



# Regent Road Elementary School PAC Bylaws and Constitution

Approved by the members of Regent Road Elementary School on October 6, 2022

*We respectfully acknowledge that Regent Road Elementary School resides on the traditional,  
unceded and shared territories of Coast Salish people.*

*And we highlight this history knowing that relationships and partnerships based on respect with  
the Indigenous peoples of this land is important for truth and reconciliation.*

## Table of Contents

Constitution	4
Name	4
Purpose	4
Bylaws	4
Section 1: Membership	4
Voting Members	4
Non-voting Members	4
Compliance with Bylaws	5
Membership in DPAC	5
Section 2: Meetings of Members	5
General Meetings	5
Conduct	5
Notice of Meetings	5
Section 3: Proceedings at General Meetings	5
Quorum	5
Voting	5
Section 4: Executive	6
Role of executive	6
Executive defined	6
Eligibility	6
Election of executive	6
Term of office	6
Vacancy	6
Removal of executive	7
Remuneration of executive	7
Section 5 – Executive Meetings	7
Meetings	7
Quorum	7
Notice	7
Voting	7
Section 6: District Parent Advisory Council (DPAC) and other External Committees	8
DPAC representative	8

External committees	8
Section 7: Code of Conduct of Executives and Representatives	8
Code of ethics	8
Section 8: Duties of Executive and Representatives	8
The President will:	8
The Vice-President will:	9
The Secretary will:	9
The Treasurer will:	9
The DPAC Representative will:	9
Members-at-Large (Directors) will:	10
Section 9: Financial Matters	10
Financial year	10
Power to raise money	10
Bank Accounts	10
Signing authority	10
Annual budget	10
Non-budgeted expenditures	10
Treasurer's report	10
Auditor	10
Section 10: Constitution and Bylaw Amendments	11
Section 11: Property in Documents	11
Section 12: Dissolution	11

## Constitution

### *Name*

The name of this council shall be Regent Road Elementary Parent Advisory Council (herein referred to as the "PAC").

The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the PAC will be unbiased in respect to all grounds protected under the BC Human Rights Act including but not limited to race, religion, gender, politics, gender identity, sexual orientation, physical and mental ability.

### *Purpose*

1. To promote the education and welfare of all students.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To provide leadership in the school community.
4. To contribute to a sense of community within the school and between the school, home and neighborhood.
5. To provide parent/guardian education and professional development, and a forum for discussion of educational issues.
6. To organize and support activities for parents and students.
7. To provide financial support for the goals of the school's PAC, as determined by the parent membership.
8. To advise and participate in the activities of School District 36, District Parent Advisory Council (herein referred to as the "DPAC") and the BC Confederation of Parent Advisory Councils.

## Bylaws

### *Section 1: Membership*

#### Voting Members

1. All parents and guardians of students registered in Regent Road Elementary School are voting members of the PAC.

#### Non-voting Members

2. Administrators and staff (teaching and non-teaching) of Regent Road Elementary School may be invited to become non-voting members of the PAC.
3. At no time will the PAC have more non-voting than voting members.

## Compliance with Bylaws

4. Every member will uphold the constitution and comply with these bylaws.

## Membership in DPAC

5. All parent advisory councils in School District No. 36 are voting members of the DPAC.
6. A member of the PAC will be elected as the DPAC representative annually and will represent the PAC on the DPAC.
7. There will be no other members of the DPAC.

## *Section 2: Meetings of Members*

### General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than seven (7) times during the school year. One of those meetings will be the annual general meeting held in June each year.

### Conduct

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community by name.
4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

### Notice of Meetings

5. Members will be given reasonable notice of general meetings.

## *Section 3: Proceedings at General Meetings*

### Quorum

1. A quorum for general meetings will be four (3) voting members.
2. If at any time during a general meeting a quorum ceases to be present, any decision related to the spending of PAC funds over \$200.00 shall be suspended until there is a quorum present.

### Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Voting is by a show of hands (in-person) or secret ballot. Voting by proxy will not be permitted.

#### *Section 4: Executive*

##### Role of executive

1. The executive will manage the PAC's affairs between general meetings.

##### Executive defined

2. The executive will include the president, vice-president, secretary, treasurer and DPAC Rep and other such members of the PAC as the membership decides.

##### Eligibility

3. Any voting member of the PAC is eligible to serve on the executive.
4. Any member who is also an employee of School District 36, or an employee of the Ministry of Education must disclose this to the PAC and may remove themselves from discussions or voting on any topic that is a conflict of interest.

##### Election of executive

5. The executive will be elected at each annual general meeting scheduled in the month of May *[revised 04-23-2023. Previously held in June]*.
6. Elections will be conducted by the PAC executive at the annual general meeting.
7. Nominations will be made at the annual general meeting and voting will be held by secret ballot *[revised 04-23-2023 to be compliant with School Act]* during this meeting.

##### Term of office

8. The newly elected executive will coordinate transition from the former executive prior to the start of the new school year, or at a mutually agreeable date.
9. No person may hold the same executive position for more than four years unless due to extenuating circumstances. The membership must vote on any such circumstance.

##### Vacancy

10. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members must place a call to the membership to fill the vacancy through nomination and voting.

## Removal of executive

11. Written notice specifying the intention to make a motion to remove an executive member must be given to all members not less than 14 days before the meeting. Removal of executive should only be in extreme incidents where the executive has violated a term of these bylaws and constitution and has shown no effort to correct their conduct.
12. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term in office, and may elect an eligible member to complete the term. Such vote must be held at a General PAC Meeting.

## Remuneration of executive

13. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.
14. All such expenses must be pre-approved by the executive.

## *Section 5 – Executive Meetings*

### Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

### Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### Notice

3. Executive members will be given reasonable notice of executive meetings.

### Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the motion is defeated. The president does not have a second or casting vote.

## *Section 6: District Parent Advisory Council (DPAC) and other External Committees*

### DPAC representative

1. One representative to the Surrey School Board DPAC may be elected annually from among the voting members who are not employees or elected officials of School District 36 or the Ministry of Education.
2. Election of the DPAC rep will held during the annual general meeting in June.
3. DPA reps will hold office for a term of one year.
4. If a DPAC representative positions becomes vacant for any reason, the membership may elect an eligible member of the membership to fill the vacancy for the remainder of the term.

### External committees

5. The membership or executive may elect of appoint a member who is not an employee or elected official of School District No 36 of the Ministry of Education to represent the PAC on an external committee.
6. The representative will report to the membership or executive as required.

## *Section 7: Code of Conduct of Executives and Representatives*

### Code of ethics

1. Every executive member and representative is required to engage in a respectful and inclusive manner in line with the District's Anti-Discrimination & Human Rights policy.
2. Executive members and representatives will not use their position for personal gain.
3. Executive members will disclose any real conflicts of interest to the executive.

## *Section 8: Duties of Executive and Representatives*

### The President will:

- speak on behalf of the PAC
- consult with PAC members
- preside at membership and executive meetings
- ensure that an agenda is prepared
- appoint committees where authorized by the membership or executive
- ensure that the PAC is represented in school and district activities
- ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- be a signing officer
- submit an annual report



*[VP role added back May 2025 PAC meeting, VP Role removed per vote May 2023 PAC general meeting]*

The Vice-President will:

- support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of his or her duties
- accept extra duties as required
- may be a signing officer
- submit an annual report

The Secretary will:

- ensure that members are notified of meetings
- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- prepare and maintain other documentation as requested by the membership or executive
- issue and receive correspondence on behalf of the PAC
- ensure safekeeping of all records of the PAC
- DPAC—keep an accurate record of PAC representatives
- DPAC—assist the president in providing information to local news media
- may be a signing officer
- submit an annual report

The Treasurer will:

- be a signing officer
- ensure all funds of the PAC are properly accounted for
- disburse funds as authorized by the membership or executive
- ensure that proper financial records and books of account are maintained
- report on all receipts and disbursements at general and executive meetings
- make financial records and books of account available to members upon request
- have the financial records and books of account ready for inspection or audit annually
- with the assistance of the executive, draft an annual budget
- ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- submit an annual financial statement at the annual general meeting

The DPAC Representative will:

- attend all meetings of the Surrey School Board DPAC and represent, speak, and vote on behalf of the PAC

- maintain current registration of the PAC
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the PAC
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives
- submit an annual report

The Hot Lunch Coordinator: *[added to executive per May 2023 PAC general meeting]*

- ensure that hot lunch is planned and set up in MunchaLunch or equivalent for the year
- secure vendors and pricing for hot lunch programs
- coordinate hot lunch volunteers for sorting and distribution
- ensure hot lunch programs are in alignment with District food programs
- issue and receive correspondence on behalf of the PAC regarding hot lunch
- ensure safekeeping of all records related to hot lunch
- Supports all PAC activities related to hot lunch
- may be a signing officer
- submit an annual report

The Fundraising Lead: *[added to executive per May 2023 PAC general meeting]*

- ensure that fundraisers are planned and set up in MunchaLunch or equivalent for the year
- secure vendors and pricing for fundraising programs
- coordinate fundraising volunteers for sorting and distribution
- ensure fundraising programs are in alignment with District rules
- issue and receive correspondence on behalf of the PAC regarding fundraising
- ensure safekeeping of all records related to fundraising
- Supports all PAC activities related to fundraising
- may be a signing officer
- submit an annual report

Members-at-Large (Directors) will:

- serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires
- submit an annual report

## *Section 9: Financial Matters*

### Financial year

1. The financial year of the PAC will be September 1 to June 30 annually.

### Power to raise money

2. The PAC may raise and spend money to further its purposes.

### Bank Accounts

3. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.

### Signing authority

4. The executive will name at least two signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### Annual budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

### Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### Treasurer's report

7. A treasurer's report will be presented at each general meeting.

### Auditor

8. Members at a general meeting may appoint an auditor.

## *Section 10: Constitution and Bylaw Amendments*

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

### *Section 11: Property in Documents*

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

### *Section 12: Dissolution*

In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No.36 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of Regent Road Elementary School or alternate as appointed by the School District No. 36.

Revisions adopted by Regent Road Elementary School PAC at Surrey, British Columbia, on May 27, 2025.



President: Mina Sahota



Secretary: Erin Evans

**Melissa Phillips**

Hot Lunch Coordinator:: Melissa Phillips



Treasurer: Sheryl Sandhu

*Morgan Bagg*

Fundraiser Lead: Morgan Bagg