

**CONSTITUTION  
AND  
BYLAWS  
FOR  
LORD TENNYSON SCHOOL  
PARENT ADVISORY COUNCIL**

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## **CONSTITUTION**

### **SECTION I - NAME**

The name of the association is LORD TENNYSON SCHOOL PARENT ADVISORY COUNCIL (the “PAC”). The PAC shall operate as a non-profit organization with no personal financial benefit. No PAC members shall receive remuneration, either directly or indirectly from the PAC, for their services as PAC members. The business of the PAC shall be unbiased towards race, religion, gender or politics.

### **SECTION II - PURPOSES OF THE PAC**

The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students in Lord Tennyson School (the “School”). More particularly, the PAC may:

1. advise the principal and staff on parents' views on any programs, policies, plans, and activities relating to the School;
2. communicate with parents and promote cooperation between the home and the School in providing for the education of children;
3. assist parents in accessing the system and facilitate advocacy support for individual children and their parents;
4. organize PAC activities and events;
5. contribute to the effectiveness of the School by promoting the involvement of parents and other community members; and
6. represent the views of the PAC to organizations outside the School.

### **SECTION III - DISSOLUTION**

1. In the event of dissolution or winding up of the PAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the PAC shall be distributed to any other parent advisory council or councils in School District No. 39 (Vancouver School District) (“SD #39”) which has purposes similar to those of the PAC and which meets all requirements of the British Columbia Gaming Commission, as the members of the PAC may determine at the time of dissolution or winding up. This clause shall be unalterable.

2. In the event of dissolution of the PAC, all records of the PAC shall be placed under the jurisdiction of SD# 39 in the person of the principal of the School.

## **SECTION VI - QUORUM AND VOTING**

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the motion shall be defeated.
4. Members shall vote personally on all matters. Voting by proxy shall not be permitted.
5. Voting shall be done by a show of hands, with the exception of elections. The election of Chairperson, Assistant Chairperson, Treasurer and Secretary may be done by secret ballot. The election of three parent representatives to the School Planning Council (the "SPC") and the election of the District Parent Advisory Council ("DPAC") Representative shall be by secret ballot. (*School Act, s. 8 (6)*)
6. A vote shall be taken to destroy the ballots after the election.

## **SECTION VII - ELECTIONS**

1. The positions of Chairperson, Assistant Chairperson, Treasurer and Secretary shall be elected (or acclaimed, in the event there is only one nominee for a position) from the voting members at the AGM.
2. One representative to DPAC shall be elected from the voting members at the AGM.
3. No employee or elected official of SD# 39 or the Ministry of Education shall hold the position of Chairperson, Assistant Chairperson, Treasurer, Secretary or DPAC representative.
4. Three parent representatives to the SPC shall be elected annually at a general meeting. No employee of any school district shall be a parent representative. One of the representatives shall be an elected officer of the PAC. (*School Act, s. 8.1(3)(c), 8.1(4), 8.1(7)*).
5. Call for nominations shall be made at the two meetings before the AGM.
6. In the event of a vacancy of an Executive Officer during the year, the Executive Committee shall appoint a new officer who shall hold office until the next election.
7. The Past Chairperson, or if he or she is unwilling or unable, the Secretary, shall conduct elections.

## **SECTION VIII - TERM OF OFFICE**

1. The term of office shall commence immediately following election or acclamation and shall be for one year.
2. No person shall hold the position of Chairperson for more than two consecutive terms. No person shall hold any other one elected position for more than three consecutive terms.
3. No person shall hold more than one elected position at any one time, with the exception of the positions of SPC Representative and DPAC Representative, where these positions may be held concurrently with another elected position.
4. No legally married or common law spouses shall hold two elected positions at any one time.
5. The Executive Committee shall make a good faith effort each year to encourage new parents to join the Executive Committee so as to attempt to achieve a balance between continuity of personnel and new members.
6. The Past Chairperson shall hold that office for one year, except in the case where the Chairperson remains in office for two consecutive years. In that case, the Past Chairperson shall have the option of continuing to hold that office for a second year.

## **SECTION IX - EXECUTIVE COMMITTEE**

1. The elected (or acclaimed) Executive Officers shall be as follows:
  - a. Chairperson
  - b. Assistant Chairperson
  - c. Treasurer
  - d. Secretary
  - e. DPAC Representative
  - f. One SPC Representative
2. The Executive Committee consists of the Executive Officers, the remaining SPC Representatives, PAC committee chairpersons, members-at-large and the Past Chairperson.
3. Two or more persons may share each office.
4. The business of the PAC shall be managed by the Executive Committee.
5. Each member of the Executive Committee shall have one vote at all executive meetings.

## **SECTION X - DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

### **1. The Chairperson shall:**

- a) convene and preside at general and executive meetings;
- b) ensure that a meeting agenda is prepared and presented;
- c) be familiar with the constitution and bylaws of the PAC;
- d) be familiar with resources available to assist members;
- e) appoint committees where authorized to do so by the Executive Committee or members;
- f) consult PAC members regularly;
- g) ensure that the PAC is represented in the activities of the School and School District No. 39;
- h) ensure that the PAC's activities are aimed at achieving the purposes of the PAC;
- i) be the official spokesperson for the PAC; and
- j) submit an annual report at the AGM.

### **2. The Assistant Chairperson shall:**

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- b) assist the Chairperson in the performance of his or her duties;
- c) be available to accept extra duties as required by the PAC; and
- d) submit an annual report if requested to do so by the Chairperson.

### **3. The Secretary shall:**

- a) ensure that members are notified of general and executive meetings;
- b) record the minutes of all general and executive meetings;
- c) maintain an accurate copy of the constitution and bylaws, including making copies available for members upon request and submitting to the Vancouver School Board signed and dated copies of any revisions to the constitution and bylaws;
- d) issue and receive correspondence on behalf of the PAC; and
- e) maintain all records of the PAC.

### **4. The Treasurer shall:**

- a) receive all funds for the PAC;
- b) deposit all funds collected on behalf of the PAC in an account in the name of the PAC at a recognized financial institution approved by PAC;
- c) disburse funds authorized by the Executive Committee or members;
- d) maintain an accurate record of all income and expenditures of the PAC;
- e) give a financial report at each general meeting;
- f) make all books and financial records of the PAC available for viewing by members upon request;

- g) prepare the books and financial records of the PAC ready for inspection or audit annually;
- h) ensure that another signing officer for the PAC has access to the books and financial records of the PAC in the event of his or her absence; and
- i) submit an annual financial report.

**5. The DPAC Representative shall:**

- a) attend PAC and DPAC meetings;
- b) seek and give input on behalf of the PAC to DPAC;
- c) report back to the PAC; and
- d) submit an annual report to the PAC, if requested to do so by the Chairperson.

**6. The SPC Representative shall:**

- a) be one of three elected SPC representatives;
- b) represent and speak on behalf of the PAC at SPC meetings;
- c) take direction from the general PAC membership; and
- d) report back to the PAC at general meetings.

**7. Members-at-Large and Chairpersons of Standing Committees shall:**

- a) serve in a capacity as the PAC shall determine from time to time; and
- b) submit an annual report if requested to do so by the Chairperson.

**8. The Past Chairperson shall:**

- a) assist in making a smooth transition between Chairpersons;
- b) assist, advise and support the PAC, including providing information about resources, contacts and other essential information to the PAC so as to achieve continuity in the management of the PAC;
- c) act as a consultant for the Chairperson; and
- d) chair the elections portion of the AGM.

## **SECTION XI - CODE OF ETHICS**

A parent who is a member of the Executive Committee shall agree to:

1. uphold the constitution and bylaws, policies and procedures of the PAC;
2. perform her or his duties with honesty and integrity;
3. work to ensure that the well-being of students is the primary focus of all decisions;
4. respect the rights of all individuals;
5. take direction from the members, ensuring representation processes are in place;
6. encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward those concerns;
7. work to ensure all issues are resolved through due process;
8. strive to be informed and only pass on information that is reliable;
9. respect all confidential information;
10. disclose to the Executive Committee any conflict of interest (namely, any situation in which the individual or his/her immediate family could benefit monetarily from a decision of the PAC). Then remove him/herself from discussion, and refrain from influencing or voting upon the matter; and
11. agree to sign the Statement of Understanding set out in these bylaws.

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Lord Tennyson PAC Executive Committee, have read, understood, and agreed to abide by the Code of Ethics set out in this document.

Name of Executive Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION XII - COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. The chairperson of each committee shall report at the executive meetings when requested to do so and from time to time.
3. The Executive Committee may appoint members to committees annually.

## **SECTION XIII - FINANCES**

1. A budget and tentative plan of expenditures shall be drawn up by the Executive Committee and presented for approval by the PAC at a general meeting.
2. The Executive Committee shall present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. The Treasurer, in conjunction with the Executive Committee, shall name at least three signing officers for banking and legal documents. Two signatures shall be required on all of these documents.
4. Members at a general meeting may appoint an auditor.

## **SECTION XIV - CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the PAC.
2. Written notice of any meeting at which a resolution shall be considered to amend the constitution and bylaws shall be posted on the PAC bulletin board or website and published in a letter or newsletter to all members at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. Any amendment to the constitution or bylaws shall be dated, signed and forwarded to the Vancouver School Board Office for safekeeping only.

**SECTION XV - PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept by a member of the Executive Committee in connection with the PAC shall be deemed to be property of the PAC, and shall be turned over to the Chairperson when the member ceases to perform the task to which the papers relate.

Adopted by LORD TENNYSON SCHOOL PARENT ADVISORY COUNCIL at Vancouver, British Columbia, on June 13, 2001

As amended April 20, 2004

“signed” \_\_\_\_\_ “signed” \_\_\_\_\_  
Chairperson Secretary