



Noel Booth Elementary
Parent Advisory Council
CONSTITUTION and BYLAWS

Adopted **October 2024**

Noel Booth Elementary Parent Advisory Committee – 20202 35Th Avenue, Langley, BC V3A 0N1

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Constitution

Section 1 - Name of Organization

1. The name of the organization shall be **the Noel Booth 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 Noel Booth Elementary - School District #35 (Langley).

The PAC 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.

Section 3 - Objectives of Organization

3. The objectives of the organization will be:

1. To enhance communication between:

The Community	The School Board
The Parent/Guardian(s)	AND The School Administration
The Students	The School Staff

2. To provide for a formal means of consultation and recommendations for:

1. school budgetary matters
2. curriculum offerings
3. new instructional programs
4. facilities and equipment
6. school goals
7. Extra-Curricular Activities
8. School Policies and Activities

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

4. To assist parent/guardian(s) in accessing the system and to advocate on behalf of parent/guardian(s) and students.
5. To contribute to the effectiveness of the school by promoting the involvement of parent/guardian(s) and other community members.
6. To organize and provide additional resources to the school through approved volunteer activities.

Section 4 - Dissolution

4. In accordance with the **School Act (Bill 67), 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.”

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.
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.
3. This provision shall be unalterable.

Bylaws

Section 5 - Membership in a PAC

5. Membership:
 1. All parent/guardian(s) (as defined in section 13) of students registered at Noel Booth Elementary are voting members of the PAC.
 2. Administration and Staff (teaching and non-teaching) of Noel Booth Elementary may be non-voting members of PAC.
 3. Members of the Noel Booth 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.

4. No member of the Executive Council shall be an elected official of any school district or of the Ministry of Education.

Section 6 - Meetings

6. Meetings will conform to the following guidelines:

1. **Procedure:**

1. There shall be an Annual General Meeting, held by the 15th of June each year.
2. A minimum of six (6) Monthly PAC meetings (including the Annual General Meeting) will be held during one school year.
3. A draft Monthly PAC meeting schedule may be determined for the following year during the Annual General Meeting and will consider daytime, evening, in person and virtual options.
4. Meetings may be offered by the Executive Council in person or through an online medium. Notification of the meeting medium will be sent out via email, on the PAC board and posted online a minimum of three (3) days prior to the chosen date.
5. Executive meetings shall be held at the discretion of the Executive.
6. Special meetings may be called by the Executive, or upon the receipt of a petition representing six (6) 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.
7. Meetings will be conducted utilizing the 'Robert's Rule of Order' unless they are in conflict with the guidelines in this *Constitution*.
8. Any decisions made by the PAC must fall within the guidelines of the School Act or Governing body, such as (but not limited to) the Gaming Branch.
9. 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*.

2. **Quorum**

1. The voting members present at any duly called Monthly PAC Meeting shall constitute a quorum.
2. A minimum of two (3) Executives must be in attendance, plus one (1) non-executive must be in attendance.

3. **Voting**

1. A simple majority (50% plus one) shall decide upon questions arising at any meeting.
2. On all matters, votes shall be cast personally or virtually. No proxy.
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 or online voting.
4. All voting shall be conducted under the guidelines in *Section 6.1*.
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 and be from a slate of officers from the voting members for each school year:

1. **Nominations:**

1. The Executive members will include but not to be limited to, President, Vice President, Secretary, Treasurer, DPAC Rep, and Members at Large. Any additional roles will be added by Bylaw amendment with proper notice.
2. A Nomination Committee will be formed at or before the April Monthly PAC meeting. The position of President is not a member of nomination committee.
3. A call for Nominations shall commence during the April Monthly PAC meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the general meeting.

4. Any nominee that is an employee of Noel Booth Elementary or an elected official of any school district or of the Ministry of Education shall disclose such position upon acceptance of nomination.

2. Election Procedure

1. Elections shall be conducted by the Nominations Committee. Guidelines will be determined by the PAC.
2. Voting for Executive Officers will be by secret ballot or show of hands if vitrual. Voting members of the PAC may cast one vote for each Executive Officer.
3. 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.

3. Term of Office

1. The term of office for Executive positions shall commence on the 1st of July of each year and shall be for one year.
2. All elected and appointed members of the Executive shall resign at the end of the term.
3. No person may hold more than one elected executive position at any one time unless that person is voted by acclimation to both positions
4. No person shall hold the same Executive position for more than three (3) consecutive terms unless elected by acclimation. DPAC rep excepted per 8.6.
5. The following are grounds for termination of any Executive Member:
 1. Absent from three (3) consecutive meetings without notification.
 2. Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
 3. Failure to abide by the PAC's Code of Conduct.
 4. Failure to abide by the School's Bullying & Harassment Policy.

4. Executive Vacancy and Resignations

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*.

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.

3. Elections to fill a vacancy in the office the DPAC Representative shall be conducted in accordance with *Section 7*.

4. For elections conducted under *Section 7*, 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”.

5. 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.

6. For withdrawal by PAC executive to be forthright upon receipt of resignation to either the principal or another executive by said person holding said executive position. All access to PAC facilities, keys or supplies held, will end and be returned to PAC President. All information currently being worked on or held by said person be returned immediately to PAC President.

Section 8 - Executive

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

1. Executive Officers

Elected officers should include the following:

- President
- Vice-President
- Secretary
- Treasurer
- Representative to the District Parent Advisory (DPAC)
- Up to Three (3) additional Members at Large
- Plus any additional as per *Section 7.1.1*

2. Roles and Responsibilities of Officers_

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.
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 and the School's Bullying & Harassment policy
3. If an Executive member is unable to attend, they should inform the President prior to the meeting._
4. Each Executive position shall maintain any documentation and correspondence pertinent to their position for a minimum of (3) years, which the expectation of financial documents which shall be held for (5) years, which shall be delivered to their successors upon request.

All executive positions shall be voting positions.

2. President

1. shall convene and preside at all membership, special, and executive meetings
2. shall ensure that an agenda is prepared and distributed within two to five (2-5) days prior to the Monthly PAC meeting
3. shall allow input from membership and may dispense with all formal voting procedures on *internal* PAC matters
4. shall appoint committees where authorized to do so by the Executive or Membership
5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
7. may be a signing officer
8. shall submit at the Annual General Meeting an Annual Report including a Financial Statement in the Treasurer's absence
9. shall be the official spokesperson for the organization
10. shall ensure representation to District PAC meetings

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

12. shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the Monthly PAC meeting

13. shall keep a correspondence binder updated or online and available

14. All document, records, minutes, correspondence, social media or other papers kept by a member or executive member or committee member in connection with the organization shall be deemed to be the property of the PAC. All shall be turned over to the current PAC President when the member, executive member or committee ceases to perform the task to which the papers, social media or Facebook group relate too.

15. Shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the noelboothpacpres@gmail.com email account.

3. Vice President

1. shall assume the responsibilities of the President in the President's absence

2. shall accept extra duties as required

3. may be a signing officer

4. shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the noelboothpac1@gmail.com email account.

4. Secretary

1. shall record the minutes of membership, special and executive meetings

2. shall issue and receive correspondence on behalf of the organization, as well as be responsible for the nbpacsecretary@gmail.com email account.

3. shall prepare and distribute minutes within fourteen (14) days after the Monthly PAC meeting

4. shall keep an updated copy of the Constitution and Bylaws and ensure they are available at each meeting.
5. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
6. may be a signing officer
7. shall safely keep all records of the PAC except financial records as under *Section 8.*, for the duration that the Treasurer requires the use of such records
8. shall assist the Executive Council in preparing the agenda for all meetings.
9. shall keep passwords for all social media pages and executive emails.

5. **Treasurer**

1. shall be responsible for and report on the accounts of the organization
2. shall be one of the signing officers of the Executive as per *Section 10*
3. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
4. will prepare and present printed or virtual copies of the financial report for each Monthly PAC Meeting
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
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
7. shall prepare year-end Financial Statement and provide such to the president for submission to the membership as per *Section 8* at the Annual General Meeting
8. shall apply for the Gaming Grant and prepare and file the corresponding year-end reporting as required

9. shall be responsible for obtaining and filing any paperwork as required for grants or bursaries eligible to or from the PAC, ie Gaming Grant, Scholarships, etc.

10. shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the nbpactreasurer@gmail.com email account.

11. Shall review all expenses submitted against the approved budget and pay vendors or executives within 7 days of receipt of cheque request.

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

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

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

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

4. term of office may be extended by a majority vote by the executive

5. maybe a signing officer

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 organization.

Section 9 - Committees

9. Committees:

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

2. Committees (including the Nomination Committee and 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.

3. A Nominating Committee shall be appointed as per *Section 7*.
4. Members may be appointed to special committees by the President (after consultation with the Executive) as per *Section 8.2.2.4*.
5. School staff may be afforded representation on committees.
 - Fundraising Committee:
 1. shall make every effort to ensure that money is raised to allow for all PAC goals to be met.
 2. shall report all expenses & earnings for each fundraiser at the Monthly PAC Meeting as well as at the AGM.
 - Hot Lunch Committee:
 1. shall make every effort to ensure that money is raised to allow for all PAC goals to be met.
 2. shall report all expenses & earnings for each fundraiser at the Monthly PAC Meeting as well as at the AGM.
 3. shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the nbhotlunch@gmail.com email account.
 4. Will update social media accounts with updated hot lunch information and reminders.
 5. Will organize the hot lunch system and will set all dates with vendors and coordinate/make any other food necessary. Book room with school.
 6. Shall have food safe.
 - Events Committee:
 1. shall represent the PAC at all events not considered fundraisers, such as but not limited to the Trunk or Treat, Dances, etc. and report any needs to be fulfilled by the PAC.
 2. shall report all expenses and earnings of the PAC for each event at the Monthly PAC Meeting.
 3. In the event a start-up budget is required \$300 will be available per event, unless previously budgeted for. Any request of additional funds to cover the cost of extra supplies shall be made at any Executive or General meeting
 4. All events will need to be communicated to the PAC during a monthly meeting before commitment to the event is made.
 5. Shall keep any relevant correspondence up to date & available upon request.

Section 10 - Finances

10. All Finances associated to the PAC shall conform to the following guidelines:
 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. It is advisable to include a "Miscellaneous" line item of at least \$500 and also 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.
 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.
 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 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.
 4. Any request which will allocate over \$500 of PAC funds not part of the current approved budget or falling under the Executive Council's discretion, must be requested at the nearest monthly general PAC meeting, voted on, and recorded as an amendment to the approved budget.
 5. All expenditures need to be preapproved by the President and Treasurer (2 representatives). In one of their absence then the Vice President.
 1. Any notice of motion which will allocate over \$500 of PAC funds not previously budgeted must be recorded in the meeting minutes and voted upon at the next monthly PAC Meeting.
 2. 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.
 3. A 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.
 6. All PAC monies shall be kept at the School with the Head Secretary or in a locked Safe owned by the PAC. All PAC executives with signing authority will have access to all PAC monies. Any money leaving the school for deposit must be counted & signed off by two (2) persons before leaving the school grounds and deposited within 24 hours of leaving the school.

7. All Fundraisers/Events, not outlined in the current approved budget, can be offered a budget of three hundred dollars (\$300) at the discretion of the Executive Council. If more funds are required, then approval at a Monthly PAC meeting is required.

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,”

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.
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.
3. A parent/guardian who accepts a position as a PAC Executive Member shall:
 1. Uphold the constitution and bylaws, policies and procedures of the PAC.
 2. Perform her/his duties with honesty and integrity and adhere to the School Bullying and Harassment Policy.
 3. Work to ensure that the well-being of students is the primary focus of all decisions.
 4. Respect the right of all individuals.
 5. Take direction from the members, ensuring that representation processes are in place.
 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.
 7. Work to ensure that issues are resolved through due process.
 8. Strive to be informed and only pass on information that is reliable and correct.
 9. Respect all confidential information.
 10. Support public education.

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.

No Executive PAC member, their immediate family or parent / guardian shall advertise their business on any and all of our social media platforms.

Section 12 - Constitutional Amendments

12. Constitutional Amendments:

1. Amendments to the Constitution and Bylaws of the PAC may be made at any Monthly PAC Meeting at which business is conducted, providing:
 1. A minimum of fourteen (14) days Written Notice of the meeting has been given to all members
 2. The notice of the meeting included notice of the specific amendments proposed
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.
3. Amendment(s) to the Constitution and Bylaws should be submitted to the Langley DPAC office in the form of a complete amended copy within (7) days of the amendments taking place.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the Noel Booth 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 Noel Booth 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 Noel Booth 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 Noel Booth Elementary