

**LAMBRICK PARK SECONDARY**

**PARENT ADVISORY COUNCIL**

**(LAMPAC)**

**CONSTITUTION AND BYLAWS**

**Last revised: September 13, 2017**

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# CONSTITUTION

## SECTION I: NAME

The name of the Association shall be the LAMBRICK PARK SECONDARY SCHOOL PARENT ADVISORY COUNCIL (LAMPAC).

The LAMPAC will operate as a non-profit organization with no personal financial benefit.

The business of the LAMPAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and politics.

## SECTION II: DEFINITIONS

**DPAC** – The Victoria Confederation of Parent Advisory Councils, which is recognized by the Board of Trustees of SD 61 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

**Executive Officers** – Parents elected to the Executive of the LAMPAC.

**LAMPAC** – Lambrick Park Secondary Parent Advisory Council.

**Parent or Parents** – the parent/parents or guardian/guardians of a child or children registered in Lambrick.

**Parent Advisory Council** – Any organized group of parents recognized under the British Columbia *School Act*.

**Lambrick** – Lambrick Park Secondary School.

**SD 61** – School District No. 61 (Greater Victoria).

**Voting Members** – As defined in Section V, Paragraph 1.

## SECTION III: PURPOSES

The purpose of the LAMPAC is to support, encourage, and improve the quality of education and the well-being of students in Lambrick.

1. To advise the Lambrick Principal and staff on parents' views on any matter relevant to Lambrick, such as programs, policies, plans, and activities;
2. To encourage parent involvement in Lambrick and to support programs that promote parent involvement;
3. To communicate with parents and to promote cooperation between the home and Lambrick in providing for the education of children;
4. To assist parents in accessing the system and to provide advocacy support for individual children and their Parents;
5. To organize LAMPAC activities and events;
6. To contribute to the effectiveness of Lambrick by promoting the involvement of Parents and other community members; and
7. To inform Parents about SD 61 and provincial-level matters that affect the education of Lambrick students.

#### **SECTION IV: DISSOLUTION**

1. In the event of dissolution or winding up of the LAMPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the LAMPAC shall be distributed to another Parent Advisory Council in SD 61 having purposes and objectives similar to those of the LAMPAC and which meet all requirements of the British Columbia Gaming Commission, as the LAMPAC members may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the LAMPAC, all records shall be placed under the jurisdiction of the DPAC.

### **BYLAWS**

#### **SECTION V: MEMBERSHIP**

1. Except as provided in this section, all Parents are Voting Members of the LAMPAC Parent Advisory Council.
2. Lambrick' administration and staff (teaching and non-teaching) are not Voting Members of the LAMPAC.
3. Members of the school community who are not Parents may be invited to become non-voting members of the LAMPAC.
4. At no time shall the LAMPAC have more non-voting than Voting Members.

#### **SECTION VI: MEETINGS**

1. Meetings will be conducted efficiently and with fairness to the LAMPAC members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive Officers held in **May** of each year.
3. General meetings shall be held **not less than eight times** per year, one of those being the AGM, and shall be open to all members of the LAMPAC.
4. Executive meetings may be held anytime or at any place as deemed necessary. The purpose of Executive meetings is to carry on business between general meetings.
5. 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.
6. A LAMPAC meeting shall not be a forum for the discussion of issues pertaining to individual school personnel, students, parents, or other individual members of the school community.

## **SECTION VII: QUORUM AND VOTING:**

### **QUORUM:**

A quorum for voting at LAMPAC meetings shall be **five (5) or more** Voting Members in attendance.

### **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 Chairperson does not have a second or casting vote and the motion is defeated.
3. Voting Members must vote personally on all matter; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, except for the election of Executive Officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. A Voting Member may be appointed by the PAC to represent and vote on behalf of the LAMPAC at DPAC meetings.

## **SECTION VIII: ELECTION OF EXECUTIVE OFFICERS**

1. The Executive Officers shall be elected from the Voting Members at the AGM and Voting Members who have accepted their nomination.
2. No employee or elected official of SD 61 or Ministry of Education shall hold an Executive Officer position.
3. Call for nominations shall be made **at the two meetings before** the Annual General Meeting.
4. In the event of a vacancy on the Executive during the year, the Executive Officers shall appoint a new Executive Officer who shall hold office until the next election. LAMPAC shall vote to ratify the appointment at the LAMPAC meeting directly following such appointment.
5. The LAMPAC shall appoint a nominations committee, as provided for in Section XIII, who shall conduct the elections.

## **SECTION IX: TERM OF OFFICE**

1. The term of office shall commence the day after the election at the AGM and shall be for one year, or until the next election, whichever happens first.
2. No person may hold more than one elected Executive Officer position at any one time.
3. No person shall hold the same Executive Officer position for more than four years, unless the LAMPAC votes to extend that person's tenure.
4. The Past Chairperson shall hold that office for one year.

## **SECTION X: EXECUTIVE OFFICERS**

1. LAMPAC affairs shall be managed by a board of elected Executive Officers.
2. No Executive Officer may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in LAMPAC affairs. Such reimbursement must be subject to a motion passed by the LAMPAC. The recommended minimum number of Executive Officers will be as follows:
  - a. Chairperson
  - b. Treasurer
  - c. Secretary

## **SECTION XI: DUTIES OF OFFICERS**

1. The Chairperson shall:
  - a. Convene and preside at membership, special, and Executive meetings;
  - b. Ensure that an agenda is prepared and presented;
  - c. Know the constitution, bylaws and meeting rules;
  - d. Know where to find resources to assist members;
  - e. Appoint committees where authorized to do so by the Executive or membership;
  - f. Consult LAMPAC members regularly;
  - g. Ensure that the LAMPAC is represented in Lambrick and SD 61 activities;
  - h. Ensure that LAMPAC activities are aimed at achieving the objectives and purposes of the LAMPAC;
  - i. Be the official spokesperson for the LAMPAC;
  - j. Be a signing officer; and
  - k. Submit an annual report.
2. The Vice-Chairperson (if one is elected) shall:
  - a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
  - b. Assist the Chairperson in the performance of his/her duties;
  - c. Accept extra duties as required; and
  - d. Be a signing officer.
3. The Secretary shall:
  - a. Ensure that members are notified of meetings;
  - b. Record the minutes of general, special, and Executive meetings, ensure that they are posted on the Lambrick website and distributed at the following LAMPAC meeting;
  - c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
  - d. Issue and receive correspondence on behalf of the organization; and
  - e. May be a signing officer.

4. The Treasurer shall:
  - a. Be a signing officer;
  - b. Receive all funds for the LAMPAC;
  - c. Disburse funds authorized by the Executive or approved by members at a LAMPAC meeting, in a timely manner;
  - d. Maintain an accurate record of all LAMPAC receipts and expenditures;
  - e. Give a report of all receipts and expenditures at all LAMPAC meetings;
  - f. Deposit all funds collected on behalf of the LAMPAC in an account at a recognized financial institution approved by the LAMPAC;
  - g. Make books available for viewing by members upon request;
  - h. Have the books ready for inspection or audit;
  - i. With the assistance of the Executive, draft a budget and tentative plan of expenditures as per Section XIV;
  - j. Ensure that another signing officer has access to the books in the event of his/her absence; and
  - k. Submit an annual financial statement at the Annual General Meeting of the LAMPAC.
  
5. The DPAC/LAMPAC Representative (if one is elected) shall:
  - a. Attend LAMPAC and DPAC meetings;
  - b. Seek and give input on behalf of the LAMPAC to the DPAC; and
  - c. Report back to the LAMPAC.
  
6. Members at Large (if such are elected) shall:
  - a. Serve in a capacity to be determined by the LAMPAC at the time of their election, and at other times throughout their tenure as the needs of the LAMPAC require.
  
7. The Past Chairperson shall:
  - a. Help smooth the transition between Chairpersons;
  - b. Assist, advise and support the LAMPAC;
  - c. Provide information about resources, contacts, and other essential information to the LAMPAC;
  - d. Act as a consultant for the Chairperson; and
  - e. Chair the nominating committee.

## **SECTION XII: CODE OF ETHICS**

1. A parent who accepts a position as an Executive Officer:
  - a. Upholds the constitution and bylaws, policies and procedures of the LAMPAC;
  - b. Performs her/his duties with honesty and integrity;
  - c. Works to ensure that the well-being of the students is the primary focus of all decisions;

- d. Respects the rights of all individuals;
  - e. Takes direction from the LAMPAC, ensuring representation processes are in place;
  - f. Encourages and supports Parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
  - g. Works to ensure those issues are resolved through due process;
  - h. Strives to be informed and only passes on information that is reliable;
  - i. Respects all confidential information; and
  - j. Supports public education.
2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the LAMPAC must disclose fully and promptly the nature and extent of his or her interest to the LAMPAC and Executive. Such an Executive Officer must avoid using his or her position on the LAMPAC for personal gain.
  3. Any information received in confidence by an Executive Officer from Lambrick personnel, a student, Parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.
  4. Upon election or appointment, every Executive Officer must sign the below Statement of Understanding and agree to abide by the Code of Ethics.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_, as an Executive Officer of the LAMPAC Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the PAC, should there be any concerns about my work.

Name of Executive Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Note: This page may be photocopied and used yearly for the new Executive Officers to sign.

**SECTION XIII: COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary.
2. The terms of reference for each committee will be specified by the membership or Executive at the time the committee is established, or by the committee at its first meeting, as the membership or Executive decides.
3. Committees will report to the LAMPAC and Executive as required.



4. It is recommended that the following committees be established on an annual basis.
- a. **A Nominating Committee** shall be appointed annually before the Annual General Meeting.
  - b. **A Funding Committee** shall be formed each year after the Annual General Meeting of the LAMPAC and shall have the following terms of reference:

Mandate: To prepare a budget for:

- i) the Direct Access Fund Grant monies that shall comply with the conditions in effect at the relevant time, as defined by the Gaming Policy and Enforcement Branch; and
- ii) any other monies that are available to the LAMPAC. The budget shall also comply with any conditions which may apply to these other monies. The budget will preferably encompass one to three years.

Committee Members:

- i) A chairperson of the committee; and
- iii) At least one other member.

The Chairperson of the LAMPAC shall be a member ex officio (by virtue of his/her position) does not need to attend all meetings but is responsible for overseeing the effectiveness of the committee;

All committee members shall be Voting Members of LAMPAC as defined in Section V of these bylaws.

Responsibilities:

- i) To prepare a budget as defined by the mandate of this committee. This budget shall be completed prior to the October LAMPAC meeting and shall be presented for ratification by the LAMPAC at that meeting. The LAMPAC may ratify the budget in whole or in part. Note that the LAMPAC treasurer is responsible for disbursement of funds.
- ii) Prior to budget completion, the school administration will advise teachers, and the committee will attempt to give notification to all groups and individuals who may have reason to request funding, that funds are available.
- iii) Prior to budget completion, the committee shall consider all submitted requests, provided they conform to the conditions in force at the relevant time of the Direct Access Program or other program(s) from which the LAMPAC has received the monies.
- iv) The committee shall continue to consider requests throughout the year, with the intention of revising the budget as deemed necessary. Proposed revisions to the budget shall be presented to the LAMPAC at the **April** meeting or, if

required, at any meeting provided that **one month's notice** is given to the LAMPAC Executive.

- v) Reporting and Timeline: The committee chairperson will report to the LAMPAC Chairperson on a weekly basis for the months of **May/June** to ensure that the process of budget preparation will facilitate the presentation of the proposed budget at the October LAMPAC meeting. Additional reporting is to be on an as required basis. The timeline, referred to in Section XIII, sub-section entitled 'Responsibilities' of these bylaws, shall be as follows:
- A) Prepare documentation of the committee's activities and present to the LAMPAC Executive;
  - B) Present the proposed budget at the **September** LAMPAC meeting; and
  - C) If required, present a revised proposed budget at the **January** LAMPAC meeting.

**Financial Responsibilities:**

The committee shall request approval from the LAMPAC Executive prior to incurring any costs.

**Final Decision:**

Where the Committee and LAMPAC disagree on a matter regarding funding allocation, the Committee can revisit, revise and re-present with necessary documentation until a successful vote is achieved.

**SECTION XIV: FINANCES**

1. A budget and tentative plan of expenditure will be drawn up by the Executive and presented for approval before the budget in force at that time expires.
2. The Executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act, in the appropriate LAMPAC account.
4. The Executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general and annual general meeting.
6. Members at a general meeting may appoint an auditor.
7. All cash funds received by the LAMPAC shall be counted and verified in writing by at least two LAMPAC members and submitted to the Treasurer.
8. All financial records are the property of the LAMPAC.

**SECTION XV: CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the constitution, the LAMPAC may, by a majority of not less than 75% of the votes cast, amend the LAMPAC’s constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members of the LAMPAC in writing **at least 14 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 forwarded to the Lambrick’ office for safekeeping only.

**SECTION XVI: REMOVAL OF AN EXECUTIVE OFFICER**

1. The LAMPAC may, by a majority of not less than 75% 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 of the LAMPAC **not less than 14 days before** the meeting.
3. Following are grounds for removal of an Executive Officer:
  - a. Convicted of a criminal offence or other serious offence; and
  - b. Failure to observe the constitution and bylaws of the LAMPAC.

**SECTION XVII: PROPERTY IN DOCUMENTS**

All original documents, records, minutes, correspondence, or other papers kept by a member of the LAMPAC, Executive Officer, or committee member in connection with the organization shall be deemed to be property of the LAMPAC, and shall be turned over to the Chairperson when the member of the LAMPAC, Executive Officer, or committee member ceases to perform the task to which the papers relate.

Adopted by LAMPAC at Saanich, British Columbia, on \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Executive Officer Title

\_\_\_\_\_  
Executive Officer Title