

Maple Ridge Secondary Parents Advisory Council

Constitution

(April 2020)

SECTION 1 NAME

The name of the Association shall be the MAPLE RIDGE SECONDARY PARENT ADVISORY COUNCIL as per the School Act – Bill – 67 – Division 2 – Section 8 (1).

The council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II PURPOSES OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the wellbeing of students in Maple Ridge Secondary School.

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

SECTION III DISSOLUTION

1. In the event of dissolution or winding up of the council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 42, Maple Ridge – Pitt Meadows, having purposes and objectives similar to those of the Council, and which meets all requirements of British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 42, Maple Ridge – Pitt Meadows, in the person of the principal of the school. In the person of the Secretary – Treasurer of the School District.

SECTION IV INTERPRETATION OF TERMS

Parents – the parent/parents or guardian of a child or children in School District No. 42, Maple Ridge – Pitt Meadows

Parent Advisory Council – any organized group of parents recognized under the British Columbia School Act.

School – any public elementary or secondary educational institution within School District No. 42, Maple Ridge – Pitt Meadows

District – School District No. 42, Maple Ridge – Pitt Meadows

SD – School District No. 42, Maple Ridge – Pitt Meadows

Community Organizations – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

(as of April 21, 2020)

Bylaws for Maple Ridge Secondary Parent Advisory Council

Section 1 ROLE – The role of the organization shall be to promote and support education and to contribute to a sense of school community at Maple Ridge Secondary.

Section 2 ROLE OF COUNCIL – The council will endeavor to achieve this role by:

- (a) enhancing communication between the Parents, the School administration and staff.
- (b) advising parents about school programs and services
- (c) involving parents in school activities
- (d) assisting parents in providing educational opportunities for their children
- (e) assisting parents in accessing the system and to provide advocacy support for individual children and their parents

Section 3 MEMBERSHIP –

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| Parents | (a) All parents of students registered at Maple Ridge Secondary shall be voting members of this council |
| Definition of Parent | (b) A parent means in accordance with Sections of the School Act, the guardian of the person of a student, or the person who usually has the care and control of a student attending the school |
| Principal and Staff | (c) The Principal and Staff (both teaching and non-teaching) of the school shall be non-voting members of the council. |

Section 4 RULES & RESPONSIBILITIES OF VOTING MEMBERS

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| Rules | If procedural problems should arise, “Roberts Rules of Order” will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution |
| Quorum | The voting members present at any duly called General Meeting shall constitute a quorum |

The council members should:

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| Member Responsibilities: | (a) attend as many council meetings as possible |
| | (b) become knowledgeable about the education programs and resources of the school |
| | (c) and support the Council’s purposes and objectives |

Section 5 OFFICERS

Officers	(a) The office of this council shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and DPAC Representative and shall be elected from the voting members for each school year. (AGM in May each school year)
Nominations	(b) Nominations for office may be made from the floor, providing they are properly seconded and providing that the nominee is present and indicates a willingness to stand for office.
Authority of Officers	(c) The officers may conduct their business of the Council between regular meetings of the Council
Chairperson	(d) i. shall prepare an agenda in consultation with School representatives ii. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
Vice-Chairperson	(e) The Vice-Chairperson in the absence of the Chairperson, shall act as Chairperson at the council meetings, and shall perform those duties assigned by the Chairperson
Treasurer	(f) i. shall keep financial records and render financial statements of the officers, members, and others when required ii. be one of the 3 signing officers of the executive
Secretary	(g) i. shall record and prepare minutes and prepare and distribute notices for all council meetings ii. shall have custody of all non-financial records and documents of the Council
DPAC Representative	(h) i. attend all DPAC meetings and represent, speak, and vote on behalf of the PAC ii. report regularly to the membership and executive on all matters relating to the DPAC iii. seek and give input to the DPAC on behalf of the PAC iv. receive, circulate, and post DPAC newsletters, brochures, and announcements v. receive and act on all other communications from the DPAC vi. liaise with other parents and DPAC representatives vii. submit an annual report

- Vacancies (h) Should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the regular monthly PAC meeting
- Regular Meetings (i) The Calendar of regular meetings for the school year shall be set at the AGM of the Council in the school year and shall be sent to all parents via the school newsletter.
(j) The Council shall schedule a minimum of 4 meetings per year.

Section 6 FINANCIAL

- (a) The Council may do fundraising in addition to applying for Gaming Commission funds once a year.
- (b) Financial statements will include all fundraising from any source.
- (c) The monies from the Gaming Commission will be used solely as per Provincial Gaming Guidelines.
- (d) A tentative plan of expenditures will be drawn up by the executive after requesting a list of needs for equipment and resource from the various departments of the school.
- (e) All funds of the organization will be on deposit in a Chartered Bank, Credit Union or any Financial Establishment registered under the Bank Act.
- (f) The executive shall name 3 signing officers, one of whom will be the Treasurer, for banking and legal documents. The signature of the treasurer and one other signing officer will be required for these documents.
- (g) A Treasurer's report to all members should be published and presented at the last regular meeting of the school year.

(Revised April 21, 2020)