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*Uplands Elementary/Uplands Montessori  
Parent Advisory Council*

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*Constitution and Bylaws*

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**Adopted: May 26, 2021**

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### Name of Organization

- 1.1 The name of the organization shall be the Uplands Elementary/Uplands Montessori Parent Advisory Council as provided for under the School Act, Part 2, Division 2, Section 8 (1), hereafter noted as *the PAC*

### Purpose of Organization

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- 2.1 The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at Uplands Elementary/Uplands Montessori – School District #35 (Langley)
- 2.2 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

### Objectives of Organization

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- 3.1 The objectives of the organization will be to enhance communication between the community, the parent/guardian(s), the students AND the school board, the school administration, and the school staff
- 3.2 To provide for a formal means of consultation and recommendations for:
- Curriculum offerings
  - New instructional programs
  - Facilities and equipment
  - Learning resources
  - School policies and activities
  - School budgetary matters
- 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 student
- 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

## Dissolution

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- 4.1 In accordance with the School Act, Part 2, Division 2, Section 8 (5a)  
 “(5) 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  
 (a)the dissolution of the parents' advisory council...”
- 4.1.1 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
- 4.1.2 In the event of dissolution of the PAC, 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
- 4.1.3 This provision shall be unalterable

## Membership in a PAC

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- 5.1 All parent/guardian(s) of students registered at Uplands Elementary/Uplands Montessori are voting members of the PAC
- 5.2 Administration and Staff of Uplands Elementary/Uplands Montessori may be non-voting members of the PAC
- 5.3 Members of the Uplands Elementary/Uplands Montessori community, who are not parent/guardian(s) of students registered, may be voted in by the PAC and/or Executive to become non-voting members of the Council
- 5.4 Any member of the executive who is an employee or an elected official of any school district or of the Ministry of Education must disclose this information, and be willing to recuse themselves if a perceived conflict of interest arises

## Meetings

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- 6.1 There shall be an Annual General Meeting, hereafter noted as *the AGM*, held prior to the last day of the school year
- 6.1.1 This shall be voted to be postponed based on extenuating circumstances
- 6.2 There shall be a minimum of six (6) monthly PAC meetings, including the AGM

- 6.3 A draft meeting schedule will be determined for the school year at the first Executive Meeting
- 6.4 Executive Meetings shall be held at the discretion of the Executive Committee
- 6.5 Special Meetings shall be called by the Executive, or upon the receipt of a petition representing three (3) voting members of the PAC
  - 6.5.1 Special Meetings shall be held with a minimum of ten (10) days notice to all voting members of the PAC
- 6.6 Meetings will be conducted utilizing Robert's Rules of Order
- 6.7 Any decisions made by the PAC must fall within the guidelines of the School Act
- 6.8 The PAC should review the Constitution and Bylaws by the third (3rd) meeting of the year
- 6.9 Quorum
  - 6.9.1 Quorum, at any duly called meeting, shall be
    - 6.9.1.1 A minimum of six (6) voting members, of which three (3) shall be Executives
- 6.10 Voting
  - 6.10.1 A simple majority (50% plus 1) shall decide on voting items
  - 6.10.2 On all matters, votes shall be cast personally, no proxy voting shall occur
  - 6.10.3 Voting shall be done by a show of hands, with the exception of the elections
  - 6.10.4 Any voting made by the PAC must fall within the guidelines of the School Act
  - 6.10.5 All voting for Executive Officers will follow the guidelines of Section 7

## Election of Executive Officers

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7.1 Election of Executive Officers will be from a slate of officers from the voting members for each school year

7.2 Nominations

7.2.1 The Executive Committee shall include

- President
- Vice President
- Secretary
- Treasurer
- District Parent Advisory Council (DPAC) Representative
- Fundraising Coordinator
- Hot Lunch Coordinator
- Up to four (4) Members at Large
- Any additional roles may be added by Bylaw Amendment

7.2.2 A Nomination Committee will be formed at the Monthly PAC meeting no less than one month prior to the AGM

7.2.2.1 The President may not be a member of the Nomination Committee

7.2.3 A call for nominations shall commence no less than one month prior to the AGM

7.3 Election Procedure

7.3.1 Elections shall be conducted by the Nominations Committee

7.3.1.1 Guidelines will be determined by the PAC

7.3.2 Voting for Executive Officers will be by secret ballot

7.3.3 Voting members of the PAC may cast one vote for each Executive Officer position

7.3.4 The Nominations Committee will announce the Executive Committee election results at the AGM

7.3.4.1 All ballots will be destroyed at conclusion of the AGM, with the exception of the DPAC results which must be kept for 5 years

7.4 Term of Office

7.4.1 The term of officer for Executive Committee positions shall commence on the 1<sup>st</sup> of July of each year and shall be for one year

7.4.2 All elected and appointed members of the Executive shall resign at the end of term

7.4.2.1 The outgoing Treasurer shall hold their position until the end of the year books are completed to a maximum of 30 days after the end of the executive term

7.4.3 An Executive may not hold more than one position at any one time, unless that position would otherwise remain vacant

7.4.3.1 In the event that an Executive does hold more than one position, they shall have only one vote

7.4.4 The following are grounds for termination of any Executive Member:

- Absent from three (3) consecutive meetings without notification
- Failure to observe the Constitutions and Bylaws, purposes, and policies of the PAC
- Failure to abide by the PAC's Code of Conduct

## 7.5 Executive Vacancy and Resignations

7.5.1 In the event of a resignation or sudden vacancy on the Executive Committee, or if any position is not filled at the time of election, the Executive Committee may appoint a member to fill the vacancy

7.5.1.1 Except the position of the DPAC Rep, which must be elected as per the School Act

7.5.1.2 Elections shall be conducted in accordance with Section 7, and all references to the "AGM" shall be deemed to mean "Monthly PAC Meeting"

7.5.1.3 The Executive Committee shall ensure an election to fill a vacancy shall be conducted at the earliest possible date, giving sufficient notice, and no more than 45 school days

## Executive Committee

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8.1 The affairs of the PAC shall be managed between General Meetings by the Executive Committee

8.1.1 The Executive Committee shall include

- President
- Vice President
- Secretary
- Treasurer
- District Parent Advisory Council (DPAC) Representative
- Fundraising Coordinator
- Hot Lunch Coordinator
- Up to four (4) Members at Large
- Any additional roles may be added by Bylaw Amendment

8.2 Roles and Responsibilities of Officers

8.2.1 The elected Executive Committee shall consult with, take direction from, and represent all parent/guardian(s)/families of the school

8.2.2 It is expected the Executive Committee shall work as a team

8.2.3 It is expected all officers will attend most Executive meetings, General PAC meetings, and Special meetings, giving notification when unable to attend

8.2.3.1 When volunteering for Executive positions having the intention to attend all meetings is prudent

8.2.4 Officers should maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request

8.2.5 It is expected officers shall be in voting positions, except the President who shall only vote in the event of a tie

8.2.6 President

8.2.6.1 Shall convene and preside at all membership, special, and executive meetings

8.2.6.2 Shall ensure that an agenda is prepared and distributed within two (2) – five (5) days prior to the meeting

8.2.6.3 Shall allow input from membership and may dispense with all formal voting procedures on internal PAC matters

8.2.6.4 Shall appoint committees where authorized to do so by the Executive or Membership

8.2.6.5 Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization

8.2.6.6 Shall be a non-voting ex-officio member of all committees and they will not be a member of the Nomination Committee

8.2.6.7 Shall be a signing officer

8.2.6.8 Shall submit at the AGM an Annual Report including a Financial Statement

8.2.6.9 Shall be the official spokesperson for the organization

8.2.6.10 Shall ensure representation at District PAC meetings

8.2.6.11 May, in consultation with the Executive Committee, or upon recommendation of the general membership appoint a representative to outside organizations for set purposes

8.2.6.11.1 Guidelines for such representation shall be established by the Executive Committee

8.2.6.12 Shall ensure the draft meeting minutes are prepared and distributed within seven (7) days after a meeting

8.2.6.13 Shall keep a correspondence binder up-to-date and available

## 8.2.7 Vice President

8.2.7.1 Shall assume the responsibilities of the President in the President's absence

8.2.7.2 Shall accept extra duties as required

8.2.7.3 May be a signing officer

## 8.2.8 Secretary

8.2.8.1 Shall record the minutes of all meetings

8.2.8.2 Shall issue and receive correspondence on behalf of the organization

8.2.8.3 Shall prepare and distribute minutes within seven (7) days after any meeting

8.2.8.4 Shall keep an updated copy of the Constitutions and Bylaws

8.2.8.5 Shall submit a copy of the amended Constitutions and Bylaws to the school office and the DPAC

8.2.8.6 May be a signing officer

8.2.8.7 Shall safely keep all records of the PAC except financial records for the duration that the Treasurer requires use of such records

## 8.2.9 Treasurer

8.2.9.1 Shall be responsible for and report on the accounts of the organization

8.2.9.2 Shall be one of the signing officers

8.2.9.3 Shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards

8.2.9.4 Will prepare and present copies of the financial report for each Monthly PAC Meeting

8.2.9.5 Shall, with the assistance of all members, draft a budget and tentative plan of expenditures to be presented at the first Executive meeting, usually held in August of each year

8.2.9.5.1 Budget shall be voted on at the first General PAC meeting, held in the Fall

8.2.9.6 Shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of Treasurer's absence

8.2.9.7 Shall prepare year-end Financial Statement and provide to the membership at the AGM

8.2.9.8 Filing year-end reporting as required (i.e., Gaming Grant)

#### 8.2.10 Langley District Parent Advisory Council Representative (DPAC)

8.2.10.1 Shall represent the PAC at all regular and extraordinary DPAC Meetings or arrange for an alternate

8.2.10.2 Shall report District information to the Executive and shall report at Monthly PAC Meetings as required

8.2.10.3 Shall seek input from the PAC regarding DPAC and BCCPAC Provincial issues

#### 8.2.11 Additional Members

8.2.11.1 Titles and duties of additional Executive Officers (i.e., Members at Large) and Non-Executive Officers (i.e., Community Members or Representatives, Committee Chairpersons) may be added as determined by the needs of the organization

## Committees

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9.1 Committees shall be responsible to all members

9.2 Committees shall be established by the Executive or upon recommendation of the members for set purposes

9.2.1 The Executive Committee shall establish terms of reference for each committee

9.3 A Nominating Committee shall be appointed as per Section 7

9.4 Members may be appointed to Special Committees by the President after consultation with the Executive Committee

9.5 School Staff may be afforded representation on Committees

## Finances

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- 10.1 A budget and tentative plan of expenditures should be drawn up at the first Executive Meeting, usually held in August
  - 10.1.1 It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs 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 Committee shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, of which one (1) is the President and (1) is the Treasurer
  - 10.3.1 Any two (2) of the signers will be required for documents
  - 10.3.2 For other extraordinary accounts, the Executive Committee may appoint signing officers
- 10.4 All monies spent above and beyond four hundred dollars (\$400.00) will be first presented to, and voted on, by the Executive Committee, and then approved by a majority at a Monthly PAC Meeting or Special Meeting
- 10.5 A printed Treasurer's Report shall be available to all members at each Monthly PAC Meeting
- 10.6 A year end Financial Statement shall be published and presented for acceptance during the AGM
- 10.7 A need for financial review can be determined by the membership at any Monthly PAC Meeting by simply majority vote
  - 10.7.1 Notice of such vote shall be waived
  - 10.7.2 A financial review shall be considered by all membership at the AGM

## Code of Conduct

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### 11.1 School Act, Part 2, Division 2, Section 8

*"1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.*

*(2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.*

*(3) There must be only one parent's advisory council for each school or Provincial school.*

*(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.*

*(5) 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*

*(a) the dissolution of the parents' advisory council, and*

*(b) the election of a member to represent the parents' advisory council on the district parents' advisory council.*

*(6) Voting at an election referred to in subsection (5) (c) must be by secret ballot."*

### 11.2 The PAC is not a forum for the discussion of individual school personnel, students, parents/guardians, or other individual members of the school community

11.2.1 Effective mechanisms exist within the school system for resolution of concerns about individuals and the Executive Committee will offer support and guidance to these mechanisms

### 11.3 An Executive Officer who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential

### 11.4 A parent/guardian who accepts a position as a PAC Executive Officer shall

11.4.1 Uphold the Constitution and Bylaws and Policies and Procedures of the PAC

11.4.2 Perform their duties with honesty and integrity

11.4.3 Work to ensure that the well-being of students is the primary focus of all decisions

11.4.4 Respect the right of all individuals

11.4.5 Take direction from all members, ensuring that representation processes are in place

11.4.6 Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns to

11.4.6.1 Teacher, Principal, Superintendent

11.4.7 Work to ensure that issues are resolved through due process

11.4.8 Strive to be informed and only relay information that is reliable and correct and relevant

11.4.9 Respect all confidential information

11.4.10 Support Public Education

11.4.11 If an Executive Officer, or their immediate family, will profit from any PAC sponsored event or fundraiser, it must be done with complete transparency, and with a vote of 75% or greater in favour

11.4.11.1 Said Executive shall not participate in vote

## Constitutional Amendments

12.1 Amendments to the Constitution and Bylaws may be made at any Monthly PAC Meeting

12.1.1 A minimum of 10 (ten) days Written Notice of the meeting must be given to all members, preferably 30 days

12.1.2 The notice of the meeting must include the specific amendments proposed

12.2 A two-thirds (2/3) majority vote of the voting members present at the meeting with 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

## Definitions and Interpretations

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In the Constitution and Bylaws of the Uplands Elementary/Uplands Montessori Parent Advisory Council,

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

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

“notice” means a minimum 10 days’ notice

“parent” is defined by the School Act to mean (a) the guardian of the student, (b) the person legally entitled to custody of the student, (c) the person who usually has the care and control of the student, and/or (d) for the purposes of the Constitution and Bylaws, means any parent of a student enrolled in the Langley School District, #35, and will include: any parent, any race and gender, step parent, grandparents, foster parents, billet parents, international student host parent, etc.

“school” means the students under the supervision of a principal, vice principal, or director of instruction; the teachers, and all staff members; and the facilities associated with Uplands Elementary/Uplands Montessori

“school year” means the period beginning July 1<sup>st</sup> and ending on the following June 30<sup>th</sup>

“student” means a person enrolled in an education program provided by Uplands Elementary/Uplands Montessori

“education 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