

CONSTITUTION

Name

The name of the organization shall be Ecole Secondaire Esquimalt High School Parents' Advisory Council.

Purpose

Advise the board of school trustees, the principal of Ecole Secondaire Esquimalt High School and the staff of Ecole Secondaire Esquimalt High School respecting any matter relating to Ecole Secondaire Esquimalt High School. In accordance with the School Act, this will include the school plan, school safety, the school calendar, and specialty academics but is not limited to these.

Contribute to the collective voice of British Columbia's parents' advisory councils in matters relating to public education.

Provide a point of contact for students, school administrators and staff to engage in conversation with parents and guardians regarding the education and well-being of students at Ecole Secondaire Esquimalt High School.

Revised April 25, 2001
Bylaws revised May 14, 2003
Revised April 2008
Revised January 19 2022

BYLAWS

Interpretation

“AGM” means the Annual General Meeting of the PAC.

“Conflict of Interest” with respect to a member of the PAC includes, but is not limited to, any of the following situations:

- a. The individual or the individual’s family might benefit financially from the decision being processed.
- b. The individual has responsibilities to an outside organization that might limit that individual’s ability to discharge their responsibilities relative to the decision being processed.
- c. The individual has a position of authority in another organization that might conflict with their responsibilities in representing a member relative to the decision being processed.

“Executive” includes, during their term in office, the members of the PAC elected at the AGM and their elected and appointed replacements.

“Meeting” means an assembly in-person or by electronic means.

“Notice” means notification given to voting members of the PAC by written or electronic means. Notification can be to individual member addresses or via a newsletter distributed to the PAC membership. Notification may involve using school administrative staff as an intermediary. Thus, as distribution may be limited by the accuracy of the school administration’s database and may be subject to errors outside the control of the PAC, any errors of omission will not be considered failure on the part of the PAC to provide proper Notice.

“PAC” means the Ecole Secondaire Esquimalt High School Parents’ Advisory Council.

“Parent” means, in respect of a student registered at Ecole Secondaire Esquimalt High School pursuant to the School Act,

- (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education, or
- (b) a person who usually has the care and control of the student and child

“Quorum” means the minimum number of voting members required to be present at the start of a meeting before an assembly can transact its business.

“Special populations” refer to students that must overcome barriers to ensure equal opportunity for success in an educational setting. These barriers may include, but not be limited to: socio-economic status, youth-in-care, special needs, mental health, physical health, or systemic racism.

“VCPAC” means the Victoria Confederation of Parent Advisory Councils

Membership

Every Parent, as defined by these bylaws, shall be a voting member.

Policies

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the PAC shall be conducted without bias against race, ethnicity, religion, gender, or sexual orientation.

There shall be due consideration and attention to special populations. For clarity, special populations refer to students that must overcome barriers to ensure equal opportunity for success in an educational setting. These barriers may include, but not be limited to: socio-economic status, youth-in-care, special needs, mental health, physical health, or systemic racism.

The Executive shall support and uphold the consultative process as outlined in Policy 1163 - Consultation for School District 61.

Any Conflict of Interest must be declared by each voting member prior to discussion. Any delegate so declaring will not participate in any discussion or any vote pertaining to the noted conflict. For clarity, members who are also employed by the school district or Ministry of Education may be in conflict of interest in some matters relating to the PAC.

For situations not covered in these bylaws, a decision on how to proceed will be determined within an Executive Meeting.

Amendments to the Constitution and Bylaws

Notice of Amendment to the Constitution and/or Bylaws shall be given at least fourteen (14) days prior to any General Meeting at which the business is conducted. The Notice shall include the amendment(s) proposed. A two-thirds (2/3) majority vote in favour of the motion will be required to amend the Constitution and/or Bylaws.

Meetings

A PAC Meeting will be a forum for the discussion of issues affecting more than a single individual.

The President will act as the Chair for all PAC meetings. If the President is not present for the meeting, the Vice-President will act as the Chair for that meeting. If neither the President nor Vice-President is present, voting members present at the meeting shall elect one of their number to act as Chair for that meeting.

Individuals outside PAC membership may, at times, be invited to attend a meeting but these individuals will not have voting privileges.

An **EXECUTIVE MEETING** may be held at the discretion of the Executive.

There shall be one (1) **ANNUAL GENERAL MEETING** (AGM) per academic year.

Annual General Meeting

Notice of the AGM and a Call for Nominations to the Executive must be provided to members at least fourteen (14) days prior to the conduct of business.

Self-nominations for candidates who will not be in attendance at the AGM must be received by the Executive at least 48hrs prior to the scheduled time of the AGM in order to be considered for election. Candidates attending the AGM may be nominated from the floor at the AGM.

The business of the AGM will include, but is not limited to: President's Report; Treasurer's Report; Election of Executive.

A minimum of three (3) to a maximum of nine (9) individuals from within the PAC membership must be elected to the Executive at the AGM. These individuals may be elected without appointment to a specific function, with the exception of a President, Treasurer and VCPAC representative.

Diversity should be a consideration when electing an Executive.

No member shall be elected as President for more than two consecutive terms.

In accordance with the School Act, the VCPAC Representative shall be elected by secret ballot.

If membership fails to elect a President, Treasurer and VCPAC representative at the AGM, a Notice of Motion of Dissolution will be sent to membership within seven (7) days of the AGM for a meeting to be conducted within twenty-one (21) days of the AGM.

Extraordinary General Meeting

Every Meeting, other than an Annual General Meeting (AGM) or an Executive Meeting, is an **EXTRAORDINARY GENERAL MEETING**. The Executive may, when it thinks fit, convene an Extraordinary General Meeting. Notice of an Extraordinary General Meeting must be provided at least three (3) days prior to the business being conducted.

An Extraordinary General Meeting *must* be called by the Executive upon receipt of a request by members comprising 10% or more of the membership. Such an Extraordinary General Meeting shall deal only with the business stipulated in the request by members.

Quorum and Voting

All Meetings must have a quorum in order to conduct business. Quorum is one half (1/2) the Executive positions currently filled plus one (1) voting member.

Visual and/or auditory confirmation of a member's attendance is required for the member to be eligible to vote. The rationale for this is to confirm eligibility and allow for substantive

debate. For greater clarity, this precludes voting by email but allows voting by other electronic means (including, but not limited to, video conferencing and teleconference).

Each member is allowed one vote.

A secret ballot vote may be requested by a member. In the event of electronic voting, it is understood that complete anonymity may not be possible given limitations of the platform upon which the Meeting is being held. Every effort should be made to ensure only one person has access to identifying information and that this information is kept confidential.

Voting by proxy is not permitted.

Motions arising at an Executive Meeting shall be decided by unanimous vote by the Executive in attendance. If consensus is not achieved after the Chair calls three (3) times for a vote at an Executive Meeting, the motion will be brought to the membership as a whole at an Extraordinary General Meeting.

Motions arising at a Meeting must be seconded by a member of the Executive before they will be allowed to proceed to a vote. This requirement is meant to ensure that the motion is in compliance with the PAC Constitution & Bylaws and that considering the motion would serve the interest of membership.

Motions arising at a Meeting shall be decided by simple majority unless otherwise stipulated in these bylaws.

Duties of Executive

The President:

- Ensures Notice is provided to membership, in accordance with these bylaws
- Ensures the following are available for viewing by members or auditors upon request: PAC Constitution and Bylaws; PAC financial records; PAC meeting minutes
- Is the official spokesperson for the PAC
- Has cheque-signing privileges

A Vice-President:

- Assumes the responsibilities of the President in the President's absence
- May have cheque-signing privileges

A Secretary:

- Records the draft minutes of PAC Meetings.
- May have cheque-signing privileges

The Treasurer:

- Applies for any provincial or municipal grants for which the PAC qualifies. This may include, but is not limited to, BC Community Gaming Grant.
- Deposits all funds collected on behalf of the PAC in a banking account at a recognized financial institution approved by the PAC
- Disburses funds as authorized by the PAC
- Maintains a complete and current inventory, including location, of all PAC assets

- Prepares an annual financial statement at fiscal year-end
- Has cheque-signing privileges

The VCPAC Representative:

- Represents the PAC and votes on behalf of membership at VCPAC Meetings
- Ensures there is consultation with PAC membership and/or the PAC Executive, as necessary, regarding any action items put forth by VCPAC for PAC consideration.
- May have cheque-signing privileges

Standing and ad hoc committees may be formed by the PAC Executive. Committees will report to the PAC Executive.

A term of office shall conclude at the moment of Executive elections at the next AGM *or* upon resignation *or* upon removal from office *or* when the individual no longer meets the definition of ‘Parent’ under these bylaws, *whichever comes first*.

Resignations become effective upon receipt of Notice by the PAC President. In the event the President or Treasurer or VCPAC Representative resigns, an Extraordinary General Meeting shall be held within fourteen (14) days in order to elect a replacement. All other vacated positions may be filled by the Executive by appointment.

Code of Conduct

A person who sits on the Executive or on a Committee must:

- Uphold the Constitution and Bylaws of the PAC.
- Perform their duties with honesty and integrity.
- Work to ensure that the well-being of students is the primary focus of all decisions.
- Strive to be informed and communicate reliable information.
- Treat membership concerns and discussions with discretion and protect the confidentiality of the individuals involved.

Breaching the Code of Conduct may be cause for removal of an Executive member or Committee member.

Written notice of a proposed Motion to remove an Executive member before the expiration of their term of office shall be provided to membership no fewer than seven (7) days before the meeting at which the business will be conducted. By a majority of not less than 75% (3/4) of votes cast in favour of the Motion at said meeting, an Executive member will be removed from office effective immediately.

An Executive member or Committee representative is deemed to have resigned if they fail to attend two meetings without informing the Chair of the meeting of their expected absence.

Finance

The fiscal year is to run August 1 to July 31.

PAC funds will be invested under the account name “Esquimalt High School Parent Advisory Council” with an insured financial institution approved by the PAC.

Any Gaming Account must be maintained in accordance with current provincial Community Gaming Grants' guidelines and conditions.

The PAC or its Committees shall not have borrowing powers.

Expenditures up to and including \$100 over and above an approved budget can be authorized by the Executive if funds allow.

All money from the PAC will be paid out by cheque upon receipt of a detailed invoice, receipt, or detailed statement of expenditures.

All cheques must be signed by two signing authorities.

Signing authorities must be on the Executive and cannot be related by blood, marriage, or adoption, nor live in the same household.

Dissolution

A Notice of Motion of Dissolution shall be given at least fourteen (14) days prior to the business to be conducted.

A three-quarters (3/4) vote in favour of the Motion will be required to pass a Motion to Dissolve.

Upon dissolution of the PAC, the assets which remain after payment of all costs, reimbursements, charges, and expenses which are properly incurred in the winding up shall be distributed to Ecole Secondaire Esquimalt High School. If Ecole Secondaire Esquimalt High School is scheduled for closure within 2 years of the dissolution of the PAC, then assets will be distributed to VCPAC.