

OKANAGAN MISSION SECONDARY SCHOOL

PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

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CONSTITUTION

ARTICLE I – NAME

1. The name of this organization shall be the “Okanagan Mission Secondary School Parent Advisory Council”, hereafter known as “the Council”.

ARTICLE II – POLICIES

1. The policies and programs of the Council shall be educational.
2. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

ARTICLE III – AIMS AND OBJECTIVES

1. To promote the education and welfare of students in the school.
2. To advise the school board, principal and staff on any matter relating to the school. This may include:
 - a. procedures
 - b. programs
 - c. policies
 - d. plans
 - e. instructional programs/curriculum offerings
 - f. activities
 - g. facilities and equipment
 - h. budgetary matters
 - i. learning resources.
3. To maintain direct communication between the school and an interested parent community.
4. To inform parents of school organization, affairs, educational changes and other needs and concerns through public meetings, newsletters, discussion groups, etc..
5. To allow for input of and discussion between parents, students, school administration and staff, the Central Okanagan Parent Advisory Council (COPAC), the Board of School Trustees, the Ministry of Education and the community at large.
6. To assist each student to meet his/her educational, social, mental and physical needs and foster high ideals of citizenship.
7. To provide for parent’s opportunities for continuing education in parenting skills and other matters touching upon the education, health and well-being of their children.
8. To undertake, from time to time, to raise funds to assist extra-curricular and/or school programs.
9. To organize and support activities for students and parents.
10. To decide how best to use/spend gaming grant funds, as per guidelines.

ARTICLE IV – DISSOLUTION OF THE COUNCIL

1. If the Council desires to disband, sixty (60) days' notice shall be given to the members.
2. Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to:
 - a. such charitable organization or organizations registered under the provision of the Income Tax Act (Canada)
or
 - b. such organization or organizations having a similar charitable purpose
as may be determined by the members of the Council at the time of winding up or dissolution. This provision shall be unalterable.
3. Upon dissolution, all books and records of the Council shall be kept with the senior administrative officer at the school.

BYLAWS

BYLAW 1 – MEMBERSHIP

1. Voting members:
 - a. all parents and guardians of students registered in Okanagan Mission Secondary School are voting members of the Council
 - b. a parent of a student at Okanagan Mission Secondary School, who is an employee of the School District, an elected official of any Board of Education In BC or an employee of the Ministry of Education, is considered to be a voting member of the council. It is the responsibility of each member to not vote or enter into debate on any issue which they may have a real or perceived conflict of interest
2. Non-voting members:
 - a. administrators and staff (teaching and non-teaching) of Okanagan Mission Secondary School may be invited to become non-voting members of the Council
 - b. members of the community who are not parents of students registered in the public school system, if invited, may become non- voting members of the Council
3. At no time will the Council have more non-voting than voting members
4. Every member will uphold the constitution and comply with these bylaws
5. No member of the Council shall in his/her individual capacity be liable for any debt or other liability of the Council

BYLAW 2 – EXECUTIVE OFFICERS AND EXECUTIVE COMMITTEE

1. A board (the Executive Committee or Executive) will manage the Council's affairs between general meetings.
2. The Executive Committee shall be comprised of the following members elected at a General Meeting:
 - a. Executive Officers with voting rights on the Executive Committee
 - b. The following non-voting members:
 - i. Committee Chairpersons
 - ii. Special Representatives
 - iii. Members at large
3. The Committee shall carry out such commitments as may be assigned to it by the Council; it may make suggestions and recommendations and may transact routine and emergent business.
4. If an elected officer resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy for the unexpired portion of the term until the next AGM.
5. Executive Officers must be voting members of the Council and shall include:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. COPAC Representative
 - f. Past-President

6. The members of the Executive will be elected at each Annual General Meeting.
7. Terms of office are for one year commencing immediately after election at the Annual General Meeting.
8. No member shall hold more than one Executive Officer position at any one time), and no member may hold the same office for more than three consecutive years. Extraordinary circumstances (as defined by the Council of the day) may permit an executive officer to extend his/her term of office.

BYLAW 3 – DUTIES OF EXECUTIVE OFFICERS

1. President:
 - a. shall preside at all meetings of the Council and Executive
 - b. shall consult with Council members
 - c. shall ensure that an agenda is prepared
 - d. shall be one of the financial signing officers
 - e. shall be an ex-officio member to all committees, except the Nominations Committee
 - f. shall not vote on any matter except in a tiebreaker when it affects the outcome of the vote
 - g. shall be the spokesperson for the Council
2. Vice-President:
 - a. shall act in the President's position in his/her absence
 - b. shall assist the President in his/her duties
 - c. shall be one of the financial signing officers
3. Secretary:
 - a. shall ensure that members are notified of meetings
 - b. shall keep full and accurate minutes of all meetings
 - c. shall have charge of and conduct all the correspondence of the Council
 - d. shall make available upon request, to any member of the Council, a copy of the Constitution and Bylaws
4. Treasurer:
 - a. shall maintain an accurate record of all expenditures of the Council
 - b. shall receive and disburse all monies for the Council, as authorized by the membership or Executive
 - c. shall draft an annual budget, with the assistance of the Executive
 - d. shall be one of the financial signing officers
 - e. shall deposit all funds received by the Council at a recognized financial institution approved by the Executive
 - f. shall manage matters pertaining to gaming grant funds, including:
 - i. shall ensure funds are deposited and distributed as per guidelines
 - ii. shall file annual Application and Summary Report, as per Gaming Commission regulations
 - g. shall have the books ready for an audit/inspection annually
 - h. shall present, to the members, a year-end financial statement at the Annual General Meeting
 - i. shall ensure that another signing officer has access to the books in the event of

his/her absence

5. Central Okanagan Parent Advisory Council (COPAC) Representative:
 - a. shall attend all COPAC general meetings and carry the vote of the Council on behalf of the Council
 - b. shall give a regular report to the Council, as appropriate
 - c. shall disseminate information to the Council about district and provincial matters
 - d. shall maintain current registration of the Council
6. Immediate Past-President:
 - a. shall assist and advise the Executive in all matters concerning the Council

BYLAW 4 – COMMITTEES AND REPRESENTATIVES

1. Standing or Special Committees may be created by the Council as the need arises, and the tenure and proposed work to be done by the Committee shall be directed by the Council.
2. Special Representatives to external organizations and entities may be created by the Council as the need arises, and the tenure and proposed terms of reference shall be directed by the Council.
3. Committees and Representatives shall be responsible to the Executive and to the Council at large and shall report regularly as directed by Council.
4. The Council shall appoint Committee members; the Committee members shall select the committee Chairperson.
5. A Special Committee automatically dissolves on completion of its duties.

BYLAW 5 – FINANCES

1. The fiscal year of the OKM PAC shall be from June 1 to May 31.
2. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at a general meeting on an annual basis.
3. The Executive will present all proposed expenditures which are above \$200 (two hundred dollars) or which deviate in any significant way from the approved budget for approval at a general meeting.
4. All funds of the Council will be kept on deposit at a recognized financial institution approved by the PAC that is CDIC insured.
5. The Executive will name at least three signing officers (typically President, Vice President and Treasurer) for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each General Meeting.
7. Members at a general meeting may appoint an auditor, otherwise no auditor is required.

BYLAW 6 – MEETINGS

1. General Meetings:
 - a. shall be held not less than four times during the school year. One of those meetings will be the Annual General Meeting (AGM)
 - b. Members shall be given reasonable notice of general meetings, preferably set out in a calendar of meetings for the year
2. Executive Meetings:

- a. shall be held at the call of the President, preferably on a pre-determined day of the month during the school year
 - b. shall be attended by Executive Officers, Chairpersons of Committees, Members-at-Large elected at the AGM and representatives of the school administration. Attendance by all Council Members is permitted
 - c. only Executive Officers will be eligible to vote
3. Extraordinary General Meetings:
 - a. may be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting members
 - b. every reasonable effort shall be made to provide a minimum of seven business (7) days to the general membership of any Extraordinary Meeting being called
4. Virtual Meetings:
 - a. Extraordinary Virtual General Meetings may be held at the discretion of the Executive if necessary to conduct urgent business of the Council between General Meetings
 - b. every reasonable effort shall be made to provide a minimum of three (3) business days to the general membership of any Extraordinary Virtual General Meeting being called
 - c. Virtual Executive Meetings may be held at the discretion of the Executive if necessary to conduct urgent business
 - d. Virtual Meetings will be conducted 'live' using any appropriate technology such as telephone or internet conferencing as chosen by the Executive
5. Electronic Votes:
 - a. in the event the approval of the Council at large is required to conduct urgent business, and a live meeting is not required for the purposes of discussion, an 'eVote' may be called by the Executive to obtain approval of motions
 - b. the motion and supporting documents describing it will be sent to the membership at least three business (3) days in advance of any vote
 - c. votes may be made by e-mail or any appropriate internet survey technology as determined by the Executive

BYLAW 7 – PROCEEDINGS AT MEETINGS

1. Meetings shall be conducted with fairness to all members.
2. Conduct:
 - a. the Council shall refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
 - b. at meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
3. Quorum for General Meetings
 - a. a quorum for purposes of a vote shall be six (6) voting members, two (2) of whom are Executive officers.
 - b. the quorum cannot be waived or suspended, even by unanimous consent.
 - c. if at any time during a meeting a quorum ceases to be present, business then in progress may continue as discussion only and no votes may be taken until there is a quorum present or until the meeting is adjourned or terminated
4. Rules of Order
 - a. the rules contained in Robert's Rules of Order shall govern all matters of

procedure not covered by these Bylaws.

- b. matters requiring a vote shall be decided by a simple majority of the votes cast (50% plus 1).
- c. in the case of a tie vote, the chair has the deciding vote, unless he/she abstains in which case the motion is defeated.
- d. members must personally vote on all matters. Voting by proxy will not be permitted.
- e. members must declare any potential conflict of interest or bias, and shall refrain from participating in discussion and voting on that issue.

5. Voting:

- a. voting at General Meetings is by show of hands or, where requested by two voting members present, by secret ballot.
 - i. a vote will be taken to destroy the ballots after every meeting
- b. voting at Virtual Meetings will be by roll call

BYLAW 9 – NOMINATION AND ELECTION OF EXECUTIVE

- 1. A Nominations Committee of 1-3 people shall be appointed annually by the President, before the Annual General Meeting.
- 2. The Chair of this Committee shall preferably be the Past-President or a former Executive officer.
- 3. The Committee shall prepare a list of candidates from among the voting members who have signified their willingness to stand for election.
- 4. The Committee shall strive to present at least two (2) names for each Executive position.
- 5. Nominations shall be called for and may be made from the floor, provided the consent of the nominee is given.
- 6. Elections shall take place at the AGM.
- 7. Elections shall be conducted by the Chair of the Nominations Committee.
- 8. A majority of votes shall elect.
- 9. In the event that just one candidate stands for election to an office, the candidate shall be acclaimed elected to that office.
- 10. Each voting member shall be entitled to cast one vote per office.

BYLAW 10 – REMOVAL OF AN EXECUTIVE OFFICER

- 1. The members may, by a majority of not less than two-thirds (2/3) of the votes cast, remove an executive officer before the expiration of his or her term of office, and may elect a successor to complete the term.
- 2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than 14 days before the meeting.

BYLAW 11 – AMENDMENTS TO THE CONSTITUTION & BYLAWS

- 1. The members may, by a majority of not less than two-thirds (2/3) of the votes cast, amend this constitution and bylaws at any general meeting.
- 2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members at least one meeting prior to the meeting at which the vote will be taken.

3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed by the President and Secretary and filed with the Administrative Officer of the School and the School District Central Office, in the person of the Secretary-Treasurer, for safekeeping.

BYLAW 12 – CODE OF CONDUCT

1. The Council is not a forum for the discussion of individual school personnel, students, parents or other members of the community.
2. The Council shall be respectful of each member's right to be heard.
3. Every Executive officer and representative must act solely in the interests of the parent membership of the Council.
4. Any information received in confidence by an Executive officer or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

BYLAW 13 – PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the President when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

RATIFIED: May 16, 1995

REVISED: April 18, 2000

REVISED: April 21, 2015

UPDATED AND CHANGES RATIFIED by the Membership at the General Meeting held October 17, 2017

Signature of Teresa Bouchard
OKM PAC President

Date Signed: Oct 25, 2017

Signature of Catherine Daganais
OKM PAC Secretary

Date Signed: _____, 2017