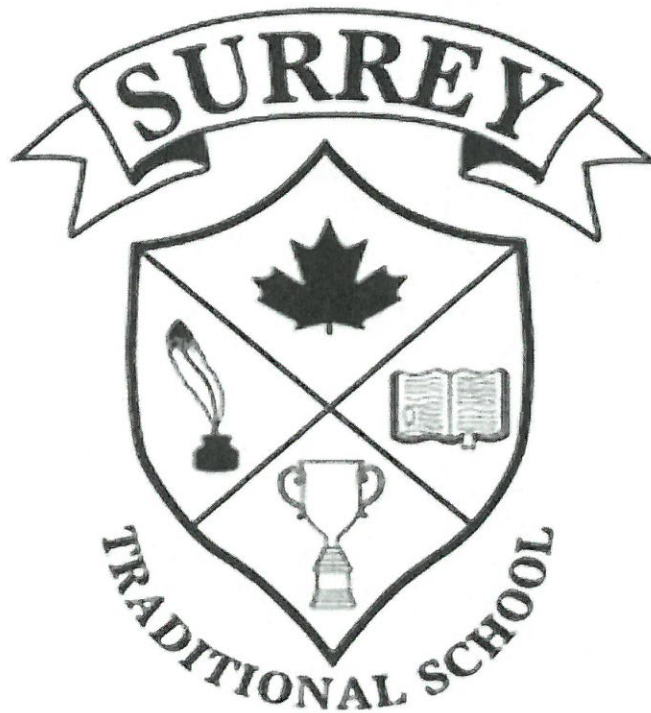


Received

2015-12-10

**CONSTITUTION
FOR
SURREY TRADITIONAL SCHOOL
PARENT ADVISORY COUNCIL**



**SURREY TRADITIONAL SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION**

TABLE OF CONTENTS

SECTION 1	NAME OF ORGANIZATION
SECTION 2	PURPOSE OF ORGANIZATION
SECTION 3	OBJECTIVES OF ORGANIZATION
SECTION 4	MEMBERSHIP
SECTION 5	EXECUTIVE
	5.1 Executive Positions
	Chairperson
	Vice-Chairperson
	Recording Secretary
	Treasurer
	Communications Secretary
	DPAC/TSAC/BCCPAC Representative
	5.2 Executive Meetings
	5.3 Vacancy on Executive
	5.4 Eligibility
	5.5 Removal of Executive
	5.6 Remuneration of Executive
SECTION 6	COMMITTEES
SECTION 7	ELECTION PROCEDURES
SECTION 8	GENERAL MEETINGS
SECTION 9	CONSTITUTIONAL AMMENDMENTS
SECTION 10	QUORUM
SECTION 11	PROCEDURE OF MEETINGS
SECTION 12	FINANCES
SECTION 13	DISSOLUTION
SECTION 14	UNIFORMS
SECTION 15	GENERAL
	15.1 Written Notices
	15.2 Property
APPENDIX A	STATAEMENT OF PHILOSOPHY, GOALS & OBJECTIVES
APPENDIX B	MISSION STATEMENT
APPENDIX C	CODE OF ETHICS
APPENDIX D	CODE OF CONDUCT

CONSTITUTION FOR SURREY TRADITIONAL SCHOOL
PARENT ADVISORY COUNCIL

SECTION 1 NAME

The name of the organization shall be the Surrey Traditional School Parent Advisory Council.

SECTION 2 PURPOSE

The purpose of the organization shall be to promote and support excellence in education and encourage a sense of school community at Surrey Traditional School.

SECTION 3 OBJECTIVES

The objectives of the organization will be to:

- stimulate effective, positive communications between the parents, student and community with the School Board, School Administration and staff. To embrace a pro-active approach to problem solving and strive for excellence in communication for the benefit of all children.
- provide for a formal means of consultation and recommendations for:

- Goals and philosophies
- Curriculum offerings
- New instructional programs
- Learning resources
- Facilities and equipment
- Program development and growth

- promote a healthy school environment through encouragement of family involvement and support.
- contribute to the effectiveness of the school by promoting the meaningful involvement of parents and other community members.
- Support the philosophy that parents in a public school have the opportunity and right to choose how they want their children to be educated. Our PAC's goal is then to support the Surrey Traditional School Alternate Program.

Note: The objective shall include the attached Appendices A, B, C, D with Appendix A being prepared by the School Board and Administration.

SECTION 4 MEMEBERSHIP

All parents and legal guardians of students currently enrolled at STS shall be voting members of the group to a maximum of two votes per family.

SECTION 5 EXECUTIVE

5.1 Executive Positions

Duties:

- to carry out the intent of the motion(s) passed at the General Meetings *and* to act on behalf of the parent body in support of Surrey Traditional School.
- be available to the public in representing the school in matters reflecting this alternate choice program and a voice that reflects the concerns and attitudes of the parent body unless otherwise appointed.
- are responsible for maintaining their documents and returning all property and documents at the end of their term at the General meeting following the AGM.
- are responsible for providing a “training period” for the member elected to their position between the AGM and the General meeting following the AGM.

All Executive positions shall be voting positions. In the event of a tie vote, the motion will be defeated.

The General PAC shall elect a slate of officers from the voting members of each school year at the AGM in May. The officers will hold their positions for one year, beginning June 1st and/or at the General meeting following the AGM. All officers are required to sign and uphold the CODE OF ETHICS (appendix C). These positions should include the following:

Chairperson; Vice-Chairperson; Recording Secretary; Treasurer; Communications Secretary; DPAC/TSAC/BCCPAC Representative.

CHAIRPERSON

The Chairperson shall:

- convene and preside or assign another person to convene and preside at all membership and executive meetings
- in consultation with the Executive, ensure that an agenda is prepared and presented
- take sure actions, and ensure that such actions are taken by others, to achieve the objectives and purposes of the organization
- establish committees where authorized to do so by the General membership
- communicate effectively with the executive and the parent body and support a team work atmosphere among all members embracing a proactive approach to problem solving
- engage in meaningful, direct communications with the STS Principal to ensure excellence in maintaining a partnership between parents, teachers, students, and administration
- be a spokesperson for the PAC unless otherwise appointed
- receive all written material of notices from members, committees and executive for approval prior to publication
- is responsible for informing all committees of all relevant motion
- will be one of the three signing officers of the executive

- will assist all Executives with their duties as required

VICE-CHAIRPERSON

- will assume the responsibilities of the Chairperson in the Chairperson's absence and will accept extra duties as required
- will be one of the three signing officers of the Executive
- will assist all Executives with their duties as required

RECORDING SECRETARY

- will record and distribute minutes of membership, and executive meetings as well as maintain records and update files of the PAC information

TREASURER

- will have accounting or financial background
- will be responsible for and report on the accounts of the organization
- reports current balances of all accounts, all sums of monies received and spent, all goods and material bought or sold since the last report, all assets and liabilities of the organization
- will be one of the three signing officers of the Executive
- will prepare monthly financial reports to be issued at monthly general meetings
- with the assistance of the Executive, will prepare an annual draft budget
- will ensure that the annual financial report and gaming summary report be completed by June 1st
- will ensure that the application for the gaming grant has been applied for between April 1st and June 30th

COMMUNICATION SECRETARY

- duties to include responding to inquiries about Surrey Traditional School and issue and receive correspondence on behalf of the organization
- to communicate with individuals for special events (ie Multicultural Day, Sports Day, etc)
- to create, with administration, by May 31st, the School Events Calendar and maintain throughout the year

DPAC/TSAC/BCCPAC REPRESENTATIVE

- will keep the "DPAC/TSAC/BCCPAC HANDBOOK" up to date
- shall represent or ensure that the PAC is represented at all regular and extraordinary DPAC TSAC and BCCPAC meetings, voting as directed by the General PAC
- shall report District information to the Executive and shall report to the general meetings of the PAC

5.2 EXECUTIVE MEETINGS

Any executive member can call a meeting as required with 1 week notice

5.3 VACANCY OF EXECUTIVE

If any office becomes vacant during the term or is not filled at the time of elections, the PAC executive will organize nominations for this position for a vote by ballot at the next general PAC meeting.

5.4 ELIGIBILITY

Any voting committee member is eligible to serve on the executive, except employees of Surrey Traditional School.

5.5 REMOVAL OF EXECUTIVE

The General PAC members may, by a majority of no less than 2/3's of the votes cast, remove an executive member before the expiration of his or her term of office. Written notice specifying the resolution to remove the executive member shall be given to members not less than 14 days before the meeting. The motion can only be brought forward with a minimum of ten (10) member's signatures and at least ten (10) of those member's must be present at the next general PAC meeting. The vacancy will then be filled according to section 5.3

5.6 RENUMERATION OF EXECUTIVE

No Executive member shall be remunerated for serving on the executive, but may be reimbursed for all expenses reasonably and necessarily incurred by him or her while engaged in the affairs of the organization.

SECTION 6 COMMITTEES

Committees are responsible to report to the general PAC monthly.

Committees may be established by the executive or upon recommendation of the general membership for set purposes. The executive shall establish specific guidelines for each committee.

The committee Chairperson shall provide action plans and proposals, as necessary, to the executive prior to their presentation at general meetings and/or through the PAC newsletter.

Committees may meet as the need requires.

Dates of committee meetings should be published in the PAC newsletter.

Committees are responsible to keep records and/or minutes of their meetings and/or activities.

Committees shall be formed in September of each year with the exception of the Uniform and Fund-Raising committees which will be formed in May of the previous year. The following committees should be established annually: Education, Graduation. The first order of business for each committee will be to elect a chairperson to be chosen by that membership.

SECTION 7 ELECTION PROCEDURES

- 7.1 There will be an AGM at the May PAC meeting.
- 7.2 The executive will be elected at each annual general meeting.
- 7.3 Nominations will be accepted in advance in writing or taken from the floor.
- 7.4 Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
- 7.5 No two members of the same family may hold signing authority positions at the same time (Chairperson, Vice-Chairperson and Treasurer).
- 7.6 Voting by proxy will not be permitted.

SECTION 8 GENERAL MEETINGS

There shall be a General meeting each month. Extraordinary meetings may be called by the executive with a minimum of two weeks written notice.

SECTION 9 CONSTITUTIONAL AMMENDMENTS

Amendments to the constitution and by-laws of the Surrey Traditional School PAC may be made at the AGM in May providing:

- a) Written notice of the meeting has been given to all members not less that fourteen (14) days prior to the meeting
- b) Written notice must also include the specific amendments proposed except for a full constitutional review which will be posted in the school
- c) There is a two-thirds (2/3) majority vote of those voting members present at the meeting
- d) An extraordinary meeting can be called to amend the constitution and by-laws with 30 days written notice

SECTION 10 QUORUM

A minimum of 5 voting members present at any duly called general meeting shall constitute a quorum.

SECTION 11 PROCEDURE OF MEETINGS

All General PAC meetings shall follow the PAC constitution and Robert's Rules of Order.

SECTION 12 FINANCES

A budget and tentative plan of expenditures should be drawn up by the executive and presented for approval at the AGM in May of each year.

- a) All monies spent, in excess of fifty (\$50), exclusive of pre-approved budget, should first be presented to the Chairperson and then approved by a majority at a General PAC meeting.
- b) The need for audits will be voted on by the members at any General PAC meeting, whereupon an independent Auditor will be appointed.
- c) The PAC Executive will arrange for a review of the books annually and/or when a new treasurer is elected.
- d) The review of the books will be done by the past treasurer and the present treasurer, and, if necessary a General PAC member.
- e) All monies and cheques are to be given to the treasurer in a timely manner.
- f) No committee will hold funds or a float, with the exception of Snack Shack to a maximum of \$20.
- g) Any payments going through the PAC should be payable to SURREY TRADITIONAL SCHOOL PAC.
- h) All original invoices should be submitted to the treasurer for payment by a PAC cheque, NO EXCEPTIONS.
- i) All PAC cheques must be signed by 2 or the 3 signing officers. Signing officers are the Chairperson, Vice-Chairperson and Treasurer.
- j) A minimum of Five (\$500), received during the year, shall be held over for start-up operating costs for the following year.
- k) The PAC Executive has authority to authorize expenditures up to \$50.
- l) A treasurer's report will be presented at each monthly General meeting.

SECTION 13 DISSOLUTION

In the event of the dissolution of the PAC:

- a) Any monies that are derived from the Gaming Commission shall be dealt with according to the BC Gaming directives
- b) Disbursement of remaining funds will be decided upon by the membership at the final meeting following payment of all outstanding debts

SECTION 14 UNIFORM

Surrey Traditional School PAC requires students to attend school in prescribed uniform, which consists of:

ELEMENTARY SCHOOL UNIFORM

- School prescribed NAVY dress pant, shorts, skort, skirt, or box pleat tunic (dress)
- School prescribed WHITE or KELLY GREEN polo T-shirt (with collar), with or without school logo
- KELLY GREEN cardigan, pullover sweater or sweatshirt with school logo
- WHITE long or short sleeved dress shirt (NO frills, turtle neck, and/or designs)
- NAVY or BLACK dress shoes (NO heels over 1 inch, boots, sandals, open toe OR open heel shoes)
- BLACK or WHITE runners (NO characters, lights, or bright colors)
- NAVY or WHITE socks or tights (NO leggings)
- Gym strip of NAVY shorts, NAVY track pants, and a WHITE T-shirt, with or without bulldog logo (grade 3 and up)
- NO OTHER LOGO ARTICLES OF CLOTHING PERMITTED

STS uniform:

- 1) Will be worn on all field trips, wherever possible
- 2) Will be worn for all school presentations such as band performances, city council meetings, chess tournaments, etc.
- 3) Gym strip will only be worn during gym class or sporting events.
- 4) No other articles of clothing will be worn in class.
- 5) Grad Hoodies need to be approved by the Grad Committee regarding design and when to be worn.

SCHOOL PRESCRIBED means the uniform pieces are to be of the same style as the uniforms provided by our school's uniform company. Uniforms should be clean and shirts tucked in. Clarification and further information can be provided by the Uniform Committee. "The School logo is the crest printed on the first page of the school constitution. Any reference in the constitution to the school logo refers to that crest."

The Uniform Committee will work with the school administration and its teachers to ensure a consistent uniform standard is maintained.

Consistency of the Uniform Standard will be monitored by the uniform committee.

It is the sole responsibility of the parents, guardians and students attending Surrey Traditional School to ensure and support the uniform standards.

SECTION 15 GENERAL

15.1 Written Notices

Any written notices required to be given by these by-laws shall be deemed to have been sufficiently given if handed to the students to take home and one copy will be placed on the parent bulletin board.

15.2 Property

All original documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be turned over to the chairperson when the member, executive member, or committee member no longer holds the position to which the papers relate by the general meeting following the AGM. Any keys that were assigned to a PAC member (ie uniform or executive), should be turned into the school office once they no longer hold the position requiring a key.

ADOPTED BY SURREY TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL
AT SURREY, BRITISH COLUMBIA ON MAY 20, 2014

Chairperson

Vice-Chairperson

Recording Secretary

Treasurer

Communications Secretary

DPAC/TSAC/BCCPAC Representative

APPENDIX 'A'

As Prepared by the Board and Administration

STATEMENT OF PHILOSOPHY, GOALS AND OBJECTIVES

FOR

SURREY TRADITIONAL SCHOOL

1. The Surrey Traditional School Alternate Program shall be an integral part of the existing school system.
2. The program shall not teach any doctrinal religious beliefs (its philosophy includes tolerance and respect towards those with whose ideas one disagrees). The program(s) shall operate with a focus and emphasis upon a clearly defined set of goals, objectives and standards of behaviour which have traditionally been regarded as foundational to our Canadian society.
3. Specific rules of conduct and behaviour shall not be arbitrarily imposed on pupils without provision being made for them to understand the reasons for and purpose of those rules.
4. The philosophy of the program shall include:

- a) Respect for fellow students, teachers and parents:

This comprises respect for human and property rights of others, respect for roles or legitimate authority in home, community and country and respect for the contributions of those more or less capable than oneself in given areas.

- b) Responsibility of one's actions:

The student shall receive more responsibility as he/she exhibits mature attitudes and self-discipline.

- c) Purposefulness:

The teachers shall be responsible for setting worthwhile goals, challenging yet consistent with the individual's potential, to advance the highest possible intellectual, creative, physical, social and ethical development of the students. They shall assist students to understand the purpose of the goals and encourage the students to work towards them. Students shall be helped to learn how to set worthwhile goals for themselves and to recognize that effort towards such goals is essential and satisfying.

- d) Concern for others:

This shall include helpfulness in school community; cooperation and harmony between individuals and groups throughout the school; tolerance towards those with whose ideas one disagrees; politeness and kindness. It precludes all kinds of physical violence, ridicule and rude, profane or obscene language.

e) A sense of one's own self-worth:

This shall involve developing an awareness in each student of the unique contribution he/she can make to his/her own well-being, and that of society, by fulfilling his/her capacity for clear, honest thinking, bodily fitness and appreciation for non-materialistic concepts such as beauty, truth, creativity and sensitivity to the needs of others.

5. The discipline within the program shall be of such as will arise from the practical and consistent application of this philosophy to the school society. The school shall provide an orderly, friendly and just environment. The emphasis shall be upon discipline that is fair, firm and loving, consistent and purposeful, not arbitrary. Self-discipline shall be the goal, but sufficient externally-imposed control shall be used to allow all students to develop the objectives set forth for the school. Every effort shall be made to ensure that the students understand the need for all rules and procedures and their relationship to the promotion of the program's objectives.
6. Many types of teaching methods and techniques are consistent with the concept of the Surrey Traditional Alternate program and we feel flexibility in this area should be left up to the professional judgement of the principal and teachers. However, it should be noted that our concern with purposeful goals set by teachers (see section 4.3) and with the right of each pupil to an environment where he/she is enabled to best put forth effort toward that goal, will inevitably foster considerable attention to carefully planned, structured learning experiences and to the importance of acquiring basic skills in a systematic, sequential manner.
7. The principal selected to this school must have the respect and support of the parents registering their children in the school. Unless this is so, the whole purpose of establishing the Surrey Traditional School Alternate program is negated.
8. The principal and teaching staff must be fully aware of, and committed to, the objectives of the Surrey Traditional Alternate program philosophy. They shall freely choose to teach within the Surrey Traditional Alternate program. Students can be encouraged to respect, affirm and act upon those principles for which the program stands only if the teachers themselves by discussion and example affirm them. Likewise, it is obvious that practical and specific application of these principles and standards can be successfully agreed upon and consistently implemented only by teachers who themselves respect, affirm and act upon them.
9. The school shall have no set "catchment area." Parents in any part of the District may register their children there, provided that they are prepared to support its goals and objectives. Parents of prospective students shall be provided with all available information about the school so that principles and philosophies are fully understood prior to registration. The

principal shall maintain a registration list within the school. The registration procedure shall be as follows:

- (a) Siblings to be admitted first
- (b) Registration on a first come, first accepted basis

APPENDIX 'B'

MISSION STATEMENT

The mission of the Surrey Traditional School Parent Advisory Council as representatives of the parent body of Surrey Traditional School is to support a strong academic school focus by effective communications, and by promoting a caring partnership between parent, administration and teachers to provide individual excellence in education and personal development.

Objectives achieved by:

- our direct unique link with the decision-making process with our administrator and School Board administration
- promoting a healthy school environment through encouragement of family involvement and support
- the modeling and support of traditional values of home and society
- establishing an Education Committee with a purpose to promote academic achievement
- fostering a safe and enjoyable school environment for our children
- encouragement of commitment to community involvement
- promoting a strong school spirit through encouragement of all children to participate in school events
- raising a high standard of acceptable ethics

APPENDIX 'C'

CODE OF ETHICS

A parent who accepts a position as an executive member to the PAC should:

- 1.) Uphold the constitution and bylaws, policies and procedures of the electing body.
- 2.) Perform her/his duties with honesty and integrity.
- 3.) Work to ensure the well-being of students is the primary focus of all decisions.
- 4.) Respect the rights of all individuals.
- 5.) Encourage and support parents and students with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
- 6.) Work to ensure issues are resolved through due process.
- 7.) Strive to be informed and only passes on information that is reliable.
- 8.) Support public education.

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of _____
on the Surrey Traditional Executive, have read, understood and agree to abide by the Code of
Ethics set out in this document.

Name: _____

Signature: _____

Date: _____

Phone Number: _____

APPENDIX 'D'

Code of Conduct

What is a code of conduct:

A code of conduct is a statement about how we live together. The code of conduct outlines both our rights and responsibilities as citizens of Surrey Traditional School.

1. I have the right to learn in a safe, supportive environment free from physical and emotional abuse and discrimination.

I must make sure to:

- not hurt anyone or say mean things to others
- to help my friends to not say mean things to others
- report problems to someone who can help
- help those who have been hurt

2. I have the right to be respected and valued.

I must make sure to:

- be good to others
- help my friends be good to others
- not let others be mean to me
- not yell or swear
- not wreck other peoples' property
- not gossip
- dress in approved school uniform
- respect others values and beliefs

3. I have the right to work and learn in an educationally productive environment.

I must make sure to:

- work with a good attitude
- help others learn
- do my homework
- take books and materials to class
- respect the property of the school
- not be disruptive

4. I have the right to be treated fairly and be provided with equal opportunity.

I must make sure to:

Appendix "D" cont'd

- treat everyone fairly
- not make fun of others

5. I have the right to have my opinions respected.

I must make sure to:

- listen to the ideas of others without putting them down
- not be rude when expressing my ideas
- get my facts right when forming an opinion

6. I have the right to work in a clean and healthy environment.

I must make sure to:

- clean up my mess
- keep the school and grounds safe
- report problems to my teacher, lunch supervisors or the office

