

CONSTITUTION

1. The name of the Society is the "JAMES BAY PARENT ADVISORY COUNCIL SOCIETY."
2. The purposes of the Society are:
 1. To advise the school principal and staff on parental views about school programs, policies, and activities.
 2. To communicate with parents, and to promote cooperation between the home and the school in providing for the education of children.
 3. To assist parents in accessing the system, and to advocate on behalf of parents and Students.
 4. To organize Society activities and events.
 5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
3. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.
4. In the event of dissolution of the Society all records of the organization shall be placed under the jurisdiction of School District No. 61 in the person of the principal of the school. This provision is alterable.
5. The Society will operate as a non-profit organization with no personal financial benefit. This provision is unalterable.
6. The business of the Society shall be unbiased towards race, religion, gender or politics. This provision is unalterable.

BYLAWS

PART 1 DEFINITIONS

PARENT: means, in respect of a student registered at James Bay Community School,

- a. The guardian of the person of the student,
- b. The person legally entitled to custody of the student, or
- c. The person who usually has the care and control of the student.

PART 2 MEMBERSHIP

1. All parents-of students registered at James Bay Community School shall be eligible to apply for voting membership in the Society.
2. Administration and staff (teaching and non-teaching) of James Bay Community School shall be eligible to apply for non-voting membership in the Society.
3. Members of the James Bay Community who are not parents or guardians of students currently in the system may request in writing to the directors for non-voting membership in the Society.
4. A person who is eligible for membership in the Society may apply to the Directors for membership in the Society and upon acceptance by the Directors is a member.
5. Non-voting members may attend meetings, and speak at meetings.
6. The number of non-voting members must never exceed the number of voting members.
7. Any member who desires to withdraw from membership in the Society may notify the Executive Committee, in writing, to that effect and upon receipt of notice, the member shall cease to be a member.
8. A member may be expelled from the Society by special resolution of the members, passed at a general meeting of the Society called for that purpose. The notice for expulsion shall include the reasons) for

expulsion and the person subject to the proposed resolution shall be provided an opportunity to respond at the general meeting prior to the vote on the resolution.

9. All members are in good standing except for members who have failed to attend three consecutive meetings of the Society. These members will continue to be not in good standing until they attend a general meeting of the Society.

PART 3 MEETINGS

10. The first Annual General Meeting of the Society shall be held not more than 15 months after the date of incorporation and after that an Annual General Meeting of the Society shall be held at least once in every calendar year and not more than 15 months after the adjournment of the previous Annual General Meeting.

11. Extraordinary General Meetings shall be held at least once a month during the school year to conduct current business. Every general meeting other than an Annual General Meeting, is an Extraordinary General Meeting.

12. The Executive meetings, or general meeting shall be held at the discretion of the Executive, or upon the receipt of a petition representing at least ten percent (10%) of the voting members.

13. Meetings will be conducted efficiently and with fairness to the members present. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the Society Act or these bylaws.

14. The directors may, when they think fit, convene an Extraordinary General Meeting. Notice of the meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of the business. Notice of Extraordinary General Meetings and the Annual General Meeting shall be posted on Society bulletin board at least 14 days prior to the meeting.

15. The accidental Omission to give notice of a meeting to, or non-receipt of a notice by, any of the members entitled to receive notice does not invalidate the proceedings at that meeting.

PART 4 VOTING

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

17. Unless otherwise required by the Society Act or these bylaws, questions arising at any meeting shall be decided upon by a simple majority vote.

18. In the case of a tie vote, the motion will be lost.

19. A voting member, in good standing, present at the meeting of members is entitled to one vote. Voting by proxy shall not be permitted.

20. Voting shall be done by the show of hands with the exception of the election of officers, which shall be done by secret ballot.

PART 5 DIRECTORS AND EXECUTIVE OFFICERS

21. The voting members, in good standing, shall elect a slate of directors, from the voting members in good standing, who will act as the directors and executive officers of the Society, for each school year. Number of directors must be 4 or greater and shall be determined by organizational needs at the Annual General Meeting.

22. The directors and executive officers shall be elected, from the voting members in good standing, at the Annual General Meeting.

23. Call for nominations shall be made at the Annual General Meeting.

24. In the event of a vacancy on the board of directors during the year the Society shall, at an extraordinary general meeting, elect a new director or officer who shall hold office until the next election.

25. Elections shall be conducted by the Nominating Committee chairperson.
26. An election may be by acclamation; otherwise it must be by ballot.
27. Scrutineers shall be appointed as required by the Nominations Committee chairperson at the time of the elections.
28. A vote shall be taken to destroy the ballots.
29. No director or officer shall receive remuneration for his or her duties.
30. Any director or officer who wishes to resign his or her position may do so by notifying the executive committee of the Society in writing to that effect and upon receipt will cease to hold the position.
31. The members may by special resolution remove a director or officer before the expiration of his or her term of office and may elect a successor to complete the term of office. Those so removed shall remain members of the Society.

PART 6 TERM OF OFFICE

32. The term of office shall commence at the close of the Annual General Meeting and shall be for one year.
33. Any elected member of the Society may serve on the executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.
34. No person may hold more than one elected executive position at any one time except that the position of secretary and treasurer may be combined to the position of Secretary-treasurer.

PART 7 EXECUTIVE OFFICERS

35. A board of elected officers shall manage the affairs of the Society.
36. The Executive Officers will be as follows:
 - A. President
 - B. Vice-President
 - C. Treasurer
 - D. Secretary
 - E. Member at Large

PART 8 DUTIES OF THE OFFICERS

37. PRESIDENT
 - a) shall convene and preside at all general, and executive meetings
 - b) shall ensure that an agenda is prepared and presented
 - c) shall appoint committees where authorized to do so by the executive or membership
 - d) shall be an ex-officio member to all committees except the Nominating Committee
 - e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
 - f) shall be the official spokesperson for the organization
 - g) shall be a signing officer
 - h) shall submit an annual report
38. VICE PRESIDENT
 - a) shall assume the responsibilities of the president in the president's absence
 - b) shall accept extra duties as required
 - c) shall be a signing officer

39. SECRETARY

- a) shall record the minutes of general, and executive meetings
- b) shall distribute minutes to the Society members
- c) shall keep an accurate Copy of the Constitution and Bylaws and if and when changes are made the amended copy shall be dated and initialed and a copy submitted to the school principal for safe-keeping
- d) shall issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) shall safely keep all records of the Society

40. TREASURER

- a) shall be responsible for financial statements and records and report on the accounts of the organization
- b) shall be one of the three signing officers of the executive
- c) shall prepare a financial report for publication in the school newsletter
- d) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures
- e) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- f) shall submit an annual report

41. MEMBER(S) AT LARGE

- a) shall *assist and advise the current executive as required.*

PART 9 COMMITTEES

- 42. Standing and ad-hoc committees shall be formed when necessary.
- 43. A Nominating Committee shall be appointed annually before the Annual General Meeting.
- 44. Committees are responsible to the executive and members.
- 45. Members may be appointed annually to committees by the president (after consultation with the executive).

PART 10 FINANCES

- 46. A budget and tentative plan of expenditures shall be drawn up by the executive and presented for approval at a general meeting.
- 47. All funds of the Organization will be on deposit in a bank or financial establishment registered under the Bank Act.
- 48. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
- 49. All money spent above and beyond a predetermined petty cash amount of \$100.00 will be first presented to and voted on by the executive, and then approved by a majority at a general meeting.
- 50. A Treasurer's Report to all members shall be published in the Society/school newsletter prior to the end of each school term.
- 51. A need for audits will be agreed upon by the members at any general meeting, where upon an independent auditor will be appointed as needed.

PART 11 BORROWING

- 52. In order to carry out the purpose of the Society the directors may, on behalf of and in the name of the Society, raise or secure payment or repayment of money in the manner they decide, and in particular but without limiting that power, by the issue of debentures.
- 53. A debenture must not be issued without the authorization of a special resolution.

54. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

PART 12 CONSTITUTION & BYLAW AMENDMENTS

55. Amendments to the Constitution and By-laws of the Society may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum)
2. The notice of the meeting included notice of the specific amendments proposed
3. A 75% majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws

PART 13 MINUTES AND RECORDS

56. The Executive shall insure that the minutes of the general meetings and Executive Meetings and all other necessary books and records of the Society required by the bylaws and/or applicable statute or law are regularly and promptly kept.

57. The preparation and custody of the minutes of the Society shall rest with the Secretary. Preparation and custody of the financial statements and records shall rest with the treasurer.

PART 14 CODE OF CONDUCT

58. The Society is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

59. 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.

60. A member who accepts a position as a Society Executive Member:

- a) Upholds the constitution and bylaws, policies and procedures of the Society
- b) Performs her/his duties with honesty and integrity.
- c) Works to ensure that the well being of students is the primary focus of all decisions.
- d) Respects the rights of all individuals.
- e) Takes direction from the members, ensuring that representation processes are in place.
- f) 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.
- g) Works to ensure that issues are resolved through due process.
- h) Strives to be informed and only passes on information that is reliable and correct.
- i) Respects all confidential information.
- j) Supports public education.