

**GLENROSA MIDDLE SCHOOL PARENT ADVISORY COUNCIL
CONSTITUTION**

January 18, 2002

ARTICLE I – NAME

The name of this organization shall be formally known as GLENROSA MIDDLE SCHOOL PARENT ADVISORY COUNCIL. It may also be known as GMSPAC. GMSPAC is a member of the District Council known as the CENTRAL OKANAGAN PARENT ADVISORY COUNCIL (COPAC) of School District #23.

This group shall operate as a non-profit volunteer organization with no personal financial benefit to any of its members.

ARTICLE II – MISSION STATEMENT

The purpose of the GMSPAC is to support, encourage and improve the quality of education and the well being of students at Glenrosa Middle School by:

1. Exchanging ideas and information among parents in the school.
2. Providing information regarding educational and community matters to parents.
3. Providing a parental voice to education decision-making through consultation with staff and administration on issues affecting students in our school and district.

ARTICLE III – AIMS AND OBJECTIVES

The aims and objectives of GMSPAC shall be:

1. To provide a link between parents and parent organizations and educators in exchanging ideas and concerns about education matters pertaining to students in our school and district.
2. To promote good will through co-operation within the school and community, and to foster high ideals of citizenship.
3. To have a voice in the development and revision of school and district based education activities, including consulting on school code of conduct and school philosophy.
4. To provide leadership in developing and understanding the roles and responsibilities of parents in our school.
5. To provide opportunity for speakers and presentations to benefit the school community.
6. To undertake from time to time to raise funds in order to assist extracurricular and/or enhancement of school programs.
7. To provide fellowship and support for each other as parents/guardians.

ARICLE IV – DISSOLUTION

If circumstances dictate that the GMSPAC disband, sixty (60) days written notice shall be given to the members. Following this action, any funds left after all debts have been settled shall be distributed to a registered charity or registered charities in British Columbia, as defined in the Income Tax Act (Canada), as may be determined by the Executive members at the time of the winding up or dissolution.

This provision shall be unalterable.

All records of GMSPAC shall be placed under the jurisdiction of COPAC or in the alternative, School District #23.

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ARTICLE I – MEMBERSHIP

1. Any parent or guardian of a student attending GLENROSA MIDDLE SCHOOL.
2. Only individuals who meet membership requirements shall be eligible to vote or stand for election to any office.
3. An exception will be made when the past president's children have moved on to senior high school. In this case the past president is considered a member until the term of office is up.

ARTICLE II – EXECUTIVE OFFICERS

1. The executive shall include a chairperson (or two chairpersons), treasurer, secretary, COPAC representative, past chairperson (s), and up to three (3) members at large.
2. The procedure for the removal of any elected officers before the expiration of their term shall be as follows:
 - a. A meeting shall be held including the executive and any parents concerned to discuss the issue and decide if there needs to be a general meeting.
 - b. If a general meeting is needed, 2 weeks notice declaring the intent of the meeting must be provided to all parents/guardians.
 - c. At the general meeting a 2/3 vote is required to remove officers.
 - d. A replacement officer will be appointed at the discretion of the remaining executive.
3. The term of office of each executive officer shall be one year with a maximum of three consecutive years for one person to hold the same office.

ARTICLE III – DUTIES OF THE EXECUTIVE

1. The Chairperson shall:
 - a. Preside at all meetings of GMSPAC

- b. Be an ex-officio member to all committees except the nominating committee.
- c. Be one of the three signing officers to GMSPAC bank accounts.
- d. Only cast a vote at a general meeting in the event of a tie.
- e. Be the designated spokesperson for the PAC after consultation with PAC.
- f. Shall help make a smooth transition between chairpersons.

2. The Treasurer shall:

- a. Keep the financial records, including the accounting of all receipts and expenditures, according to the standard accounting procedures: and be prepared to report on the GMSPAC financial situation at each general meeting.
- b. Present an annual report at the June meeting of GMSPAC of which a copy shall be filed with the minutes of the meeting
- c. Deposit monies in an account in an approved banking institution selected by the PAC.
- d. Be one of the three signing officers of GMSPAC's bank accounts.
- e. Ensure that the financial records are independently audited/reviewed annually with the auditor's/reviewer's report to be included in the annual report. Any costs incurred will come out of PAC funds.
- f. Turn over all financial records and documents to the past chairperson upon completion of his/her term.
- g. Help make a smooth transition between treasurers.

3. The Secretary shall:

- a. Keep records of all general and executive meetings.
- b. Conduct written correspondence as directed by GMSPAC, to be signed by the chairperson or designate.
- c. Keep an accurate copy of the Constitution and bylaws and update them in accordance with the changes passed by the membership.
- d. Provide a copy of the minutes of the general meetings to the school for posting within two weeks after the meeting date.
- e. Be one of the three signing officers of GMSPAC's bank accounts, unless there are co-chair persons.
- f. Help make a smooth transition between secretaries.

4. The Past Chairperson shall:

- a. Act in an advisory capacity to the Chairperson.
- b. Chair meetings in the absence of the Chairperson.
- c. Chair the nominations committee.
- d. Help make a smooth transition between executives.

5. The Members at large shall:

- a. Accept responsibilities as required and assigned by the executive officers.
- b. Be prepared to attend executive meetings as needed.

6. The COPAC representative shall:
 - a. Attend monthly meetings of the Central Okanangan Parent Advisory Council (COPAC).
 - b. Make a report of these meetings at the monthly General Meeting.
 - c. Act as a link between GMSPAC and COPAC on matters pertaining to education and shall from time to time gather and record the PAC'S vote on certain district issues.
 - d. Help make a smooth transition between COPAC reps.

ARTICLE IV – FINANCES

1. Any expenditure of funds over \$100.00 shall be approved at a general meeting by the majority of members in attendance at that meeting.
2. Cheques must be signed by two of the three signing officers.
3. The executive must ensure a minimum of \$200.00 balance of unallocated total funds in GMSPAC's bank accounts at the end of the fiscal year.

ARTICLE V – MEETINGS

1. Meetings are to be held on a predetermined day of each month during the school year. Additional meetings may be called by the executive.
2. Executive meetings shall be called as required.
3. The Annual General Meeting shall be held in September of each year at which time the annual elections will be held.
4. The new executive shall assume their responsibilities at the next general meeting following their election.
5. Amendments to the Constitution and Bylaws of GMSPAC may be made at any General meeting at which business is conducted, providing:
 - a. Written notice of the meeting has been given to all members (14 day minimum)
 - b. The notice of the meeting included notice of the specific amendments proposed.
 - c. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

ARTICLE VI – QUORUM

1. A quorum for any general meeting at which decisions are made shall consist of five (5) members, and where three (3) of these are of the current executive.
2. A quorum for any executive meeting shall consist of three (3) member of the current executive.

ARTICLE VII – NOMINATIONS COMMITTEE

1. The Chairperson shall call for a nominating committee of at least two (2) members (One of whom shall be the chairperson of the committee) at the June general meeting of the GMSPAC.
2. The committee shall prepare a list of candidates who have shown their willingness to stand for election.
3. Nominations shall be called for and/or made from the floor at the time of the Annual General Meeting.
4. The Chairperson of the nominating committee shall run the elections.
5. Scrutineers shall be appointed as required by the nomination committee chairperson at the time of the elections.

ARTICLE VIII – VOTING

1. All motions and elections are carried by a majority vote. The Chairperson will only cast a vote in the event of a tie.
2. Each member is entitled to one vote. Voting by proxy is not allowed.
3. Votes shall be taken either by ballot or by a show of hands and this will be determined by the Chairperson.
4. In the event that only one candidate is standing for election to an office, the candidate shall be elected by acclamation.

ARTICLE IX – CODE OF CONDUCT AT MEETINGS

1. Meetings of GMSPAC are not forums for the discussion of individual school personnel, students, parents or other individual members of the community.
2. An executive officer is in a privileged position and if approached by a parent with a concern relating to an individual must treat such discussion protecting the confidentiality of the people involved and direct the individual to the appropriate resources.
3. The business of GMSPAC shall be unbiased towards race, religion, gender or politics.

ARTICLE X – FISCAL YEAR

The fiscal year of GMSPAC shall correspond with the fiscal year of the school.

ARTICLE XI – RULES OF ORDER

The rules contained in Robert's Revised Rules of Order shall govern all matters of procedure not covered by these bylaws unless they are in conflict with the guidelines in this Constitution and Bylaws.