

*Shortreed Community School
Parent Advisory Council*

CONSTITUTION and BYLAWS

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Constitution

Section 1 - Name of Organization

1. The name of the organization shall be the **'Shortreed Community 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 Shortreed Community 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.

The PAC exists to provide a forum and the opportunity for the members to exchange ideas and information, and discuss local, district and provincial educational policies, and to formulate recommendations to be forwarded to administration or other organizations for consideration.

The PAC will take on fundraising activities when there is a clearly identified need agreed upon by Council. Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students. Fundraising activities should not become, nor be viewed as the most significant contribution the PAC makes to the school.

The PAC affiliates with the District 35 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

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 15) of students registered at Shortreed Community School are voting members of the PAC.
 - 5.2. Administration and Staff (teaching and non-teaching) of Shortreed Community School may be non-voting members of PAC. However, a staff member with a child as a student at this school shall be a voting member of the PAC.
 - 5.3. Members of the Shortreed Community 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.
 - 5.4. No member of the executive shall be an employee or an elected official of any school district or of the Ministry of Education.

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. A minimum of six (6) 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 June general meeting.
 - 6.1.4. Executive meetings shall be held at the discretion of the Executive.
 - 6.1.5. Special meetings may be called by the Executive, or upon the receipt of a petition representing three (3) voting members of the PAC. Such special meetings shall be held with a minimum 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 are in conflict with the guidelines in this *Constitution*.
 - 6.1.7. Any decisions made by the PAC must fall within the guidelines of the School Act.

6.1.8. The PAC should review the *Constitution* during the 1st Monthly PAC meeting of the school year. Any amendments to the constitution may occur as per *Section 13*.

6.2. **Quorum**

6.2.1. The voting members present at any duly called Monthly PAC Meeting shall constitute a quorum. A quorum shall be a minimum of five (5) people-

6.2.2. A minimum of two (2) Executives must be in attendance.

6.3. **Voting**

6.3.1. A simple majority (50% plus one) shall decide upon questions arising at any meeting.

6.3.2. On all matters, votes shall be cast personally. No proxy.

6.3.3. Voting shall be done by a show of hands, with the exception of the election of the Executive membership, if there are two or more people nominated for one position. In this case, voting shall be done by secret ballot.

6.3.4. All voting shall be conducted under the guidelines in *Section 6.1.7*.

6.3.5. All voting for Executive Officers will follow the guidelines in *Section 7*.

Section 7 - Election of Executive Officers

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, Fundraising Coordinator, DPAC Rep, and Members at Large. 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 14 days prior to the general meeting.

7.2. **Election Procedure**

7.2.1. Election guidelines will be determined by the PAC.

- 7.2.2. Voting for Executive Officers will be by secret ballot. If there is only one person nominated for a position, a majority vote cast by a show of hands will be suffice.
- 7.2.3. Voting members of the PAC may cast one vote for each Executive Officer.
- 7.2.4. The Executive election results will be announced at the Annual General Meeting.

7.3. Term of Office

- 7.3.1. The term of office for Executive positions shall commence on the 1st of July of each year and shall be for one year.
- 7.3.2. All elected and appointed members of the Executive shall resign at the end of the term.
- 7.3.3. No person may hold more than one elected executive position at any one time.
 - 7.3.3.1. In the event where there is no one willing or available to hold the DPAC Representative position, a member from the current PAC executive can be voted into this position as well as their current position.
 - 7.3.3.2. In the event where there is not two people willing or available to hold the treasurer and secretary positions separately, one person may be elected to hold both positions.
- 7.3.4. No person shall hold the same Executive position for more than three (3) consecutive terms, unless no successor is available and with the consent of the majority at a general meeting.
- 7.3.5. The following are grounds for termination of any Executive Member:
 - 7.3.5.1. Absent from three (3) consecutive meetings without notification.
 - 7.3.5.2. Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.
 - 7.3.5.3. Failure to abide by the PAC's Code of Conduct.
- 7.3.6. Whenever possible, if a current elected and appointed member of the Executive is aging out of the school, knows they will be stepping down, or their term of office is up, they shall endeavor to mentor/train a potential replacement. Ideally this will occur during the school year before the outgoing member steps down.

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 at the earliest possible date 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

8.1.1 Elected officers should include the following:

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

8.1.2 The positions of President, Treasurer and Secretary are essential to the operation of the Council and must be filled before any nominations will be accepted for other Executive positions.

8.2. Roles and Responsibilities of Officers

8.2.1 The roles and responsibilities of elected officers include:

- 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. All executive positions shall be voting positions.

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 signing officer
- 8.2.2.7. shall submit at the Annual General Meeting an Annual Report including a Financial Statement
- 8.2.2.8. shall be the official spokesperson for the organization
- 8.2.2.9. 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
- 8.2.2.10. shall ensure the meeting minutes are prepared and distributed within seven (7) days after the Monthly PAC meeting.

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, in collaboration with the President, prepare and distribute an agenda within seven (7) days prior to the Monthly PAC meeting.
- 8.2.4.2. shall record the minutes of membership, special and executive meetings
- 8.2.4.3. along with the President, shall issue and receive correspondence on behalf of the organization
- 8.2.4.4. shall prepare and distribute minutes within seven (7) days after the Monthly PAC meeting.
- 8.2.4.5. Shall keep an updated copy of the Constitution and Bylaws.
- 8.2.4.6. shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping
- 8.2.4.7. may be a signing officer
- 8.2.4.8. 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 printed copies of the financial report for each Monthly PAC Meeting
- 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 – ie 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.

8.2.7. **Fundraising Coordinator:**

- 8.2.7.1. shall provide 5-10 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 any and all information included in the Fundraising binder or with the secretary for inclusion in the PAC filing cabinet.

- 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.

8.2.8. **Members-At-Large (Directors) (1-3 positions):**

- 8.2.8.1. shall serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires.

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

- 8.3.1. Coordinators: can be appointed by the President or Executive to oversee a committee or event as required.

- 8.3.1.1. Emergency Preparedness Coordinator:

- a) Will act as a liaison between parents and school administration, ensuring that emergency supplies are inventoried, labeled, and sorted, paying special attention to expiry dates.

- b) Will ensure that any items not provided by the School District are purchased as necessary, by the school or by the PAC if requested.

- 8.3.1.2. Other coordinators can include but are not limited to:

- a) Book Fair; b) Halloween Event; c) Hot Lunch; d) Fun Fair; e) Movie Nights

Section 9 - Committees

9. Committees:

- 9.1. Committees shall be responsible to the Executive and members.
- 9.2. 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.
- 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.
- 9.5. Committees will report on progress during the Monthly General Meetings as necessary.

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. 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.
 - 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 (\$200.00) 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.
 - 10.8 The Council will not accept cheques for any amount less than \$25. Every effort must be taken to ensure that cheques are deposited in a timely manner and have sufficient opportunity to clear the bank account before merchandise is released. This will reduce loss from NSF cheques.
 - 10.9 A contingency fund shall be maintained for the administration of Council activities. The amount shall be a minimum of one thousand dollars. This amount must be carried forward to each new term.

Section 11 - Cash Handling Policies

11. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from various PAC events and it is very important that we deal in a consistent manner with these funds. The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds:
 - 11.1. All PAC cash/cheques handled by Shortreed Community School parents must be handled by 2 parties of which one must have signing authority.
 - 11.2. For the protection of the individuals handling monies, all funds must be tallied, double initialed, recorded on a PAC deposit record slip and filed with the treasurer as soon as possible after an event. This process must be completed by Executives with signing authority only
 - 11.3. The PAC record slip must be initialed by both parties prior to leaving the school property.
 - 11.4. A copy of the PAC record slip must be attached to a copy of the bank's deposit slip and filed with the appropriate bank statement.
 - 11.5. The PAC Treasurer or Signing Officer is responsible for all deposits related to any event and this individual must be present at any time the cash/cheques are tallied. Whenever possible this person would be the event coordinator or the Fundraising Coordinator.
 - 11.6. At the end of an event day, anyone with cash/cheques to be deposited must hand them over to the PAC Treasurer or person designated as in Section 11, Number 5 for tallying and deposit, or for tallying and storage in the secured PAC location. In the event the secure PAC location is not accessible the school secretary may be asked to keep it in the school safe.
 - 11.7. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit a Request for Cheque Form to the PAC executive for reimbursement by cheque. These expenses must be approved prior to the event.
 - 11.8. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost or stolen monies.
 - 11.9. All monies must be counted on school grounds.
 - 11.10. All money will be sent to the office from each classroom teacher, and placed in the PAC mailbox. This will be checked and cleared each morning and afternoon by the President or Treasurer, and placed in the PAC safe.
 - 11.11. If any parents bring money into the office, the administrative assistant will put it in the PAC safe.

- 11.12. At no time money, cheques or credit card information should be kept anywhere other than the PAC safe. If you need to have a reminder of it a photocopy can be made.
- 11.13. All money must be collected from inside the school. At no times can it be collected outside of the school doors.
- 11.14. At least one signer must be present while cash is being handled at any event.

Section 12 - Code of Conduct

- 12. In accordance with the **School Act, Part 2, Division 2, Section 8 (4)**,
“A parents’ advisory council through its elected officers may advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, .”
 - 12.1 Notwithstanding the latitude of the act in this respect (see above),-the PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community, but that effective mechanisms exist within the school system for resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.
 - 12.2 An Executive member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.
 - 12.3 A parent/guardian who accepts a position as a PAC Executive Member shall:
 - 12.2.1 Uphold the constitution and bylaws, policies and procedures of the PAC
 - 12.2.2 Perform her/his duties with honesty and integrity
 - 12.2.3 Work to ensure that the well-being of students is the primary focus of all decisions
 - 12.2.4 Respect the right of all individuals
 - 12.2.5 Take direction from the members, ensuring that representation processes are in place
 - 12.2.6 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
 - 12.2.7 Work to ensure that issues are resolved through due process
 - 12.2.8 Strive to be informed and only pass on information that is reliable and correct
 - 12.2.9 Respect all confidential information
 - 12.2.10 Support public education
 - 12.2.11 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 13 - Constitutional Amendments

13. Constitutional Amendments:

- 13.1 Amendments to the Constitution and Bylaws of the PAC may be made at any Monthly PAC Meeting at which business is conducted, providing:
 - 13.1.1 A minimum of fourteen (14) days Written Notice of the meeting has been given to all members
 - 13.1.2 The notice of the meeting included notice of the specific amendments proposed
- 13.2 A 75% (3/4) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- 13.3 Amendment(s) to the Constitution and Bylaws must be submitted to the Langley DPAC office in the form of a complete amended copy.

Section 14 - Definitions and Interpretations

In the Constitution and By-Laws of the Shortreed Community 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 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 Shortreed Community 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 Shortreed Community 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 Shortreed Community School.

Shortreed Community School
Parent Advisory Council

Statement of Understanding

I, the undersigned, in accepting the position of _____
on the Shortreed Community School PAC Executive, have read,
understood, and agree to abide by the Code of Conduct and Ethics set out
in this document.

I have read and become familiar with the Shortreed Community
School PAC Constitution and Bylaws.

I agree to participate in the dispute resolution process that has been
agreed to by the electing body, should there be any concerns about my
work.

Name (printed): _____

Phone number: _____

Signature: _____

Date: _____