



**QUEEN MARY COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL**

CONSTITUTION AND BYLAWS

November 2014

CONSTITUTION

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CONSTITUTION

Section I: NAME

1. The name of the association shall be the “Queen Mary Community School Parent Advisory Council.”
2. The association is a non-profit organization.

Section II: PURPOSE

1. The purposes of the association are:
 - a. To serve as the established Parent Advisory Council, as enabled in the School Act, for Queen Mary Community School;
 - b. To reflect the collective voices of parents and thereby enhance communication among parents, students, school administration and staff;
 - c. To organize and support activities and events for students and parents; and
 - d. To raise funds for the school’s curricular and extracurricular programs.

BYLAWS

SECTION I. INTERPRETATION

1. "Parents" - the parents or guardians (as defined in the School Act) of a child currently enrolled at Queen Mary Community School.
2. "QMPAC" - Queen Mary Parent Advisory Council.
3. "General Membership" - all voting members of the QMPAC.
4. "Executive" - the voting members that serve as Executive Officers of the QMPAC.

SECTION II. MEMBERSHIP

1. All persons who work at Queen Mary Community School and parents or guardians of children currently enrolled at Queen Mary Community School are members of the QMPAC.
2. The annual membership shall be from September 1 to the following August 31.

SECTION III. EXECUTIVE OFFICERS

1. The Executive Officers shall consist of the Chair, Vice-Chair, Secretary, Treasurer, District Parent Advisory Council Representative, Members-at-Large, and Past Chair.
2. The Executive Officers shall direct and supervise the business of the QMPAC between General meetings.
3. Executive Officers shall be elected by during the Annual General Meeting of the new school year in October.
4. Executive Officers may hold more than one position, but may not have more than one vote.
5. The term for an Executive Officer is one year or shall continue until a successor is elected.
6. As needed, Executive Officers may appoint a person from the General Membership to fill an Executive vacancy until such time elections can occur.

SECTION IV. DUTIES OF EXECUTIVE OFFICERS

1. The Chair shall:
 - a. Consult with all QMPAC members;

- b. Speak on behalf of the QMPAC;
 - c. Preside at General and Executive meetings;
 - d. Ensure that the QMPAC is represented in school district activities;
 - e. Ensure that the QMPAC activities serve the purposes set out in the constitution;
 - f. Be a signing officer.
2. The Vice-Chair shall:
- a. Support the Chair;
 - b. Assume the duties of the Chair in the Chair's absence or upon request;
 - c. Assist the Chair in the performance of his/her duties.
3. The Treasurer shall:
- a. Receive all monies and account for all expenditures to the General Membership;
 - b. Disburse monies as authorized by the General Membership or Executive;
 - c. Keep an appropriate set of financial records and make such records available to members upon request;
 - d. Be a signing officer;
 - e. Report on all receipts and disbursements at General and Executive meetings;
 - f. With assistance of the Executive, draft an annual budget and submit annual financial reports as needed.
4. The Secretary shall:
- a. Manage correspondence under direction of the Chair and the Executive;
 - b. Issue notices of all General meetings;
 - c. Be responsible for distribution of materials approved by the Executive;
 - d. Record and file all minutes of General and Executive meetings.
5. The District Parent Advisory Council (D-PAC) Representative shall:
- a. Represent the QMPAC at meetings of the North Vancouver Parent Advisory Council, as needed.
6. The Members-at-Large shall:
- a. Consist of persons who represent groups relevant to the QMPAC. This may include, but is not limited to, Queen Mary Community School, Queen Mary Community Services Association, North Shore Neighborhood House, and other community groups;
 - b. Be responsible for duties as assigned by the Executive.
7. The Past Chair shall:
- a. Serve in an advisory capacity.

SECTION IV. MEETINGS

1. General meetings

- a. Shall consist of the assembled General Membership of the QMPAC.
- b. Shall be held at least six (6) times a year, from September to June of the school year. Additional meetings may be called as deemed necessary.
- c. Notification will be provided to members at least five (5) school days before each meeting.
- d. A quorum for a General meeting shall not be less than three (3) members, of which at least one (1) must be an Executive Officer.
- e. The primary purpose of General meetings is to provide an environment for parents and other stakeholders of Queen Mary Community School to gather socially.
- f. Business conducted at General meetings may include election of the Executive, reviewing financials, and consideration of the bylaws.

2. Executive meetings

- a. Shall consist of the assembled Executive Officers of the QMPAC.
- b. Shall be held any time or place as deemed necessary.
- c. The purpose of Executive meetings is to carry on business between General meetings.

SECTION V. COMMITTEES

1. Committees may be established by the Executive or upon recommendation of the General Membership to further and/or achieve the purposes of the QMPAC.
2. The Executive shall establish specific guidelines for each committee.
3. Committees shall follow the guidelines and report to the Executive on their activities.

SECTION VI. FINANCIAL MATTERS

1. The fiscal year of the QMPAC shall be July 1 to June 30 of the following year.
2. All funds of the QMPAC must be kept on deposit in the name of the QMPAC in a bank or financial institution registered under the Bank Act.
3. The Executive will name at least three (3) signing officers for the banking and legal documents. Two (2) signatures will be required on all documents.
4. A budget will be prepared by the Executive and presented to the General Membership for approval at the Annual General Meeting in October of each year.

5. The Executive will present all proposed expenditures beyond the current budget for approval at the next General meeting.
6. The Treasurer's report will be presented at each General meeting and, as needed, at Executive meetings.

SECTION VII. POWERS, PROPERTY, AMENDMENTS AND DISSOLUTION

1. Powers

- a. The Executive shall carry out policies and initiatives approved by the General Membership. They may transact routine and emergent business where time constraints negate the possibility of consultation with the General Membership.
- b. All books of accounts, records and minutes of the QMPAC shall be open for inspection by any member at any time and upon reasonable notice to the Secretary.

2. Property in Documents

- a. All documents, records, minutes, correspondence or other papers kept by a member, Executive Officer, or Committee member in connection with the QMPAC shall be deemed to be property of the QMPAC.
- b. All documents, records, minutes correspondence or other papers 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.

3. Constitutional & Bylaw Amendments

- a. The General Membership may, by a majority of 75% of the votes cast, amend the QMPAC Constitution and Bylaws.
- b. Written notice of a General meeting at which an amendment will be considered shall be given at least five (5) school days before the meeting.

4. Dissolution

- a. In the event of dissolution and following payment of all outstanding debts, the QMPAC shall transfer all of its property and assets to Queen Mary Community School.
- b. All remaining provincial gaming funds will be disbursed according to the requirements of the British Columbia Gaming Commission.
- c. All records of the QMPAC shall be placed under the jurisdiction of the Chair of the North Vancouver Parent Advisory Council.