

VCPAC CONSTITUTION AND BYLAWS

CONSTITUTION

NAME:

The name of the organization is the *Victoria Confederation of Parent Advisory Councils (VCPAC)*

PURPOSE:

The purposes of the VCPAC are

- to advocate for the rights and support the success of every student,
- to promote and support meaningful Parent engagement in the public education system, and
- to advise the Greater Victoria Board of Education on any matters relating to public education in School District 61

BYLAWS

ARTICLE I. DEFINITIONS

1. **CONFLICT OF INTEREST:** with respect to an individual delegate or Executive member includes but is not limited to any of the following situations:
 - a. The individual or the individual's family might benefit financially from the decision being processed.
 - b. The individual has responsibilities to an outside organization that might limit that individual's ability to discharge his or her responsibilities relative to the decision being processed.
 - c. The individual has a position of authority in another organization that might conflict with his or her responsibilities in representing a member relative to the decision being processed.
2. **EXECUTIVE:** the elected officers of VCPAC.
3. **NOTICE:** means any written form of notification to members distributed by mail or electronically.

4. **PARENT ADVISORY COUNCIL (PAC):** means, in relation to a school, the Parents' Advisory Council established for that school pursuant to the School Act.
5. **PARENT:** means, in respect of student registered at a public school pursuant to the School Act,
 - a. The guardian of the person of the student,
 - b. The person legally entitled to custody of the student, or
 - c. The person who usually has the care and control of the student;
6. **POLICY:** a course of action adopted by the membership currently included in these bylaws or in VCPAC Policies.
7. **QUORUM:** the minimum number of members required to be present before an assembly can transact its business.
8. **SCHOOL DISTRICT (SD61):** the Greater Victoria School District.
9. **SPECIAL RESOLUTION:** means
 - a. a resolution passed in a general meeting by a majority of not less than 75% of the votes of those delegates representing members of VCPAC who, being entitled to do so, vote in person provided that
 - i. notice specifying the intention of the proposed Special Resolution has been given not less than 28 days' prior to the general meeting at which it will be put to a vote, or
 - ii. if every member entitled to attend and vote at the general meeting agrees, at a meeting for which less than 28 days' notice has been given,
 - b. a resolution consented to in writing by every member of VCPAC who would have been entitled to vote on it in person at a general meeting. A resolution so approved is deemed to be a Special Resolution passed at a general meeting.
10. **VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS (VCPAC):** is a non-profit, non-partisan organization with a composite structure. The unit of membership is a school Parents' Advisory Council, not the individual representative.

ARTICLE II. MEMBERSHIP

1. All PACs within SD61 are voting members unless they have waived membership in writing. Each PAC will have one vote.

ARTICLE III. MEETINGS OF VCPAC

1. **EXECUTIVE MEETINGS** will be held at the discretion of the Executive, with a minimum of five annually. Quorum is a majority of the Executive members.

2. **GENERAL MEETINGS** will be held monthly from September to May except for December, unless otherwise determined by the membership. General Meetings are open to all Parents. Any Parent of a child registered in SD61 may speak at any General Meeting of the VCPAC. Guests may speak at the discretion of the assembly. The Quorum for General Meetings is one-third of the current membership.
3. The **ANNUAL GENERAL MEETING (AGM)** will be held in April of each year. The business of the AGM will include:
 - Annual Reports of the Chair and Treasurer;
 - Proposed budget for the next fiscal year,
 - Annual Elections of the Executive members.Additional General Meetings may be called at the discretion of the Executive. An Additional Meeting will be called by the Executive within seven days of receiving a request by petition representing ten percent (10%) of the membership.
4. The membership may adopt meeting rules prior to any Annual or Additional General Meeting and these will take precedence over the most recent edition of Robert's Rules of Order.

ARTICLE IV. RESOLUTIONS

1. All decisions relating to official VCPAC positions, on educational issues, must be approved by Special Resolution.
2. Voting will be done by the show of hands with the exception of the election of Executive members which will be done by secret ballot.
3. No proxy votes are allowed.

At General Meetings

4. Voting privileges are limited to one vote per PAC. An individual may be a delegate for more than one PAC and therefore carry more than one vote. Each PAC will elect a delegate to be their representative at VCPAC. If a dispute arises as to the status of a delegate, the VCPAC Executive may investigate the matter and make a determination.
5. The Membership may appoint a person/organization to audit/review the VCPAC books of account.
6. Any conflict of interest must be declared by each voting delegate prior to discussion. Any delegate so declaring will not participate in any discussion or any vote, pertaining to the noted conflict.

At Executive Meetings

7. Any VCPAC Delegate may attend an Executive Meeting.
8. Each Executive member will have one vote.

9. Any conflict of interest must be declared by each Executive member prior to discussion. Any Executive member so declaring will not participate in any discussion or any vote, pertaining to the noted conflict.

ARTICLE V. EXECUTIVE MEMBERS

Elections

1. Any Parent of a child registered in SD61 is eligible to be nominated to be an Executive member. No employee of any public Board of Education will be eligible to hold an Executive position with VCPAC.
2. Call for nominations will be made at the meeting in February. Nominations will come from PACs.
3. Elections will be conducted by the Nominating Committee chairperson by secret ballot. Scrutineers will be appointed as required by the Nominations Committee chairperson at the time of the elections.
4. Subsequent to the election of the nine permanent Executive members, the membership may elect to add up to an additional three (3) temporary Executive positions only from those individuals nominated prior to the election of the permanent directors.
5. If an Executive position becomes vacant, the membership will elect a replacement at the next General Meeting.
6. To be successful a candidate will require a majority vote from the membership present at the meeting. No Executive positions will be filled by acclamation.

Length of Term of Office

7. All Executive members are elected for a period of 1 year and will assume office on June 1st;
8. The Chair, Vice-Chair, Secretary and Treasurer only may not hold the same position for more than four consecutive terms.

Officers

9. The Executive members of VCPAC are:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Directors (five (5) positions)
 - Additional directors, if approved at an AGM (up to three (3) positions)

Responsibilities of the Executive

10. Executive Members will abide by the
 - Constitution and Bylaws,
 - Code of Conduct, and the
 - Policies and Position Statements of VCPAC.
11. VCPAC believes in transparency and an engaged membership. Therefore the Executive will process its decisions by making recommendations by notice of motion to the General Meeting for approval with the exception of time sensitive issues.
12. The Membership may by Special Resolution remove an Executive member before the expiration of his/her term.
13. No Executive member is entitled to any remuneration from VCPAC. Pre-approved expenses incurred while carrying out VCPAC business will be reimbursed by VCPAC.
14. Executive members may not use their position for personal profit or gain.
15. The Executive will establish terms of reference for each committee established pursuant to Article VI.
16. The Executive will appoint all external committee members and present the appointments to the membership for ratification.
17. The Executive will utilize consensus building processes when developing positions on issues.
18. The Executive will pre-approve information to be released to the public including:
 - a) Press releases
 - b) Information provided as a VCPAC representative on District committees or liaison meetings with partners in education
 - c) Other public communications as determined by the Executive.

Executive Duties

19. The **CHAIR** will:
 - a) preside at all General, Additional and Executive Meetings of the VCPAC;
 - b) be an ex-officio member of all VCPAC Committees except the Nominating Committee;
 - c) be the official spokesperson for the VCPAC;
 - d) ensure an agenda is prepared and presented at each general meeting;
 - e) submit an annual report.

20. The **VICE-CHAIR** will perform the duties of the Chair during his/her absence or upon the resignation of the Chair, until such time as the membership fills the vacancy.
21. The **SECRETARY** will:
 - a) record and keep minutes of the proceedings of General, Additional and Executive Meetings;
 - b) ensure that the membership list is maintained; and
 - c) have custody of all books, records, and papers of VCPAC, except those which are in the custody of any other person authorized by a resolution of VCPAC.
22. The **TREASURER** will:
 - a) receive all monies, issue receipts, and ensure the payment of authorized expenditures;
 - b) report as required by the Executive, on the state of the VCPAC finances;
 - c) maintain proper books of account and have them available for audit or review if required by the Executive or membership;
 - d) prepare a budget at the direction of the Executive for Membership approval at the AGM; and
 - e) prepare a financial report for the AGM.

ARTICLE VI. VCPAC COMMITTEES

1. Standing and ad-hoc committees may be formed when necessary and according to the policies of VCPAC.
2. Each committee will elect a chair subject to the approval of the Executive.
3. Appointments to committees will be for one year. Committee membership may include non-Parents at the discretion of the Executive or membership.
4. Committees are responsible to the Executive and the membership.
5. Committees will report out as required by the Executive or membership in whatever form requested.

ARTICLE VII. FINANCES

1. All funds of the organization must be kept on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act.
2. The Executive will appoint a minimum of three (3) signing officers from the Executive, one of whom will be the Treasurer, for banking and legal documents. Any two of these signatures are required for these documents.
3. The fiscal year shall be June 1st to May 31st.
4. VCPAC has no authority to borrow money.

5. The accounts of VCPAC may be audited or reviewed at the direction of the Executive or membership.
6. All books of accounts, records and minutes of VCPAC, other than minutes of in-camera proceedings, are open for inspection by any member at any reasonable time and upon reasonable notice to the Secretary.

ARTICLE VIII. CONSTITUTIONAL and BYLAW AMENDMENTS

1. The Constitution and Bylaws of VCPAC may be amended only by a Special Resolution passed by at least seventy-five percent (75%) of the members present at any General Meeting, given that Notice of the proposed amendments has been provided to the membership at least twenty eight (28) days prior to the meeting at which they are to be considered.

ARTICLE IX. CODE OF CONDUCT, POLICIES, POSITION STATEMENTS

1. Codes, Policies, and Statements for the guidance of members and for conducting the business of VCPAC, must be approved by Special Resolution at any General Meeting. Notice of Special Resolutions for this purpose will be provided to the membership at least twenty eight (28) days prior to the meeting at which they are to be considered.
2. VCPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A Parent who accepts a position representing VCPAC will:
 - a) Uphold the constitution and bylaws, policies and procedures of VCPAC.
 - b) Perform her/his duties with honesty and integrity
 - c) Work to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respect the rights of all individuals.
 - e) Strive to be informed and only passes on information that is reliable and correct.

ARTICLE X. DISSOLUTION

1. VCPAC may be dissolved at any time by resolution at a General Meeting convened for the purpose of dissolution. A Notice of a meeting to consider a resolution for dissolution must be provided to the membership at least twenty-eight (28) days prior to such a meeting.

2. In the event of dissolution, the assets remaining after the payment of all debts, liabilities, etc. will be distributed equitably to member PACs on a pro-rata basis based on their student enrollment numbers at the time of dissolution.

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