

Passed December 2025



# **Constitution**

## Section 1: Name of Organization

1. The name of the organization shall be the Nicomekl Elementary School Parent Advisory Council as provided for under the School Act, Part 2, Division 2, Section 8 (1).

## 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 Nicomekl Elementary School District #35 (Langley).
  - 2.1. The organization is dedicated to strengthening the role of parents in education by building an interdependent working team, fostering integrity, recognizing diversity, demonstrating respect, tolerance, and nurturing trust among all members of the school community.

## Section 3: Objectives of Organization

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

The Community	The Board	
The Parent/Guardian(s)	and	The School Administration
The Students		The Staff
  - 3.2. To provide for a formal means of consultation and recommendations for:
    - a) budgetary matters
    - b) curriculum offerings
    - c) new instructional programs
    - d) facilities and equipment
    - e) learning resources
    - f) school policies and activities
  - 3.3. To promote cooperation between the home and the school in providing for the benefit of children.
  - 3.4. To assist parents/guardians in accessing the educational system and to advocate on behalf of parents/guardians and students.
  - 3.5. To contribute to the effectiveness of the school by promoting the involvement of parent/guardian(s) and other community members.
  - 3.6. To organize and provide additional resources to the school through approved volunteer activities.

## 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 care 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) of students registered at Nicomekl Elementary are voting members of the PAC.
- 5.2. Administration and Staff (teaching and non-teaching) of Nicomekl Elementary may be non-voting members of the PAC.
- 5.3. Members of the Nicomekl Elementary community, who are not parents/guardians of students registered, may be invited by the PAC and/or Executive Member to become non-voting members of the Council.
- 5.4. Employees or elected officials of school districts and/or the Ministry of Education may serve on the PAC, including the Executive Council, as parents or guardians. They shall not use their positions for personal, professional, or political gain. Advocacy for all students is encouraged, but decisions must serve the collective interest and avoid any real or perceived conflict of interest.

## Section 6: Meetings

### 6. Meetings:

Meetings will conform to the following guidelines:

#### 6.1. Procedure:

- 6.1.1. There shall be an Annual General Meeting, held by the 15th of June each year.
- 6.1.2. The Monthly PAC Meetings will be held by the second Wednesday of every month. A minimum of six (6) Monthly PAC meetings (including the Annual General Meeting) will be held during one school year.
- 6.1.3. 100% of the Monthly PAC meetings will be held during evening hours. A draft Monthly PAC meeting schedule will be determined for the following year during the Annual General Meeting.
- 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 seven (7) days' notice to all voting members of the PAC.
- 6.1.6. Meetings shall be conducted in accordance with *Robert's Rules of Order*, unless they are in 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 14.

#### 6.2. Quorum

- 6.2.1. The voting members present at any duly called Monthly PAC Meeting shall constitute a quorum. A quorum shall be a minimum of four (4) voting members.
- 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.
- 6.3.3. Voting shall be done by a show of hands with the exception of the election of the Executive membership, which shall be done by secret ballot.
- 6.3.4. Notwithstanding anything to the contrary in these bylaws, a meeting of the members may, in the discretion of the PAC Executive, be held by means of a teleconference communication system or a video-conference communication system that permits all members participating in such meeting to hear each other and electronically vote during the meeting. An individual member who, through such a communication system, attends a meeting shall be deemed to be personally present at that meeting for the purposes of Article 6.3.2. 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

Election of Executive Officers will conform to the following guidelines:

### 7. Executive Council and Nominations:

- 7.1.1. The Executive members will include, President, Vice President, Secretary, Treasurer, and DPAC Rep. Any additional roles will be added by Bylaw amendment with proper notice as per Section 8.
- 7.1.2. A Nomination Committee will be formed at the April Monthly PAC meeting. The position of President is not a member of Nomination Committee.
- 7.1.3. A call for Nominations shall commence during the April Monthly PAC meeting. Notice of nominations shall be communicated to all families.

### 7.2. Election Procedure

- 7.2.1. Elections shall be conducted by the Nominations Committee. 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. The Nominations Committee will announce the Executive election results at the Annual General Meeting. 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 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. No person may hold more than one elected executive position at any one time.
- 7.3.4. No person shall hold the same Executive position for more than three (3) consecutive terms.
- 7.3.5. The following are grounds for termination of any Executive Member:
  - a) Absent from three (3) consecutive meetings.
  - b) Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
  - c) 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 Team during the year, or if any office is not filled at the time of election, the Executives 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

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

### 8. Executive Officers

Elected officers should include the following:

President

Vice President

Secretary

Treasurer

Representative to the District Parent Advisory (DPAC)

Up to Eight (8) additional Members at Large

Plus, any additional as per Section 7.1.1



## 8.1. Roles and Responsibilities of Officers

- 8.1.1. 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.
- 8.1.2. All officers are expected to attend all Executive, Monthly PAC meetings 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.
- 8.1.3. If an Executive member is unable to attend, they should inform the President prior to the meeting.
- 8.1.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

### 8.1.4.1. *President*

- 8.1.4.1.1. shall convene and preside at all membership, special, and executive meetings
- 8.1.4.1.2. shall ensure that an agenda is prepared and distributed within five (5) days prior to the Monthly PAC meeting
- 8.1.4.1.3. shall allow input from membership.
- 8.1.4.1.4. shall appoint committees where authorized to do so by the Executive or Membership
- 8.1.4.1.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 8.1.4.1.6. shall be a non-voting ex-officio member of all committees and they shall not be a member of the Nominating Committee
- 8.1.4.1.7. shall be a signing officer
- 8.1.4.1.8. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 8.1.4.1.9. shall be the official spokesperson for the organization
- 8.1.4.1.10. shall ensure representation to District PAC meetings
- 8.1.4.1.11. may, in consultation with the Executive, or upon recommendation of the general membership appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive
- 8.1.4.1.12. shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Monthly PAC meeting.
- 8.1.4.1.13. shall keep a correspondence binder/platform updated and available.

### 8.1.4.2. *Vice President*

- 8.1.4.2.1. shall assume the responsibilities of the President in the President's absence
- 8.1.4.2.2. shall accept extra duties as required
- 8.1.4.2.3. may be a signing officer

#### *8.1.4.3. Secretary*

- 8.1.4.3.1. shall record the minutes of membership, special and executive meetings
- 8.1.4.3.2. shall issue and receive correspondence on behalf of the organization
- 8.1.4.3.3. shall prepare and distribute minutes within fourteen (14) days after the Monthly PAC meeting.
- 8.1.4.3.4. shall keep an updated copy of the Constitution and Bylaws.
- 8.1.4.3.5. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
- 8.1.4.3.6. may be a signing officer
- 8.1.4.3.7. shall safely keep all records and communications 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

#### *8.1.4.4. Treasurer*

- 8.1.4.4.1. shall be responsible for and report on the accounts of the organization
- 8.1.4.4.2. shall be one of the signing officers of the Executive as per Section 10.3
- 8.1.4.4.3. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
- 8.1.4.4.4. will prepare and present printed copies of the financial report for each Monthly PAC Meeting
- 8.1.4.4.5. 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
- 8.1.4.4.6. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 8.1.4.4.7. shall prepare year-end Financial Statement and provide such to the president for submission to the membership as per Section 8.2.2.8 at the Annual General Meeting.
- 8.1.4.4.8. filing year-end reporting as required – i.e. Gaming Grant

#### *8.1.4.5. Representative to Langley District Parent Advisory Council (DPAC)*

- 8.1.4.5.1. shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate
- 8.1.4.5.2. shall report District information to the Executive and shall report to Monthly PAC Meetings of the PAC as required
- 8.1.4.5.3. shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues

#### *8.1.4.6. Additional Members*

- 8.1.4.6.1. 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 organization.

## Section 9: Committees

### Committees:

9. Committees shall be responsible to the Executive and report to the membership. Committees (including the Nomination Committee) 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.
  - 9.1. A Nominating Committee shall be appointed as per Section 7.
  - 9.2. Members may be appointed to special committees by the President (after consultation with the Executive).
  - 9.3. School staff may be afforded representation on committees.

## 10. Section 10: Records

- 10.1. All documents, correspondence, and financial records, whether digital or physical, are the sole property of the PAC.
- 10.2. Outgoing members must transfer any records in their possession to the Executive.  
Financial records related to gaming funds shall be retained for five years in compliance with BC Gaming regulations; all other records shall be retained for a minimum of seven years.
- 10.3. Records shall be stored in accessible formats and, where appropriate, printed, archived, and made available to members in compliance with privacy legislation (*FOIPPA*).
- 10.4. In the event of dissolution of the Council, all records shall be placed under the jurisdiction of School District No. 35 (Langley), in the care of the school principal (see Section 4.3).
- 10.5. PAC constitutions and bylaws, meeting minutes, and financial records will be made publicly available subject to redaction of personal information of students and/or minors. Members may request a review of financial records at a general meeting. Electronic meeting recordings require the consent of participants and will be used solely for the preparation of meeting minutes. Consent for this recording is only for the meeting it is given in.

## Section 11: Finances

All Finances associated to the PAC shall conform to the following guidelines:

11. 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. 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.
  - 11.1. 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*.
  - 11.2. The Executive shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, one of whom will be the Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.

- 11.3. All expenditures need to be preapproved by the President and Treasurer (2 representatives). In one of their absences, then the Vice President or third signing officer.
- 11.4. 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.
- 11.5. Any notice of motion which will allocate over \$200 of PAC funds must be recorded in the meeting minutes and voted upon at the next monthly PAC Meeting.
- 11.6. 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.
- 11.7. 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 a financial review shall be considered by the membership
- 11.8. All designated financial signing officers of the PAC — including the President, Treasurer, and the third signing officer — shall complete a Criminal Record Check prior to assuming signing authority. This requirement exists to ensure transparency and the safety of the school community. The intent is to identify recent or relevant concerns such as theft, fraud, violence, or endangerment of others. Historic or unrelated offences that do not impact trust or safety are not considered disqualifying.

## Section 12: Code of Conduct

12. 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,”*

- 12.1. 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.
- 12.2. 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.
- 12.3. Parents/guardians who accept a position as a PAC Executive Member shall:
  - a) Uphold the constitution and bylaws, policies and procedures of the PAC
  - b) Perform her/his duties with honesty and integrity
  - c) Work to ensure that the well-being of students is the primary focus of all decisions
  - d) Respect the right of all individuals
  - e) Take direction from the members, ensuring that representation processes are in place
  - f) 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
  - g) Work to ensure that issues are resolved through due process

- h) Strive to be informed and only pass on information that is reliable and correct
- i) Respect all confidential information
- j) Support public education
- k) No 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. The member concerned shall not participate in the vote and must recuse themselves from all discussion and deliberation on the motion.

## Section 13: Social Media, Communication, Correspondence

13. Social media posts and correspondence are strictly for promoting PAC programs, events, fundraising, and community engagement. They must not be used as personal forums or for individual opinions.
- 13.1. Do not discuss, reference, or identify any students on social media or public platforms. Posts about students require prior approval from both the school administration and the PAC President.
- 13.2. All correspondence—whether by social media, email, or other means—must remain calm, considerate, and respectful, and limited to PAC-related matters only. Personal or unrelated communications are not permitted.

## Section 14: Constitutional Amendments

### 14. Constitutional Amendments:

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

- 14.1.1. A minimum of fourteen (14) days Written Notice of the meeting has been given to all members
- 14.1.2. The notice of the meeting included notice of the specific amendments proposed
- 14.2. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- 14.3. Amendment(s) to the Constitution and Bylaws should be submitted to the Langley DPAC office in the form of a complete amended copy.

## Section 15: Definitions and Interpretations

In the Constitution and By-Laws of the Nicomekl 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*;

“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.;

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

“parent volunteer” means a parent or guardian of a student enrolled at Nicomekl Elementary who offers their time and service to support PAC or school activities without financial compensation or employment status;

“personal information” means any recorded or unrecorded information about an identifiable individual, as defined under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, including but not limited to names, contact details, demographic, academic, health, financial, or familial information, and any combination of details that could reasonably identify a student, parent, or staff member;

“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 Nicomekl 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;

“staff” means any individual employed by School District No. 35 (Langley) at Nicomekl Elementary, including teaching, administrative, and support personnel, whether full-time, part-time, or temporary;

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

“volunteer” means any individual from the school or broader community who offers their time and service to support school activities without financial compensation or employment status;