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# KELOWNA SENIOR SECONDARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

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# CONSTITUTION

## SECTION I - NAME

The name of the association shall be the Kelowna Secondary School (KSS) Parent Advisory Council, as per the School Act, Part 2, Division 2, Section 8.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council shall be unbiased in respect of race, religion, gender, sexual orientation, physical or mental ability, or politics.

## SECTION II - PURPOSE, AIMS, AND OBJECTIVES

### A. PURPOSE

The purpose of the KSS PAC is to promote and improve the quality of education and the wellbeing of students at Kelowna Secondary School.

### B. AIMS AND OBJECTIVES

- To advise the school board, principal and staff on any matter relating to the school. This may include procedures, programs, policies, plans, instructional programs/curriculum offerings, activities, facilities and equipment, budgetary matters and learning resources.
- To encourage parent involvement in the school and to support programs that promote parent involvement.
- To assist parents in accessing the public education system and to advocate on behalf of parents and students.
- To promote parental education and awareness of educational issues and to provide a forum for discussion of educational issues.
- To organize PAC activities and events.

## SECTION III - INTERPRETATION OF TERMS

**Parent** – is as defined in the School Act and means

- a) a parent or other person who has guardianship or custody of the student or child
  - b) a person who usually has the care and control of the student or child
- Council – KSS Parent Advisory Council (PAC)

**School** – Kelowna Secondary School in School District No. 23 KSS - Kelowna Secondary School in School District No. 23 District – School District No. 23 (Central Okanagan)

**COPAC** - Central Okanagan Parent Advisory Council

**BCCPAC** - British Columbia Confederation of Parent Advisory Councils

**Community Members** - individuals, organizations or groups which demonstrate an interest in education and are not already included in the scope of this constitution.

## BYLAWS

### SECTION IV - MEMBERSHIP

1. All parents of students registered at KSS shall be voting members of the Parent Advisory Council.
2. Administrators and staff (teaching and non-teaching) of KSS who are not parents of students registered at KSS, shall be non-voting members of the Council.
3. Members of the school community who are not parents/guardians of students currently enrolled at KSS may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.

### SECTION V - MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in May of each year.
3. General meetings shall be held not less than seven times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary, in order to carry on business between general meetings.
5. Committee meetings shall be held as required to carry out the business of the Committee.
6. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue, unless otherwise provided for in these by-laws.
7. Any disciplinary action shall be guided by Robert's Rules of Order, if not otherwise specified in these by-laws.
8. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

### SECTION VI - QUORUM AND VOTING

#### A. QUORUM

At any duly called general meeting, quorum shall be the voting members being greater in number than non-voting members present which at least three will be executive members.

#### B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which shall be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. Members shall declare any potential conflict of interest or bias, and shall refrain from participating in discussion and voting on that issue

## SECTION VII - ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. Any voting member except for staff at KSS may serve in an Executive position.
2. Call for nominations shall be made at the meeting before the Annual General Meeting, and a notice distributed to all members at least 14 days prior to the Annual General Meeting.
3. Nominations may be received up to and during the Annual General Meeting or until declared closed by the Chair.
4. In the event of a vacancy on the executive during the year, the executive may appoint a new officer who shall hold office until the next election.
5. The Chair shall conduct elections.
6. Any new executive positions may be established by the Executive or upon recommendation of the general membership if needed.

## SECTION VIII - TERM OF OFFICE

1. The term of office shall commence June 1, following election at the AGM, and shall be for one year.
2. Any elected member of the Council may serve on the executive for as many years as they are elected to a position, but no person may hold any one position for more than three (3) consecutive years. However, retiring elected council members may be re-elected for that same position for one year at the time if no other member comes forward for that position.
3. No person may hold more than one elected core executive position at any one time. The core executive positions being the Chair, Vice- or Co-Chair, Treasurer and Recording Secretary.

## SECTION IX - EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chair.
2. The Executive Officers shall be as follows:
  - A. Chair
  - B. Vice- or Co-Chair
  - C. Treasurer
  - D. Recording Secretary
  - E. COPAC Representative
  - F. Academic Chair
  - G. Athletics Chair
  - H. Fine Arts Chair
  - I. Technical Education Chair
  - J. Student Support Chair
  - K. Indigenous Chair
  - L. Clubs Chair
  - M. Past Chair

## SECTION X - DUTIES OF OFFICERS

### A. The Chair shall:

- a. convene and preside at membership, special and executive meetings
- b. ensure that an agenda is prepared and presented
- c. issue and receive correspondence on behalf of the organization
- d. know the constitution, bylaws and meeting rules
- e. know where to find resources to assist members
- f. appoint committees where authorized to do so by the executive or membership
- g. consult PAC members regularly
- h. ensure that the PAC is represented in school and school district activities where appropriate or possible
- i. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- j. be the official spokesperson for the organization
- k. submit an annual report

### B. The Vice- or Co-Chair shall:

- a. assume the responsibilities of the Chair in the Chair's absence or upon request
- b. assist the Chair in the performance of their duties
- c. contact Executive officers to notify them of Executive meetings.
- d. accept extra duties as required
- e. submit an annual report

### C. The Treasurer shall:

- a. be a signing officer
- b. receive all funds for the Council
- c. disburse funds authorized by the executive or members
- d. maintain an accurate record of all revenues and expenditures of the Council, as well as reconcile them with bank statements
- e. give a report of all receipts and expenditures at all general meetings
- f. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g. make books available for viewing by members upon request
- h. have the books ready for inspection or audit annually
- i. with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XII (Finances)
- j. ensure that another signing officer has access to the books in the event of their absence
- k. submit an annual financial statement at the Annual General Meeting of the Council

### D. The Recording Secretary shall:

- a. record the minutes of general, special, and executive meetings
- b. keep an accurate up-to-date copy of the Constitution and Bylaws, as well as have copies available for members upon request
- c. safely keep all records of the Council

- E. The COPAC Representative shall:
  - a. attend PAC and COPAC meetings
  - b. seek and give input, or vote on behalf of the PAC to the COPAC
  - c. report back to the PAC concerning item (b) above and on other relevant COPAC issues
  - d. act as the liaison between the PAC and BCCPAC
  - e. disseminate BCCPAC information to the PAC
  - f. assist the PAC to process BCCPAC forms, proxies and applications
  - g. assist the PAC to respond to BCCPAC AGM resolutions
  - h. submit an annual report
- F. The Academic Chair shall:
  - a. liaise with KSS academic departments
  - b. report at all general meetings
  - c. submit an annual report
- G. The Athletics Chair shall:
  - a. liaise with KSS athletic departments
  - b. report at all general meetings
  - c. submit an annual report
- H. The Fine Arts Chair shall:
  - a. liaise with KSS fine arts departments
  - b. report at all general meetings
  - c. submit an annual report
- I. The Applied Skills Chair shall:
  - a. liaise with KSS applied skills departments
  - b. report at all general meetings
  - c. submit an annual report
- J. The Student Support Chair shall:
  - a. liaise with KSS student support staff
  - b. report at all general meetings
  - c. submit an annual report
- K. The Indigenous Chair shall:
  - a. liaise with KSS indigenous advocates and staff
  - b. report at all general meetings
  - c. submit an annual report
- L. The Clubs Chair shall:
  - a. liaise with KSS staff supervising a school club
  - b. report at all general meetings
  - c. submit an annual report
- M. The Past Chair shall:
  - a. help smooth the transition between Chairs
  - b. assist, advise and support the Council
  - c. provide information about resources, contacts, and other essential information to the Council
  - d. act as a consultant for the Chair
  - e. submit an annual report

## SECTION XI - COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. All members are eligible and encouraged to become committee representatives.
3. A Nominating Committee shall be appointed annually before the Annual General Meeting.
4. Committees are responsible to the executive and members.

## SECTION XII - FINANCES

1. The fiscal year of the KSS PAC shall be from July 1 to June 30.
2. A budget and tentative plan of expenditures shall be drawn up by the executive and presented for approval at a general meeting on an annual basis.
3. The executive will present all proposed expenditures which are above \$200 (two hundred dollars) or which deviate in any significant way from the approved budget for approval at a general meeting.
4. All funds of the organization will be kept on deposit at a recognized financial institution approved by the PAC, that is CDIC insured.
5. The executive will name at least three signing officers (typically Chair, Vice Chair and Treasurer) for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each general meeting.
7. Members at a general meeting may appoint an auditor, otherwise no auditor is required.

## SECTION XIII - CONSTITUTION AND BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than two-thirds (2/3) of the votes cast, amend this constitution and bylaws at any general meeting.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed and filed with the Board of School Trustees, in the person of the Secretary-Treasurer, for safekeeping.

## SECTION XIV - CODE OF ETHICS

A member who accepts a position as a PAC Executive Member agrees to:

1. Uphold the constitution and bylaws, policies and procedures of the KSS PAC
2. Perform her/his duties with honesty and integrity
3. Work to ensure that the wellbeing of students is the primary focus of all decisions
4. Respect the rights of all individuals
5. Take direction from the membership
6. Encourage and support members with individual concerns to act on their own behalf as well as to provide information on the process for taking concerns forward
7. Work to ensure all issues are resolved through due process
8. Strive to be informed regarding relevant educational issues
9. Support public education

## SECTION XV - REMOVAL OF AN EXECUTIVE OFFICER

1. The members may, by a majority of not less than two-thirds (2/3) of the votes cast, remove an executive officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than 14 days before the meeting.

## SECTION XVI - PROPERTY IN DOCUMENTS

1. All original documents, records, minutes, correspondence or other papers kept by a member, executive officer, or committee member in connection with the organization shall be deemed to be property of the organization and shall be turned over to the Chair when the member, executive officer, or committee member ceases to perform the task to which the papers relate.
2. The Constitution and By-laws of the Council shall be filed with the Board of School Trustees in the person of the Secretary-Treasurer, for safekeeping.

## SECTION XVII - DISSOLUTION

1. In the event of dissolution and following payment of all outstanding expenses and debts, the assets and remaining funds of the Council shall be distributed to other non-profit organizations having purposes and objectives similar to those of the KSS PAC, as the members of the KSS PAC may determine at the time of dissolution, and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
2. In the event of the dissolution of the KSS PAC, all records of the organization shall be placed under the jurisdiction of School District #23 in the person of the Secretary-Treasurer.




## Kelowna Senior Secondary School Parent Advisory Council Constitution and Bylaws

Revisions to this Constitution and Bylaws were adopted by the Kelowna Secondary School PAC at Kelowna, British Columbia, on February 11, 2025.

Name of Chair: Sarah Bendall

Signature: 

Name of Secretary: Camila Biffard

Signature: 

KELOWNA SECONDARY SCHOOL PARENT ADVISORY COUNCIL