

**Pitt Meadows Secondary School PAC Executive Nomination Form**  
**for School Year**

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PMSS holds elections for the Offices of President, Vice-President, Treasurer and Secretary according to the Pitt Meadows Secondary School's Parent Advisory Council's Constitution & Bylaws. The election of officers is held generally in the Spring of each year for the following school year, unless the PAC agrees to a different time.

**Duties of Offices**

**President**

Calls and chairs all membership, special and executive meetings in a non-partisan manner, prepares & presents agenda for meetings, is the official spokesperson & represents the PAC, may be a signing officer, will ensure that all meetings & actions taken achieve the objectives and purpose of the PAC.

**Vice-President**

Assumes the role of President in the event of the President's absence, assists President where needed, may be a signing officer.

**Treasurer**

Is responsible for all the financial records & the reporting of to the PAC, will be a signing officer, submits a written report of Income & Expenditures at each meeting, submits a Year-End report to PAC, ensures other signing officers have access to books in Treasurer's absence.

**Secretary**

Records minutes of all meetings and forwards to School Secretary, makes minutes available to PAC members within 7 days, keeps an up-to-date copy of Constitution, Bylaws and all meeting minutes, may be a signing officer.

**PITT MEADOWS SECONDARY SCHOOL  
PARENT ADVISORY COUNCIL  
CONSTITUTION & BYLAWS**

**ARTICLE 1 – NAME**

The name shall be Pitt Meadows Secondary Parent Advisory Council

**ARTICLE 2 – PURPOSE**

The Purpose of the organization shall be to promote the well being of students and to support education through cooperation between staff, students, parents and community at PMSS.

**ARTICLE 3 – OBJECTIVES**

The primary objective of the organization will be to enhance communication between:

The Parent		The School Board
The Students	AND	School Administration
Community		Staff

The organization shall encourage parents to participate in meaningful educational activities and decision making; to strengthen the role of families in education and schooling and to foster meaningful parent participation.

The organization will provide a formal means of review, discussion consultation, and make recommendations to the school staff and administration on:

- school policy and procedures
- programs and services
- facilities and equipment
- parent and community education
- learning resources

also through participation in the District Parent Advisory Council

- budgetary matters
- curriculum offerings

Promote cooperation between the home and the school in providing the education of children.

To contribute to the effectiveness of the school by promoting involvement of parents and other community members.

To organize and provide additional resources to the school through approved volunteer activities...see School Board PAC Handbook.

Upon dissolution of the PMSS PAC, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to:

- a registered charity/ies in British Columbia, as defined in the *Income Tax Act* (Canada) , as may be determined by the members of the Society at the time of dissolution. This provision shall be unalterable.

**OR**

- such charitable organization/s in British Columbia having a similar charitable purpose. This provision shall be unalterable.

#### **ARTICLE 4 – MEMBERSHIP**

- all parents and guardians of students registered at PMSS shall be voting members of this group
- Administration and staff ( teaching and non-teaching) of PMSS shall be non-voting members of the group
- Members of the school community, who are not parents of students currently in the system, shall also be non-voting members of the group
- N.B. – a parent means, in accordance with Section 1 of the School Act, the guardian of the person 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 school.

#### **ARTICLE 5 – RESPONSIBILITIES OF MEMBERS**

- attend as many PAC meetings as possible
- become knowledgeable about the educational programs and resources of the school
- promote positive attitudes about the school and its educational programs and services
- support the council’s purpose and objectives

#### **ARTICLE 6 – ELECTIONS AND DUTIES OF OFFICERS**

- a) **OFFICERS** - a President (Chair), Vice-President, Secretary and Treasurer shall be elected as officers from amongst the members
- b) **ELECTIONS** – officers shall be elected by majority vote at any meeting during the school year and shall hold office for a period of 12 months from the time they take office, unless they should resign, cease to be a member, or be removed from office.
- c) **VACANCIES** - 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 members.
- d) **REMOVAL OF OFFICERS** – 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.
- e) **LIMITATION OF HOLDING OFFICE** – there shall be no term limitation to holding an executive position provided that the candidate is elected by democratic vote at the annual general meeting. In a case where only one person is nominated, that person must still be voted into the position by the membership. The voting is to be by secret ballot in both instances.

- f) **COMMITTEES** – the Chairperson may establish committees and appoint a member to service on committees and delegate tasks to those committees.
- g) **AUTHORITY OF OFFICERS** – the officers may conduct the business of the council between regular meetings of the council.
- h) **PRESIDENT** – the President shall act as Chairperson at all Council meetings, represent the council at meetings with the Principal, and consult with the Principal as requested by the Principal.
- i) **VICE PRESIDENT** – the Vice-President, in the absence of the President, shall act as Chairperson at all Council meetings and shall perform those duties assigned by the President
- j) **SECRETARY TREASURER** – this position can be held by two people, a Secretary and Treasurer, but can combine the two duties in the event that no separate secretary is nominated. The secretary shall:
  - i) record and prepare minutes and prepare and distribute notices for all Council meetings
  - The treasurer shall:
  - ii) keep financial records and render financial statements to the officers, members and others when required.

#### **ARTICLE 7 – MEETINGS**

- a minimum of three (3) meetings shall be held during the year, the time and date shall be established at the discretion of the President, general membership, staff and administration
- meetings shall consist of some activities pertaining to education, health or either related community interest
- meetings will be conducted efficiently and with fairness to members present
- if procedural problems arise, “Robert’s Rules of Order” will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution
- the agenda shall take precedence over general discussion
- the meetings are not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community
- all business or matters coming before the council shall be decided by a simple vote cast by members who are present at the meeting.

#### **ARTICLE 8 – DISBURSEMENT OF PAC FINANCES/FUNDS**

- a separate Parent Advisory Council account will be held in the school
- disbursements will be made only with the approval of the Council

#### **ARTICLE 9 – AMENDMENTS**

- this constitution may be amended at any meeting through majority vote
- amendments to the constitution should be submitted to the Board of Trustees of School District #42, Maple Ridge-Pitt Meadows, for such amendment to be considered to have effect
- each member is entitled to a copy of the constitution.

## **ARTICLE 10 – QUORUM**

The voting members present at any duly called meeting shall constitute a quorum

## **ARTICLE 11 - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **School Planning Council representatives**

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

### **District Parent Advisory Council representative**

2. One representative to the (name of your DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. ( ) or the Ministry of Education.

### **Election of SPC and DPAC representatives**

3. The election of representatives to the SPC and DPAC may be by secret ballot.

### **Term of office**

4. SPC and DPAC representatives will hold office for a term of one year.

### **Vacancy**

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election may be by secret ballot.

### **External committees**

6. The membership or executive may elect or appoint a member (*a representative of a Council member*) who is not an employee or elected official of School District No. ( ) or the Ministry of Education to represent the Council on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

## **ARTICLE 12 – SOLUTION**

In the event that a different organizational style is required, other than the one outlined in this Constitution, it is possible to make amendments to the constitution or form under other criteria- see School District #42 PAC Handbook