

DOUGLAS ELEMENTARY SCHOOL (DISTRICT #36) PARENT

ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

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DOUGLAS ELEMENTARY PARENT ADVISORY COUNCIL  
CONSTITUTION AND BYLAWS

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# CONSTITUTION

## SECTION I – NAME

1. The name of the association shall be the DOUGLAS ELEMENTARY PARENT ADVISORY COUNCIL, School District NO. 36 (otherwise and herein referred to as the Douglas PAC, PAC or the Council).
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.

## SECTION II – PURPOSES OF THE PAC

1. To promote the education and welfare of students in the school.
2. To help build and maintain a unique sense of community within Douglas Elementary and between the school, home and broader community.
3. To provide leadership and contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
4. To organize PAC activities and events for Douglas Elementary students, families and surrounding community.
5. To communicate with parents, and promote cooperation between the home and the school in providing for the education of children.
6. To advise the school principal and staff on parental views about school programs, policies and activities and to advocate on behalf of parents and students where possible.
7. To fundraise and dispense funds raised for purposeful needs of students and school.

## SECTION III – DISSOLUTION OF THE PAC

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursements or remaining funds shall be to any one of the following:

- a. Another Parent Advisory Council or Councils in the School District #36 (Surrey) having purposes and objectives similar to those of the Council and which meet all requirements of the British Columbia Gaming Commission; or
  - b. A charitable organization or organizations registered under the Income Tax Act (Canada) as the membership of the Council may determine at the time of the dissolution.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 36 in the person of the principal of the school.
  3. Paragraphs 1 and 2 of Section III are unalterable in accordance with the Society Act.

## SECTION IV – INTERPRETATION OF TERMS

Parents – the parent(s) or guardians(s) of a child or children in School District #36 (Surrey).

Parent Advisory Council – any organized group of persons recognized under the British Columbia School Act.

School – any public or elementary or secondary educational institution within School District #36 (Surrey).

District – School District #36 (Surrey).

DPAC – the Surrey District Parent Advisory Council, which is recognized by the Board of Trustees of School District #36 (Surrey), to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

LLC – the Surrey Learning Liaison Committee formed by the Board of Education of District #36 (Surrey), oversees and liaises with each of the Programs of Choice in the District including Montessori, French Immersion, Intensive Fine Arts and Traditional. The work of the former District Montessori Advisory Committee (DMAC) now falls under the umbrella of the LLC.

Community Organizations – groups that demonstrate an interest in education and are not already included in the scope of this Constitution.

## BYLAWS

## SECTION V – MEMBERSHIP OF THE COUNCIL

1. All parents and guardians of students registered at Douglas Elementary School may be voting members of the group.
2. Administration and staff (teaching and non-teaching) of Douglas Elementary School may be invited to be non-voting guest members of the group.
3. Members of the school community who are not parents of students currently enrolled in the system may also be non-voting guest members of the group.
4. At no time shall the Council have more non-voting than voting members.

## SECTION VI – MEETINGS

1. Meetings may be held in person or virtually and will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting for the purpose of election of the officers held in May of each year.
3. General meetings must be held no less than 6 times per school year to conduct general business, one of those must be the AGM.
4. Executive meetings may be held any time or place deemed necessary. The purpose of Executive meetings is to carry on business between general meetings.
5. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines of the Constitution.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

## SECTION VII – QUORUM AND VOTING

1. QUORUM
  - a. For general meetings where voting is to take place, five (5) voting members shall constitute a quorum.

- b. If at any time during a general meeting where voting is to take place, a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- c. For general meetings where no voting is to take place, the members present shall constitute a quorum.

## 2. VOTING

- a. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- b. In the case of a tie vote, the motion is defeated.
- c. A motion that has been defeated shall not come up for vote again within the same school year unless two-thirds of the voting members approve a motion that "The question be reconsidered." This Motion to Reconsider shall not be debatable and shall call for an immediate vote.
  - i. A previously defeated motion that has been reconsidered then subsequently debated and voted upon, shall not be further considered.
- d. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
- e. Voting shall be done by the show of hands with the exception of the election of officers for the PAC or DPAC, which may be done by secret ballot or other acceptable electronic means.
  - i. A vote shall be taken to destroy the ballots after the election process is complete.

## SECTION VIII – EXECUTIVE OFFICERS

- 1. A board of elected officers shall manage the affairs of the council.
- 2. The executive officers will be as follows:
  - a. President
  - b. Vice President

- c. Treasurer
  - d. Secretary
  - e. District Parent Advisory Council (DPAC) Representative
  - f. Montessori Representative
3. A Past President can assist the current Executive in their duties, as requested by the current Executive, to allow for a smooth transition. The depth of the involvement of the Past President is at the discretion of the current Executive.

## SECTION IX – ELECTION OF EXECUTIVE OFFICERS

1. The group shall elect a slate of officers from the voting members for each school year.
2. The executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee/elected official of the school district or Ministry of Education shall hold the positions of President or Treasurer, unless there are no other nominees, and no employee of Douglas Elementary shall hold an executive position.
3. Call for nominations shall be made at the meeting in April.
4. Members not in attendance who wish to be on the ballot for nominations for a particular office position may submit their name in writing a minimum 2 days prior to the election.
5. A list of nominees, with brief descriptions, will be circulated to the voting members of PAC prior to the AGM.
6. If a position does not have any nominees 2 days before the AGM, nominations may be taken during the AGM.
7. In the event of a vacancy on executive during the year, the executive officers shall appoint a new officer, who shall hold office until the next election.

## SECTION X – TERM OF OFFICE

1. The term of office shall commence on July 1st of each year, and shall be for one year (except in the case of the Treasurer who may be asked to assist in preparation of summary/year-end reports between July and September).

2. A newly elected executive officer will begin a transition phase immediately after the AGM Elections, with the officer who currently holds the position.
3. Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position.
4. No person may hold more than one elected position at any one time.

## SECTION XI – COMMITTEES

1. Standing and ad-hoc committees shall be formed when necessary.
2. Committees are responsible to the executive and members, and must report to the President and/or Treasurer for approval of all financial decisions that are not already budgeted as noted in Section XII, Item 5 & 6.
3. Members may be appointed annually to committees by the President (after consultations with the Executive).

## SECTION XII – FINANCES

1. The financial year shall be September 1 to August 31.
2. A budget and tentative plan of expenditures should be drawn up by the Executive and presented at a general meeting prior to the end of June of each year, in consultation with the incoming executive, and voted on at the first meeting of the next school year (i.e. September).
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The Executive shall name at least three signing officers, one of whom will be the Treasurer for banking and legal documents. Two signatures will be required for these documents.
5. The executive may spend a maximum of \$500.00 without prior approval of the members, if an extenuating circumstance presents itself that requires a time-sensitive decision. Any such expenditure shall be reported at the next general meeting.
6. All money to be spent above and beyond \$500.00, will be first presented in writing to the Executive, a minimum of two weeks before a general meeting, and then voted on and approved by a majority at the next general meeting.



7. All requests for funds from staff and administration for items not in the approved budget, will be first presented in writing to the Executive a minimum of two weeks before a general meeting, and voted on at the next general meeting.
8. A Treasurer's Report to all members will be presented at each general meeting.
9. A need for audits will be agreed upon by the members at any general meeting, whereupon an independent auditor will be appointed as needed.

### SECTION XIII – CONSTITUTION & BYLAW AMENDMENTS

1. Amendments to the Constitution & Bylaws of the Douglas Parent Advisory Council may be made at any general meeting at which business is conducted, providing:
  - a. Written notice of the meeting has been given to all members (14 days minimum).
  - b. The notice of the meeting included notice of the specific amendments proposed.

### SECTION XIV – CODE OF CONDUCT

1. The Douglas Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member:
  - a. Upholds the Constitution & Bylaws, policies and procedures of the PAC, including duties as set out in Schedule A.
  - b. Works to ensure that the well-being of students is the primary focus of all decisions.
  - c. Respects the rights of all individuals.

- d. Takes direction from the members, ensuring that representation processes are in place.
- e. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
- f. Works to ensure that issues are resolved through due process.
- g. Strives to be informed and only passes on information that is reliable and correct.
- h. Respects all confidential information.
- i. Supports public education.

## SECTION XV – REMOVAL OF EXECUTIVE OFFICERS

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office; there may be a vote to replace the member for the duration of the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than fourteen (14) days before the meeting.

## SECTION XVI – PROPERTY OF DOCUMENTS

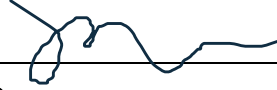
1. All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the Council shall be deemed to be the property of the Council, and;
2. Shall be turned over to the President when the member, executive member or committee member ceases to perform the task to which the papers relate.
3. Updated PAC Constitution and bylaws, PAC minutes, PAC Agenda, PAC financial statements and correspondence must be available to all Parent Advisory Council members and copies kept in the school office.

ADOPTED BY THE DOUGLAS ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL AT SURREY, BRITISH COLUMBIA ON JUNE 15, 2022.



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President



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Secretary

## SCHEDULE A – DUTIES OF EXECUTIVES AND REPRESENTATIVES

1. The President will:
  - a. Speak on behalf of the Council.
  - b. Supervise the Executive in the execution of their duties.
  - c. Consult with council members and PAC members regularly.
  - d. Preside at general and executive meetings.
  - e. Ensure that an agenda is prepared and presented for all meetings.
  - f. Appoint committees where authorized by the membership or executive.
  - g. Ensure that the Council is represented in school and district activities.
  - h. Ensure the Council activities are aimed at achieving the purpose set out in the constitution.
  - i. Be the official spokesperson for the Douglas Elementary PAC.
  - j. Will be a signing officer.
  - k. Submit an annual report.
  
2. The Vice-President will:
  - a. Support the President.
  - b. Assume the duties of the president in the President's absence or upon request.
  - c. Assist the President or other executive members in the performance of his or her duties.
  - d. Accept extra duties as required.
  - e. May be a signing officer.
  
3. The Secretary will:
  - a. Ensure that members are notified of meetings.
  - b. Record and file minutes of all meetings.
  - c. Distribute the minutes of meetings and notices to PAC Executive, Principal and Council through communication channels such as email, social media, bulletin boards etc.
  - d. Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request.

- e. Prepare and maintain other documentation as requested by the membership or executive.
- f. Issue and receive correspondence on behalf of the Council.
- g. Ensure the safekeeping of all records of the Council in accordance with District policy.
- h. May be a signing officer.

4. The Treasurer will:

- a. Will be a signing officer.
- b. Ensure all funds of the Council are properly accounted for.
- c. Disburse funds as authorized by the membership or executive.
- d. Ensure that proper financial records and books of accounts are maintained.
- e. Report on all receipts and disbursements at general and executive meetings.
- f. Make financial records and books of accounts available to members upon request.
- g. Have financial records and books available for inspection or audits annually.
- h. With the assistance of the executive, draft an annual budget.
- i. Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence.
- j. Report monthly on financial transactions.
- k. Submit an annual financial statement at the annual general meeting.

5. The District Parent Advisory Council (DPAC) Representative will:

- a. Attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the committee.
- b. Maintain the PAC's registration with School District No. 36 District Parent Advisory Council.
- c. Report regularly to the membership and executive on all matters relating to the District Parent Advisory Council.

- d. Receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements.
  - e. Receive and act on all other communications from the District Parent Advisory Council.
  - f. Liaise with other parents and District Parent Advisory Council representatives.
6. The Montessori Representative will:
- a. Attend meetings of District #36 Learning Liaison Committee (LLC), when invited, and represent, speak and vote on behalf of the PAC.
  - b. Report regularly to the membership and executive on all matters relating to the LLC.
  - c. Communicate with and give input to the LLC on behalf of the PAC.
  - d. Receive, circulate and post LLC/Montessori newsletters, brochures and announcements.
  - e. Receive and act on all other communications from the LLC/Montessori Society.
  - f. Liaise with other LLC/Montessori parents and LLC representatives, and;
  - g. Accept other duties as required.