

INQUIRY HUB PAC Constitution

SECTION I: NAME

The name of the Council shall be the INQUIRY HUB PARENT ADVISORY COUNCIL.

The Council will operate as a non-profit organization with no personal financial benefit to its members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION II: PURPOSES OF THE PAC

The purposes of the Council shall be:

1. To support continual improvement in the quality of education and the well-being of all INQUIRY HUB students in all geographical areas and all INQUIRY HUB programs.
2. To organize and encourage PAC activities and events, including events that foster a strong school community.
3. To promote the education and welfare of all students in the school by working together with the school's Principal, Vice-Principal and staff in a positive and progressive manner.
4. To provide and support parent education, mentorship, and a forum for discussion of educational and distributed learning issues for parents in all programs.
5. To advise the Principal and staff on parents' views on any matter relating to the school when deemed necessary.
6. To promote cooperation between the home and school in providing for the education of children.
7. When deemed appropriate, to communicate matters relating to the school to one or all of the following governing bodies: School Administration, DPAC, BCCPAC or School Board on any matter relating to the school - other than matters assigned to the school planning council
8. To participate in the work of the School Planning Council through the Council's representatives
9. To promote the interests of public education and distributed learning and in particular, the interests of INQUIRY HUB within our communities.

SECTION III: INTERPRETATION OF TERMS

INQUIRY HUB – Coquitlam Open Learning

DPAC or “district parent advisory council” - the parent advisory council organized according to the School Act and operating as a district parent advisory council in School District 43

PAC or “parent advisory council” - the parents organized according to the School Act and operating as a parent advisory council at INQUIRY HUB

Parents - the parent/parents or guardian of a child or children in grades Kindergarten through to grade 12 in School District 43 Coquitlam.

School - any public elementary or secondary educational institution within School District 43 Coquitlam.

Student – means kindergarten to grade 12 students registered at INQUIRY HUB, and is exclusive of adult learners.

District - School District 43 Coquitlam.

SD 43- School District 43 Coquitlam.

SPC or School Planning Council - means the school planning council created for INQUIRY HUB and according to the School Act

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

Council – means the INQUIRY HUB Parent Advisory Council

Distributed Learning – as defined by the School Act

President – also known as Chair Person

Officers – means executive members of the PAC

Parent - as defined in the School Act and means:

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled at INQUIRY HUB .

Bylaws

Section I MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at INQUIRY HUB are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of INQUIRY HUB may be non-voting members of the Council.
3. Members of the school community who are *not* parents of students currently enrolled at INQUIRY HUB may be invited to become non-voting members of the Council, as determined by a majority vote from its members.
4. At no time shall the Council have more non-voting than voting members.
5. Any member who is a school board or Ministry of Education employee must declare any potential conflict of interest or bias and refrain from participating in discussion or voting on a particular issue.

Compliance with bylaws

6. Every member will uphold the constitution and comply with these bylaws.

Section II MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. Providing reasonable notification is given, PAC will make regularly scheduled meetings available online so that all members may attend, regardless of their geographical location.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of executive officers held in October of each year.
4. General meetings shall be held not less than eight times per year, one of those being the AGM.
5. If deemed necessary, any executive member can call an executive meeting at any time. An executive meeting is comprised of a portion or all executive members.
6. The purpose of executive meetings is to carry on business between general meetings.
7. During meetings, if procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (latest edition) shall be used to resolve the issue.
8. At the start of each meeting, those in attendance will be reminded that meetings are recorded and audio recordings may be made publicly available through the PAC's or INQUIRY HUB ' web site.
9. If Chair Person cannot facilitate a meeting, another executive member can take on the role of Chair for this purpose.

Conduct

10. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
11. The Council as a whole will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

12. Members will be given reasonable notice of general meetings.

Quorum

13. A quorum for general meetings will be four voting members exclusive of the Chair.
14. 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 or until the meeting is adjourned or terminated.
15. The quorum cannot be waived or suspended, even by unanimous consent.

VOTING

16. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
17. The Chair Person may vote only in the case to break a tie vote.

18. Members must be in attendance to vote.
19. Voting may be done by secret ballot, if deemed necessary.
20. If voting by secret ballot, fairness and ease for all PAC members must be taken into consideration, regardless of their geographical location.

Section III Executive

Role of executive

1. The executive will manage the Council's affairs between general meetings as directed by the Council and its Constitution and Bylaws.

Executive defined

2. The executive will include; Chair person, Vice-Chair person, Treasurer, Secretary, D-PAC Representative.

Election of executive

3. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the school district or Ministry of Education shall hold an executive position.
5. Call for nominations shall be made in September.
6. Elections and call for nominations may be conducted by a non-voting attendee, such as Principal or Vice-Principal of INQUIRY HUB.

Vacancy

7. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (*an individual who has been nominated by the PAC*) who shall hold office until the next election.

Removal of executive

8. If an executive officer is not fulfilling his/her duties as outlined in the PAC bylaws, the PAC Executive may, by a majority of not less than 75% of the votes cast by remaining PAC executives, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.

Remuneration of executive

9. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

TERM OF OFFICE

10. The term of office shall commence immediately following the AGM and shall be for one year.

11. No person may hold any one position for more than four consecutive years. If this disrupts the function of the PAC, and if all reasonable attempts have been made to fill the position, PAC may vote to make an exception.
12. No person may hold more than one elected executive position at any one time.
13. The term of office for School Planning Council representatives shall be one year.

SECTION IV EXECUTIVE OFFICERS

14. The affairs of the Council shall be managed by a board of elected officers and may include the immediate Past Chairperson. The minimum executive positions to be filled are: Chairperson, Secretary and Treasurer. The Executive Officers may be as follows:

- A. Chairperson
- B. Vice-Chairperson
- C. Treasurer
- D. Secretary
- E. District Parent Advisory Council Representative

SECTION V DUTIES OF OFFICERS

15. The Chairperson shall:

- a) convene and preside at membership, special, and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities
- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer
- k) ensures that the rest of the executive fulfills their duties.
- l) the Chairperson can delegate an executive member's duties to another executive member, if deemed necessary

16. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) be a signing officer

17. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special, and executive meetings. In the Secretary's absence, another meeting attendee may take minutes.
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d) issue and receive correspondence on behalf of the organization
- e) be a signing officer
- f) safely keep all records of the Council
- g) accept extra duties as required

h) ensure there is always a backed up copy of all minutes that is accessible to all executive members.

18. The Treasurer shall:

- a) be a signing officer
- b) receive all funds for the Council
- c) disburse funds authorized by the executive or members
- d) maintain an accurate record of all expenditures of the Council
- e) give a report of all receipts and expenditures at all general meetings
- f) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g) make books available for viewing by members upon request
- h) have the books ready for inspection or audit
- i) ensure that another signing officer has access to the books in the event of his/her absence
- k) submit an annual financial statement at the Annual General Meeting of the Council
- l) apply for Gaming Commission grant annually
- m) submit annual report to Gaming Commission
- n) ensure there is always a backed up copy of all financial statements that is accessible to all executive members.

19. The DPAC Representative shall:

- a) attend DPAC meetings or find an alternative PAC member to attend
- b) seek and give input on behalf of the PAC to the DPAC
- c) ensure DPAC reports are available for each general meeting
- d) be a signing officer

Section VI COMMITTEES

1 The membership and executive may appoint Standing and ad hoc committees to further the Council's purposes and carry on its affairs.

2 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, as the membership or executive decide, as well as its term of duty.

3 Committees will report to the membership and executive as required.

SECTION VII FINANCIAL MATTERS

Financial year

1. The fiscal year end of the Council shall be June 30.

Power to spend money

2. The Council may spend money to further its purposes as outlined in Section II , Purposes of the PAC.

3. The PAC can only spend money when supported by a passed motion.

Bank accounts

4. All funds of the Council must be kept on deposit, in the name of the Council, in a bank or financial institution registered under the Bank Act.

Signing authority

5. All executives will have signing authority. Two signatures will be required on all of these documents. When new executives are newly elected, signing officer documents will be revised at the bank no later than 30 days from the election.

6. An executive member may not be a signing authority on a cheque payable to themselves or an immediate family member.

SECTION VIII Constitution and Bylaw Amendments

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.

3. The notice of the meeting shall include the proposed amendments.

4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School for safekeeping only.

SECTION IX CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body (PAC).
 2. Performs her/his duties with honesty and integrity.
 3. Works to ensure that the wellbeing and education of all students, regardless of geographical location or program of choice, is the primary focus of all decisions.
 4. Respects the rights of all individuals.
 5. Takes direction from the members.
 6. Ensures fair representation processes for all students and PAC members are in place.
 7. 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.
 8. Works to ensure those issues are resolved through due process.
 9. Strives to be informed and only passes on information that is reliable.
 10. Respects all confidential information.
 11. Supports public education, including distributed learning.
-

SECTION X 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 having purposes and objectives similar to those of the Council.
2. In the event of dissolution of the Council, all records of the organization shall be given to the Principal of INQUIRY HUB or School Board Office.

SECTION XI PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization 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 Inquiry Hub School PAC at on June x, 2012.

