

RC Garnett Demonstration Elementary School
Parent Advisory Council

Constitution and Bylaws

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Constitution & Bylaws

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Constitution

Section 1 Name of Organization

The name of the organization shall be the

'RC Garnett Demonstration Elementary School Parent Advisory Council'

as provided for under the School Act, Part 2, Division 2, Section 8 (1)

Section 2 Purpose of Organization

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

Section 3 Objectives of Organization

The objectives of the organization shall be -

3.1 To enhance communication between:

The Parents		The Board
The Community	AND	The School Administration
The Students		The Staff

3.2 To provide for a formal means of consultation and making recommendations respecting any matter relating to the school other than the following matters assigned to the school planning council:

- a) the allocation of staff and resources in the school.
- b) matters contained in the Board's accountability contract relating to the school,
- c) educational services and educational programs in the school, and
- d) matters assigned to the school planning council.

3.3 At the request of the school planning council, to assist the school planning council in carrying out its functions under the School Act.

3.4 To promote cooperation between the home and the school in providing for the education of children.

3.5 To assist parents in accessing the system and to provide advocacy support for children and their parents.

- 3.6 To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
- 3.7 To organize and provide additional resources to the school through volunteer activities approved by the principal.

Section 4 Dissolution

In accordance with the School Act, Part 2, Division 2, Section 8 (5)(a),

"A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the parents' advisory council."

- 4.1 In the event of a dissolution of the Council, and following payment of all outstanding debts, and any costs of dissolution, the Council shall transfer any remaining funds and assets to another PAC within School District #35 (Langley) that has similar objectives to ours and meets Gaming Policy and Enforcement Branch eligibility requirements, or a charitable organization or organizations registered under the provisions of the Income Tax Act (Canada). Selected PAC and organizations shall be within the Province of British Columbia. This shall be determined by the membership at the final general meeting. This provision shall be unalterable.
- 4.2 In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council or the Secretary Treasurer for School District #35 (Langley).
- 4.3 Notice of dissolution shall be submitted to the Board of School Trustees for School District #35 (Langley) within three (3) days of dissolution.

Bylaws

Section 5 Membership

- 5.1 All parents and guardians of students enrolled at RC Garnett Demonstration Elementary School shall be voting members of the group.
- 5.2 Administration and staff (teaching and non-teaching) of RC Garnett Demonstration Elementary School may be non-voting members of the group unless they are a parent or guardian of a student enrolled at RC Garnett Demonstration Elementary School Elementary School.

- 5.3 Members of the school community who are not parents of students enrolled at RC Garnett Demonstration Elementary School may also be non-voting members of the group.

Section 6 Meetings

6.1 Procedure

- a) There shall be an Annual General Meeting, for the purpose of electing executive officers, and representatives to the school planning council, held by the thirtieth (30th) of May each year.
- b) The number of General Meetings shall be set by the Executive, except a minimum of five meetings (including the Annual General Meeting) shall be held during one school year. [See Sec. 8.2.1(i)]
- c) Executive meetings shall be held at the discretion of the Executive.
- d) Extraordinary meetings may be called by the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting members. Such extraordinary meetings shall be held with a minimum seven (7) days notice to all voting members of the council.
- e) Meetings shall be conducted efficiently and with fairness to the members present.
- f) If procedural problems should arise, 'Robert's Rule of Order' shall be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
- g) Any decisions made by the Council must fall within the guidelines of the School Act and Langley School Board (SD#35) policy.

6.2 Quorum

- a) A minimum of eight (8) voting members present at any duly called general meeting shall constitute a quorum.

6.3 Voting

- a) Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority.
- b) In the case of a tie vote, the motion shall be lost.

- c) On all matters, votes must be cast personally. Voting by proxy shall not be permitted.
- d) Voting shall be conducted by a show of hands with the exception of the election of officers, and representatives to the school planning council, which shall be conducted by secret ballot.
- e) All voting shall be conducted under the guidelines set out in Section 6.1(g).

Section 7 Election of Executive Officers

7.1 Nominations

- a) A 'Nomination Committee' shall be formed by the Executive prior to the Annual General Meeting. [See Sec. 8.2.8(d) and Sec. 10]
- b) If the position of Immediate Past President is vacant, then the President may appoint a Nomination Committee Chairperson per Section 10.1(c).
- c) Nominations may be received up to and during the Annual General Meeting, until declared closed by the President.
- d) All voting members of the Council are eligible for and may accept a nomination upon nomination by two voting members, except that
 - i) no employee or elected official of any school board and/or Ministry of Education shall be eligible for election as a parent representative to the school planning council, and
 - ii) no employee or elected official of the school board and/or Ministry of Education shall hold an executive position.

7.2 Election Procedure

- a) The executive officers shall be elected by the voting members at the Annual General Meeting, the date of which is to be set in accordance with Section 6.1(a).
- b) Elections shall be conducted by the Nomination Committee chairperson. [See Sec. 8.2.8 (d)]

- c) Scrutineers shall be appointed as required by the Nomination Committee chairperson at the time of the elections.
- d) Voting shall be conducted by secret ballot.
- e) A vote shall be taken to destroy the ballots.

7.3 Term of Office

- a) The term of office for Executive positions shall commence on the 1st of July of each year and shall be for one year.
- b) All elected and appointed members of the Executive shall resign at the end of the term.
- c) Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position but no person may hold any one position for more than two consecutive years.
- d) No person may hold more than one elected executive position at any one time.
- e) The Immediate Past President may hold that office for up to one year.

7.4 Executive Vacancy and Resignations

- a) 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 until the next election, except for the office of Executive Representative to the School Planning Council.
- b) In the event of a resignation or sudden vacancy during the year in the office of Executive Representative to the School Planning Council, the office shall be filled in accordance with Section 9.5.
- c) In the event of a vacancy under Section 7.4(a), the two-year limitation placed on any officer per Section 7.3(c) shall NOT apply.

Section 8 Executive

8.1 Executive Officers

The affairs of the Council shall be managed by an executive of elected officers and should include the following:

- President
- Vice-President
- Secretary
- Treasurer
- Representative to the District Parent Advisory Council
- Executive Representative to the School Planning Council

8.2 Roles and Responsibilities of Officers

8.2.1 President

- a) shall convene and preside at all membership, special, and executive meetings
- b) shall, in consultation with the principal, ensure that an agenda is prepared and presented
- c) shall allow input from membership
- d) may dispense with formal voting procedures on internal matters
- e) shall appoint committees where authorized to do so by the executive or membership
- f) shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- g) shall be an ex-officio member of all committees except the Nomination Committee
- h) shall be a signing officer
- i) shall submit at a general meeting, an Annual Report including a Financial Statement, by the end of September of each year
- j) shall be the official spokesperson for the organization
- k) shall ensure representation to District PAC meetings

- l) 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. [See Sec. 10]

8.2.2 Vice President

- a) shall assume the responsibilities of the President in the President's absence
- b) shall accept extra duties as required
- c) may be a signing officer

8.2.3 Secretary

- a) shall keep a record of officers, their names, addresses, phone numbers, and occupations
- b) shall keep a record of committee appointments
- c) shall record the minutes of membership, special and executive meetings
- d) shall prepare and distribute minutes to Council members
- e) shall post one (1) copy of the minutes in the school
- f) shall issue and receive correspondence on behalf of the organization
- g) shall keep an accurate copy of the Constitution and Bylaws; and if and when changes are made such changes shall be dated and initialed in red
- h) shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC office for safe keeping
- i) shall receive for safekeeping the records of all committees [See Sec. 10.2(d)]
- j) shall safely keep all records of the Council excepting financial records as under Section 8.2.4(c), for the duration that the Treasurer requires the use of such records

k) may be a signing officer

8.2.4 Treasurer

- a) shall be responsible for and report on the accounts of the organization
- b) shall be one of the signing officers of the Executive per Section 11.3
- c) shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
- d) shall, at the end of each school year and after the dissolution of any committees, ensure receipt of a copy of the balanced financial statements for all committees
- e) shall ensure that any committee monies remaining at the dissolution of any committee is delivered to the Council [See Sec. 10.4(b)]
- f) shall prepare and make available a financial report for each general meeting
- g) shall, with the assistance of the executive, draft a budget and tentative plan of expenditures per Section 11.1
- h) shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- i) shall prepare a Year-end Financial Statement and provide such to the president for submission to the membership per Section 8.2.1(i)

8.2.5 Representative to the Langley District Parent Advisory Council (DPAC)

- a) shall keep the 'DPAC Handbook' up to date
- b) shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate

- c) shall report District PAC information to the Executive and shall report to general meetings of the PAC as required
- d) shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues

8.2.6 Executive Representative to the School Planning Council

- a) shall represent the PAC at regular and extraordinary meetings of the school planning council, and provide input regarding the following:
 - i) the allocation of staff and resources in the school,
 - ii) matters contained in the Board's accountability contract relating to the school,
 - iii) educational services and educational programs in the school,
 - iv) the development of a school plan for the school in respect of improving student achievement, and
 - v) matters assigned to the school planning council
- b) shall report school planning council information to the Executive and report to general meetings of the PAC as required
- c) shall seek input from the PAC regarding matters assigned to the school planning council.

8.2.7 Immediate Past President

- a) shall help smooth transition between presidents
- b) shall assist and advise the Executive, as requested
- c) shall chair the Nomination Committee
- d) shall be a non-voting member of the Executive

8.3 Additional Members

- a) Titles and duties of additional executive officers (e.g. Member at Large) may be added as determined by the needs of the organization.
- b) A vote shall be conducted and a motion passed at a general meeting, to add and/or increase the number of any such additional executive officers.
- c) Due notice (fifteen days) shall be given to all members per Section 7.1(d), of all new or additional executive positions prior to an election.

Section 9 School Planning Council

9.1 School Planning Council and PAC

- a) The school planning council is a school committee, which is an external committee with respect to the PAC.
- b) The PAC, through its elected officers, may at the request of the school planning council, assist the school planning council in carrying out its functions under the School Act.
- c) In accordance with the School Act, Part 2, Division 2, Section 8.3(3)

"A school planning council must consult with the parents' advisory council during the preparation of the school plan."

9.2 Representatives to the School Planning Council

- a) The membership may elect three representatives to the school planning council. These representatives shall be as follows:
 - i) PAC executive position: Executive Representative to the School Planning Council
 - ii) Non- executive position: Second Parent Representative to the School Planning Council
 - iii) Non- executive position: Third Parent Representative to the School Planning Council
- b) Each of the three representatives shall:
 - i) be a parent of a student enrolled in the school,

- ii) not be an employee of any board or the Ministry of Education, and
- iii) be elected annually by the parent advisory council.
- c) Parent representatives to the school planning council shall carry equal import as a representative of the PAC, with respect to the functions of the SPC, regardless of whether the representative is an executive member or not.
- d) Notwithstanding Sec. 7.4 (a), representatives may not be appointed by the executive or the membership.

9.3 Roles and Responsibilities of Representatives to the SPC

Representatives shall:

- a) represent the PAC at regular and extraordinary meetings of the school planning council, and provide input regarding the following:
 - i) the allocation of staff and resources in the school,
 - ii) matters contained in the Board's accountability contract relating to the school,
 - iii) educational services and educational programs in the school,
 - iv) the development of a school plan for the school in respect of improving student achievement, and
 - v) matters assigned to the school planning council
- b) report school planning council information to the Executive and report to general meetings of the PAC as required
- c) seek input from the PAC regarding matters assigned to the school planning council
- d) abide by the Code of Conduct. [See Sec. 12]

9.4 Election of Representatives to the SPC

- a) Representatives shall be elected annually by the membership at the Annual General Meeting.
- b) Voting shall be by secret ballot.

- c) The term of office for a person elected to the school planning council shall be one school year.

9.5 Vacancy and Resignation of a Parent Representative to the SPC.

9.5.1 Filling Vacancy by Election

- a) In the event of a resignation or sudden vacancy during the year in the office of any parent representative to the school planning council, the executive may fill the office by election.
- b) The executive shall give written notice of intent to fill the office by election, to the school planning council in the person of the principal of the school, no more than ten (10) school days after the office is vacated.
- c) Elections to fill a vacancy in the office of a parent representative to the school planning council shall be conducted in accordance with Section 7.
- d) For elections conducted under Section 9.5.1, all references to the 'Annual General Meeting' in Section 7 shall be deemed to mean the 'General meeting at which elections shall take place and for which due notice has been given'.
- e) 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 15 school days after the office is vacated.

9.5.2 Appointment of Representative by the Board

In accordance with the School Act, Part 2, Division 2, Sections 8.1 (5)(a) and (b),

"A board may appoint a person to fill a vacancy on a school planning council if

- (a) there is no parents' advisory council for the school, or*
- (b) the parents' advisory council for the school does not elect three representatives under subsection (3) (c)."*

9.5.3 An employee of any board or the Ministry of Education is not eligible for election or an appointment under Section 9.5.

- 9.5.4 The term of office of a person appointed or elected to the school planning council under Section 9.5 shall not be more than the balance of the initial term of office.

Section 10 Committees

10.1 Establishment and Members

- a) Special Committees (including the Nomination Committee) shall be established by the Executive or upon recommendation of the general membership for set purposes.
- b) The Executive shall establish specific objectives and guidelines for each committee.
- c) Members may be appointed to special committees by the President (after consultation with the executive and/or general membership).
- d) Titles and duties of such additional non-executive officers (Committee chairperson, PAC representatives to external committees, etc.) may be added as determined by the needs of the organization.
- e) A Nomination Committee shall be appointed annually before the Annual General Meeting per Section 7.1(a). [See also Sec. 6.1(a), 7.1(b), 7.1(d), and 8.2.8(d)]
- f) School staff and students may be afforded representation on committees.

10.2 Responsibilities

- a) Committees shall be responsible to the Executive and members.
- b) Committees shall provide to the Executive an initial activity plan, ongoing progress reports, and a final written summary report.
- c) Committees shall provide a balanced financial statement and a written report to the Treasurer after each activity.

- d) All committee records (correspondence, financial records, membership list, etc.) and information collected by the committees are the property of the RC Garnett Demonstration Elementary School Elementary School Parent Advisory Council and shall be submitted to the Secretary for safekeeping at the end of each school year and after the submission of the final written summary.
- e) Any decisions and recommendations made by the committee must fall within the guidelines of the School Act and Langley School Board (SD#35) policy per Section 6.1(g).

10.3 Meetings

- a) Committee meetings shall be conducted as prescribed in Sections 6.1 (e), (f), and (g).
- b) A minimum of three (3) voting members present at any duly called committee meeting shall constitute a quorum.
- c) Voting procedures for committee meetings are the same as those for general meetings. [See Sec. 6.2 and 6.3]

10.4 Dissolution

- a) A committee may be dissolved by the Executive or by a simple majority at any general meeting without prior notice.
- b) Upon dissolution of a committee and following payment of all outstanding debts, the remaining funds shall be delivered to the Treasurer. The disbursement of such funds shall be decided upon by the membership at any subsequent general meeting. [See Sec. 8.2.4(d) and (e)]
- c) All records of the committee shall be submitted to the Secretary for safekeeping after the submission of the final written summary.
- d) Notice of dissolution should be delivered to any committee members not in attendance at meeting during which dissolution occurred.

Section 11 Finances

- 11.1 A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a general meeting prior to the end of June of each year.¹
- 11.2 All funds of the organization shall be on deposit in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.
- 11.3 The Executive shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, one of whom shall be the Treasurer, for banking and legal documents. Any two (2) of the signatures shall be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.
- 11.4
 - a) All non-budgeted expenses above and beyond a predetermined amount of fifty dollars (\$50.00) shall be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.
 - b) All non-budgeted monies spent without prior approval shall be reported and presented for approval by a motion at the next General meeting.
- 11.5 A Treasurer's Report and Financial Statements should be published and presented for acceptance by the PAC membership at each general meeting.
- 11.6 A need for an audit or lay review shall be agreed upon by the members at any general meeting; whereupon an independent auditor, or in the case of a lay review, two (2) non-signing members, shall be appointed to report back to the membership.

Section 12 Code of Conduct

In accordance with the School Act, Part 2, Division 2, Section 8 (4)(a),

"A parents' advisory council, through its elected officers, may

- (a) 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, other than matters assigned to the school planning council"*

¹ 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.

- 12.1 Notwithstanding the latitude of the act in this respect (see above), it is agreed that the RC Garnett Demonstration Elementary School Parent Advisory Council 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 shall 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 A parent who accepts 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

Section 13 Constitutional Amendments

- 13.1 Amendments to the Constitution and Bylaws of the RC Garnett Demonstration Elementary School Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
- a) A minimum of fifteen (15) days Written Notice of the meeting has been given to all members

- b) The notice of the meeting included notice of the specific amendments proposed

- 13.2 A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.
- 13.3 A copy of any amendment(s) to the Constitution and Bylaws shall be submitted to the District Parent Advisory Council for School District #35 (Langley) for safekeeping.

Section 14 Definitions and interpretation

In the Constitutions and Bylaws of the RC Garnett Demonstration Elementary School 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;

"parent" means the person legally entitled to custody of the student;

"parent advisory council" or **"PAC"** means the parents' advisory council established for RC Garnett Demonstration Elementary School 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 RC Garnett Demonstration Elementary School;

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

"school planning council" means, the school planning council established for RC Garnett Demonstration Elementary School under section 8.1 of the School 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 RC Garnett Demonstration Elementary School.

Attestation

As duly elected officers of the RC Garnett Demonstration Elementary School Parent Advisory Council, we attest that this copy of the Constitution and Bylaws of the RC Garnett Demonstration Elementary School PAC is, to the best of our knowledge, correct and includes any and all amendments passed as of **[insert date here]**.

As required, a copy of this document shall be delivered to the District Parent Advisory Council for School District #35 (Langley) for safekeeping.

Insert Name here, President

Date

Insert Name here, Vice President

Date

Insert Name here, Secretary

Date

Please attach or include an initialed list of Executive Members with address and contact information for legal purposes.