

Rockridge Secondary Parent Advisory Council Constitution and Bylaws

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CONSTITUTION

SECTION I: NAME

- The name of the Association shall be the Rockridge Secondary Parent Advisory Council. (School District #45- RSPAC)
- 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

To help foster the best educational climate possible for Rockridge students. Accordingly, the RSPAC has the following objectives:

1. To communicate with parents about the school- it's philosophy, goals, programs, personnel, regulations, and so on and to promote co-operation between the home and school in providing for the education of children.
2. To advise the school Principal and staff on parental views about school programs, policies and activities.
3. To assist parents in accessing the system and to advocate on behalf of parents and students.

4. To organize RSPAC activities and events.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
6. To maintain communication with the DPAC, the School Board, and other relevant Associations.

SECTION III: DISSOLUTION

In the event of dissolution of the RSPAC, and following payment of all outstanding debts, disbursement of the remaining funds will be decided upon by the membership at the final general meeting.

In the event of dissolution of the RSPAC, all records of the organization shall be placed under the jurisdiction of School District #45 in the person of the Principal of the school.

SECTION IV: INTERPRETATION OF TERMS

- **AGM** – The RSPAC Annual General Meeting
- **Community Organizations** - groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
- **DPAC** – West Vancouver District Parent Advisory Council, which is recognized by the Board of Trustees of School District #45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
- **Parents** - parent/parents or guardian of a child or children in School District # 45
- **RSPAC** – the organized group of parents at Rockridge School recognized under the British Columbia School Act.
- **School Board** – the duly elected Board of Trustees of School District # 45
- **SD # 45** - School District #45 (West Vancouver)

THE BYLAWS

SECTION V: MEMBERSHIP

All parents and guardians of students registered at Rockridge School may be members of the group.

SECTION VI: MEETINGS

- There shall be an AGM for the purpose of election of Officers to be held at the end of each school year, and at least 4 additional general meetings shall be held throughout the school year to conduct current business
- Executive meetings and additional meetings shall be held at the discretion of the Executive, or upon request of a petition representing 50% of the members.
- Meetings will be inclusive and will be conducted efficiently and with fairness to all members present.
- The members present at any duly called general meeting shall constitute a quorum.
- If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

SECTION VII: QUORUM AND VOTING

1. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

2. VOTING

- Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- In the case of a tie vote, the motion is defeated.
- Members must vote personally on all matters; voting by proxy shall not be permitted.
- Voting may be done by a show of hands.
- The election of representatives to the SPC must be by secret ballot.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

- The executive officers shall be elected from the voting members at the AGM.
- Call for nominations shall be made at the 45 days before of the AGM.
- In the event of a vacancy on the executive during the year, the Executive shall appoint a new officer who shall hold office until the next AGM.
- The Nominations Committee Chairperson shall conduct elections.
- Three parent representatives to the School Planning Council (SPC) shall be elected annually 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 RSPAC. An alternate may also be elected.

SECTION IX: TERM OF OFFICE

- The term of office shall commence immediately upon election and shall be held until the following AGM.
- No person may hold any one position for more than four consecutive years.
- No person may hold more than one elected Executive position at any one time.
- The term of office for SPC representatives shall be one year.

SECTION X: EXECUTIVE OFFICERS

The RSPAC shall elect a slate of officers from members for each school year. The Chairperson, Secretary, and Treasurer should constitute the Executive at a minimum, but 8 – 16 members is recommended. The actual number and position of Executive should be determined by annual organizational needs. Possible Executive Positions are as follows:

Chairperson / Co-Chairperson

Past Chairperson

Vice-Chairperson

Secretary

Treasurer

School Planning Council (SPC) Executive Representative (1)

District Parent Advisory Council Representative (DPAC)

Technology Coordinator

Volunteer Coordinator

School Directory Coordinator

West Vancouver School Board Representative

Event Coordinator

Scholarship Committee Representatives (2)

Grade Representatives

SECTION XI: DUTIES OF THE OFFICERS

1. Chairperson

- Shall convene and preside at all General (membership), special, and Executive meetings.
- Shall ensure that an agenda is prepared and presented
- Shall appoint committees where authorized to do so by the executive or membership
- Shall be an ex-officio member to all committees
- Shall take such actions or ensure that such actions be taken by others to achieve the objectives of the organization
- Shall be the official spokesperson for the organization.
- Shall issue and receive correspondence on behalf of the organization
- Shall be a signing officer
- Shall submit an annual report
- Shall ensure that a regular RSPAC submission is provided for the Rockridge newsletter and a print-ready draft shall be presented to staff as is required.
- Shall attend applicable School Board Meetings and report back to RSPAC
- Shall attend DPAC meetings or appoint a designate, and report back to RSPAC

2. Past Chairperson

- Shall help smooth the transition between Chairpersons
- Shall assist and advise the Council
- Shall act as a consultant for the Chairperson
- Shall chair the Nominating Committee
- May be a signing officer

3. Vice Chairperson

- Shall assume the responsibilities of the Chairperson in the Chairperson's absence
- Shall accept extra duties as required
- Shall be a signing officer

4. Secretary

- Shall record the minutes of General, Special, and Executive Meetings
- Shall distribute minutes to Council members
- Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed
- May be a signing officer
- Shall safely keep all records of the Council

5. Treasurer

- Shall be responsible for and report on the accounts of the organization
- Shall be responsible for establishing and maintaining bank relationships, including the setup and maintenance of all bank accounts, including gaming funds, if applicable, as well as meeting all banking requirements and the correct completion of all banking documents.
- Shall be one of the signing officers of the Executive as per section XIV.
- Shall prepare a financial report for each general meeting
- Shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures as per section XIV.
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence.

6. SPC Executive Representative:

- Shall be one of three elected RSPAC SPC representatives
- Shall represent and speak on behalf of the RSPAC at SPC meetings
- Shall take direction from the general RSPAC membership
- Shall report back to the RSPAC at general meetings.

7. DPAC Representative

- Shall attend DPAC meetings
- Shall report back to and seek input from the RSPAC

8. Technology Coordinator

- Shall be responsible, in consultation with the RSPAC Chair, for monitoring the information in the RSPAC portion of the Rockridge website.
- Shall be responsible for providing current RSPAC information to the School-based staff person responsible for updating the website information.

9. Volunteer Coordinator

- Shall, with input from the RSPAC Executive, create and send out a volunteer task sheet at the beginning of every year
- Shall create lists of people who volunteered under specific headings in order that the RSPAC has access, at any time, to a pool of volunteers.
- Shall provide copies of the relevant list to all committee heads, with one complete copy to the Chairperson

10. School Directory Coordinator

- Shall be responsible for the coordination of all activities required to publish an annual school telephone directory. This will require obtaining information from school sources regarding names and telephone numbers of all students, ensuring that all people whose numbers appear in the directory have signed the required "Privacy of Information Act" forms, and overseeing the publication of the directory by the Board Office Printing Shop.
- Shall ensure that a copy is made available to Rockridge students, staff, and RSPAC members (To be discussed with the School Business Manager)

11. West Vancouver School Board Representative

- Shall regularly attend applicable School Board Meetings and report back to the RSPAC

12. Event Coordinator

- Shall coordinate the organization and publicity of RSPAC events

SECTION XII: CODE OF CONDUCT

1. The RSPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a RSPAC Executive member:
 - Upholds the Constitution and Bylaws, policies and procedures of the RSPAC
 - Performs her/his duties with honesty and integrity
 - Works to ensure that the well-being of the students is the primary focus of all decisions
 - Respects the rights of all individuals
 - Takes direction from the members, ensuring that representation processes are in place
 - Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - Works to ensure that issues are resolved through due process
 - Strives to be informed and only passes on information that is reliable and believed to be correct to the best of the member's ability.
 - Respects all confidential information
 - Supports public education

SECTION XIII: COMMITTEES

Standing and ad-hoc committees shall be formed when necessary. Committees are responsible to the Executive and RSPAC members.

SECTION XIV: FINANCES

1. 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 each school year.
2. All funds of the organization will be deposited in a bank or financial establishment registered under the bank act.
2. The Executive shall name at least 2 signing officers, 1 of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents including all cheques.
4. All money spent above \$50.00 will first be presented to and voted on by the membership and approved by a majority vote. In matters of urgency, or in the case where a general meeting cannot be convened due to time constraints, approval for expenditures above \$50.00, up to a maximum of \$500.00, shall be obtained by agreement of at least 75% of the year's standing Executive. A Treasurer's Report to all members will be presented at each general business meeting. An annual report will be submitted at the AGM.

SECTION XV: CONSTITUTION AND BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of the RSPAC may be made at any general meeting at which business is conducted *providing*:

- Notice of the meeting has been given to all members
- The notice of the meeting included notice in writing of the specific amendments proposed.
- A two-thirds majority vote of those members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XVI: REMOVAL OF AN EXECUTIVE MEMBER

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member 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 member shall be given to the members not less than 14 days before the meeting.

SECTION XVII: PROPERTY IN DOCUMENTS

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

Adopted by RSPAC at West Vancouver, British Columbia, on May 20, 2003.