



***Fort Langley Elementary
Parent Advisory Council***
CONSTITUTION and BYLAWS

ADOPTED May 2017

Fort Langley Elementary Parent Advisory Committee

8877 Bartlett Street, Fort Langley, BC V1M 2S6

Email: fortpac@gmail.com

Website: <https://fortlangley.sd35.bc.ca>

TABLE OF CONTENTS

TABLE OF CONTENTS	2
SECTION 1 - NAME OF ORGANIZATION	3
SECTION 2 - PURPOSE OF ORGANIZATION	3
SECTION 3 - OBJECTIVES OF ORGANIZATION	3
SECTION 4 - DISSOLUTION	4
SECTION 5 - MEMBERSHIP IN A PAC	5
SECTION 6 - MEETINGS	5
6.1. PROCEDURE.....	5
6.2. QUORUM.....	6
6.3. VOTING.....	6
SECTION 7 - ELECTION OF EXECUTIVE OFFICERS	7
7.1. NOMINATIONS.....	7
7.2. ELECTION PROCEDURE	7
7.3. TERM OF OFFICE	7
7.4. EXECUTIVE VACANCY AND RESIGNATIONS	8
SECTION 8 - EXECUTIVE	9
8.1. EXECUTIVE OFFICERS	9
8.2. ROLES AND RESPONSIBILITIES OF OFFICERS.....	10
8.3. ADDITIONAL MEMBERS	16
SECTION 9 - COMMITTEES	16
SECTION 10 - FINANCES	17
SECTION 11 - CODE OF CONDUCT	18
SECTION 12 - CONSTITUTIONAL AMENDMENTS	19
SECTION 13 - DEFINITIONS AND INTERPRETATIONS	20

Constitution

Section 1 - Name of Organization

1. The name of the organization shall be the **'Fort Langley Elementary Parent Advisory Council'** as provided for under the **School Act, Part 2, Division 2, Section 8 (1)**. Here after noted as **the PAC**.

Section 2 - Purpose of Organization

2. The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at Fort Langley Elementary School - District #35 (Langley).

The PAC is also dedicated to advocating for the safety and well-being of our children and for the effective and meaningful involvement of parents as partners in the school's mission, policy, and procedure decisions.

Section 3 - Objectives of Organization

3. The objectives of the organization will be:
 - 3.1. To enhance communication between:

The Community		The School Board
The Parent/Guardian(s)	AND	The School Administration
The Students		The School Staff
 - 3.2. To provide opportunities to educate and inform parents/guardians about the school.
 - 3.3. To promote and fund participation in parent education opportunities.
 - 3.4. To provide an avenue to allow parents/guardians to openly discuss concerns and aspirations for their school.
 - 3.5. To provide for a formal means of consultation and recommendations for:
 - 3.5.1. school budgetary matters
 - 3.5.2. special event offerings and activities

- 3.5.3. curriculum offerings
- 3.5.4. new instructional programs
- 3.5.5. facilities and equipment
- 3.5.6. learning resources
- 3.5.7. school policies and activities

- 3.6. To assist in resolving problems between the community, school and parents/guardians and students, by directing them to appropriate resources.
- 3.7. To contribute to the sense of community and effectiveness of the school by promoting the involvement of parent/guardian(s) and other community members.
- 3.8. To organize and provide additional resources to the school through approved fundraising and volunteer activities. **Fundraising activities should not become or be viewed as the most significant contribution the PAC makes to the school.**

Section 4 - Dissolution

- 4. In accordance with the **School Act, Part 2, Division 2, Section 8 (4)**,

“A parents’ advisory council, in consultation with the principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.”

- 4.1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting.
- 4.2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District #35 (Langley), in the person of the principal of the school.
- 4.3. This provision shall be unalterable.

Bylaws

Section 5 - Membership in a PAC

5. Membership:
 - 5.1. All parent/guardian(s), as defined in section 13, of students registered at Fort Langley Elementary are voting members of the PAC.
 - 5.2. Administration and Staff (teaching and non-teaching) of Fort Langley Elementary may be non-voting members of PAC.
 - 5.3. Members of the Fort Langley Elementary community, who are not parent/guardians of students registered, may be invited by the PAC and/or Executive Member to become non-voting members of the Council.
 - 5.4. No member of the executive shall be an employee or an elected official of any school district or of the Ministry of Education, without a 75% or greater consensus of the PAC approval.

Section 6 - Meetings

6. Meetings will conform to the following guidelines:
 - 6.1. **Procedure:**
 - 6.1.1. There shall be an Annual General Meeting, held by the 30th of June each year.
 - 6.1.2. The Monthly PAC Meetings will be held on a date and at a time agreed upon by the executive. A minimum of six (6) Monthly PAC meetings (including the Annual General Meeting) will be held during one school year.
 - 6.1.3. A draft Monthly PAC meeting schedule will be determined each September.

- 6.1.4. Executive meetings shall be held at the discretion of the Executive.
- 6.1.5. Special meetings may be called by the Executive, or upon the receipt of a petition representing three (3) voting members of the PAC. Such special meetings shall be held with a minimum two (2) days' notice to all voting members of the PAC.
- 6.1.6. Robert's Rules of Order' will be used as a guideline for conducting meetings, unless they conflict with the guidelines in this *Constitution*.
- 6.1.7. Any decisions made by the PAC must fall within the guidelines of the School Act.
- 6.1.8. The PAC should review the *Constitution* during the 1st Monthly PAC meeting of the school year. Any amendments to the constitution may occur as per *Section 12*.

6.2. **Quorum**

- 6.2.1. The voting members present at any duly called Monthly PAC Meeting shall contribute to a quorum. A quorum shall be a minimum of five (5) people.
- 6.2.2. A minimum of three (3) Executives must be in attendance.

6.3. **Voting**

- 6.3.1. A simple majority (50% plus one) shall decide upon questions arising at any meeting.
- 6.3.2. On all matters, votes shall be cast personally. No proxy.
- 6.3.3. Voting shall be done by a show of hands apart from the election of the Executive membership, which shall be done by secret ballot.
- 6.3.4. All voting shall be conducted under the guidelines in *Section 6.1.7*.
- 6.3.5. All voting for Executive Officers will follow the guidelines in *Section 7*.

Section 7 - Election of Executive Officers

7. Election of Executive Officers will conform to the following guidelines:

7.1. **Nominations**

- 7.1.1. All voting members are eligible for nomination for executive positions.
- 7.1.2. The Executive members will include, but not to be limited to, Chair, Vice Chair, Secretary, Treasurer, Sunshine, Hot Foods, Special Events, Fundraising, and DPAC Rep. Any additional roles will be added by Bylaw amendment with proper notice.
- 7.1.3. A call for Nominations shall commence during the May Monthly PAC meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the general meeting.

7.2. **Election Procedure**

- 7.2.1. Elections shall be conducted at the Annual General Meeting, or may be deferred to the first meeting in September, at the discretion of the executive and with notice to all membership. Guidelines will be determined by the PAC.
- 7.2.2. Voting for Executive Officers will be by secret ballot.
- 7.2.3. Voting members of the PAC may cast one vote for each Executive Officer.
- 7.2.4. Results will be announced at the meeting in which they occur. Upon the conclusion of this meeting all ballots will be destroyed.

7.3. **Term of Office**

- 7.3.1. The term of office for Executive positions shall commence on the 1st of July of each year, or if election occurs in September, shall commence following that meeting, and shall be for one year.
- 7.3.2. All elected and appointed members of the Executive shall resign at the end of the term.
- 7.3.3. Although it would be preferable for no person to hold more than one elected executive position at any one time, if a position remains vacant, individuals may hold more than one executive position.
- 7.3.4. Although it would be preferable for no person to hold the same executive position for more than three (3) consecutive terms, if a position remains vacant, individuals may hold the same executive position for longer than three terms, with a 75% or greater consensus of the PAC approval. DPAC rep excepted per 8.2.6.4
- 7.3.5. The following are grounds for termination of any Executive Member:
 - 7.3.5.1. Absent from three (3) consecutive meetings without notification.
 - 7.3.5.2. Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
 - 7.3.5.3. Failure to abide by the PAC's Code of Conduct.

7.4. **Executive Vacancy and Resignations**

- 7.4.1. In the event of a resignation or sudden vacancy on the Executive during the year, or if any office is not filled at the time of election, the Executive may appoint a member to fill the vacancy for the remainder of the term, except for the office of the DPAC Representative which must be elected as per the *School Act*.
- 7.4.2. In the event of a resignation or sudden vacancy during the year in the office of the DPAC Representative, the executive may fill the office by election.
 - 7.4.2.1. Elections to fill a vacancy in the office the DPAC Representative shall be conducted in accordance with *Section 7*.

- 7.4.2.2. For elections conducted under *Section 7.4.2*, all references to the “Annual General Meeting” in *Section 7* shall be deemed to mean the “Monthly PAC meeting” at which elections for DPAC Representative shall take place and for which due notice has been given”.
- 7.4.2.3. The executive shall ensure that an election to fill a vacancy in the office shall be conducted at the earliest possible date and no more than 45 school days after the office is vacated.

Section 8 - Executive

8. The affairs of the Council shall be managed between General Meetings by the Executive.

8.1. **Executive Officers**

Elected officers should include the following:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Sunshine
- Hot Foods
- Special Events
- Fundraising
- Representative to the District Parent Advisory (DPAC)
- Up to Three (3) additional Members at Large
- Plus any additional as per *Section 7.1.2*

8.2. **Roles and Responsibilities of Officers**

- 8.2.1. The elected Executive shall consult with, take direction from and represent all parents/families of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
- 8.2.2. All officers are expected to attend all Executive, Monthly PAC and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.
- 8.2.3. If an Executive member is unable to attend, they should inform the Chair prior to the meeting.
- 8.2.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.
- 8.2.5. **All executive positions shall be voting positions except that the President shall be entitled to vote only in the event of a tie.**

8.2.6. **Chair**

- 8.2.6.1. shall convene and preside at all membership, special, and executive meetings
- 8.2.6.2. shall ensure that an agenda is prepared and distributed within two to five (2-5) days prior to the Monthly PAC meeting
- 8.2.6.3. shall allow input from membership and may dispense with all formal voting procedures on *internal* PAC matters.
- 8.2.6.4. shall appoint committees where authorized to do so by the Executive or Membership
- 8.2.6.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 8.2.6.6. shall be a non-voting ex-officio member of all committees

- 8.2.6.7. shall be a signing officer
- 8.2.6.8. shall verify all deposits, unless alternatively verified by the vice-chair
- 8.2.6.9. shall sign the reconciliation record monthly, unless alternatively signed by the vice-chair
- 8.2.6.10. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 8.2.6.11. shall be the official spokesperson for the organization
- 8.2.6.12. shall ensure representation to District PAC meetings
- 8.2.6.13. may, in consultation with the Executive, or upon recommendation of the general membership, appoint a representative to outside organizations for set purposes.
- 8.2.6.14. shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Monthly PAC meeting.
- 8.2.6.15. shall keep a correspondence binder updated and available.
- 8.2.6.16. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.7. Vice Chair

- 8.2.7.1. shall assume the responsibilities of the Chair in the Chair's absence
- 8.2.7.2. shall accept extra duties as required
- 8.2.7.3. may be a signing officer

- 8.2.7.4. if a signing officer, shall verify all deposits, unless alternatively verified by the chair
- 8.2.7.5. if a signing officer, shall sign the reconciliation record monthly, unless alternatively signed by the chair
- 8.2.7.6. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.8. Secretary

- 8.2.8.1. shall record the minutes of membership, special and executive meetings
- 8.2.8.2. shall issue and receive correspondence on behalf of the organization
- 8.2.8.3. shall prepare and distribute minutes within fourteen (14) days after the Monthly PAC meeting; one hard copy posted on PAC bulletin board, one copy posted on school website, and one copy attached to school newsletter.
- 8.2.8.4. shall keep an updated copy of the Constitution and Bylaws.
- 8.2.8.5. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
- 8.2.8.6. may be a signing officer
- 8.2.8.7. shall safely keep all records of the PAC except financial records as under *Section 8.2.4.3*, for the duration that the Treasurer requires the use of such records. Records include, but are not limited to: executive and members' names, phone numbers, and email addresses; a complete and current inventory, including location of all PAC assets; event planning information; and promotional materials.

8.2.9. Treasurer

- 8.2.9.1. shall be responsible for and report on the accounts of the PAC
- 8.2.9.2. shall be one of the signing officers of the Executive as per *Section 10.3*
- 8.2.9.3. shall sign the reconciliation record monthly
- 8.2.9.4. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards, including ensuring all financial records are backed up remotely.
- 8.2.9.5. will prepare and present printed copies of the financial report for each Monthly PAC Meeting
- 8.2.9.6. shall, with the assistance of the Executive and PAC members, draft a budget and tentative plan of expenditures as per *Section 10* to be presented at the Annual General Meeting
- 8.2.9.7. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 8.2.9.8. shall prepare year-end Financial Statement and provide such to the chair for submission to the membership as per *Section 8.2.2.8* at the Annual General Meeting.
- 8.2.9.9. shall apply for Annual Gaming Grant and other relevant grants
- 8.2.9.10. shall manage grants i.e., Annual Gaming Grant
- 8.2.9.11. filling year-end reporting as required – i.e., Gaming Grant
- 8.2.9.12. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.10. Sunshine

- 8.2.10.1. Spread goodwill in the school with activities that might include the following: creating and maintaining birthday board, delivering monthly cupcakes, sending cards and gift of a book to hospitalized students or staff, sending get well cards to staff who are sick for an extended period, sending thank you cards to recognize internal and external contributions to the school, and recognizing other special days as appropriate.
- 8.2.10.2. shall liaise with PAC to determine budget
- 8.2.10.3. shall report Sunshine information to the Executive and shall report to Monthly PAC Meetings as required
- 8.2.10.4. shall prepare an annual report to present at AGM
- 8.2.10.5. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.11. Special Events

- 8.2.11.1. shall work closely with PAC members to develop an annual schedule of special events to support the goals of the school
- 8.2.11.2. shall liaise with executive to determine appropriate budgets for events
- 8.2.11.3. shall report special events information, including planning information and financial summary, to the Executive and shall report to Monthly PAC Meetings as required
- 8.2.11.4. shall prepare an annual report to present at AGM
- 8.2.11.5. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.12. Hot foods coordinator (one to two positions)

- 8.2.12.1. shall organize and oversee an annual schedule of hot foods days
- 8.2.12.2. shall select and book vendors to provide hot foods
- 8.2.12.3. shall collect orders and monies
- 8.2.12.4. shall liaise with treasurer to manage funds, including reconciling all expenses, receipts and profits
- 8.2.12.5. shall coordinate volunteers for hot foods delivery days
- 8.2.12.6. shall report hot foods information to the Executive and shall report to Monthly PAC Meetings as required
- 8.2.12.7. shall prepare an annual report to present at AGM
- 8.2.12.8. shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

8.2.13. **Fundraising**

- 8.2.13.1. shall be responsible for initiating organizing and supervising fundraising activities
- 8.2.13.2. shall be a resource for fundraising material within the school and shall receive and organize all materials received by PAC related to fundraising
- 8.2.13.3. shall work with other groups in the school who may be fundraising to develop a clear outline and timeline for fundraising activities and distribution of information to parents/guardians
- 8.2.13.4. shall report fundraising information to the Executive and shall report to Monthly PAC Meetings as required
- 8.2.13.5. shall prepare an annual report to present at AGM
- 8.2.13.6. shall maintain any documentation and correspondence pertinent to

their position, which shall be delivered to their successors upon request.

8.2.14. Representative to Langley District Parent Advisory Council (DPAC)

8.2.14.1. shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate

8.2.14.2. shall report District information to the Executive and shall report to Monthly PAC Meetings as required

8.2.14.3. shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues

8.2.14.4. Term of office may be extended by a majority vote by the executive.

8.3. Additional Members

Titles and duties of additional executive officers (Member at Large), and non-executive officers (Committee members or representatives, Committee chairperson, etc.) may be added as determined by the needs of the PAC.

Section 9 - Committees

9. Committees:

9.1. Committees shall be responsible to the Executive and members.

9.2. Committees (including representation to outside committees) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish terms of reference for each Committee.

- 9.3. Members may be appointed to special committees by the Chair (after consultation with the Executive) as per *Section 8.2.2.4*.
- 9.4. School staff may be afforded representation on committees.

Section 10 - Finances

10. All Finances associated to the PAC shall conform to the following guidelines:
 - 10.1. A budget and tentative plan of expenditures should be drawn up by the Executive, in consultation with the PAC, and presented for approval at the Annual General Meeting or at a special budget meeting at the beginning of school year. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.
 - 10.2. All funds of the organization will be on deposit in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.
 - 10.3. Deposits should be verified by the Chair or Vice Chair.
 - 10.4. All financial records should be backed up remotely.
 - 10.5. Treasurer and Chair and/or Vice Chair must sign the reconciliation record monthly.
 - 10.6. The Executive shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, two of whom will be the Chair and Treasurer, for banking and legal documents. It is preferable for the vice-chair to also be a signing officer. Any two of the signatures will be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.
 - 10.7. All monies spent above and beyond two hundred dollars (\$200.00) will be first presented to and voted on by the Executives, and then approved by a majority at Monthly PAC meeting.
 - 10.7.1. All expenditures need to be preapproved by the Chair and Treasurer (2 representatives). In one of their absence then the Vice Chair.

- 10.5 Any notice of motion which will allocate over five hundred (\$500) of PAC funds not previously budgeted must be recorded in the meeting minutes and voted upon at the next monthly PAC Meeting.
- 10.6 A printed Treasurer's Report shall be available to all members at each Monthly PAC meeting. A yearend Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General meeting or at a special budget meeting at the beginning of school year.
- 10.7 A need for financial review, if needed, will be determined by the membership at any General Meeting by simple majority of members and notice of such shall be waived. At the Annual General Meeting, or special budget meeting, a financial review shall be considered by the membership

Section 11 - Code of Conduct

- 11 In accordance with the **School Act, Part 2, Division 2, Section 8 (4)**,

“A parents’ advisory council through its elected officers may advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, .”

- 11.1 Notwithstanding the latitude of the act in this respect (see above),-the PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community, but that effective mechanisms exist within the school system for resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.
- 11.2 An Executive member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.
- 11.3 A parent/guardian who accepts a position as a PAC Executive Member shall:
- 11.3.1 Uphold the constitution and bylaws, policies and procedures of the PAC

- 11.3.2 Perform her/his duties with honesty and integrity
- 11.3.3 Work to ensure that the well-being of students is the primary focus of all decisions
- 11.3.4 Respect the right of all individuals
- 11.3.5 Take direction from the members, ensuring that representation processes are in place
- 11.3.6 Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns
- 11.3.7 Work to ensure that issues are resolved through due process
- 11.3.8 Strive to be informed and only pass on information that is reliable and correct
- 11.3.9 Respect all confidential information
- 11.3.10 No Executive PAC member or their immediate family shall profit from any PAC sponsored event or fundraiser unless previously voted upon by the executive with a vote of 75% or greater in favor. Said PAC Executive cannot participate in vote.

Section 12 - Constitutional Amendments

12. Constitutional Amendments:

12.1. Amendments to the Constitution and Bylaws of the PAC may be made at any Monthly PAC Meeting at which business is conducted, providing:

- 12.1.1. A minimum of fourteen (14) days Written Notice of the meeting has been given to all members

12.1.2. The notice of the meeting included notice of the specific amendments proposed

12.2. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

12.3. Amendment(s) to the Constitution and Bylaws should be submitted to the Langley DPAC office in the form of a complete amended copy.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the Fort Langley Elementary Parent Advisory Council,

“**board**” means a board of school trustees constituted under the **School Act** or a former Act;

“**the Board**” means the Board of School Trustees for School District #35, Langley;

“**educational program**” means an organized set of learning activities that, in the opinion of the Board, is designed to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy;

“**district parent advisory council**” or “**DPAC**” means the district parents’ advisory council established for School District #35 under section 8.4 of the **School Act**;

“immediate family” means spouse or common-law partner, parent, grandparent or child;

“**notice**” means a minimum of fourteen (14) days;

“**parent**” is defined in the School Act and means:

- a) The guardian of the person of the student or child;
- b) The person legally entitled to custody of the student or child, or;
- c) The person who usually has the care and control of the student or child, and;
- d) For the purposes of these Constitution and Bylaws, means any parent of a student enrolled in the Langley School District No. 35 and will include: step

parents, grandparents, foster parents, billet parents, international student host parent, same sex parent etc.

“parent advisory council” or **“PAC”** means the parents’ advisory council established for Fort Langley Elementary under section 8 of the **School Act**;

“school” means the students under the supervision of a principal, vice principal, or director of instruction; the teachers and other staff members; and the facilities associated with Fort Langley Elementary;

“school district” means the area created or constituted as School District #35 Langley, by or under the **School Act** or a former Act;

“school year” means the period beginning on July 1 and ending on the following June 30;

“student” means a person enrolled in an educational program provided by Fort Langley Elementary.