



***Betty Gilbert Middle School***  
***Parent Advisory Council***  
**CONSTITUTION and BYLAWS**

**Adopted May 31, 2022**

Betty Gilbert Middle School Parent Advisory Committee – 26845 27 Ave, Aldergrove, V4W 3E6

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## TABLE OF CONTENTS

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>SECTION 1 - NAME OF ORGANIZATION .....</b>	<b>3</b>
<b>SECTION 2 - PURPOSE OF ORGANIZATION .....</b>	<b>3</b>
<b>SECTION 3 - OBJECTIVES OF ORGANIZATION .....</b>	<b>3</b>
<b>SECTION 4 - DISSOLUTION.....</b>	<b>4</b>
<b>SECTION 5 - MEMBERSHIP IN A PAC .....</b>	<b>4</b>
<b>SECTION 6 - MEETINGS .....</b>	<b>5</b>
6.1. PROCEDURE .....	5
6.2. QUORUM.....	6
6.3. VOTING.....	6
<b>SECTION 7 - ELECTION OF EXECUTIVE OFFICERS.....</b>	<b>6</b>
7.1. NOMINATIONS:.....	6
7.2. ELECTION PROCEDURE .....	7
7.3. TERM OF OFFICE .....	7
7.4. EXECUTIVE VACANCY AND RESIGNATIONS .....	8
<b>SECTION 8 - EXECUTIVE.....</b>	<b>8</b>
8.1. EXECUTIVE OFFICERS.....	8
8.2. ROLES AND RESPONSIBILITIES OF OFFICERS .....	9
8.3. ADDITIONAL MEMBERS.....	12
<b>SECTION 9 - COMMITTEES .....</b>	<b>13</b>
<b>SECTION 10 - FINANCES.....</b>	<b>13</b>
<b>SECTION 11 - CODE OF CONDUCT .....</b>	<b>14</b>
<b>SECTION 12 - CONSTITUTIONAL AMENDMENTS.....</b>	<b>15</b>
<b>SECTION 13 - DEFINITIONS AND INTERPRETATIONS .....</b>	<b>16</b>

# Constitution

## Section 1 - Name of Organization

1. The name of the organization shall be **the 'Betty Gilbert Middle School 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 Betty Gilbert Middle School - 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:

- 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 for a formal means of consultation and recommendations for:

- 3.2.1. school budgetary matters
- 3.2.2. curriculum offerings
- 3.2.3. new instructional programs
- 3.2.4. facilities and equipment
- 3.2.5. learning resources
- 3.2.6. school policies and activities

- 3.3. To promote cooperation between the home and the school in providing for the education of children.
- 3.4. To assist parent/guardian(s) in accessing the system and to advocate on behalf of parent/guardian(s) 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 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 Betty Gilbert Middle School are voting members of the PAC.

- 5.2. Administration and Staff (teaching and non-teaching) of Betty Gilbert Middle School may be non-voting members of PAC.
- 5.3. Members of the Betty Gilbert Middle School 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.

## 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 15th of June each year.
- 6.1.2. The Monthly PAC Meetings will be held by the last day of every month. A minimum of eight (8) Monthly PAC meetings (including the Annual General Meeting) will be held during one school year.
- 6.1.3. 50% of the Monthly PAC meetings will be held during evening hours and 50% of the Monthly PAC meetings will be held during daytime hours. A draft Monthly PAC meeting schedule will be determined for the following year during the Annual General Meeting. As determined by the new PAC executive of the current running year.
- 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. Meetings will be conducted utilizing the Robert's Rule of Order' 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* yearly by the October 31<sup>st</sup> PAC meeting. 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 constitute a quorum.
- 6.2.2. A minimum of two (2) Executives, plus one (1) non-executive must be in attendance.

## 6.3. **Voting**

- 6.3.1. The voting members present at any duly called general meeting shall constitute a quorum.
- 6.3.2. All matters requiring a vote shall be decided upon by a simple majority vote.
- 6.3.3. On all matters, votes shall be cast personally. No proxy.
- 6.3.4. Voting shall be done by a show of hands, except when more than one person is running for the same position.
- 6.3.5. All voting shall be conducted under the guidelines in *Section 6.1.7*.
- 6.3.6. 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:

## 7.1. **Nominations:**

- 7.1.1. The Executive members will include but not to be limited to, President, Vice President, Secretary, Treasurer, and DPAC Rep. Any additional roles will be added by Bylaw amendment with proper notice.
- 7.1.2. A call for Nominations shall commence during the April Monthly PAC meeting. Notice of nominations shall be communicated to all families a minimum of 7 days prior to the general meeting.

## **7.2. Election Procedure**

- 7.2.1. 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, and only done by secret ballot if there is more than one person running for the same position.

## **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. You must attend 75% of all meetings. Failure to do so you will be asked to step down from the position or removed from PAC executive.
- 7.3.3. All elected and appointed members of the Executive shall resign at the end of the term.
- 7.3.4. No person may hold more than one elected executive position at any one time except for the DPAC rep.
- 7.3.5. No person shall hold the same Executive position for more than three (3) consecutive terms. DPAC rep excepted per 8.2.6.4. Unless no nominations then they can remain in that position until the next AGM.
- 7.3.6. The following are grounds for termination of any Executive Member:
  - 7.3.6.1. Absent from 75% of meetings without notification.
  - 7.3.6.2. Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
  - 7.3.6.3. 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 give”.
- 7.4.2.3. The executive shall ensure that an election to fill a vacancy in the office shall be conducted as soon as possible 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:

- 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*



## **8.2. Roles and Responsibilities of Officers**

- 8.2.1.1. 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.
- 8.2.1.2. 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.
- 8.2.1.3. If an Executive member is unable to attend, they should inform the President prior to the meeting.
- 8.2.1.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.
- 8.2.1.5. If absent from any meetings, you must contact the president within 5 days prior unless unforeseen circumstances arise.

All executive positions shall be voting positions except that the President shall be entitled to vote only in the event of a tie.

### **8.2.2. President**

- 8.2.2.1. shall convene and preside at all membership, special, and executive meetings
- 8.2.2.2. shall ensure that an agenda is prepared and distributed within seven (7) days prior to the Monthly PAC meeting
- 8.2.2.3. shall allow input from membership and may dispense with all formal voting procedures on *internal* PAC matters.
- 8.2.2.4. shall appoint committees where authorized to do so by the Executive or Membership
- 8.2.2.5. shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 8.2.2.6. shall be a voting member of all committees.

- 8.2.2.7. shall be a signing officer
- 8.2.2.8. shall submit at the Annual General Meeting an Annual Report.
- 8.2.2.9. shall be the official spokesperson for the organization
- 8.2.2.10. shall ensure representation to District PAC meetings
- 8.2.2.11. 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
- 8.2.2.12. shall ensure the draft meeting minutes are prepared and distributed within seven (7) days after the Monthly PAC meeting.
- 8.2.2.13. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping

#### **8.2.3. Vice President**

- 8.2.3.1. shall assume the responsibilities of the President in the President's absence
- 8.2.3.2. shall accept extra duties as required
- 8.2.3.3. may be a signing officer

#### **8.2.4. Secretary**

- 8.2.4.1. shall record the minutes of membership, special and executive meetings
- 8.2.4.2. shall prepare and distribute minutes within seven (7) days after the Monthly PAC meeting.
- 8.2.4.3. Shall keep an updated copy of the Constitution and Bylaws.
- 8.2.4.4. may be a signing officer

- 8.2.4.5. 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

#### **8.2.5. Treasurer**

- 8.2.5.1. shall be responsible for and report on the accounts of the organization
- 8.2.5.2. shall be one of the signing officers of the Executive as per *Section 10.3*
- 8.2.5.3. shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards
- 8.2.5.4. will prepare and present the financial report for each Monthly PAC Meeting and distribute financial copies at request.
- 8.2.5.5. 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
- 8.2.5.6. shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of his/her absence
- 8.2.5.7. 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.
- 8.2.5.8. filling year-end reporting as required – i.e., Gaming Grant

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

- 8.2.6.1. shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate
- 8.2.6.2. shall report District information to the Executive and shall report to Monthly PAC Meetings of the PAC as required

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

8.2.6.4. 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 organization.

#### **Hot Lunch Coordinator**

8.3.1 Will organize the hot lunch system, and will set all dates, vendors, as well as maintain the hot lunch email [bgms.pachotlunch@gmail.com](mailto:bgms.pachotlunch@gmail.com)

8.3.2 Will update the social media accounts with updated hot lunch information and reminders.

8.3.3 May be a signing officer

#### **Fundraising Coordinator**

8.2.7.1. shall fundraising opportunities based on the PAC's budget needs. The number of fundraisers may vary due to the school calendar, student needs and time available.

8.2.7.2. shall choose fundraising ideas and projects based on the agreement of executive and voting members. Support of PAC membership for fundraising campaigns can help with volunteer hours and sales numbers.

8.2.7.3. shall be responsible for all fundraising campaigns, unless a designate is chosen by the said coordinator for a "one-time" fundraising campaign.

8.2.7.4. All fundraising campaigns shall have:

- Approval of executive and voting members.
- Wherever possible, comparable suppliers'/companies' information giving quantity, quality, available support services, contact information and pricing should be provided.
- A campaign starting date (keeping in mind time to give notice in school and PAC newsletters, notice for agendas during school announcements, handout info to students, collect orders and funds, fill orders, coordinate delivery time, distribute product to customers).

- Volunteers to help distribute campaign information stating product for sale, length of sale time, date due back at school, project(s) proceeds are benefiting, “thank you” to the school community (include e-mail and/or telephone contact info with said information)
- A designated person to collect orders.
- Orders placed with a supplier and delivery date confirmation. Reconfirmation of order closer to delivery date. Payment sent as necessary.
- Organization of orders on delivery date, ready for pick up, delivery or to go home with student. Volunteers, if necessary, to help organize delivery.
- Ensure that any concerns are addressed as soon as possible
- Completion of file with all information included in the Fundraising binder or with the secretary for inclusion in the PAC filing cabinet.

12

8.2.7.5. shall be 1 of 3 signing authorities of PAC account wherever possible.

8.2.7.6. shall report on fundraising totals to date at the Monthly General Meetings.

## Section 9 - Committees

### 9. Committees:

- 9.1. Committees shall be responsible to the Executive and members.
- 9.2. The Executive shall establish terms of reference for each Committee.
- 9.3. Members may be appointed to special committees by the President (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. PAC must carry over a minimum of \$500 each consultive year 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. 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 President and 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.
- 10.4. All monies spent above and beyond two hundred dollars (\$100.00) will be first presented to and voted on by the Executives, and then approved by a majority at Monthly PAC meeting.
  - 10.4.1. All expenditures need to be preapproved by the President and Treasurer (2 representatives). In one of their absence then the Vice President.
- 10.5 Any notice of motion which will allocate over \$100 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.
- 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 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 Support public education

- 11.3.11 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 Betty Gilbert Middle 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**;

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

**“notice”** means a minimum of seven (7) 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 Betty Gilbert Middle 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 Betty Gilbert Middle 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 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 Betty Gilbert Middle School.