

**Alpha Parent Advisory Council**

**CONSTITUTION  
&  
BYLAWS**

**March 2024**

**Amended May 5, 2025**

## **Constitution**

### **Section I – NAME**

The name of the Association shall be the ALPHA PARENT ADVISORY COUNCIL.

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council shall be unbiased regarding Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, sex, sexual orientation, gender identity or expression, physical or mental ability, and politics.

### **Section II – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

1. To advise the school board and the principal and staff of Ecole Alpha Secondary on any matter relating to the school
2. To promote the education and welfare of students in the school
3. To encourage parent involvement in the school, and to support programs that promote parent involvement
4. To promote the interests of public education and, in particular, the interests of Ecole Alpha Secondary School
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of Burnaby District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

# **Bylaws**

## **Section I – Interpretation of Terms**

In the Council's constitution and bylaws,

**“Council”** means the Alpha Parent Advisory Council

**“DPAC”** means the Burnaby District Parent Advisory Council, recognized by the Board of Education for School District No. 41

**“executive”** means the Chair, Vice Chair, Secretary, and Treasurer of the PAC, and such other members of the Council as the PAC members decide

**“executive meeting”** means a meeting of the PAC executive members

**“general meeting”** means a regular scheduled meeting of PAC members

**“PAC”** means the Alpha Parent Advisory Council

**“parent”** means the parent or guardian of a student registered at Ecole Alpha Secondary School

**“quorum”** means the minimum number of members that must be present at a properly called meeting to make the proceedings of that meeting valid

**“school”** means Ecole Alpha Secondary School

**“school board”** means the Burnaby Board of Education for School District 41

**“secret ballot”** means the use of paper ballots to anonymously submit votes, which are collected and counted; or in the case of electronic participation, an electronic procedure supporting anonymous casting of votes and secure counting of ballots

**“show of hands”** means physical raising of hands; or in the case of electronic participation, an electronic representation of the same procedure

**“simple majority”** means more than half of the votes cast, excluding abstentions

**“special meeting”** means a meeting of PAC members called for a specified purpose, outside of regular scheduled general meetings

**“student”** means a student registered at Ecole Alpha Secondary School

**“the membership”** means, collectively, the members of the PAC as a whole

## **Section II – Membership**

1. All parents and guardians of students registered at Ecole Alpha Secondary School are members of the Alpha Parent Advisory Council, entitled to vote at general, special, and, if elected or appointed to the executive, executive Council meetings.
2. Students, administration, and staff (teaching and non-teaching) of Ecole Alpha Secondary School, and other members of the public, may be invited to attend general, special, and executive Council meetings with the permission of the executive. Such guests are not entitled to vote.
3. Every member will uphold the constitution and comply with these bylaws.

## **Section III – Meetings of Members**

### **General Meetings**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than eight times during the school year, one of which will be the annual general meeting in May.

### **Conduct**

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. 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.
5. Individual concerns of parents will be heard by PAC executives outside of meeting times.

### **Notice of Meetings**

6. Members will be given reasonable notice of general meetings.

### **Special Meetings**

7. A special meeting may be called at any time by the Chair and must be called by the Chair within 48 hours of receiving a written request signed by at least three members stating the purpose of the meeting.
8. Notice of the special meeting shall be provided to all members no less than three days prior to the special meeting date and must state the time, date, and purpose of the meeting.

9. Special meetings will be conducted with fairness to all members.
10. At a special meeting, no purposes other than those mentioned in the notice calling the meeting shall be taken into consideration.

#### **Electronic meeting participation**

11. General and special meetings may be conducted wholly or in part by electronic means, and participating members shall be deemed present for the purposes of voting, if the electronic means meet all the following conditions:

- (a) all participants' identities can be verified,
- (b) all participants can communicate with each other, and
- (c) the method(s) used enables each participating member to vote by both
  - i. some form of show of hands, and
  - ii. some form of secret ballot.

### **Section IV – Proceedings at General and Special Meetings**

#### **Quorum**

1. A quorum for general and special meetings will be nine members, two of whom must be members of the executive.
2. If at any time during a general or special 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.

#### **Voting**

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two members present, by secret ballot.



7. A vote will be taken to destroy the ballots after every secret ballot vote.

### **Robert's Rules of Order**

8. If procedural problems arise on an issue not covered in these bylaws, the most current edition of Robert's Rules of Order shall be used to resolve the issue.

## **Section V - Executive**

### **Role of Executive**

1. The executive will manage the Council's affairs between general meetings.

### **Executive Defined**

2. The executive will consist of the Chair, Vice Chair, Secretary, and Treasurer. These four positions shall not be filled by fewer than four persons.
3. The membership may, by a majority of not less than 75% of the votes cast, from time to time establish additional executive positions at general or special meetings.
4. Upon the establishment of an additional executive position, the Council's bylaws shall, prior to the next annual general meeting, be amended, in accordance with Section XII of these bylaws, to
  - (a) list the additional position as part of the executive in Section V of these bylaws; and
  - (b) describe the duties of the additional position in Section IX of these bylaws.
5. If the membership establishes an additional executive position prior to an annual general meeting, the membership may elect an eligible member to fill that position until the next annual general meeting.

### **Eligibility**

6. Any member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 41 or the Ministry of Education.

### **Election of executive**

7. The executive will be elected at each annual general meeting.
8. Elections will be conducted by the chair of the Nominations Committee.

9. Call for nominations will be made at the two general meetings prior to the annual general meeting.

#### **Term of office**

10. The executive will hold office for a term of one year from June 1 to May 31.
11. No person may hold the same executive position for more than four consecutive years.

#### **Vacancy**

12. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

#### **Removal of executive**

13. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of the executive member's term of office, and may elect an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

#### **Remuneration of executive**

15. No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

### **Section VI – Executive Meetings**

#### **Meetings**

1. Executive meetings will be held at the call of the Chair. At least one meeting will be held before each general meeting.
2. Any PAC member may attend executive meetings with the permission of the executive, but will not be entitled to vote at executive meetings.

#### **Electronic meeting participation**

3. Executive meetings may be conducted wholly or in part by electronic means, and participating members of the executive shall be deemed present for the purposes of voting, if the electronic means meet all the following conditions:

- (a) all participants' identities can be verified,
- (b) all participants can communicate with each other, and
- (c) the method(s) used enables each participating member to vote by both
  - i. some form of show of hands, and
  - ii. some form of secret ballot.

### **Quorum**

- 4. A quorum for executive meetings will be a majority of the members of the executive.

### **Notice**

- 5. Executive members will be given reasonable notice of executive meetings.

### **Voting**

- 6. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
- 7. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section VII – District Parent Advisory Council and External Committee Representatives**

### **District Parent Advisory Council representative**

- 1. One representative to the Burnaby DPAC may be elected at each annual general meeting from among the members who are not employees or elected officials of School District No. 41 or the Ministry of Education.

### **Election of District Parent Advisory Council representative**

- 2. The election of a representative to the Burnaby DPAC must be by secret ballot. An election by secret ballot must take place even if there is only one candidate, and the ballot must include the option to leave the position vacant.

### **Election of alternate District Parent Advisory Council representative**

- 3. If the Burnaby DPAC allows for election of alternate DPAC representatives, one alternate DPAC representative may also be elected by the same procedure as the DPAC representative at the same annual general meeting.



4. If an alternate DPAC representative is elected, the alternate DPAC representative will have no role on the Burnaby DPAC unless called upon to temporarily act on behalf of the elected DPAC representative when the elected DPAC representative is unable to fulfill their duties.

#### **Term of office**

5. The DPAC representative will hold office for a term of one year from June 1 to May 31.
6. No person may hold the DPAC representative position for more than four consecutive years.

#### **Duties of District Parent Advisory Council representative**

7. The District Parent Advisory Council representative will:
  - (a) attend all meetings of Burnaby District Parent Advisory Council and represent, speak, and vote on behalf of the Council
  - (b) maintain current registration of the Council with Burnaby DPAC
  - (c) report regularly to the membership and executive on all matters relating to the DPAC
  - (d) seek and give input to the DPAC on behalf of the Council
  - (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
  - (f) receive and act on all other communications from the DPAC
  - (g) liaise with other parents and DPAC representatives
  - (h) submit an annual report

#### **Vacancy**

8. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

#### **External committees**

9. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 41 or the Ministry of Education to represent the Council on an external committee or to an external organization.
10. The representative will report to the membership or executive as required.

## **Section VIII – Conduct of Executive and Representatives**

### **Code of Ethics**

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

### **Representing the Council**

2. Every executive member and representative must act solely in the interests of the membership of the Council.

### **Privilege**

3. Any information received in confidence by an executive member or representative from 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.

### **Disclosure of interest**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

## **Section IX – Duties of Executive**

### **A. The Chair will**

- (a) speak on behalf of the Council
- (b) consult with and report to Council members regularly
- (c) preside at general, special and executive meetings
- (d) ensure that an agenda is prepared for all meetings
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer
- (i) submit an annual report

- (j) be familiar with the Council's Constitution, Bylaws and meeting rules
- (k) be familiar with finding resources to assist members

**B. The Vice Chair will**

- (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 their duties
- (d) accept extra duties as required
- (e) be a signing officer
- (f) submit an annual report
- (g) be familiar with the Council's Constitution, Bylaws and meeting rules
- (h) be familiar with finding resources to assist members

**C. The Secretary will**

- (a) ensure that members are notified of meetings
- (b) record and file the minutes of general, special and executive meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council
- (g) may be a signing officer
- (h) be familiar with the Council's Constitution, Bylaws and meeting rules
- (i) submit an annual report
- (j) if changes are made to the Constitution and Bylaws, the Secretary will ensure the most recent version is dated and signed by the Chair and the Secretary and submit a copy to the school board office for safekeeping

**D. The Treasurer will**

- (a) be a signing officer

- (b) receive all funds for the Council
- (c) ensure all funds of the Council are properly accounted for
- (d) disburse funds as authorized by the membership or executive
- (e) ensure that proper financial records and books of account are maintained
- (f) report on all receipts and disbursements at general and executive meetings
- (g) make financial records and books of account available to members upon request
- (h) have the financial records and books of account ready for inspection or audit annually
- (i) with the assistance of the executive, draft an annual budget
- (j) ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
- (k) be familiar with the Council's Constitution, Bylaws and meeting rules
- (l) submit an annual financial statement at the annual general meeting

## **Section X – Committees**

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of 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 decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee will be appointed annually by the executive, no later than two general meetings prior to the annual general meeting.

## **Section XI – Financial Matters**

### **Financial year**

1. The financial year of the Council will be September 1 to August 31.

### **Power to raise money**

2. The Council may raise and spend money to further its purposes.



### **Bank accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

### **Signing authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Annual budget**

5. The executive will prepare a budget annually and present it to the membership for approval before the current budget expires.

### **Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

7. A Treasurer's report will be presented at each general meeting.

### **Auditor**

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

## **Section XII – Constitution and Bylaw Amendments**

1. Except as provided elsewhere in these bylaws, the members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice of a meeting at which a resolution will be considered to amend the constitution and bylaws shall be given to all members in writing at least 14 days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed by the Chair and the Secretary, and forwarded to the school board office for safekeeping.



### **Section XIII – Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a member, executive member, representative or committee member in connection with the Council shall be deemed to be property of the Council, and shall be turned over to the Chair when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

### **Section XIV – Dissolution**

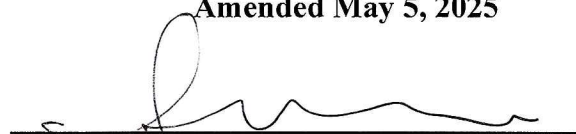
1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 41 having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable. Further, this clause shall meet all the requirements of the British Columbia Gaming Commission.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 41 in the person of the principal of Ecole Alpha Secondary School and in the person of the Secretary-Treasurer of School District No. 41.


**Adopted by the Alpha Parent Advisory Council  
at Burnaby, British Columbia  
on March 4, 2024**

**Original signed by:**

Maria Featherston, President  
Jessica Jutras, Secretary

**Amended May 5, 2025**

  
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**Maria Featherston, Chair**

  
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**Melanie Wilkins-Ho, Secretary**