

Oak Bay Parent Advisory Council Constitution and Bylaws

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Section I: NAME AND PURPOSE

The name of the Association shall be the ÉCOLE SECONDAIRE OAK BAY HIGH SCHOOL PARENT ADVISORY COUNCIL, herein referred to as “OBHS PAC”.

1. The OBHS PAC will operate as a non-profit organization with no personal financial benefit.
2. The business of the OBHS PAC shall be unbiased with respect to race, religion, gender, sexual orientation, physical or mental ability, and conflict of interest.

This is guided by the School District 61 Discrimination Policy (4303):

A responsive and safe school environment is necessary for students to learn and achieve high academic standards. Discrimination is not part of such an environment. As students learn by example, all members of the school community should model respectful conduct regardless of perceived differences and should refuse to tolerate any form of discrimination. This policy is

meant to be congruent with the Canadian Human Rights Act, The British Columbia Human Rights Code, Greater Victoria School District Students' Charter of Rights and Canadian Charter of Rights and Freedom.

Discrimination includes harassment, any negative or adverse conduct, comment, gesture or contact, and systemic barriers based on the above grounds. This conduct is harmful and can create a working or learning environment that is intimidating, humiliating, or uncomfortable. It includes any behaviour that is known, or reasonably should be known, to be offensive.

Discrimination means the subordination of groups or individuals resulting from a distinction, preference or exclusion based on the grounds of race, religion, colour, ethnicity, place of origin, language, age, disability, socio-economic status, gender identity, gender expression, sexual orientation, sex, or any other difference.

<https://www.sd61.bc.ca/our-district/documents/name/policy-4303-discrimination/>

Section II: DEFINITIONS

Parent or Parents — The parent/parents or legal guardian/guardians of a child or children registered in École Secondaire Oak Bay High School. This definition is based on Section 1 of the [School Act](#). It is recognized and welcomed that other people in a student's life may want to take an active role in the PAC and its activities.

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

OBHS PAC — École Secondaire Oak Bay High School Parent Advisory Council.

Executive Officers — Parents elected to the executive of the OBHS PAC as defined in Section X.

Voting Members — As defined in Section V.

Student – The same meaning as in the School Act.

VCPAC — The Victoria Confederation of Parent Advisory Councils, which is recognized by the Board of Trustees of SD61 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school

OBHS PAC Regular General Meetings - Every general meeting, other than an Annual General Meeting is a regular general meeting.

OBHS PAC Annual General Meeting - For the purpose of election of Executive Officers held each year.

Section III: PURPOSES OF THE PAC

1. To provide **leadership** in developing and expressing collective parental views, as identified through the OBHS PAC, regarding the public school education and well-being of the children in École Secondaire Oak Bay High School.
2. To carry out activities to promote and enhance meaningful **parent participation** in an advisory role at the school, school district and provincial levels on matters that affect the education of École Secondaire Oak Bay High School students.
3. To enhance the **educational excellence** of Oak Bay High School through a partnership with administrative staff, teachers, parents and students.
4. To **advise** the Oak Bay Administration and staff on parents' views on any matter relevant to École Secondaire Oak Bay High School, such as programs, policies, plans, and activities.
5. To give students/parents/guardians an opportunity to **examine educational and school philosophy**.
6. To provide a **forum for discussion** of matters of mutual interest or concern to students/parents/guardians; and to assist parents in accessing the system and to provide advocacy support for individual children and their parents.
7. To promote **cooperation between the home and parental involvement** in the school in providing for the education of the students.
8. To **encourage communication** among students, parents, educators, administrators, School Board Trustees, VCPAC, BCCPAC and the Ministry of Education.
9. To promote **good relations** between Oak Bay High School and the broader community.
10. To organize PAC **activities and events**, including raising funds when possible for school equipment, activities and programs.

SECTION IV: DISSOLUTION

1. In the event of wind-up or dissolution of OBHS PAC and following the payment of all outstanding debts and costs of dissolution, OBHS PAC shall transfer all of its property and assets to another Parent Advisory Council in SD 61 having purposes and objectives similar to those of the OBHS PAC and which meet all requirements of the British Columbia Gaming Commission as the PAC members may determine at the time of dissolution or winding up. This provision is unalterable.
2. In the event of dissolution of the PAC, all of the PAC's records shall be placed under the jurisdiction of the VCPAC.

SECTION V: MEMBERSHIP

1. Except as provided in this section, all parents with students enrolled at École Secondaire Oak Bay High School are Voting Members of the OBHS PAC.
2. École Secondaire Oak Bay High School administration and staff (teaching and non-teaching) are not Voting Members of the OBHS PAC.
3. Members of the school community who are not Parents may be invited to become non-voting members of the OBHS PAC.
4. At no time shall the OBHS PAC have more non-voting than Voting Members.
5. Every member shall uphold the Constitution and comply with these Bylaws.
6. There are no membership fees.
7. A member shall cease to be a member of OBHS PAC when their child ceases to be a student at École Secondaire Oak Bay High School.

SECTION VI: MEETINGS

1. A minimum of three Regular General Meetings, plus the Annual General Meeting will be held throughout the school year.

The Agenda at a General Meeting can include some of the following but is not limited to some or all of these:

- minutes of the last meeting
 - old business
 - new business
 - correspondence
2. Meetings will be conducted efficiently and with fairness to the OBHS PAC members present, and all general meetings will be held in a place accessible to the public.
 3. Notice of an annual general or regular general meeting shall specify the place, day and hour of meeting, along with a tentative agenda, and in the case of special business, the general nature of the business, and shall be given to all members entitled to receive notice through communication mediums used to communicate with the school community.
 - Notice of an Extraordinary Meeting will be given by any reasonable means accessible to the executive committee.
 - The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

4. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive Officers held each year. The business of the annual general meeting can include some or all of the following but is not limited to some or all of the following:

- Receive from the OBHS PAC a report of its activities during the previous year including the presentation of financial statements;
- Consider and act upon the policies of the OBHS PAC including ratifying policy;
- Establish the priorities of the OBHSS PAC for the coming year;
- Adopt a budget for the coming year and appoint auditors (if required);
- Receive reports from members, and transact such other business as may require the attention of the members;
- Elect the executive, and consider appeals regarding expulsion of membership.

5. 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.

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.

7. Conduct

- At OBHS PAC general meetings members will not discuss individual school personnel, students, parents or other members of the school community;
- The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

8. Extraordinary General Meeting: The OBHS PAC may, when it deems appropriate, convene an Extraordinary General Meeting. An Extraordinary General Meeting shall be called by the Chairs or the Secretary upon receipt of a request by Regular Members comprising 10% or more of the membership setting forth the reasons for calling such a meeting which shall be stated in the notice of meeting. The Extraordinary General Meeting called under this section shall deal only with the business stipulated in the request.

9. Chairperson: If at a general meeting there is no Chair present within 15 minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairperson.

10. Adjourned Meetings: A general meeting may be adjourned (cancelled) due to unforeseen changes in schedule. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Except as provided in the Bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

SECTION VII: EXECUTIVE MEETINGS

1. Meetings of the Executive called by the Chair or the Executive, are open to the membership and shall be held at least four times yearly (between annual general meetings).

2. The Executive may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

3. Quorum: The quorum for the Executive shall be a majority of the Executive then in office.
4. Chairperson: The Chair or one of the Co-Chairs shall be chairperson of all executive meetings, but if at a meeting these people are not present, Executive members present may choose one of their number to be chairperson at that meeting.
5. A resolution in writing, voted on and signed by all the Executive members at the meeting, and placed with the minutes of the executive meeting is as valid and effective. The Executive may determine that all members need to vote on the resolution, and members that were not in attendance will be offered a chance to vote virtually (for example email) and this will be documented.

SECTION VIII: QUORUM AND VOTING

No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present. If at any time during a general meeting there ceases to be a quorum present, business other than in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to a date, time, and place to be determined by the Executive, and if, at the adjourned meeting, a quorum is not present with 30 minutes from the time appointed for the meeting, the members present shall constitute a quorum.

1. A quorum for voting at OBHS PAC meetings shall be FIVE or more Voting Members in attendance. For the purposes of determining policy, amending the Bylaws or the Constitution, adopting a budget, and electing the Executive, a quorum shall be not less than a majority of the Executive then in office.
2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
3. In the case of a tie vote, the motion is defeated. (A new/revised motion may be subsequently re-tabled for consideration and voting on by the PAC.)
4. Voting Members must vote personally on all matters; voting by proxy shall not be permitted. A regular member in good standing is entitled to one vote, to be cast in person by the member.
5. Voting shall be done by a show of hands, with the exception of the election of Executive Officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
6. A Voting Member may be appointed by the OBHS PAC to represent and vote on behalf of the OBHS PAC at VCPAC meetings.

7. Resolutions: In case of an equality of votes the chairpersons shall not have a casting or second vote in addition to the vote and the proposed resolution shall not pass.
8. Determination of Questions: At Executive meetings, only those who officially constitute the elected Executive are entitled to a vote and at internal committee meetings, those who officially constitute the internal committee are entitled to vote.
9. Questions arising at a meeting of the Executive and committee shall be decided by a majority of votes. In case of equality of votes the motion shall fail.

SECTION IX: ELECTION OF EXECUTIVE OFFICERS

1. OBHS PAC affairs shall be managed by a board of elected Executive Officers, which are elected at the Annual General Meeting.
2. No Executive Officer may be remunerated for serving on the executive, however, Executive Officers may be reimbursed for expenses reasonably and necessarily incurred while engaged in OBHS PAC affairs. Such reimbursement must be subject to a motion passed by the OBHS PAC.
3. The recommended minimum number of Executive Officers will be as follows:
 - 1) Chairperson or Co-Chairpersons
 - 2) Treasurer
 - 3) Secretary
4. If a position is not elected at an annual general meeting, the Executive may appoint an OBHS PAC Voting Member (parent) to the position.
5. Procedure of Elections: Annual General Meetings in which the Executive is to be elected will be conducted efficiently and with fairness to the members present.
6. Term of Office: Elected members of the Executive shall hold office or appoint another member until their successors take office.
7. The Secretary and Treasurer shall hold office until their respective successors are elected or appointed.
8. The Immediate Past Chair shall be an ex officio member of the Executive, entitled to notice of, attend and speak at, but not vote at, Executive meetings.
9. Special Advisor: Following each annual general meeting the Executive may appoint one or more Special Advisors who may attend and speak at, but not vote at, Executive meetings.
10. Vacancy in Executive: If there is any vacancy in the Executive for any reason, the remaining Executive members shall appoint a person who is an OBHS PAC Voting Member (parent) to fill the vacancy and the term of the Executive member so appointed will end when their successor takes office.

11. Removal of an executive officer is as defined in Section XV.

SECTION X: DUTIES OF OFFICERS

The Chairperson/Co-Chairs (or designate) shall:

- Convene and preside at general, special, and executive meetings;
- Ensure that an agenda is prepared and presented; and ensure that the Treasurer submits all required financial reports to the appropriate government agencies;
- Know the constitution, bylaws, and meeting rules;
- Know where to find resources to assist members;
- Appoint committees where authorized to do so by the executive or membership; be an ex-officio member of all committees and oversee and delegate responsibility to the committees whenever possible or necessary;
- Consult OBHS PAC members regularly;
- Ensure that the OBHS PAC is represented in École Secondaire Oak Bay High School and SD 61 activities;
- Ensure that OBHS PAC activities are aimed at achieving the objectives and purposes of the OBHS PAC;
- Be the official spokesperson for the OBHS PAC;
- Assess the financial undertakings to ensure they are within the annual budget and be a signing officer; and,
- Submit an annual report.

An Executive member shall carry out the duties of the Chairperson/Co-Chairs during their absences.

The Vice-Chairperson or Co-Chairperson (if one is elected) shall:

- Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- Assist the Chairperson in the performance of their duties;
- Accept extra duties as required;
- Be a signing officer; and,
- Submit an annual report.

The Secretary shall:

- Ensure that members are notified of meetings;
- Record the minutes of general, special, and executive meetings, ensure that they are posted on the OBHSS website and distributed at the following OBHS PAC meeting; after approval by the OBHS PAC Executive.
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request;
- Issue and receive correspondence on behalf of OBHS PAC;
- May be a signing officer;
- Safely keep all the OBHS PAC records; and,
- Submit an annual report.

In the absence of the Secretary from a meeting, the Executive shall appoint another person to act as Secretary at that meeting

The Treasurer shall:

- Be a signing officer;
- Receive all funds for the OBHS PAC;
- Disburse funds authorized by the executive or approved by members at an OBHS PAC meeting, in a timely manner;
- Maintain an accurate record of all OBHS PAC receipts and expenditures;
- - Provide a financial report at all OBHS PAC meetings that includes the bank and investment balances and all receipts and expenditures;
- Deposit all funds collected on behalf of the OBHS PAC in an account at a recognized financial institution approved by the OBHS PAC;
- Make books available for viewing by members upon request, and have the books ready for inspection or audit;
- With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII;
- Ensure that another signing officer has access to the books in the event of their absence; and,
- Submit an annual financial statement at the Annual General Meeting of the OBHS PAC.
- In conjunction with the OBHS PAC Executive, prepare and submit applications for funding including the Province of BC Community Gaming Grant application.
- Ensure compliance with regulatory requirements including financial reporting for government agencies.

The VCPAC/PAC Representative (if one is elected) shall:

- Attend OBHS PAC and VCPAC meetings;
- Seek and give input on behalf of the OBHS PAC to the VCPAC;
- Manage BCC PAC membership and matters pertaining to BCCPAC membership
- Report back to the OBHS PAC; and,
- Ensure all relevant information regarding this position is passed on to succeeding VCPAC Delegates

Members at Large (if such are elected) shall:

- Serve in a capacity to be determined by the OBHS PAC at the time of their election, and at other times throughout their tenure as the needs of the OBHS PAC require.

The Past Chairperson (optional role) shall:

- Help smooth the transition between Chairpersons;
- Assist, advise, and support the OBHS PAC;
- Provide information about resources, contacts, and other essential information to the OBHS PAC;
- Act as a consultant for the Chairperson; and
- Chair the nominating committee during elections for the OBHS PAC Executive.

SECTION XI: CODE OF ETHICS

1. A parent who accepts a position as an Executive Officer:

- Upholds the constitution and bylaws, policies and procedures of the OBHS PAC;
- Performs their duties with honesty and integrity;
- Works to ensure that the well-being of the students is the primary focus of all decisions;
- Respects the rights of all individuals;

- Takes direction from the OBHS PAC, ensuring representation processes are in place;
- 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;
- Works to ensure those issues are resolved through due process;
- Strives to be informed and only passes on information that is reliable;
- Respects all confidential information;
- Supports public education;
- Assess the financial undertakings to ensure they are within the annual budget;
- Approves all expenditures but require a vote by the voting members at a general meeting for all expenditures exceeding \$500.00, not previously approved in the budget; and
- Ensures all relevant information is passed on to their successors.

2. An Executive Officer who has an interest, either directly or indirectly, in a proposed contract or transaction with the OBHS PAC must disclose fully and promptly the nature and extent of their interest to the OBHS PAC and executive. Such an Executive Officer must avoid using their position on the OBHS PAC for personal gain.

3. Any information received in confidence by an Executive Officer from École Secondaire Oak Bay High School 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. By agreeing to be a member of the OBHS PAC Executive, either by election or appointment, every Executive Officer agrees to abide by the Code of Ethics.

SECTION XII: COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary and committees will report to the OBHS PAC and executive as required. A Nominating Committee shall be appointed annually one month before the OBHS PAC Annual General Meeting.

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. Committee Members will include a chairperson of the committee and at least one other member. The Chairperson of the OBHS PAC can be a member ex officio (by virtue of their position), and 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 OBHS PAC as defined in Section V of the OBHS PAC Constitution.

4. It is recommended that the following committees be established on an annual basis.

- A Nominating Committee shall be appointed annually before the Annual General Meeting.
- A Funding and Budget Committee may be formed each year after the Annual General Meeting of the OBHS PAC and shall have the following mandate:
 - To prepare a grant allocation plan for 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 present this plan for ratification by the OBHS PAC.

- To prepare an annual operating budget for any other monies that are available to the OBHS PAC. The budget shall also comply with any conditions which may apply to these other monies. This operating budget shall be presented for ratification by the OBHS PAC. The OBHS PAC may ratify the budget in whole or in part. Note that the OBHS PAC Treasurer is responsible for disbursement of funds.

5. The Constitution Review Committee shall review the Constitution and Bylaws as deemed necessary.

6. Committees are responsible to the OBHS PAC Executive Officers and the membership.

7. Committee chairpersons will be responsible for submitting a written report yearly at the OBHS PAC Annual General Meeting.

8. External Committees: The OBHS PAC Executive may appoint representatives to external committees or in liaison positions to external organizations.

9. Committees are responsible to the OBHS PAC Executive Officers and the membership. Committee chairpersons will be responsible for submitting a written report yearly at the OBHS PAC Annual General Meeting and apprising the Executive Committee on an ongoing basis as appropriate.

SECTION XIII: FINANCES

1. A budget and tentative plan of expenditure will be drawn up by the OBHS PAC Executive and presented for approval before the budget in force at that time expires.

2. The OBHS PAC 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 OBHS PAC account.

4. The OBHS PAC Executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents. A signing officer cannot be a signatory on any reimbursement to themselves.

5. A Treasurer's Report shall be presented at each general and annual general meeting. **This report will include at a minimum** a statement of financial position including bank and investment balances and funding and other commitments.

6. Members at a general meeting may appoint an auditor.

7. All cash funds received by the OBHS PAC shall be counted and verified in writing by at least two PAC members and submitted to the Treasurer.

8. All financial records are the property of the OBHS PAC.

9. The fiscal year of the OBHS PAC shall be July 1 to June 30.

10. In order to carry out the purposes of the OBHS PAC the Executive may, on behalf of and in the name of the OBHS PAC, raise or secure the payment or repayment of money in the manner they decide.

11. The OBHS PAC Executive shall have power to: initiate specific fundraising projects; or seek grants that may be available from governments, charitable foundations and similar sources; provided that neither (a) nor (b) constitutes or implies partisan support of any political party or endorsement of a commercial product.

12. The OBHS PAC Executive shall have the power to:

- Authorize funds for executive members to attend conferences that support the aims and philosophies of this school;
- Determine suitability of conferences with a majority vote of the OBHS PAC Executive at an Executive meeting;
- Issue funds for travel/conference expenses that may constitute part or all of the cost of attending.

13. Except for such costs, charges or expenses as are occasioned by their own willful neglect or default, each Executive member of OBHS PAC shall be indemnified and saved harmless out of the funds of the OBHS PAC from and against all expenses incurred or lawsuits brought against him in their capacity as an Executive member of the OBHS PAC.

SECTION XIV: CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the OBHS PAC may, by a majority of not less than 75% of the votes cast, amend the OBHS PAC'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 OBHS PAC in writing at least thirty days before the meeting.

3. The Constitution and these Bylaws may not be rescinded, altered or added to except by special resolution at a general meeting; the notice of the meeting shall include the proposed amendments.

4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the Oak Bay High School office for safekeeping only. Updated constitution & bylaws must also be filed with the registrar under the BC Societies Act.

5. A copy of the Constitution and Bylaws shall remain with the Secretary and be made available on request to any member. They will also be posted on the OBHS website.

SECTION XV: REMOVAL OF AN EXECUTIVE OFFICER

1. The OBHS PAC may, by a majority of not less than 75% of the votes cast, remove an OBHS PAC Executive Officer before the expiration of their 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 OBHS PAC Executive Officer shall be given to the members of the OBHS PAC not less than 14 days before the meeting.

3. Following are grounds for removal of an Executive Officer:

- Convicted of a criminal offense or other serious offense; and
- Failure to observe the constitution and bylaws of the PAC.

SECTION XVI: PROPERTY IN DOCUMENTS

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