

**MARK R. ISFELD SECONDARY PARENTS' ADVISORY COUNCIL**  
**CONSTITUTION AND BY-LAWS**

I. CONSTITUTION

1. The name of the council is "Mark R. Isfeld Secondary Parents' Advisory council."

2. Purpose of the Council

The purpose of the Council is:

- a) to support and promote the involvement of parents in the education of their children and not to discuss individual students or individual staff members;
- b) to support the school staff and students in defining, reviewing and committing to the school vision, mission statement and goals;  
and
- c) to support and promote parent education and to provide support for parent education.

3. Role of the Council

The Council will endeavour to achieve this purpose by:

- a) advising parents about school programs and services;
- b) involving parents in school activities;
- c) making recommendations to the principal on school programs and services;
- d) working with the principal, staff and parents to promote on-going, two-way communications between the home and school;
- e) organizing, in conjunction with the principal, volunteer programs and activities which support the school;
- f) working with the principal, staff, parents, and community organizations to provide a healthy, safe, and supportive environment;
- g) sharing information with parents to provide educational opportunities for their children;
- h) providing a forum for discussion of educational programs and services;
- i) facilitating opportunities to provide parents with information on parent education topics;
- j) participating, along with the school staff and students, in a process to define and review the school vision, mission statement and goals;  
and
- k) promoting a spirit of tolerance and cooperation within the school community.

II. BY-LAWS

4. Membership

- a) A parent of a student attending the school is a member of the council unless the parent otherwise indicates in writing to the secretary of the council.
- b) A parent means, in accordance with Section 1 of the School Act, the guardian or the parent of a student, the person legally entitled to custody of a student, or the person who usually has the care and control of a student attending the school.
- c) The principal shall be a non-voting member of the council.

5. Responsibilities of Members

The council member should:

- a) attend council meetings when possible;
- b) promote positive attitudes about the school and its educational programs and services; and
- c) support the council's purposes and objectives.

6. Responsibilities of the Principal

A principal should:

- a) encourage the participation of parents in the council;
- b) encourage open two-way communication by consulting regularly with the council executive or designate;
- c) provide to the council, information contained in the annual report on the general effectiveness of educational programs in the school; and
- d) attend council meetings or designate another staff member to attend.

7. Meetings

- a) The chairperson shall call regular meetings of the council.
- b) Following consultation with the principal, the calendar of regular meetings for the school year shall be set at the election meeting of the council in the preceding school year and shall be sent to all parents, the principal, and the secretary-treasurer of the board.
- c) Special meetings may be called by the chairperson.
- d) Special meetings shall be called by the secretary at the written request of three members after consultation with the principal. The written request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting.

- e) The notice of regular meetings of the council contained in the calendar shall serve as notice to all members.
- f) Notice of a special meeting shall be sent to all parents and the principal at least 5 days prior to a special meeting except in the case of urgency as determined by the chairperson, and shall contain a statement of the general nature of the business to be dealt with at the special meeting.

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7. Meetings continued

- g) The inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at the meeting.
- h) The rules set out in Roberts' Rules of Order shall govern all procedural matters not addressed in these by-laws.
- i) Each member may attend any meeting of the council.
- j) At the discretion of the council, school staff other than the principal may attend council meetings but shall not be eligible to vote on any matter before the council unless they are also parents of children in the school.
- k) At the discretion of the council, other persons may attend meetings of the council but shall not be eligible to vote on any matter before the council unless they are also parents of children in the school.
- l) Each member present at a meeting of the council shall be entitled to one vote.
- m) Voting shall be by show of hands or, at the discretion of the chairperson, by secret ballot. See 9 f) for the exception to this bylaw.
- n) All business or matters coming before the council shall be decided by a simple majority of the votes cast by the members who are present at the meetings, except as otherwise provided herein.
- o) The chairperson may postpone a vote for one meeting to allow participation of members.
- p) Minutes of the previous meeting shall be prepared by the secretary of the council for approval at the next regular meeting.
- q) A quorum for conducting council business shall consist of 4 members.

8. Financial

- a) All financial decisions, including the decision to fund-raise and the disbursement of any funds shall be made by a majority vote.

- b) The council may raise and spend money in furtherance of its purposes and objectives. All funds raised shall be used only for legitimate council and school purposes.
- c) As required by board policy, all funds raised on school premises or at school events must be deposited and disbursed through the school trust fund established under the policies of the board of school trustees.
- d) As required by board policy, the council shall take the necessary steps to form a society should it wish to embark upon fund-raising activities, such as bingo, that are not connected with a school-sponsored event.
- e) Disbursement of funds raised per (c) or (d) for school-related activities or items is subject to acceptance by the principal and in the case of capital items, acceptance by the board.

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#### 9. Officers

- a) To expedite the business of the council, a chairperson, vice-chairperson and secretary shall be elected from amongst the members; a treasurer shall then be elected from amongst the members.
- b) To support parent education and representation, one representative to the District Parents' Advisory Council and an alternate shall be elected from amongst the members.
- c) To assist in the development and implementation of the School Growth Plan, three (3) representatives to the School Planning Council shall be elected from amongst the members.
- d) Council Officers, DPAC representative, DPAC alternate representative, and three (3) SPC representatives shall be elected by a majority vote at the regular September meeting of the council each school year and commence office at the October meeting, and shall hold office until the September meeting of the council in the following school year, unless they should resign, cease to be a member, or be removed from office.
- e) DPAC and SPC representatives shall be elected by secret ballot as per the School Act.
- f) One of the SPC representatives elected shall also be an officer of the executive.

- g) The executive shall consist of the Chairperson and Vice-Chairperson (or two (2) Co-chairs), the Secretary, the Treasurer, and the DPAC representative.
- h) The executive shall meet in the week prior to the regular meeting in order to set the agenda.
- i) Should an officer resign, cease to be a member, or otherwise cease to hold office, a replacement shall be elected at the next regular meeting of the council.
- j) Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a meeting and vote on the resolution.
- k) A member may not hold any office for more than three (3) consecutive school years.
- l) The officers may establish committees and appoint members to serve on committees and delegate tasks to those committees. These shall remain under the auspices of the executive and report back regularly to PAC.
- m) The officers may conduct the business of the council between regular meetings of the council.

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9. Officers continued

- n) The chairperson shall:
  - i) chair all council meetings;
  - ii) prepare agendas for all council meetings in consultation with the principal;
  - iii) represent the council at meetings with the principal; and
  - iv) consult with the principal as requested by the principal.
- o) The vice-chairperson shall:
  - i) work with the chairperson to support the role of the council; and
  - ii) in the absence of the chairperson, the vice-chairperson shall act as chairperson.
- p) The secretary shall:
  - i) record and prepare minutes;
  - ii) prepare and distribute notices for all council meetings;
  - iii) distribute agendas for all council meetings; and

- iv) maintain all records and documents of the council.
- q) The representative(s) to the District Parents' Advisory Council shall:
  - i) report to the PAC about District Council meetings and BCCPAC information;
  - ii) represent the views of the school council, after a consultation process; and
  - iii) vote on the school council's behalf.
- r) The treasurer shall keep financial records and render financial statements to the officers, members, and others when required.
- s) The representatives to the School Planning Council shall:
  - i) represent and speak on behalf of the PAC at meetings of the SPC;
  - ii) regularly attend all SPC meetings;
  - iii) be involved in the development and implementation of the school growth plan;
  - iv) report to the PAC at regular meetings; and
  - v) request direction from the general PAC membership.
- t) When an individual ceases to be an officer of the council, all records and documents are to be handed over to the incoming officer.
- u) In the event that a position is left vacant, volunteers will fill in until formal elections can occur.

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#### 10. Dissolution

- a) The council shall be dissolved in the event that the school is permanently closed.
- b) Upon dissolution of the council, any assets remaining after all debts have been paid, or the provision for payment has been made, shall be paid, transferred, or delivered to the school board of the school district in which the council of the school is located for an educational purpose in the community of the school.
- c) The records of the council shall then become the property of the school board.

#### 11. By-Laws

- a) The by-laws of the council may be amended by an affirmative vote of two-thirds of the members who are present and vote on the amendment at a regular meeting of the council, after consultation with the principal, provided that the proposed amendment has been submitted

in writing at the previous regular meeting.

b) Each member is entitled to and shall be given without charge, one  
copy

of the by-laws of the council upon request.

c) A copy of the by-laws shall be provided to the secretary-treasurer of  
the  
school board.