

**Centre for Learning Alternatives
Parent Advisory Council
Constitution and Bylaws**

~~May 18, 2017~~

- Prepared for comments April 17, 2021
- Additions are in green font
- Deletions are in red font

Adopted by the Centre for Learning Alternatives Parent Advisory Council at
Prince George, British Columbia, on ~~May 18, 2017~~

CLA PAC Chair

CLA PAC Treasurer

Reviewed by: _____

Date: _____

Reviewed by: _____

Date: _____

Reviewed by: _____

Date: _____

Reviewed by: _____

Date: _____

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CONSTITUTION

SECTION I NAME

1. The name of this organization shall be the Centre for Learning Alternatives Parent Advisory Council, hereafter referred to as the CLA PAC.
2. The CLA PAC shall operate as a non-profit organization with no personal financial benefit to the Membership.
3. The business of the CLA PAC shall be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability. All of the Membership shall be treated with fairness and respect.

SECTION II PURPOSES

4. The purposes of the CLA PAC shall be to:
 - support, encourage, and improve the education and well-being of all Students
 - support extra-curricular activities, programs, and opportunities for all Students
 - contribute to a sense of community within the School and between the School and the neighbourhood
 - advise the Staff on Parents' views about School programs, policies, and activities
 - promote communication and cooperation between Parents and the School
 - advocate on behalf of Parents and Students
 - encourage Parent involvement in the School

BYLAWS

SECTION I INTERPRETATION OF TERMS

1. In this Constitution and Bylaws:

- **Chair** means the CLA PAC Member elected by simple majority of votes cast at an annual general meeting to preside over the general meetings and serve as leader of the Executive.
- **CLA** means the Centre for Learning Alternatives.
- **CLA PAC** means the Centre for Learning Alternatives Parent Advisory Council.
- **Community Members** means other individuals, organizations, or groups which demonstrate an interest in education and are not already included in the scope of these Constitution and Bylaws.
- **Constitution and Bylaws** means the CLA PAC Constitution and Bylaws.
- **District** means School District No. 57 (Prince George).
- **DPAC** means the Parent Advisory Council organized according to the *School Act* and operating as a District Parent Advisory Council in School District No. 57.
- **Elected Official** means a person elected to school boards or Ministry of Education.
- **Executive** means any PAC Member elected by simple majority of votes cast at an annual general meeting to serve in one of the executive roles and conduct the day-to-day business of the PAC.
- **Member(s)** means the voting Members of the CLA PAC, as defined in Bylaw ~~5 2. through 5.~~
- **Membership** means both the voting and non-voting members of the CLA PAC.
- **Non-voting member(s)** means CLA Staff who attend CLA PAC meetings **and Community Members who are not Parents of Students registered at the School**, as defined in Bylaw **63 and 4.**
- **PAC** means an organized group of parents recognized under the British Columbia *School Act*, operating as a Parent Advisory Council.
- **Parent(s)** **is as defined** in the British Columbia *School Act* and means a parent or other person who has guardianship or custody of the student or child or a person who usually has the care and control of the student or child, **and for the purpose of this Constitution and Bylaws, further means the parent or guardian of a child enrolled at the School.**
- **School** **is as defined in the British Columbia *School Act* and means the School District No. 57 (Prince George) and Provincial Resource Programs administered at the Centre for Learning Alternatives including: Alternate Community Programs, Central Interior Distance Education School, Continuing Education, Camp Trapping, and Two Wolves Centre.** ~~the Centre for Learning Alternatives, School District No. 57 (Prince George).~~
- **Simple majority of votes cast** means that greater than 50% of the votes cast by eligible voting Members present must be in favour of the motion.
- **Staff** means the School's principal, vice-principals, business manager, teachers, teachers' aides, and support staff.
- **Student(s)** means all students registered at the School.

Comment [SGH1]: This reflects the changes we discussed so that interested community folks can be non-voting members.
Precedent for this is BC CPAC page 11 Bylaw 3 Feb 4 meeting

Comment [SGH2]: Precedent for this is Interpretation of Terms BC CPAC page 9 Feb 4 meeting

Comment [SGH3]: Precedent for this is Interpretation of Terms BC CPAC page 9 and Definition of School in School Act Sec 1 Feb 4 meeting

SECTION 2 MEMBERSHIP

Voting Members

2. All Parents are voting Members of the CLA PAC.
- ~~3. Family or caregivers of Students registered at the School may be invited to become voting Members of the CLA PAC.~~
- ~~4. Adult Students registered at the School may be invited to become voting Members of the CLA PAC. These Members may have to recuse themselves from voting if conflicts of interest occur, as per Bylaw 65.~~
- ~~5. Community Members who are not Parents of Students registered at CLA may be invited to become voting Members of the CLA PAC.~~

Comment [SGH4]: Leave as is. Mar 4 meeting.

Comment [SGH5]: These three bylaws were in contravention of the School Act so they have been removed. Feb 4 meeting

Non-voting members

3. Staff of the School may be invited to become non-voting members of the CLA PAC. These non-voting members generally include, but are not restricted to, the School principal, School business manager, and PAC-teacher representative.
4. Community Members who are not Parents of Students registered at the School may be invited to become Non-voting members of the CLA PAC.
5. Non-voting members may provide information regarding issues on the floor at the discretion of the Chair.

Comment [SGH6]: This reflects the changes we discussed so that interested community folk can be non-voting members. Precedent for this is BC CPAC page 11 Bylaw 3. Feb 4 meeting

Comment [SGH7]: This is from SD 57 DPAC C&B. Agreed to include this Mar 4/21 meeting

Availability of bylaws

6. All Members of the CLA PAC Executive shall receive a copy of the Constitution and Bylaws and a copy shall be available at the School office for review by the Membership.

SECTION 3 MEETINGS

General Meetings

7. There shall be an annual general meeting held in October of each year.
8. There shall be a minimum of four additional general meetings held during the school year.
9. General meetings may be held in person or through on-line technology.
10. Members may call a special general meeting by presenting a written request, signed by at least two Members in good standing, to the Chair.
11. Additional general meetings shall be held at the discretion of the Executive.

Comment [SGH8]: This allows us to meet by ZOOM or other tech. Feb 4 meeting

Notice

12. The Membership shall be given reasonable notice of general meetings.

Meeting conduct

13. At any meetings, the Membership shall not discuss individual School personnel, Students, Parents, or other members of the School community.

Procedures

14. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CLA PAC in all cases to which they are applicable. In the event of conflict between Robert's Rules of Order and these Bylaws or any special rules of order adopted by the CLA PAC, these Bylaws and any special rules of order adopted by the CLA PAC shall govern.

SECTION 4 QUORUM REQUIREMENTS

15. A quorum for general meetings and the annual general meeting shall be two Members.

If quorum cannot be achieved

16. If, at any time during a general meeting, a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

~~17. If, at any time during a general meeting, a quorum of Members ceases to be present, then, at the discretion of the Member present, and only for the duration of that meeting, the following non-voting members of the CLA PAC may be invited to become temporary voting Members sufficient to reach quorum, in the following priority order: the School principal, the School business manager, and the designated PAC teacher representative. This bylaw is intended to allow for CLA's particular circumstances, where Parent participation and engagement in most school activities, including the CLA PAC, is generally very limited.~~

~~18. If Bylaw 17 is enacted, care should be taken by all the Membership during the meetings to avoid situations where any perceived or actual conflict of interest or appearance of bias between School administrative, business, or teaching responsibilities and CLA PAC responsibilities could arise. The Chair may ask the selected non-voting members if they have any interest in any forthcoming agenda items and advise them of the requirements of Bylaw 65.~~

~~19. If a quorum cannot be met, even by enacting Bylaw 17, then the meeting must be adjourned or terminated.~~

Comment [SGH9]: These three bylaws were in contravention of the School Act so they have been removed. Feb 4 meeting

SECTION 5 VOTING

17. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of votes cast.

18. In the case of a tie vote, the motion is defeated.

19. The Chair shall be entitled to vote on all motions.

20. Members shall vote in person. Voting by proxy, **in any circumstances**, shall not be permitted.

21. Except as provided elsewhere in these Bylaws, voting **at in-person meetings** shall be done by a show of hands **and voting at on-line meetings shall be done verbally.** ~~or, if requested by two Members present, voting may be done by secret ballot, but the matter must then be referred to an in-person meeting.~~

22. **In emergency or time sensitive circumstances, a motion may be circulated through email and Members may vote using email. Written documentation (the printed email thread) of motions approved via email is required to be kept with the CLA PAC minutes. All Members will be informed at the next general meeting of any such motions.**

23. If ballots are used, then the ballots shall be destroyed after the vote.

24. Each family household shall be entitled to cast only one vote.

Comment [SGH10]: This clarifies that no one can vote by proxy in online technology meetings OR in person meetings. Feb 4 meeting

Comment [SGH11]: This means that people without cameras can vote verbally on ZOOM. Feb 4 meeting

Comment [SGH12]: Cannot vote by secret ballot on ZOOM – so if people want a secret ballot then it must be done in person. Feb 4 meeting

Comment [SGH13]: This reflects the reality we had in Dec where we could not get a ZOOM meeting together but we had over \$7500 in requests ... some for food for students. In explanatory notes at the end of the bylaws, we have explained our intent for this Bylaw ... specifically that it is not intended to be used if staff cannot get their requests in on time. Added a section in explanatory notes on how to challenge if a motion passes as ER but was not required. Added a section in explanatory notes to say there must be a reasonable attempt to reach as many members as possible. Agreed to at Mar 4/21 meeting.

SECTION 6 EXECUTIVE

Role

25. The Executive will manage the affairs of the CLA PAC between general meetings.

Definition

26. The **Executive** shall include the Chair, Vice-chair, Treasurer, Secretary, **DPAC representative**, and such other executive positions as the Members decide.

Comment [SGH14]: Added DPAC rep as per Mar 4 meeting. Useful to have all the extra knowledge that comes from DPAC meetings. Precedent - Awesome PAC, Duchess have DPAC rep.

- 27. Members may hold **more than one** Executive position at a time (for example, but not limited to, Secretary/Treasurer, Vice-Chair/Secretary, or Chair/Secretary).
- 28. ~~Executive positions may be shared between two eligible Members, with approval of the Membership.~~ **If a member holds more than one Executive position, that Member is still permitted to have only one vote on any motion, matter, or election.**

Comment [SGH15]: Added need for mentoring to the explanatory notes. Agreed at Mar 4 meeting to leave this as is.

Comment [SGH16]: Added to explanatory notes – only one vote per household. No shared positions as per DPAC advice of Jan 2021. Agreed at Mar 4 meeting.

Eligibility

- 29. Any Member of the CLA PAC shall be eligible to stand for election to the Executive, with the exception of ~~CLA Staff, other~~ District employees, or Elected Officials of the school board or the Ministry of Education.

Comment [SGH17]: We specifically added this mention of CLA staff here in 2017. Other C&B examples don't have it. We did this because of possibility for CLA staff to become voting members. That possibility has been removed so this has been changed also. See explanatory notes for more info. Agreed to remove this on Mar 4/21. Other district employees covers it, anyways.

Elections

- 30. Elections for Executive shall be held at each annual general meeting.
- 31. Members may nominate themselves or another Member for a position.
- 32. Nominations may be received up to and during the annual general meeting. Nominations shall be called for and may be given from the floor, provided the consent of the nominee is given orally or in writing.
- 33. Members must **vote in person** during elections. Voting by proxy, **in any circumstances**, is not permitted.
- 34. Voting **at in-person meetings** shall be done by a show of hands **and voting at on-line meetings shall be done verbally**, ~~or,~~ if requested by two Members present, **voting may be done by secret ballot, but the election must then be referred to an in-person meeting.**
- 35. ~~Staff shall conduct the election~~ of Executive, and if required, may appoint others to assist.

Comment [SGH18]: This clarifies that no one can vote by proxy in online technology meetings OR in person meetings

Comment [SGH19]: This means that people without cameras can vote verbally on ZOOM

Comment [SGH20]: Can't think of how to vote secretly VIA ZOOM

Comment [SGH21]: Leave as is. Mar 4/21

Terms of office

- 36. The Executive will hold office beginning immediately following the election until the next annual general meeting.
- 37. No person may be a member of the Executive for more than **five consecutive years**.

Comment [SGH22]: Leave as is. Mar 4/21

Vacancy

- 38. If an Executive Member resigns or ceases to hold office for any reason, the remaining Executive Members may appoint an eligible Member of the CLA PAC to fill the vacancy until the next annual general meeting.

Removal of executive

- 39. Members may remove from office any of the Executive, by two-thirds (2/3) majority of votes cast by Members present, and may elect another eligible Member to complete the term.
- 40. Members must call a special meeting for the intention of removing an Executive Member, by presenting a written request, signed by at least two Members, to the Chair, who shall call the meeting within fourteen (14) days of the receipt of request.

Meetings

41. Executive meetings will be held at the call of the Chair, or by request of a majority of the Executive.
42. A quorum for Executive meetings shall be two Members of the Executive.
43. Executive Members will be given reasonable notice of Executive meetings.
44. The Executive may meet by **on-line technology** ~~teleconference or through electronic communication~~ as necessary. **In emergency or time sensitive circumstances, then a motion may be circulated through email and Executive Members may vote using email. Written documentation (the printed email thread) of motions approved via email is required to be kept with the CLA PAC minutes. All Members will be informed at the next general meeting of any such motions.** ~~On-line email voting among the Executive will be accepted if issues are time sensitive. Written documentation of decisions reached through on-line voting is required. The printed email thread is sufficient documentation.~~
45. All matters requiring a vote shall be decided by a simple majority of votes cast.
46. In the case of a tie vote, the motion will be defeated.
47. The Chair shall be entitled to vote on all motions.

Comment [SGH23]: Updated this to reflect wording in Bylaw 21 and 22. Agreed Mar 4/21

SECTION 7 DISTRICT PARENT ADVISORY COUNCIL, EXTERNAL COMMITTEE REPRESENTATIVES

48. A representative to DPAC may be elected annually from among the Members who are not ~~CLA Staff, other~~ District employees, or Elected Officials of the school board or the Ministry of Education. An alternative representative may also be elected.
49. Voting for the DPAC position shall be done **at in-person meetings** by a show of hands **and voting at on-line meeting shall be done verbally.** ~~, or, ↓~~ If requested by two Members present, **voting may be done by** secret ballot, **but the election must then be referred to an in-person meeting.**
50. A DPAC representative will hold office until the end of the school year or until their successor is elected.
51. If a DPAC representative resigns or ceases to hold office for any reason, Members may elect an eligible Member to fill the vacancy for the remainder of the term.
52. The Members or Executive may elect or appoint a Member to represent the PAC on an external committee or to an external organization.

Comment [SGH24]: Conforms with change to Bylaw 29. Agreed Mar 4 meeting

Comment [SGH25]: Changed this to be similar to Bylaw 21. Agreed at Mar 4/21 meeting

SECTION 8 DUTIES OF EXECUTIVE AND REPRESENTATIVES

53. The Chair shall: **convene and** preside at general and executive meetings, speak on behalf of the CLA PAC, and perform other duties as associated with the office.
54. The Vice-chair shall: assume the duties of the Chair in case of the Chair's absence, and accept extra duties as required.
55. The Secretary shall ensure that the Membership is notified of meetings, **ensure an agenda is prepared and made available to Members, record the minutes of all general and Executive meetings, distribute minutes to Executive members and provide copies to Members on request, keep a printed copy of all minutes, maintain a current copy of the Constitution and Bylaws and make copies available to Members on request, ensure that all PAC records are securely stored, and and perform other duties as associated with the office.** ~~be responsible for the minutes, all approved minutes in a minute book, and make copies of minutes available to the Membership.~~
56. The Treasurer shall: ensure **all invoices and cheque request are paid**, ensure all funds are properly accounted for, keep record of the organization's funds, **submit a financial report at**

Comment [SGH26]: These are very short compared to other PAC examples. Some additional duties have been added but the majority will be included in the explanatory end notes. "perform other duties as required" has been added to all positions. Agreed April 1 meeting

each general meeting, complete an annual application for Gaming funds, complete a year-end Gaming Summary Report, prepare other financial reports, as required, and perform other duties as associated with the office .

57. The DPAC Representative shall: attend DPAC meetings to represent, speak, and vote on behalf of the CLA PAC, and report regularly to the Membership and Executive on all matters relating to the DPAC, and perform other duties as associated with the office.

58. All Executive members shall return all documents and supplies belonging to the PAC, or pertaining to PAC business, to the school at the end of their term.

Comment [SGH27]: Agreed. April 1 meeting

SECTION 9 - COMMITTEES

59. The Members and Executive may appoint committees to further the CLA PAC's purposes and carry on its affairs. Committee chairpersons shall be volunteers or willing nominees accepted by a simple majority of votes cast at a general meeting.

60. The terms of reference of each committee shall be specified by the Members or Executive at the time the committee is established, or by the committee at its first meeting, as the Members or Executive decides.

61. Committees shall report to the Membership and Executive as required.

SECTION 10 CONDUCT OF MEMBERS

Code of Ethics

62. All CLA PAC Members shall

- uphold the Constitution and Bylaws
- perform his or her duties with honesty and integrity
- work to ensure that the well-being of students is the primary focus of all decisions
- respect the rights of all individuals
- work collaboratively with the Membership and Executive
- work to ensure that issues are resolved respectfully through due process
- strive to be informed and only pass on information that is reliable
- respect all confidential information
- refrain from partisan political action or other activities that do not serve the interests of the Students, School, or the public school system.

Privilege

63. Any information received in confidence by the Membership from Staff, Students, Parents, or other member of the School community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

64. A Member who is interested, either directly or indirectly, in a proposed contract or transaction or motion with the CLA PAC must disclose fully and promptly the nature and extent of their

interest to the CLA PAC, and will offer to voluntarily refrain from discussion and voting on said item.

Remuneration

65. The Membership must avoid using their position on the CLA PAC for personal gain. No Member may be remunerated for serving on the Executive or other committees, but may be reimbursed for expenses reasonably incurred while engaged in the CLA PAC's affairs.

SECTION 11 RECORDS AND PROPERTY

66. All documents, records, minutes, correspondence, or other papers or property kept by a Member, in connection with duties of the CLA PAC, shall be deemed to be property of the CLA PAC and shall be turned over to the Chair upon request when the Member ceases to perform the task to which the documents relate.

SECTION 12 FINANCIAL MATTERS

Fiscal Year

67. The CLA PAC fiscal year shall be September 1 to August 31.

Power to raise money

68. The CLA PAC may raise and spend money to further its purposes.

Bank accounts

69. All funds of the CLA PAC shall be kept on deposit in the name of the CLA PAC in a bank or financial institution registered under the *Bank Act*.

Signing authority

70. The Executive shall name at least three signing officers for banking and legal documents.

71. Two signatures shall be required on all legal and banking documents, including cheques.

Expenditures

72. CLA PAC may receive, consider, and approve funding proposals from any CLA program. All such proposals shall be presented for discussion at a general meeting or, if time sensitive, may be presented directly to the Executive.

73. All expenditures must be approved by a simple majority of votes cast at a general meeting or, if time sensitive, may be approved by the Executive by a simple majority of votes cast.

74. CLA PAC funds may be distributed to CLA or to any CLA program if authorized by a motion passed at a general meeting by a simple majority of votes cast or, if time sensitive, may be approved by the Executive by a simple majority of votes cast.

75. The Executive may approve spending up to and including \$500 by a simple majority of votes cast. All Members will be informed at the next general meeting of any such expenditure.

76. Proposals or requests from the Membership regarding the expenditures of funds may be made by email to any Executive member, or requested at any general meeting.

Comment [SGH28]: DPAC has this requirement. Agreed April 1 meeting

Comment [SGH29]: Do we need to have a bylaw requiring us to have a budget?? See Awesome PAC, 2016 DPAC example, BCCPAC example, Duchess Awesome wording ... should prepare ... Others -- The PAC will prepare an annual budget ...

Commonly, a PAC will draw up a budget and the Executive and Members will follow the budget. CLA PAC operates on a different model. CLA Programs approach the PAC and propose projects. The CLA PAC evaluates the proposals, offers suggestions, and votes on motions to approve, modify, or dis-allow the proposals. This section is intended to facilitate this spending model.

Agreed to continue to continue to follow the existing model. No budget requirement is needed. Agreed at April 1 meeting

Comment [SGH30]: Added this word. April 1 meeting.

Comment [SGH31]: Some discussion on whether \$1000 is better but agreed to keep it as \$500. April 1 meeting.

Treasurer's report

77. A treasurer's report shall be presented at each general meeting.

Auditor

78. Members at a general meeting may appoint an auditor or audit committee.

SECTION 13 CONSTITUTION AND BYLAWS AMENDMENTS

79. Amendments to the Constitution and Bylaws may be made at any general meeting.

80. Notice of the date, time, and location of the general meeting at which the proposed amendments will be moved, and the text of the proposed amendments, shall be posted in the School office and on the School website for a minimum of 14 days in advance of the meeting.

81. The Members may, by two-thirds (2/3) majority of votes cast by voting Members present, amend the Constitution and Bylaws

82. The approved amendments shall be posted in the School office for all Members to see for a minimum of 14 days after the meeting in which they were approved.

SECTION 14 DISSOLUTION

CLA PAC ceases to exist

83. Should the CLA PAC at any time dissolve or cease to exist:

- a) Any remaining CLA PAC funds shall be distributed as follows:
 - Pay all outstanding debts
 - Pay all dissolution costs
 - General funds shall be deposited into the CLA school account to be distributed by the School principal or School business manager to benefit all students equally.
 - Gaming funds shall be disbursed to the PACs of all the Prince George high schools, as the Members of the CLA PAC determine most appropriate at the time of dissolution.
- b) All CLA PAC records shall be placed under the jurisdiction of the **School principal**. District in **the person of the Superintendent**.

School is closed

84. Should the School be closed **permanently**:

- a) Any remaining CLA PAC funds shall be distributed as follows:
 - Pay all outstanding debts
 - Pay all dissolution costs
 - Both general and gaming funds shall be disbursed to the PACs of all Prince George high school, in a manner reflecting the reassignment of **CLA** students, as the Members of the CLA PAC determine most appropriate at the time of dissolution.
- b) All CLA PAC records shall be placed under the jurisdiction of the District in the person of the Superintendent.

Comment [SGH32]: Should be the principal -- in case the PAC starts up again.
Precedent Awesome PAC, BC CPAC example
Agreed April 1 meeting

Comment [SGH33]: Added to remove any possible confusion over closing a school short term due to pandemic or other circumstances versus a permanent closure. Agreed April 1 meeting

Comment [SGH34]: Added for clarity. April 1 meeting.