

VANCOUVER TECHNICAL SECONDARY SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

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CONSTITUTION

1. NAME

The name of the organization shall be the [Vancouver Technical Secondary School](#)~~VANCOUVER ALTERNATE SECONDARY SCHOOL~~ **PARENT ADVISORY COUNCIL** (sometimes referred to as the "[VTSS](#)~~VASS~~ PAC" or the "PAC" throughout this document).

2. EQUITY STATEMENT

The business of the PAC shall be unbiased with respect to ability, race, religion, gender, or politics. The PAC represents the diverse views and perspectives of the school community and does not operate in a way that favors or discriminates against any particular ability, race, religion, gender, or political viewpoint. All members, regardless of their background or beliefs, are welcome and respected. Differences of opinion must be communicated respectfully. The PAC serves the entire school community without promoting any specific population, group or political agenda.

3. PURPOSES

- 3.1 The PAC will operate as a non-profit organization with no personal financial gain, directly or indirectly to any member. Members may be reimbursed for their expenses in accordance with the bylaws.
- 3.2 The purposes of the [VTSS](#)~~VASS~~ PAC are as follows:
 - (a) **Promote Student Welfare and Inclusive Education** – To promote the education and welfare of all students and support initiatives that enhance learning and foster the inclusion of students with disabilities and diverse needs within the school.
 - (b) **Promote Community and Parent Involvement** – To enhance the school's effectiveness by encouraging the meaningful involvement of parents, guardians, and community members in educational activities and decision-making. Parents and the community are to be kept informed about school progress and engaged as partners in planning.
 - (c) **Provide Parent Education and Development** – To strengthen the role of parents/guardians in the education of their children through professional development and provide a forum for discussion of educational issues.
 - (d) **Organize and Support PAC Activities** – To organize and support PAC activities and events for students and parents, contributing to a sense of community within the school and neighborhood.
 - (e) **Advise on Educational Matters** – To advise the Vancouver School Board and the principal and staff of the school respecting any matter relating to the school.
 - (f) **Provide Financial Support** – To provide financial support for the goals of the PAC as determined by the voting members.
 - (g) **Promote Public Education and School Interests** – To provide leadership in the school community and to promote the interests of public education and, in particular, the interests of [Vancouver Technical Secondary School](#)~~VANCOUVER ALTERNATE SECONDARY SCHOOL~~.

4. DISSOLUTION

- 4.1 A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
- 4.2 The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the last annual general meeting.
- 4.3 In the event of winding up or dissolution, all records of the PAC shall be placed under the jurisdiction of the principal of [Vancouver Technical Secondary School](#)~~VANCOUVER ALTERNATE SECONDARY SCHOOL~~ or the Secretary-Treasurer of Vancouver School District No. 39.
- 4.4 In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the General Account of the PAC may be distributed to another parent advisory council or councils in School District No. 39 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.
- 4.5 In the case of a school closure or substantive downsizing, [VTSS](#)~~VASS~~ PAC may, at its sole discretion, disburse funds from its Gaming Account to another eligible PAC to reflect the reassignment of students. Upon dissolution of the PAC, all unused funds from the Gaming Account and assets purchased with gaming funds must be transferred to the Minister of Finance or, if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.

BYLAWS

5. MEMBERSHIP

- 5.1 All parents/guardians of students registered at [Vancouver Technical Secondary School](#)~~VANCOUVER ALTERNATE SECONDARY SCHOOL~~ are voting members of the [VTSS](#)~~VASS~~ PAC.
- 5.2 Each voting member shall be able to cast one vote
- 5.3 Only voting members who are not employed by the Vancouver school district in any capacity shall be eligible to hold an executive position.
- 5.4 Members of the school community who are not parents/guardians of students currently enrolled in the school may be invited in to become non-voting members of the PAC.
- 5.5 Non-voting members of the PAC cannot be elected to an executive position.

6. MEETINGS

- 6.1 The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaison with parents, but their attendance is optional.
- 6.2 Individual school personnel, students, parents, or other individual members of the school community will not be discussed by any member at a PAC meeting.
- 6.3 Where procedural problems should arise which cannot be resolved by the terms of the constitution or bylaws, the procedural problem shall be determined by a majority vote (50% + 1) of the PAC Executives.

- 6.4 **General meetings:** General meetings for all Executives and voting and non-voting members shall be held on a regular basis during the school year to conduct current business (September to June).
- 6.5 **Annual General Meetings:** The Annual General Meeting shall be held as soon as conveniently possible each September and shall include:
- (a) Presentation of the minutes from the previous Annual General Meeting
 - (b) Presentation of the reports from the executive and any committee chairs
 - (c) Election of the new executive officers
 - (d) Approval of financial statements ~~and proposed budget~~
 - (e) An audit or financial review report on the PAC finances (Note: this is particularly important if there is a change in Treasurer).
- 6.6 **Planning meeting:** After the Annual General Meeting, a planning meeting shall be held in September of each year. All Executives should encourage voting and non-voting members to attend the planning meeting for the purposes of organizing events and forming committees for the school year.
- 6.7 **Notices of Meetings:** A notice of a general meeting, a planning meeting or an annual general meeting shall be sent to all Executives and voting and non-voting members with the time, date, and place of meeting, together with a draft agenda, at least 7 days prior to meeting time.
- 6.8 **Method of Delivery of Notice and Form of Notice:** The method and format for delivering notices required under these bylaws, including but not limited to notices about bylaw amendments, shall be decided by a majority vote of the Executives. Decisions regarding the delivery and format of notices are final and binding on all concerned parties. Acceptable delivery methods may include digital formats, such as email or social media posts, or any other method approved by a majority of the Executives.
- 6.9 **Executive Meetings:** Executive meetings may be called by the Chair, or at the written request of at least two (2) Executives submitted to the Chair. The Executives may meet prior to each general meeting or as often as necessary to carry on business between general meetings. Notices under sections 6.7 and 6.8 are not required for Executive Meetings.

7. QUORUM AND VOTING

- 7.1 A quorum at any meeting shall be at least two (2) executive members plus any other PAC members in attendance, regardless of whether the meeting is held online or in person, or both online and in person. One of the Executive members must be the Chair or the Vice-Chair.
- 7.2 Issues or motions arising at any meeting shall be decided by a simple majority vote (50% + 1), except for any motions relating to:
- (a) dissolution of the PAC;
 - (b) the amendment of the constitution and bylaws; and
 - (c) a vote by PAC Executives under Step 3, set out in "Appendix 2 - [VTSSVASS](#) PAC Conflict Resolution Process",

which shall be passed by 2/3 majority of voting members.

- 7.3 In the event of a tie vote, the motion is defeated. The Chair does not have a second tie breaking vote.
- 7.4 Voting shall be done by the show of hands, unless a secret ballot is required under these bylaws.
- 7.5 There shall be no proxy voting.
- 7.6 Abstentions do not affect the outcome of a vote. Only yes and no votes are counted when determining results. For votes requiring a specific percentage, such as a two-thirds majority (66.7%), the calculation is based solely on the votes cast, excluding abstentions and total attendance.

8. NOMINATION AND ELECTION PROCEDURES

8.1 Nominations and elections for the following positions will be held in this order:

- (a) Chair
- (b) Vice-Chair
- (c) Treasurer
- (d) Secretary
- (e) DPAC Representative
- (f) Executives at Large (2 positions)

8.2 There shall be no proxy voting.

8.3 Procedure for Elections:

- (a) The Nomination and Election process is chaired by the Immediate Past Chair if at an Annual General Meeting, or the current Chair if the election is not held at an Annual General Meeting.
- (b) The Nomination Chair calls for nominations for a position. All nominees must be voting members of the PAC. The call is repeated three times.
- (c) A vote is conducted by raising hands if there's only one nominee for a position or by secret ballot if there is more than one nominee for a position.
- (d) A vote to elect the DPAC representative must be made by secret ballot.

8.4 ~~Each Executive must file a criminal record check on the records of the PAC to confirm that they have no criminal record as soon as conveniently possible after they are elected.~~

9. TERM OF OFFICE

9.1 The term of office of an Executive starts on the date on which an Executive is elected, and ends on the date that is the first to occur of the following dates:

- (a) the date that the Executive is no longer able to act for any reason,

(b) the date that the Executive resigns by delivering a notice in writing to the Chair, and

(c) the date of the next upcoming Annual General Meeting.

9.2 An elected Executive member may serve as an Executive for a limit of three consecutive school years (September to June) in any one executive position. However, if an executive position remains vacant due to lack of nominated members, a past Executive that has reached their limit of consecutive terms may be elected to the position again.

9.3 The Immediate Past Chair shall hold the position as the Immediate Past Chair for one year. This is a non-voting position.

9.4 If there's a vacancy in an Executive position, an election may be held to fill the vacancy at the next general meeting.

10. EXECUTIVE STRUCTURE

10.1 The Executive of the PAC shall be composed of the Immediate Past Chair, Chair, Vice-Chair, Secretary, Treasurer, and DPAC representative and two Executives at Large.

10.2 The Immediate Past Chair may remain on the Executive in a non-voting, advisory capacity to ensure a smooth transition for one year.

10.3 In the event all positions cannot be filled, the minimum to be viable is three (3) Chair, Secretary, and Treasurer.

11. DUTIES OF THE EXECUTIVE

11.1 **Chair:** The Chair shall:

(a) Provide leadership and ensure that the business of the PAC is proceeding effectively

(b) Act as a spokesperson for the PAC

(c) Preside at all meetings as much as possible

(d) Prepare notices for meetings and agendas, with input from other Executives

(e) Know the ~~VTSS~~**VASS** PAC Constitution and Bylaws.

(f) Read information sent to the PAC and distribute information to the members.

(g) If there is no elected DPAC representative, update all their contact information (including name, PAC position, email and cell phone number) on the records of the Vancouver District Parent Advisory Council, and become familiar with the policies and procedures of the Vancouver District Parent Advisory Council.

(h) Collaborate with the Principal of Vancouver Technical Secondary School~~VANCOUVER ALTERNATE SECONDARY SCHOOL~~ to assist members

(i) Consult PAC members regularly and keep them informed

- (j) Be a signing officer for cheques and documents
- (k) Prepare an annual report for the Annual General Meeting
- (l) Ensure that all relevant information regarding this position is passed onto a succeeding Chair

11.2 Vice Chair-person: The Vice-Chair shall:

- (a) Assist the Chair as required
- (b) Ensure that the business of the PAC is proceeding effectively
- (c) Know where to find resources to assist members
- (d) Maintain the PAC calendar of events and activities
- (e) Chair meetings in the absence of the Chair
- (f) Ensure that all relevant information regarding this position is passed on to a succeeding Vice-Chair

11.3 Secretary: The secretary shall:

- (a) Record the minutes of all general and executive and Annual General Meetings
- (b) Record the attendance at all general and executive meetings
- (c) Send a draft of the minutes of all PAC meetings to all other Executives for review within two weeks from the meeting date.
- (d) Prepare a brief report following each general meeting to be included in the parents' newsletter and bulletin board or PAC website or Facebook.
- (e) Maintain all records of the PAC (Bylaws, Reports, minutes, etc.)
- (f) Know the PAC constitution, Bylaws and Meeting rules
- (g) Act as one of the three (3) signing officers for cheques and documents
- (h) Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the September general meeting.

11.4 Treasurer: The Treasurer shall:

- (a) Be responsible for all PAC funds, including the responsibility for the Gaming account and reporting requirements for the Gaming account
- (b) Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
- (c) Maintain detailed accounts of all receipts and expenditures ensuring all expenditures are authorized by motion or through the approved budget.

- (d) Present a written report on the financial status of the PAC at all general meetings
- (e) Make books available for viewing by members upon request
- (f) Sign all cheques along with one other of the members who has signing authority
- (g) Ensure that another signing officer has access to the books in the event of their absence
- ~~(h)~~ (h) Prepare staff funding requests for presentation at October and February general meetings; work with staff/ admin to track spending Prepare a projected annual budget outlining the basic annual expenditures to be presented at the PAC Annual General Meeting
- ~~(i)~~ (h) Have books ready for annual audit/review
- ~~(i)~~ (i) Prepare an annual report for the Annual General Meeting
- ~~(k)~~ (j) Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end

11.5 DPAC Representative: The DPAC representative shall:

- (a) Update all their contact information (including name, PAC position, email and cell phone number) on the records of the Vancouver District Parent Advisory Council.
- (b) Become familiar with the policies and procedures of the Vancouver District Parent Advisory Council.
- (c) Represent the interests of the school community in the voting process at DPAC meetings
- (d) Report DPAC business back to ~~VTSS/VASS~~ PAC meetings
- (e) Seek input from the PAC members for DPAC
- (f) Forward PAC school-based issues to DPAC on requests of the PAC
- (g) Ensure that all relevant information regarding this position is passed onto a succeeding DPAC representative

11.6 Immediate Past Chair: The Immediate Past Chair shall:

- (a) Help smooth the transition between Chairs
- (b) Serve as an advisor to the Chair
- (c) Provide continuity of leadership
- (d) Assume specific tasks or responsibilities as requested by the Chair
- (e) May be asked to prepare an annual report for the Annual General Meeting.

11.7 Executives at Large: The Executives at Large shall:

- (a) Assist the executives with ideas and support during meetings
- (b) Assist the executive when needed for projects
- (c) Aid in communication with parents on the work of PAC.

12. COMMITTEES

- 12.1 The Executive may by majority vote appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
- 12.2 Committees may be either standing or ad hoc in nature. Examples include Fundraising Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Hot Lunch Coordinator, Graduation Committee, Constitution and Bylaws Review Committee and Nominations Committee.
- 12.3 Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.
- 12.4 The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.
- 12.5 Notwithstanding any other provision under these bylaws, the Executive may by majority vote terminate committees.

13. CODE OF ETHICS

- 13.1 On election or appointment, every Executive or leader of a committee (hereinafter a “**Representative**”) must sign and agree to abide by a Representative Agreement acceptable to the membership as set out in Appendix 1.
- 13.2 Every Representative must act solely in the interests of the school community, including without limitation the parents/guardians and students, and must put the interests of the school community ahead of their own.
- 13.3 All motions adopted by the PAC through a duly conducted vote shall be considered binding and representative of the PAC’s collective decision. Once a motion is passed, it must be upheld and acted upon by all members, regardless of individual dissenting views. All members are expected to support the implementation of the motion in good faith to maintain the integrity and unity of the PAC.
- 13.4 Any information received in confidence by a Representative from school personnel, a student, parent/guardian or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.
- 13.5 A Representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
- 13.6 The PAC’s Executives serve as fiduciaries and are bound by fiduciary duty to act honestly, in good faith, and in the best interests of the PAC and its community. Executives must exercise care, diligence, and loyalty in all decisions and actions, ensuring compliance with PAC bylaws, PAC and VSB policies, and all applicable laws.

14. CONFLICT RESOLUTION PROCESS

- 14.1 All Representatives of the ~~VTSS~~**VASS** PAC are expected to adhere to the Code of Ethics outlined in these bylaws.
- 14.2 In the event of a dispute, disagreement, or failure to comply with the Code of Ethics, the ~~VTSS~~**VASS** PAC Conflict Resolution Process as set out in Appendix 2 shall be followed to address and resolve the issue.
- 14.3 All Representatives are required to participate in good faith during the resolution process and comply with any agreements or actions resulting from it.

15. FINANCES

- 15.1 The fiscal year shall run from September 1 to August 31st of the following year.
- 15.2 ~~The PAC Executive must present a preliminary budget at the Annual General Meeting.~~
- 15.3 A financial report will be presented at all general meetings.
- 15.4 Amendments to the budget may be made by motion of the members at any general meeting.
- 15.5 All funds of PAC shall be on deposit in a financial institution registered under the Bank Act.
- 15.6 The executive shall name three signing officers (~~members of the Exec~~~~the treasurer, Chair and secretary~~) for banking and legal documents. Two signatures will be required for all cheques and documents.
- 15.7 Every expenditure made by the PAC must have the approval of the majority of the Executives.

16. AMENDMENTS

- 16.1 A review of the Constitution and Bylaws may take place by a committee consisting of at least three voting members including one executive member. Amendments to the Constitution and Bylaws of the ~~VTSS~~**VASS** PAC may be made at ~~any General Meeting~~ the Annual General meeting providing:
 - (a) Thirty (30) days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all voting members in the manner and the form as described at clause 6.8.
 - (b) A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and/or Bylaws

17. PROPERTY IN DOCUMENTS

- 17.1 All documents, records, minutes, correspondence or other papers or other digital assets kept by a member, executive member or committee member in connection with the organization shall be deemed to be the property of the organization (the "Property") and shall be turned over to the Chair when the member, executive member or committee member ceases to perform the task to which the papers relate.
- 17.2 Members, executive members, and committee members shall use the Property solely for its intended purposes and in the organization's best interests. They must not derive any personal benefit from the Property or personally use, whether directly or indirectly, the Property.

18. DOCUMENT FILING AND VERSIONS

- 18.1 A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Vancouver School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.
- 18.2 Any subsequent amendments to the Constitution and/or By-laws must be forwarded to the Superintendent of the Vancouver School District in the form of the amended and adopted document.
- 18.3 The date that the Constitution and/or By-laws was adopted or amended as above by the [VTSSVASS](#) PAC shall be noted below:
 - (a) [*****List dates of adoption or amendment here*]

APPENDIX 1: **VTSSVASS** PAC REPRESENTATIVE AGREEMENT

I, the undersigned, in accepting the position of _____ [*Name of Position*] (hereinafter referred to as "Representative") of the **VTSSVASS** PAC, hereby acknowledge that I have read, understood, and agree to abide by **VTSSVASS** PAC's Constitution, its Bylaws, and in particular its Code of Ethics outlined in its Bylaws.

As a Representative of the **VTSSVASS** PAC, I will:

Communication and Respect

- Listen attentively to all other Representatives and communicate differences in a respectful manner.
- Strive to share only accurate and reliable information based on facts from reliable sources.
- Refrain from criticizing fellow Representatives or their opinions outside **VTSSVASS** PAC meetings.

Commitment and Participation

- Stay informed about developments relevant to issues facing the **VTSSVASS** PAC.
- Commit to improving my understanding of the Vancouver School Board's policies and related legislation, and my role and responsibilities.
- Participate actively in meetings, initiatives, and official communication channels, ensuring I address concerns within the organization rather than outside of it.
- Avoid making commitments on how I will vote on an issue before hearing discussions and becoming fully informed based on facts from reliable sources.

Representation and Advocacy

- Advocate for the needs of the school community and represent its interests.
- Represent the interests of the entire school community, not just specific groups.
- Bring to the PAC's attention any issues that may significantly affect the organization or the district.
- Speak for or on behalf of the organization only when expressly authorized to do so.

Accountability and Ethics

- Support and uphold all decisions made by the **VTSSVASS** PAC, even though I may not agree with them.
- Promptly raise complaints or concerns directly with the **VTSSVASS** PAC Executives.
- Keep my personal initiatives separate from my position and work with the PAC. I will disclose any conflicts of interest to the Executives. I will abstain from voting or influencing decisions where a conflict exists.
- Avoid using my position or the organization for personal gain, or for the benefit of friends, relatives, or associates.
- Maintain confidentiality by not discussing **VTSSVASS** PAC proceedings outside official channels.

Governance and Stewardship

- Act as a "trustee" of the organization, working to ensure it is well-maintained, financially secure, and aligned with its objectives.
- Focus on ensuring the organization is well-managed rather than attempting to manage it directly.

DATED [enter date] _____, at [enter city/province] _____.

Signature of Executive / Representative

Title

Print Name

Phone Number

Email

APPENDIX 2: ~~VTSS~~VASS PAC CONFLICT RESOLUTION PROCESS

Step 1: Informal Discussion

Purpose: Address concerns early through open and respectful communication.

Process:

1. The concerned party raises the issue directly with the Representative involved.
 2. Both parties discuss the concern privately and respectfully to seek a mutual understanding or resolution.
 3. If resolved, no further action is required.
-

Step 2: Mediation with a Past or Current Chair

Purpose: Facilitate a neutral discussion if the issue remains unresolved after Step 1.

Process:

1. Each party submits the concern in writing to the current Chair.
 2. The Chair reviews the issue and asks an Immediate Past Chair or another Past Chair to volunteer as the mediator. If none is available, the current Chair will serve as the mediator. (No remuneration is provided to the mediator.)
 3. The mediator arranges a meeting with each party involved in the dispute.
 4. The mediator facilitates the discussion at their discretion, focusing on understanding perspectives and achieving resolution.
 5. If resolved, the mediator documents a written summary of the agreement, which is signed by both parties and submitted to the current Chair.
-

Step 3: Formal Review by PAC Executives

Purpose: Address failure to create an agreement under Step 2, or failure to follow the agreement reached in Step 2.

Process:

1. A written complaint is submitted to the PAC Chair, detailing the issue and the previous attempt(s) for resolution made under Step 2.
 2. The PAC Chair notifies the Representative involved and provides them with a copy of the complaint.
 3. The PAC Executives review the complaint, supporting documents, and prior attempts at resolution.
 4. The Representative is given the choice of responding either in writing or during a meeting with the PAC Executives.
-

5. After reviewing all information, the PAC Executives by 2/3 majority at a meeting with the Executives, the complainant, the Representative, and any mediator, shall determine appropriate actions, which may include:
 - a. a written warning;
 - b. a suspension from specific duties together with a written warning; or
 - c. a removal from the position of Representative of the PAC.
 6. The final decision and actions from the meeting are documented and provided in writing to the Representative and complainant.
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Key Principles:

- All documents are maintained confidentially among the complainant, the Representative involved, the Executives, and the mediator throughout the process. Voting and non-voting members are not entitled to review any documents relating to the dispute resolution process.
- All parties are treated with fairness and respect.
- It's okay to disagree with each other, but differing opinions must be voiced respectfully.
- There's a focus on resolving issues while preserving relationships and the integrity of the PAC.