

# Colquitz PAC Bylaws

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## **MEMBERSHIP**

### **Voting members**

- All parents/guardians of students registered at Colquitz Middle School are voting members of the Colquitz PAC.

### **Non-voting members**

- Administrators and staff (teaching and non-teaching) of Colquitz Middle School may be included as non-voting members of the Colquitz PAC.
- Members of the school community who are not parents of students registered in the public school system may be included as non-voting members of the Colquitz PAC.
- At no time will the Colquitz PAC have more non-voting than voting members.

## **GENERAL MEETINGS**

### **Fundamental rules**

- General meetings shall be held once a month with the exception of December, March, July and August and will happen at a time and place agreed upon by the Colquitz PAC and Colquitz Middle School Administration. One of these meeting must be the Annual General Meeting.
- A PAC meeting shall not be a forum for the discussion of any individual member of the school community, including Colquitz Middle School personnel, students, and parents.
- If procedural problems arise during a meeting and the issue is not covered in these bylaws then Robert's Rules of Order shall apply.

### **Quorum**

- All general meetings must have a quorum present in order to conduct business. A quorum is one half of the executive positions currently filled plus two other voting members.
- If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present.

### **Notice**

- Members will be given reasonable notice of general meetings via school website, newsletters or email.
  - A calendar of meetings for the year satisfies the requirements for reasonable notice.

**Voting**

- Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
- The chair may vote. In the case of a tie vote, the chair does not have a second or casting vote and, the motion is defeated.
- Members must vote in person on all matters. Voting by proxy will not be permitted.
- Except as provided elsewhere in these bylaws, voting is by a show of hands
- Where requested by two voting members present, voting shall be by secret ballot.

**EXECUTIVE**

- The role of executive is to manage the Colquitz PAC's affairs between general meetings.
- The executive shall include but not be limited to the following positions:
  - the chair,
  - vice chair,
  - secretary,
  - treasurer,
  - a VCPAC representative
- Instead of a chair and vice-chair, the individuals elected as chair and vice-chair may agree to lead the Colquitz PAC as co-chairs
- Any voting member of the Colquitz PAC is eligible to serve on the executive
  - employees or elected officials of Greater Victoria School District No. 61 or the Ministry of Education must disclose their employment or election as a possible conflict of interest prior to running or when accepting a nomination for an executive position.

**Election of executive**

- A call for nominations for election to the executive shall be made at least one month prior to the Annual General Meeting.
- The executive will be elected at the Annual General Meeting from the voting members at the Annual General Meeting and voting members who have accepted their nominations in advance of the Annual General Meeting.
- The current chair or a delegate shall conduct elections.
- In accordance with section 8 (6) of the [School Act](#), if there are more than two candidates nominated, the election of a member to be the Colquitz PAC's VCPAC representative must be by secret ballot.

**Term of office**

- The term of office shall be one year (July 1-June 30) with a maximum of four terms consecutively in the same role.
- If an executive member ceases to be a voting member of the PAC (for example: they no longer have a child at Colquitz) their position shall be immediately vacated.
- An executive member is deemed to have resigned if he/she has not attended three consecutive meetings without prior notice to another executive member.
- If an executive member ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the Colquitz PAC to fill the vacancy until the next annual general meeting.

**Removal or resignation of executive**

- 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 appoint an eligible member to complete the term.
- Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting at which the vote will be held.
- If an executive member decides to resign from their position they must provide 14 days written notice stating their intentions.

**Remuneration and reimbursement of executive**

- No executive member may be remunerated for serving on the executive,
- Executive members may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Colquitz PAC's affairs.

**EXECUTIVE MEETINGS****Fundamental rules**

- Executive meetings will be held at the call of the chair and/or vice chair.
- At least one executive meeting will be held before each annual general meeting.
- The school principal and or vice principal may be included in executive meetings at the discretion of the current executive. (Non-voting)

**Quorum**

- A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

**Notice**

- Executive members will be given a minimum of two week notice of executive meetings.

**Voting**

- All matters requiring a vote at executive meetings will be decided by a simple majority of votes cast (50% plus 1).
- The chair may vote. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

**DISTRICT PARENT ADVISORY COUNCIL – VCPAC**

- The Victoria Confederation of Parent Advisory Councils (VCPAC) is the district parent advisory council (DPAC) for School District 61. DPACs are recognized in the [School Act](#).
- Every PAC is entitled to elect one of its members to be its representative on their DPAC for a term of one year.

**Vacancy**

- If DPAC representative ceases to hold office for any reason, the membership may elect an eligible member of the Colquitz PAC to fill the vacancy for the remainder of the term.

**DUTIES OF EXECUTIVE AND REPRESENTATIVES****General**

- An executive member who is approached 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.

**Chair**

The Chair will:

- Convene and preside over general and executive meetings;
- Ensure that an agenda is prepared and presented for general and executive meetings;
- Know the constitution and bylaws relating to the Colquitz PAC;
- Assist members to find resources;
- Speak on behalf of the Colquitz PAC;
- Consult with Colquitz PAC members on issues relating to Colquitz PAC as appropriate;
- Constitute committees and appoint members to those committees where authorized by the membership or executive;
- Ensure that the Colquitz PAC is represented in school and SD 61 activities;
- Ensure that the Colquitz PAC activities achieve the purposes set out in the constitution;

- Be a signing officer;
- Submit an annual report.

**Vice-Chair**

The Vice-Chair will:

- Know the constitution and bylaws relating to the Colquitz PAC;
- Support the chair;
- Assume the duties of the chair in the chair's absence or upon request
- Speak on behalf of the Colquitz PAC in the absence of the chair;
- Assist the chair in the performance of his or her duties;
- Be a signing officer
- Submit an annual report

**Secretary**

The secretary will:

- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the Colquitz PAC
- Ensure safekeeping of all records of the Colquitz PAC
  - Special Note: General financial records must be kept for seven years. Gaming records must be kept for 5 years.
- Keep a complete and current inventory, including locations, of all Colquitz PAC assets.
- submit an annual report

The Secretary may:

- Be a signing officer

**Treasurer**

The Treasurer will:

- Ensure all funds of the Colquitz PAC are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and executive meetings
- Make financial records available to members upon request
- Have the financial records and books of account ready for inspection



- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records, books, and accounts in the treasurer's absence
- Be a signing officer
- Submit an annual financial statement at the annual general meeting
- Ensure the Gaming Reports are completed and submitted on time.

### **VCPAC Representative**

The VCPAC Representative will:

- Act as a liaison between the Colquitz PAC and the VCPAC.
- Represent and vote on behalf of the Colquitz PAC at VCPAC general meetings.
- Report back to the Colquitz PAC information about VCPAC general meetings orally or in writing.

### **Members-at-Large**

Members-at-Large will:

- Serve in a capacity determined by the Colquitz PAC

### **Immediate Past Chair/Vice Chair**

The immediate Past Chair and Vice Chair will:

- Advise and support the current executive and membership
- Provide information about resources, contacts, and other matters relating to the Colquitz PAC
- Ensure transfer of all relevant information to current executive members

### **Immediate Past Treasurer**

The immediate Past Treasurer will:

- Ensure transfer of all relevant information to the current treasurer, including facilitating the updating of all banking information and signing authorities.

## **COMMITTEES**

- The membership and executive may authorize the chair to constitute committees and appoint members to further the Colquitz PAC's purpose and carry on its affairs.
- A committee shall be not less than 3 persons.
- The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting
- Committees will report to the membership and executive as specified in the terms of reference for the committee or at the request of the membership or executive.

## **FINANCIAL MATTERS**

### **Financial year**

- The financial year of the Colquitz PAC will be September 1 to August 31.

### **Power to raise money**

- The Colquitz PAC may raise and spend money to further its purposes.

### **Bank accounts**

- All funds of the Colquitz PAC must be kept in an account in the name of the Colquitz Parent Advisory Council with an insured financial institution registered under the [Bank Act \(Canada\)](#) or incorporated under the [Credit Union Incorporation Act](#).
- All money paid out from the Colquitz PAC will be as a cheque on receipt of invoice or receipt.

### **Signing authority**

- The executive will name at least three signing officers for banking and legal documents.
- Two signatures will be required on all of these documents.
- Signing authorities cannot be closely related to one another (spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, niece or nephew, sister-in-law, brother-in-law).

### **Annual budget**

- The executive will prepare a budget and present it to the membership for approval before the current budget expires.

### **Non-budgeted expenditures**

- The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- The executive may at any time during the school year approve, between meetings, expenditures up to and including \$500 but must provide receipts for these expenditures.

### **Notice of Large Expenditure Votes**

- Votes on the expenditure of PAC funds over one thousand (\$1,000) dollars requires at least 14 days notice to all parents.

### **Treasurer's report**

- A treasurer's report will be presented at each general meeting.

## CONSTITUTION AND BYLAW AMENDMENTS

- Notice of any amendment to the Constitution and/or Bylaws shall be given at least 14 days prior to any General Meeting at which business is conducted. The notice shall include the specific amendments proposed.
- A two-thirds majority vote of the quorum will be required to amend the Constitution and/or Bylaws.

## PROPERTY OF DOCUMENTS

- All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Colquitz PAC shall be deemed to be property of the Colquitz PAC and shall be turned over to the chair, and/or deleted at the chair's request, when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

## DISSOLUTION

- A notice of Motion of Dissolution shall be given 14 days prior to the last meeting.
- A two-thirds majority of the quorum will be required to pass the Motion to Dissolve.
- Upon winding up or dissolution of the Colquitz PAC
  - all records of the Colquitz PAC shall be given to the current principal of Colquitz Middle School, and
  - after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Colquitz PAC shall be distributed to another parent advisory council or councils in School District No. 61 having purposes similar to those of the Colquitz PAC.

**Adopted by Colquitz Middle School Parent Advisory Council at Victoria, British Columbia, on \_\_\_\_\_, 20\_\_**

*Signatures of the chair, vice chair and one other executive member*

| <b>Title</b> | <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|--------------|-------------|------------------|-------------|
| <b>Chair</b> |             |                  |             |

|                               |  |  |  |
|-------------------------------|--|--|--|
| <b>Vice Chair</b>             |  |  |  |
| <hr/><br>(title of executive) |  |  |  |