

# BYLAWS

## ÉCOLE DR. KNOX MIDDLE SCHOOL

Revised May 2021

### SECTION 1 – MEMBERSHIP

All parents and legal guardians of students registered at Dr. Knox Middle School shall be voting members of the Dr. Knox Middle School Parent Advisory Council (the “Council” and/or “Society”).

Administration and staff (teaching and non-teaching) of Dr. Knox Middle School shall be nonvoting members. However, if a staff member has a student in the school the restriction on voting shall not apply.

Members of the Dr. Knox Middle School community area who are not parents of students currently in the system shall also be non-voting members of the Council.

All members must follow the **Code of Conduct** defined in Section 16 of the Bylaws, to remain in good standing. In the event that a member does not follow the Code of Conduct, he/she will be considered not in good standing and the President or any member of the Executive may ask the member to leave the meeting.

### SECTION 2 – EXECUTIVE

The Parent Advisory Council shall elect officers from the voting members for each school year. The Executive Officers shall include:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary
- e) COPAC Representative
- f) Members at Large

### SECTION 3 – EXECUTIVE OFFICERS’ DUTIES

#### 1. President

- a) Shall convene and preside at all the regular, special and executive meetings
- b) Shall appoint committees where authorized to do so by the Executive or membership

c) Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization

d) Shall ensure representation to Central Okanagan Parent Advisory Council

## **2. Vice-President**

a) Shall assume the responsibilities of the President in the President's absence

b) Shall accept extra duties as required

## **3. Secretary**

a) The minutes of regular, special and Executive meetings

b) Shall issue and receive correspondence on behalf of the Council

c) Shall keep an accurate copy of the Constitution and Bylaws

d) Shall ensure that an agenda is prepared and presented, and shall request input from the school staff and administration

e) Shall take attendance and keep accurate minutes of all meetings of the Council

## **4. Treasurer**

a) Shall maintain an accurate record of all expenditures of the Society

b) Shall be the one of the signing officers of the Executive

c) Shall receive all monies on behalf of the Society

d) Shall present an annual financial statement at the Annual General Meeting

e) Shall disburse funds authorized by the Executive or Society

f) Shall present a proposed budget for the following year at the Annual General Meeting

g) Shall prepare monthly and annual financial reports as requested by the Executive and required by the Society

h) Shall be responsible for the filing of all regulatory and required documents of the Society

## **5. COPAC Representative**

a) Shall attend all monthly Central Okanagan Parent Advisory Committee (COPAC) meetings and report back at the general and executive meetings as required

## **7. Members at Large**

a) Be one of a maximum of four (4) elected representatives

b) Take direction from the general PAC membership

c) Shall accept extra duties as required

## **SECTION 4 – EXECUTIVE MEETINGS**

- a) Executive meetings will be held once per month unless decided by a majority vote at an executive meeting
- b) A minimum of 5 executive meetings must occur during the school year
- c) Executive meeting times may be prescribed by the Executive
- d) Robert’s Rules of Order will be used to resolve procedural problems unless they conflict with the Bylaws or Society Act.
- e) The President may reschedule and/or table any topic at an executive meeting with the approval of at least 2 voting members
- f) Extraordinary meetings may be called at any time by the President

## **SECTION 5 – VACANCY ON THE EXECUTIVE**

If any officer resigns during a term of office or if any office is not filled at the time of elections, the Parent Advisory Council Executive may appoint a member to fill the vacancy until the next election.

## **SECTION 6 – COMMITTEES**

Committees are responsible and accountable to the Executive and Membership.

Members may be appointed to committees by President (after consultation with the Executive).

Committees shall be established, with guidelines for each committee, by the Executive or upon recommendations of the general membership, for set purposes.

Committee recommendations must be brought forward to the Society members for voting, in accordance with the Society’s Constitution and Bylaws.

## **SECTION 7 – ELECTIONS**

The length of term for Executive positions shall be one year.

Such terms shall take effect July 1st and end on June 30th in the following calendar year.

Retiring Officers are eligible for nomination and re-election, except that no member may remain in any one position on the Executive body for more than two years.

No one person may hold two Executive positions with signing authority at one time.

Election of the Executive shall take place during an Annual General Meeting which shall be in May of each year.

Interim executive vacancies are to be filled by selection at the next regular meeting subsequent to the vacancy occurring.

## **SECTION 8 – NOMINATIONS**

A notice for nominations should be distributed to all families with the regular monthly newsletter prior to the Annual General Meeting. A notice for nominations should also be sent to the PAC Presidents of feeder schools. This will allow for nominations of parents of student who will be attending Dr. Knox Middle School in September.

## **SECTION 9 – REGULAR MEETINGS**

The day and time of the monthly regular meetings will be set by the Executive in consultation with the Principal and the membership.

Extraordinary meetings may be called at any time by the President or Executive in accordance with Section 4, (f).

At a regular meeting a majority vote rules, except when voting on changes to the Constitution.

## **SECTION 10 – ANNUAL GENERAL MEETING (AGM)**

1. The Society's AGM shall be held in May of each school year
2. The Secretary shall present a copy of the minutes from the previous year's AGM
3. The Treasurer shall present annual financial statements, which include a balance sheet and an income statement, at the AGM
4. The election of Executive Officers occurs at the AGM
5. Before the election proceeds, a call for nominations must be made 3 times
6. A motion to transfer signing authority to the new Executive Officers occurs at the AGM

## **SECTION 11 – CONSTITUTIONAL AMENDMENTS**

Amendments to the Constitution and Bylaws of the Dr. Knox Middle School Parent Advisory Council may be made at any Regular Meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum through the school newsletter and/or appropriate media channels)
2. The notice of the meeting includes notice of specific amendments proposed
3. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws

Amendments should be recorded by the Secretary.

## **SECTION 12 – VOTING**

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

## **SECTION 13 – QUORUM**

A Quorum for Regular Meetings shall be three (3) Executive members, voting members of which a minimum of three (3) will be Executive members and three (3) may be non-executive members.

For Executive meetings at least 40% of the Executive Officers must be present.

In the event of quorum failure, the President must declare the meeting as an information session and reconvene the order of business to the next Society meeting.

## **SECTION 14 – FINANCES**

A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a Regular Meeting prior to the end of October of each year.

The Executive shall name at least three signing officers one of whom will be the Treasurer, for banking and legal documents. Any two signatures will be required for these documents.

A Treasurer's Report to all members shall be prepared monthly and made available to all members. An annual financial report shall be prepared and published in the school newsletter at the end of each school year as required.

## **SECTION 15 – DISSOLUTION**

In the event of dissolution of the Society, the legislation as contained in the BC Societies Act shall apply and, following payments of all outstanding debts and expenses, the remaining assets shall be distributed to other non-profit organizations having similar charitable purpose to the Dr. Knox PAC, as determined by Dr. Knox PAC members. This provision shall be unalterable.

## **SECTION 16 – CODE OF CONDUCT**

1. The Society's meetings are not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. All members must discuss issues in a respectful manner. Any form of misconduct (verbal or physical abuse) will not be tolerated.
3. An Executive Officer 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.

## **SECTION 17 – REMOVAL OF ELECTED OFFICER**

An Elected Officer may be removed from the Executive prior to the expiration of his/her term of office by the following:

- a) Special Resolution of the Executive
- b) By majority vote at an Extraordinary Meeting of the Society
- c) By becoming a member not in good standing

An Elected Officer will also be immediately removed from the Executive in the event of one or more of the following:

- a) A Criminal conviction
- b) An undischarged bankruptcy

c) Deemed incapable of managing the individual's own affairs by any court in Canada or elsewhere

## **SECTION 18 – MISSION STATEMENT**

The purpose of the Parent Advisory Council shall be to promote and support education, to contribute to a sense of school community and the well-being of the student, and to encourage individual development through effective education. The Parent Advisory Council also shall foster meaningful parental participation and to strengthen the role of families in educational activities and decision making in our school.

## **SECTION 19 – COMPLIANCE WITH BC SOCIETIES ACT**

It is understood and agreed to by all members of the Society that the Bylaws contained herein are consistent and in accordance with the BC Societies Act (the "Act"). In the event of a conflict between the Bylaws of the Society and the Act, the Act shall apply in all circumstances. In the event of an error or omission of the Bylaws of the Society the Act shall also apply.