



***LANGLEY FUNDAMENTAL MIDDLE AND  
SECONDARY SCHOOL  
Parent Advisory Council  
CONSTITUTION and BYLAWS***

**Adopted June 8, 2016**

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# Constitution

## Section 1 - Name of Organization

1. The name of the organization shall be the ‘**Langley Fundamental Middle Secondary 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 and to foster the fundamental philosophy at Langley Fundamental Middle Secondary 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
- 3.2.7. goals in light of the statement of philosophy

- 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.
- 3.7. Support the philosophy that parents in a public school should have the opportunity to choose how they want their children to be taught. PAC's goal, therefore, is to support the Fundamental Alternative Program.

The Objectives shall also include the attached "Statement of Philosophy, Goals and Objectives" as set forth by the parents at LANGLEY FUNDAMENTAL MIDDLE AND SECONDARY SCHOOL and as adopted by the Langley School Board.

#### **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 Langley Fundamental Middle Secondary School are voting members of the PAC.
  - 5.2. Administration and Staff (teaching and non-teaching) of Langley Fundamental Middle Secondary School may be non-voting members of PAC.
  - 5.3. Members of the Langley Fundamental Middle Secondary 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 a minimum of two General Meetings. Meetings should be held by the 15<sup>th</sup> of October and then by the 15<sup>th</sup> of June each year.
    - 6.1.2. Notice of general meetings must be given at least 14 days prior to the meeting date.
    - 6.1.3. The Monthly Executive PAC Meetings will be held by the 15<sup>th</sup> of every month. A minimum of six (6) Monthly Executive PAC meetings (not including the Annual General Meetings) will be held during one school year.
    - 6.1.4. A reasonable attempt will be made to have 50% of the Monthly Executive PAC meetings held during evening hours and 50% of the

Monthly Executive PAC meetings held during daytime hours should a majority request be put forward. A draft Monthly Executive PAC meeting schedule should be determined for the following year during the Annual General Meeting.

- 6.1.5. Monthly Executive PAC meetings shall be held at the discretion of the Executive.
- 6.1.6. Monthly Executive PAC meetings can be held in person or electronically, with proper notice, at the discretion of the Executive subject to Section 6.1.5, if all persons participating or attending the meeting are able to communicate with each other. All Executive Members present in person or electronically are to be counted for the purpose of establishing a quorum.
- 6.1.7. 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.
- 6.1.8. Meetings will be conducted utilizing the Robert's Rule of Order' Unless they are in conflict with the guidelines in this *Constitution*.
- 6.1.9. Any decisions made by the PAC must fall within the guidelines of the School Act.
- 6.1.10. The President shall distribute the *Constitution* during the 1<sup>st</sup> Monthly Executive PAC meeting of the school year to each executive member. A separate meeting should be held to discuss any amendments to the constitution as per *Section 12*.

## 6.2. **Quorum**

- 6.2.1. The Executive members present at any duly called Executive PAC Meeting shall constitute a quorum providing a minimum of 50% plus 1 of the Executive are in attendance
- 6.2.2. The voting members present at any duly called General PAC Meeting shall constitute a quorum providing a minimum of 50% plus 1 of the Executive are 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 (unless a majority vote requested a closed ballot) with the exception of the election of the Executive membership, which 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 the positions listed in 8.1. Any additional roles will be added by Bylaw amendment with proper notice.
- 7.1.2. A Nomination Committee will be formed at the May Monthly Executive PAC meeting. The position of President should not be a member of the nomination committee.
- 7.1.3. A call for Nominations shall commence during the May Monthly Executive PAC meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the spring general meeting.
- 7.1.4. Nominations will be accepted from the floor at the Spring Annual General meeting.

### 7.2. **Election Procedure**

- 7.2.1. Elections procedures shall be conducted by the Nominations Committee. Guidelines will be determined by the Executive.

- 7.2.2. 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.
- 7.2.4. The Nominations Committee is to announce the Executive election results at the Spring Annual General Meeting. Upon the conclusion of this meeting all ballots will be destroyed.

### **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.
- 7.3.4. No person shall hold the same Executive position for more than two (2) consecutive terms. DPAC rep excepted per 8.2.6.4
- 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.

### **7.4. Executive Vacancy and Resignations**

- 7.4.1. 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 any executive including the DPAC Representative, the executive shall 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 given”.
- 7.4.2.3. The executive should ensure that an election to fill a vacancy in the office is conducted at the earliest possible date no more than 45 school days after the office is vacated and with proper notice.

## **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)
- Event Coordinator
- Canteen Coordinator
- Website/publicity communications
- Middle School Hot Lunch Coordinator
- Up to Eight (8) 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 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.

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 2 to 5 days prior to the General and Monthly Executive PAC meeting.
- 8.2.2.3. Shall allow input from membership.
- 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 non-voting ex-officio member of all committees but will not be a member of the Nominating Committee.
- 8.2.2.7. Shall be a signing officer.
- 8.2.2.8. Shall submit at the Spring Annual General Meeting an Annual Report including a Financial Statement.
- 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 keep a correspondence binder updated and available.
- 8.2.2.13. Shall call for a vote annually on acceptance of Provincial Gaming funds.

**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. With the direction of the President shall issue and receive correspondence on behalf of the organization.
- 8.2.4.3. Shall prepare and distribute draft minutes within fourteen (14) days after all , General and Monthly Executive PAC meetings.
- 8.2.4.4. Shall keep an updated copy of the Constitution and Bylaws.
- 8.2.4.5. Shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping.
- 8.2.4.6. May be a signing officer.
- 8.2.4.7. Shall safely keep all records of the PAC including financial records for the duration that the executive 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 General and Monthly Executive 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 Fall 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 Spring 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 attend School Board meetings and advise the membership via the President of matters arising thereof.
- 8.2.6.3. Shall report District information to the Executive and shall report to General and Monthly Executive PAC Meetings of the PAC as required.

8.2.6.4. Shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues.

8.2.6.5. Term of office may be extended by a majority vote by the executive.

### **8.3. Event Coordinator**

8.3.1. Shall be responsible for coordination and execution of events such as the pot luck dinner, Christmas Gala, teacher's luncheon and the various meetings and events throughout the year as requested by either the PAC or Principal.

8.3.2. Shall have 1 PAC Rep support as stated in 8.7.2.

### **8.4. Canteen Coordinator**

8.4.1. Shall be responsible for arranging regular and special hot lunch days during the school year for grades 8 through 12.

8.4.2. Shall have 3 PAC Rep support as stated in 8.7.2

### **8.5. Website/Publicity Coordinator**

8.5.1. Shall be responsible for distribution of PAC newsletters.

8.5.2. Shall make notices and signs for PAC events.

8.5.3. Shall have one PAC Rep support as stated in 8.7.2.

### **8.6. Middle School Hot Lunch Coordinator**

8.6.1. Shall be responsible for organizing and distributing monthly hot lunches for grades 6 & 7.

### **8.7. PAC Representatives**

8.7.1. Shall attend all General and Monthly Executive PAC meetings and serve in a capacity to be determined;

- 8.7.1.1. But will include 3 supportive members for Canteen Coordinator, 1 supportive member for Event Coordinator and 1 supportive member for Website/Publicity Communications.

**8.8. Past President**

- 8.8.1. May act in an advisory capacity if he or she wishes to.
- 8.8.2. Shall not be a voting member of the executive.

**8.9. Additional Members**

Titles and duties of additional executive officers (Member at Large), and non-executive officers (Committee members or representatives, Committee chairperson, etc.) may be added as determined by the needs of the organization.

**Section 9 - Committees**

**9. Committees:**

- 9.1. Committees shall be responsible to the Executive and members.
- 9.2. Committees (including the Nomination Committee and representation to outside committees) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish terms of reference for each Committee.
- 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) as per *Section 8.2.2.4*.
- 9.5. 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 October 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, the PAC Gaming Account and any other PAC 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. A notice of motion must be given to further allocate unbudgeted funds if the total unbudgeted funds allocated has exceeds \$500 in a year
  - 10.5. A notice of motion must be given to allocate PAC funds over \$1,000 per item not previously budgeted. This motion must be recorded in the meeting minutes and voted upon at the next General PAC Meeting.
  - 10.6. A printed Treasurer's Report shall be available to all members at each Monthly Executive PAC meeting. A yearend Financial Statement should be published and presented for acceptance during the June General meeting.
  - 10.7. A need for financial review, will be determined by the membership at any General Meeting by simple majority of members and notice of such shall be and or waived. At any General Meeting if needed a financial review shall be presented and 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 can not 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 General 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 Langley Fundamental Middle Secondary 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 parents, same sex parents etc.

**“parent advisory council”** or **“PAC”** means the parents’ advisory council established for at Langley Fundamental Middle Secondary 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 at Langley Fundamental Middle Secondary 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 Langley Fundamental Middle Secondary School.