

Garibaldi Secondary School
Parent Advisory Council Constitution and Bylaws

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CONSTITUTION

ARTICLE I – Name

The name of the Council shall be the Garibaldi Secondary School Parent Advisory Council.

ARTICLE II – Purpose and Objectives

The purpose of the Council is to promote and support the involvement of parents at Garibaldi Secondary School. To encourage and improve growth in academic and social learning, to enhance the quality of education, and the well-being of the students at our school, while maintaining a positive, inclusive and respectful environment for parents, students and staff. Our focus is on the learner and we endeavor to provide the best possible opportunities for each student to become responsible citizens and develop positive attitudes.

- 1) The business of the Council shall maintain an inclusive, positive and respectful environment for all; unbiased towards creed, race, socioeconomic status, religion, gender identity, disability, national origin or politics.
- 2) To promote, support, advance leadership and contribute to the effectiveness of the school by promoting the meaningful involvement of all parents at the school and in the community in order to advocate and participate in the success of all students.
- 3) To communicate with parents and to promote cooperation between home and the school in providing for the education of students.
- 4) To assist parents in providing educational opportunities for their children, accessing the system and to advocate on behalf of parents and students.
- 5) To communicate with the school principal and staff on parental views about school programs, services, policies and activities.
- 6) To support other initiatives that benefit the school and students.

The Council Executive shall achieve these purposes by:

- 1) Taking direction from the Council membership, always ensuring that a majority voice is honoured, supported and clearly represented regardless of personal opinion.
- 2) Providing a forum for the discussion of educational programs and services, and to ensure that every parent has an opportunity to have a voice.
- 3) Promoting a spirit of cooperation within the school and the school community.
- 4) Encouraging parents to participate in meaningful educational activities and decision making.
- 5) Collaborating with the Principal, staff, parents and the community that may include volunteer programs, activities or initiatives which support the school.

ARTICLE III – Powers

- 1) The Council will operate as a non-profit organization with no personal financial benefit or remuneration to any of its members, including the Elected Officers.
- 2) The business of the Council will be conducted on a volunteer basis.
- 3) Funding for expenditures must be approved at a regular Council meeting.
- 4) Standing and ad-hoc committees shall be formed when necessary.
- 5) Committees are responsible to and act according to the direction of the Executive and the Membership.
- 6) Unless otherwise provided in these bylaws, decisions of the Council shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.

Article IV – Membership

- 1) Any parent defined as such under Part 1 of the School Act is considered a full member of the Council:

"parent" means, in respect of a student or of a child registered under section 13,

- (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the [Family Law Act](#) that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
- (b) a 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 the child or children registered and enrolled in School District 42 at Garibaldi Secondary School.

ARTICLE V – Officers

- 1) The affairs of the Council shall be managed by a Board of duly elected Executive Officers
- 2) The Executive shall consist of:
 - a) Chairperson
 - b) Vice-Chairperson
 - c) Treasurer
 - d) Secretary
 - e) District Parent Advisory Council Representative
- 3) To be eligible for office, except where stated under bylaws, a candidate must be a parent and remain a parent at the school as defined by Part 1 of the School Act.
- 4) Officers shall be elected by a majority vote in the first month of the school year, no later than the last regular meeting of the Council of the school year.
- 5) The Executive Officers will manage the Council's affairs between general meetings as directed by the membership.

ARTICLE VI – Meetings

- 1) There shall be a minimum of five (5) meetings per school year, one of which shall be in the month of September. The September meeting shall be designated the annual general membership meeting (AGM) for the school year.
- 2) The intent of the rules set in Robert's Rules of Order shall govern all procedural matters at these meetings not addressed in these bylaws.

ARTICLE VII – Interpretation of Terms

- 1) The Council refers to the Garibaldi Secondary School Parent Advisory Council as defined by the School Act.
- 2) District means School District 42.
- 3) DPAC means the Parents Advisory Council organized according to the School Act and operating as a District Parent Advisory Council in School District 42.
- 4) Parent refers to a parent of a student at Garibaldi Secondary School as defined by the School Act.
- 5) School refers to Garibaldi Secondary School.
- 6) School year refers to the calendar year from September 1 to June 30th of each year, or the school year as defined, expressed and approved by the District 42 School Board.

- 7) The Executive refers to the duly elected, acclaimed or appointed Officers of the Council Executive.

BYLAWS

SECTION I – Membership

- 1) All Parents of the School are voting members of the Council.
- 2) Staff members of the school who are also considered Parents at the school, according to the School Act, shall be afforded all the same rights as any other Parents of the school.

SECTION II – Meetings

Meetings Notice

- 1) The Chair shall call regular meetings of the Council.
- 2) The Calendar of regular meetings for the school year shall be set at the last regular meeting of the Council in the previous school year and shall be made available to all parents and the principal.
- 3) The notice of general meetings contained in the calendar shall serve as notice to all members of all general meetings of the Council.
- 4) Notice of the next meeting is to be announced at the end of the regular meeting or at least two weeks before the next meeting.
- 5) General meetings shall be held, when possible, on the second Wednesday of every other month that school is in session.
- 6) Each member of the Council may attend any meeting of the Council.
- 7) The inadvertent omission to give notice of a meeting or failure to receive a notice by a parent does not invalidate proceedings at the meetings.
- 8) A proposed Agenda shall be posted or made available to all Council members seven (7) days prior to the next Council meeting.
- 9) Other persons, at the discretion of the Council, may attend and speak at meetings of the Council but shall not be eligible to vote on any matter before the Council.

Proceedings

- 1) The Secretary shall prepare an attendance sheet for anyone attending a meeting.
 - a) Members and guests shall be obligated to sign in with their full name.
 - b) The list of signed-in voting members shall be used to determine quorum.
 - c) Only those voting members properly signed in will be allowed to vote.
 - d) Only those guests or non-voting members properly signed in will be allowed to speak, at the discretion of the Chairperson.
 - e) The list may be prepared to request additional contact information which shall be optional for all members and guests.
 - f) Any additional contact information provided in this manner shall be:
 - i) considered confidential and privileged to the Council Executive only.
 - ii) shall only be used by a Council Executive member to contact members for Council business or Council related matters.
 - iii) For the purposes of the Minutes, any Council member, other than an Executive Council member, shall only have their name reflected by their first name in full and a surname initial.
 - iv) The attendance sheet shall be preserved by the Secretary and be considered the

final authority should any dispute on attendance arise.

- 2) The Chairperson or in their absence, the Vice-Chairperson, shall take the Chair at all Council meetings.
- 3) The Chair shall begin each meeting by acknowledging that the meeting is being held on the traditional, ancestral and unceded territory of the Katzie and Kwantlen First Nations Peoples.
- 4) A motion to approve the Agenda for the meeting shall be moved.
- 5) The Chair shall state every question coming before the Council allowing debate thereon. Before putting any matter to a vote, the Chair shall ask: "Is the Council ready for the question?". Should no member rise to speak, the question shall then be put.
- 6) Every motion to be entertained by the Chair must be moved and seconded by a member of the Council.
- 7) The Secretary may keep a speakers list for discussion, and will advise the Chairperson on the order.
- 8) A motion to amend or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment may be permitted.
- 9) The Chairperson may postpone a vote for one meeting to allow additional participation by members if there are less than five (5) members in attendance.
- 10) Meetings (regular and special) shall be no longer than one and one-half (1.5) hours. If at least 80% of those in attendance agree, then a maximum half hour extension of the meeting will be allowed. Unfinished business at the end of the meeting will be added to the Agenda of the next meeting.
- 11) All policy and spending decisions, other than operational needs, shall be made at general meetings by vote where all Council members can participate.

Minutes

- 12) Minutes of the meeting shall be prepared by the Secretary for the Council.
- 13) A committee of a minimum of three (3) council members, including the Secretary, shall be established to approve the minutes within seven (7) days of a Council meeting. The approved minutes shall then be posted and/or made available to all members of the Council.
- 14) In the event of a discrepancy on the Approved minutes, any amendments may be moved at the next general or special meeting of the Council.

Location

- 15) The location of all regular or special Council meetings should be at Garibaldi Secondary School or may be held virtually.

SECTION III – Quorum and Voting at Meetings

Quorum

- 1) At any duly called general meeting or special meeting, a minimum of 5 (five) members must be present to constitute a quorum.
- 2) Quorum must be achieved for the conducting of any business or decision-making. In the absence of a quorum, any business transacted will be null and void.
- 3) If at any time during the general or special meeting a quorum ceases to be present, any business decisions dependent on the Council must then be suspended until there is a quorum present.

Voting at a Meeting

- 4) Each Council member present at a meeting of the Council shall be entitled to one vote. The Chairperson shall have the same rights as other members to vote on any question. In the event of a tie vote, any motion is lost.

- 5) At the discretion of the meeting Chairperson or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room for closed discussion and voting on any issue. This may be essential to the free expression of the voting membership.
- 6) Unless otherwise provided, questions put at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are counted, there are more votes for (yes) than against (no), with abstentions not contributing to the total votes cast.
- 7) Voting by members on all motions or matters must be given in person at a general or special meeting when the question is put. Voting by proxy shall not be permitted.
- 8) Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any Council member at a general or special meeting. Secret ballots shall be used for all elections.
- 9) When a secret ballot is requested, one (1) and only (1) blank ballot will be given to each eligible voting member. The question shall be made clear to all attending members and be provided in writing upon request by any member. Individuals must handwrite their vote on the ballot with either a "YES" or "NO" to the question. Any ballot containing any other expression, is blank, or which is not made clear on the ballot, shall be considered spoiled.
- 10) Voting shall be on no more than one issue per ballot.

SECTION IV - Special Meetings

A special meeting is a separate session held at a time different from that of any regular general meeting and may be convened to consider issues that may arise between meetings.

- 1) Notice of Special meetings may be called by the Chairperson at the discretion of the Chairperson or at the written request of three (3) Council members. The request shall contain the reasons for the meeting and only that business may be dealt with at the special meeting.
- 2) Notice of a special meeting shall be sent to all members of the Council and the Principal at least five (5) days prior to the 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.
- 3) Any member of the Council may attend any special meeting of the Council.

SECTION V – Executive Officers

- 1) The Executive shall be comprised of
 - a) Chairperson
 - b) Vice Chairperson
 - c) Treasurer
 - d) Secretary
 - e) DPAC Representative
- 2) The Executive Officers shall be duly elected or acclaimed by the Council. Should an officer resign, cease to be a member or otherwise cease to hold office, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next regular Council meeting, at which time a replacement shall be nominated and elected or

acclaimed by the present voting members.

SECTION VI – Election of Executive Officers

Nominations

- 1) A Call for the Nominations for the September election of all PAC executive positions will be made no later than the last general meeting of the same calendar year .
- 2) Nominations for all positions shall close at the election meeting in September.
- 3) If there is only one nominee for any position at the close of nominations, that member will be considered acclaimed into the position, and an election will not be required.
- 4) A candidate may only accept the nomination of one position.

Election Procedure

- 5) The Executive officers shall be elected by the voting members of the Council
- 6) Elections shall be held annually in September, no later than by the adjournment of the last regular September meeting. The Election date will be confirmed before the end of September of each School Year.
- 7) Elections will be held by secret ballot, by way of a ballot box, which shall be conducted on a school day. Ballots will be made available and each council member will be entitled to one vote.
- 8) Council members will sign in at the ballot box and will receive one ballot per council member. The ballot will contain the list of all five (5) Executive positions. A list of the candidates will be placed by the ballot box, listed by their nominated position in alphabetical order by surname. The name(s) of the candidate(s) will be written by the voting Council member onto the ballot. If a name is incorrectly written, it should still be counted if the voter's intention is clear. Only one name can be recorded on the ballot per position. More than one name for a position will render the ballot void.
- 9) A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for one candidate over another, with blanks, incorrect names or abstentions and voided ballots not contributing to the total votes cast.
- 10) A majority vote is required for election and a 50% + 1 will constitute a duly elected candidate. In the event of a tie vote, the position will be shared.
- 11) The nominating committee will count all the votes at the close of the election and confirm the count for ballots distributed.
- 12) Immediately following the election results, a motion shall be made to destroy the ballots and the member sign-in sheets for the ballots.

SECTION VII – Executive Terms of Office

- 1) The term of office for an Executive officer shall be one year (commencing on September 15th and ending on September 14th of the following year).
- 2) Any elected officer of the Council may serve on the Executive for as many years as they are elected. All efforts must be made to limit the time one person holds one position to no more than two consecutive years.
- 3) The following are grounds for termination of the office of any Executive member:
 - a) Is convicted of a criminal or other serious offence
 - b. Failure to comply with the current Council Constitution & Bylaws
 - c. Failure to abide by the current Council Code of Conduct.

- 4) For termination of an Executive member position, see Section X - Code of Conduct

SECTION VIII – DPAC Representative

- 1) Elections for the DPAC Representative shall be conducted annually in conjunction with the elections of the Executives and will be included on the ballot.
- 2) The DPAC Representative will be considered an Executive Officer.
- 3) The term of office for the DPAC Representative shall not exceed one year as per the School Act, but there will be no limit on how many years it may be served consecutively.

SECTION IX – Duties of the Executive Officers

GENERAL

Each Executive Officer is required to carry out the duties of their roles to the best of their ability.

- 1) Must abide by, set an example of and encourage the Codes of Conduct.
- 2) Must understand, abide by and enforce the Constitution & Bylaws.
- 3) At least once a year, a committee should be established and/or the Executive must review the Constitution & Bylaws to ensure compliance and that the current language is meaningful and reflects the current school community climate, is in keeping with the School Act or other legislation or propose amendments to be more effective.
- 4) Must make every effort to attend and participate in all general and special Council meetings, and participate in Council activities and functions.
- 5) Must make every effort to promote and be transparent in all Council matters, excepting where confidentiality is required.
- 6) Must understand that an Executive Council member's role is to act as a Steward of the Council, and except where noted, will ensure that the same rights and privileges are extended to every member of the Council.

Council Executive Transition

- 1) At the time of leaving Office, for whatever reason, take every step necessary to pass on the relevant documents, information etc. to their replacement for a smooth transition, and where possible be available to provide assistance or information when requested.
- 2) Any new duly elected Executive Council shall ensure that any signing authority requirements are met and are in place for each school year.
- 3) Executive Council members transitioning out shall ensure:
 - a) All documents, physical or digital that pertain to the business of the Council are discharged to the new or current Executive members.
 - b) Any "admin" or administration designations or privileges which allow for the full administration of social media, or any other services or accounts the Council may use or have used in conducting business of the Council, are discharged to the new or current Council Executive.

CHAIRPERSON Role: The Chairperson coordinates Council affairs in cooperation with other Executive members. The Chairperson makes a sincere effort to understand conditions in the

school community and promotes a spirit of cooperation and collaboration among the Executive, Committees, general membership and school administration.

- Presides and conducts meetings and establishes meeting rules with the Executive
- May be the spokesperson for the organization
- Helps prepare the agenda for all meetings and consults with the Principal
- Responsible for preparing information on agenda topics
- Appoints committees where authorized to do so by the membership
- Liaise with and support healthy relationships within the school and community partners
- May be a signing Officer
- Provides an annual report

VICE CHAIRPERSON Role: The primary role of the Vice-Chairperson is to support the Chairperson and assist the other Executives and Committees in their roles and functions. Presiding over meetings can often be shared between the Chair and Vice-Chair. All the duties listed to the Chairperson above are inclusive and interchangeable as Vice Chair and may be performed at the request or in the absence of the Chairperson. In most PACs, this position is often considered to be a training position for future Chairs.

TREASURER Role: The Treasurer is responsible for ensuring the safe keeping of all financial records, as well as ensuring that the records are documented correctly.

- May be a signing Officer
- In collaboration with the Executive; draft an annual budget for approval
- Ensure all funds are properly accounted for
- Make financial records available to members upon request
- Prepare statements for monthly updates and a year-end report

SECRETARY Role: The Secretary is responsible for ensuring, documenting, recording and promoting effective communication between all Council members, Executives, Committees and the school administration.

- Recording, distributing and filing minutes of all meetings
- Notifying all members of meetings and events related to or associated with the Council
- Issuing and receiving correspondence on behalf of the Council
- Understanding and keeping an accurate and current copy of the Constitution and Bylaws
- Ensuring the safe keeping of all records of the Council
- Shall prepare a sign-in sheet for each meeting and be responsible for monitoring quorum
- Managing and Administering a general Council email address and social media accounts
- May be a signing Officer

DPAC (District Parent Advisory Council) REPRESENTATIVE Role: The DPAC

Representative attends the monthly DPAC meetings representing the Council.

- The DPAC Representative may designate another Council member to attend any DPAC meeting on their behalf, other than the DPAC elections or any DPAC Executive member.
- Is the liaison between DPAC and the Council, reporting to DPAC when necessary
- Provides reports and information from DPAC to Council
- Votes on behalf of the Council at the DPAC Executive Elections
- Could act in the capacity of a Council Trustee for the purposes of oversight

SECTION X – Code of Conduct

- 1) The Council is not a forum for the discussion of individual school staff, students, parents or other

individuals of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.

- 2) A parent who accepts a position as a Council Executive member, DPAC Representative or any parent who participates in discussions and activities related or associated with the Council shall:
- a) Uphold the Constitution and Bylaws, policies and procedures of the Council
 - b) Perform their duties with honesty and integrity
 - c) Work to ensure the well-being of all students is the primary focus of all decisions
 - d) Respect the rights of all individuals
 - e) Take direction from the membership, ensuring representation processes are in place
 - f) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward
 - g) Work to ensure that issues are resolved through due process
 - h) Strive to be informed and only pass on information that is reliable and correct
 - i) Understand that being approached with a concern relating to any individual matter, is then considered to be in a privileged position, and must treat any such discussion with discretion, protecting the confidentiality of the parties involved.
 - j) Support Public Education
 - k) Support and encourage socially responsible conduct among the general membership and strive to conduct themselves in a socially responsible manner
- 3) All members should refrain from influencing any matter before the Council in which they or their families have a pecuniary (financial) interest and may therefore be a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member shall be referred to the Executive for a ruling should the member in question not voluntarily abstain.
- 4) To remove an Executive member from their position, this would be done as a motion to rescind their election and it may be carried out by:
- a) A majority two-thirds (2/3) vote of the Council membership attending a regular or special meeting (excluding the member in question)
 - b) The member in question shall receive seven (7) days written notice of the motion prior to the vote of the motion to rescind their election.

SECTION XI – Committees

- 1) Standing and ad hoc committees will be formed as necessary.
- 2) The membership and Executive may appoint committees to further the Council's purposes and carry on its affairs.
- 3) The terms of reference of each committee will be specified by the membership or Executive at the time the committee is established at its first meeting, and/or as the membership or Executive decides.
- 4) Committees will be required to report to the membership and Executive as required.
- 5) A nominating committee will be appointed annually in May in preparation for the election of a new Executive.
- 6) Committees must schedule meetings open to all members and must abide by the Constitution & Bylaws. Committees must keep written records of all decisions and activities. All committee information is the property of the Council and must be submitted upon request and kept with all general Council documents.

SECTION XII – Finances

- 1) A draft budget should be drawn up by the Executive and then modified and approved by regular vote by the membership at the Annual General Meeting.
- 2) An approved budget shall continue to be valid until a new one is approved.
- 3) All funds of the Council shall be deposited in a bank or financial institution registered under the Bank Act in appropriate account(s), including general and gaming, for Garibaldi Secondary School Parent Advisory Council.
- 4) Any cash funds held by the Council exceeding the amount of \$200 must be deposited as expeditiously as possible.

A cash float not exceeding \$50 may be kept on school property in a locked box accessible only by Executive members with signing authority. The cash float may only be used to provide change at events where the exchange of cash monies is expected and change may be required.

- 5) The treasurer is authorized to collect and disburse monies as directed by the members as expressed at general and Executive meetings. Monies submitted shall be requested in the form of cheques made out to Garibaldi Secondary School Parent Advisory Council.
- 6) Two (2) members of the Council (one shall be Executive) must verify and account for monies collected from events or fundraising.
- 7) ALL monies raised by the Council must be deposited directly into a Council account before being disbursed so that proper records are maintained.
- 8) There shall be a minimum of two (2) and a maximum of four (4) signing Executive officers for banking and legal documents.
- 9) At each regular Council meeting, bank account summaries are to be presented to the membership for review and/or approval.
- 10) All monies paid out from the Council will be as bank transfer or as a cheque upon receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the "payee" is left blank. All issued bank transfers and cheques must bear the signatures of two (2) of the authorized signatories. If cheques are made out to one (1) of the signatories, two (2) other signing officers must sign it.

- 11) The two (2) required signatures must be written as timely together as possible, and only after the “payee” has been identified on the cheque.
- 12) The general membership must approve all expenditures by the Executive or Committee members over their approved budget. Every attempt must be made to have additional expenditures approved at a general meeting prior to the expenditure being made or committed to. Where this is not possible, the Executive may approve an expense of not more than \$50, which must then be approved at the next general meeting.
- 13) All events and undertakings requiring a financial element must be preceded by a proposed budget outlining expenditures and projected profits (if any). The Council must approve this budget before any expenses are incurred and before any commitments are made.
- 14) The Treasurer will submit written financial reports as detailed under Section VII – Treasurer, and will also complete an annual statement covering details of the accounts as they stand at the end of the school year (June 30th), which will be presented at the AGM in September.
- 15) All financial records are the legal property of the Council and must be kept for a minimum of five (5) years and turned over to the Executive on demand.
- 16) Any Council member may make arrangements with the Treasurer to review any financial records at the school.

SECTION XIII – Constitution and Bylaw Amendments

- 1) Amendments to the Constitution & Bylaws of the Council may be made at any general or special meeting of the Council with proper quorum, notification and a voting majority.
- 2) Written notice of proposed amendments must be provided to the Executive at least fourteen (14) days prior to presentation at a meeting.
- 3) Written notice of proposed amendments, including a complete copy of the proposed Constitution & Bylaws must be made available to all members of the Council, and the Principal (or designate) at least fourteen (14) days prior to the general or special meeting at which the question will be put to a vote.
- 4) A two-thirds (2/3) majority vote, by eligible voting members, present at a general or special meeting, is required to amend the Constitution & Bylaws. Any abstentions shall not be included in the count.
- 5) Any amendment changes which violate or conflict, either directly or indirectly, with the Canadian Charter of Rights and Freedoms, Criminal Code, School Act, Federal or Provincial Law or other such current Legislation shall not be permitted regardless of the will of the Council.

SECTION XIV – Dissolution

- 1) Only in the event of a permanent school closure by the School Board of District 42, and in the absence of any relocation language or understanding, shall the Council be dissolved.
- 2) In the event of the dissolution of the Council:
 - a) the Council shall pay all outstanding debts and any costs relating to the dissolution.
 - b) The Council shall then transfer any remaining funds and assets to another Parent Advisory Council or DPAC within School District 42. This shall be determined by the membership at the final general meeting of the Council.
 - c) Any gaming funds remaining in the gaming account must be disbursed as according to the Rules of Gaming.
 - d) All documents and records of the Council shall be provided to and placed under the

jurisdiction of the SD42 District Parent Advisory Council.

- 3) While vacancies within the Executive may hamper the Council's ability to conduct business, vacancies within the Executive shall NOT constitute nor contribute to a dissolution of the Council.