased with gaming funds held at the date of dissolution shall be distributed by the Gordon Head Middle School Parent's Advisory Council to
  - (i) a registered charity or registered charities in British Columbia, as defined by the members of the Council at the time of dissolution.

OR

- (ii) an organization or organizations in British Columbia having a similar charitable purpose.
- (c) Upon dissolution of the Council, all records of the Gordon Head Middle School Parents' Advisory Council shall be placed under the jurisdiction of Greater Victoria School District # 61 in the person of the principal of the school.

This provision shall not be altered or amended and shall continue to be binding on the Gordon Head Middle School Parents' Advisory Council.

# BYLAWS

## 1. MEMBERSHIP

- (a) All parents/guardians of students registered at Gordon Head Middle School shall be voting members of Gordon Head Middle School Parents' Advisory Council.
- (b) Administration and staff (teaching and non-teaching) of Gordon Head Middle School shall be non-voting members of Gordon Head Middle School Parents' Advisory Council.
- (c) Members of the school community who are not parents/guardians of students currently in the system shall also be non-voting members of Gordon Head Middle School Parents' Advisory Council.

## 2. MEETINGS

- (a) An Annual General Meeting shall be called in May by the Chair, with thirty days' notice.
- (b) General meetings shall be called at the discretion of the Executive, provided there are at least three (3) in one school year.
- (c) The Executive shall meet prior to each general meeting as necessary.
- (d) A minimum of seven (7) days' notice must be given to parents of each general meeting.
- (e) Extraordinary meetings may be called by the Executive with a minimum of seven (7) days' notice.
- (f) QUORUMS
  - (i) A simple majority of the Executive shall constitute quorum at executive meetings.
  - (ii) A simple majority of the Executive and all members in attendance shall constitute a quorum at any general meeting.
  - (iii) A simple majority of the Executive and at least three (3) voting members shall constitute quorum at the Annual General Meeting.

(g) VOTING

- (i) One vote per member.
- (ii) Proxy voting shall not be allowed.
- (iii) Questions arising at any meeting shall be decided by a simple majority vote.
- (iv) In the case of a tie vote, the motion is defeated.
- (v) Voting shall be done by show of hands, with the exception of the election of officers, which may be done by secret ballot. A motion shall be taken to destroy the ballots after the election.

(h) PROCEDURE

- (i) Meetings will be conducted efficiently and with fairness to the members present.
- (ii) The rules contained in the latest edition of Robert's Rules of Order shall govern all matters of procedure not covered in these Bylaws.

(i) ELECTIONS

- (i) Officers shall be elected and installed on July 1<sup>st</sup> following each Annual General Meeting with the exception of the Executive School Planning Council Representative and the Grade 6 Representative.
- (ii) Election of the Executive School Planning Council Representative and the Grade 6 Representative will take place annually prior to October 15<sup>th</sup>.
- (iii) No term of office shall be longer than one year, but any retiring officer is eligible for re-election.
- (iv) No officer shall serve more than three (3) consecutive full terms in the same position unless there are extenuating circumstances, determined by the Executive, and voted on by a majority of PAC members in attendance at a general meeting.
- (v) Three (3) School Planning Council representatives shall be elected annually prior to October 15<sup>th</sup> from parents of students enrolled in the school who are not employees of any school district. One of the representatives must be an elected officer of the Parents' Advisory Council.
- (vi) The term of office for School Planning Council representatives shall be one (1) year.

### 3) EXECUTIVE

- (a) The Gordon Head Middle School Parents' Advisory Council shall elect a slate of officers from the voting members for each school year. Number and position of Executive should be determined by local organizational needs, but should include the following:
- (i) The Chair shall:
    - Issue notices of general, special and executive meetings.
    - Convene and preside over all membership, special and executive meetings.
    - In consultation with the school administration and staff, ensure that an agenda is prepared and presented.
    - Appoint committees where authorized to do so by the Executive or membership.
    - Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Gordon Head Middle School Parents' Advisory Council.
    - Be a member, ex officio, of all committees except Nominations.
  - (ii) The Vice-Chair shall:
    - Assume the responsibilities of the Chair in the Chair's absence.
    - Accept extra duties as required.
  - (iii) The Secretary shall:
    - Record proceedings and keep minutes of all general membership, special and executive meetings of the Gordon Head Middle School Parents' Advisory Council.
    - Issue and receive correspondence on behalf of the Gordon Head Middle School Parents' Advisory Council.
  - (iv) The Treasurer shall:
    - Be responsible for, and report on, the accounts of the organization.
    - Be one of three signing officers of the Executive as per Section 4.
    - Prepare a financial report to be made available to the membership as per Section 4.
    - With the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section 4.
  - (v) The Fund Raising Coordinator shall:
    - With the assistance of the Executive, be responsible for coordinating certain Gordon Head Middle School Parents' Advisory Council initiated fundraising events.
  - (vi) The Executive School Planning Council (SPC) Representative shall:
    - Be one of three (3) elected SPC representatives.
    - Represent and speak on behalf of the PAC at SPC meetings.
    - Take direction from the general PAC membership.
    - Report back to the PAC at general meetings

- (vii) The VCPAC (Victoria Confederation of Parent Advisory Councils) delegate shall:
  - Attend all VCPAC meetings.
  - Report back to the Gordon Head Middle School Parents' Advisory Council.
  - Seek input from the Parents' Advisory Council when requested.
  
- (viii) The Grade Representative shall:
  - Be one of three (3) elected Grade representatives, one from each grade.
  - Act as a liaison between the parents of the grade level and the Executive.
  
- (b) The officers of the Gordon Head Middle School Parents' Advisory Council shall constitute the Executive.
  
- (c) The Executive shall be empowered to handle the affairs of the Gordon Head Middle School Parents' Advisory Council and to make any necessary decisions which, when duly reported to the members, shall be final and binding.
  
- (d) Vacancy of Executive
  - (i) If at any time the office of the Chair shall become vacant, the Vice –Chair shall become Chair until a new Chair is elected.
  - (ii) If any other office of the Executive shall become vacant, the remaining Executive shall appoint a member of the Gordon Head Middle School Parents' Advisory Council to serve until an election can be held.
  
- (e) Nominations Committee
  - (i) A Nominations Committee shall be formed at a general meeting two (2) months prior to elections.
  - (ii) The Past Chair or an appointed voting member shall chair the Nominations Committee.
  - (iii) The Nominations Committee shall consist of a Chair and at least one other voting member.

#### **4. FINANCE**

- (a) A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting prior to the end of November of each year.
- (b) All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
- (c) The Executive shall name at least three (3) signing officers for banking and legal documents. Two of the signing officers will be the Treasurer and Chair, the third any PAC executive member. The school principal may also be appointed by the Executive as a signing authority. Two signatures will be required for these documents.
- (d) A Treasurer's Report to all members should be published in the Gordon Head Middle School Parents' Advisory Council or school newsletter prior to the end of each school year.
- (e) An audit will be undertaken by an independent auditor if the members present at any general meeting feel this is warranted.
- (f) The Executive may allocate funds of up to \$500.00 without prior approval from the general membership.
- (g) The financial year of the Gordon Head Middle School Parents' Advisory Council shall be from September 1 to August 31.

#### **5. COMMITTEES**

- (a) Committees/Coordinators are responsible to the Executive.
- (b) Ad Hoc committees shall be appointed as required by the Chair in consultation with the Executive.
- (c) Members may be appointed annually to committees by the Chair, in consultation with the Executive.



## **6. AMENDMENTS**

Amendments to the Constitution and Bylaws of the Gordon Head Middle School Parents' Advisory Council may be made at the Annual General Meeting provided:

- (a) Written notice (60 days' minimum) of the meeting has been given to all members.
- (b) Amendments to the Constitution are proposed by the Executive or by any voting member of the Gordon Head Middle School Parents' Advisory Council.
- (c) Written notice of a proposed amendment to the Constitution, together with names of its sponsor(s), is sent to the membership not fewer than ten (10) days before the Annual General Meeting.
- (d) A two-thirds (2/3) majority vote of those voting members present at the Annual General Meeting is obtained.