

**COLEBROOK ELEMENTARY SCHOOL
PARENT ADVISORY COUNCIL (PAC)
CONSTITUTION / BYLAWS**

TABLE OF CONTENTS

CONSTITUTION

SECTION 1 – Name 4

SECTION 2 – Mission Statement 4

SECTION 3 – Purposes 4

SECTION 4 – Interpretation of Terms 5

SECTION 6 – Dissolution 6

BYLAWS

SECTION 7 – Membership in a PAC 7

SECTION 8 – Meetings 7

SECTION 9 – Quorum and Voting 8

SECTION 10 – Executive Members 8

SECTION 11 – Term of Office 9

SECTION 12 – Executive Meetings..... 9

SECTION 13 – Duties of Executive Members 10

SECTION 14 – Code of Ethics 11

SECTION 15 – Committees 12

SECTION 16 – Finances 12

SECTION 17 – Removal of an Executive Member 13

SECTION 18 – Property in Documents 13

APPENDICES

APPENDIX 1 – Cash Handling Procedures..... 15

APPENDIX 2 – Role of Committees 16

APPENDIX 3 – Sample Secret Ballot..... 17

APPENDIX 4 – Code of Ethics..... 18

APPENDIX 5 – Communicating with your School 30

SECTION 1 – NAME

The name of this PAC shall be Colebrook Elementary School Parent Advisory Council (PAC).

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

The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 – MISSION STATEMENT

At Colebrook Elementary, we are committed to creating an environment that supports the faculty and community, by encouraging academic excellence, mutual respect, responsibility, and a sense of belonging.

We will strive to ensure a shared sense of mission and purpose among staff, parents and students.

SECTION 3 – PURPOSES

1. To actively promote and support: the students, the educators, and the parents in order to contribute to a sense of school community.
2. To communicate with parents and to promote cooperation between home and the school environment.
3. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and the community.
4.
 - a. To encourage and support programs within the school which promote the involvement of parents.
 - b. In consultation with the principal and staff, to organize activities and programs where appropriate.
 - c. To raise funds and organize volunteers for these activities.
5. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. To promote a positive image of the school within the local community and Surrey School District at large.
8. To provide leadership in the school community.
9. To assist parents in accessing related systems and to provide advocacy and related support.

SECTION 4 – INTERPRETATION OF TERMS

“PAC” or “Parent Advisory Council” or “Council” means the parents organized according to the School Act and operating as a Parent Advisory Council in Colebrook Elementary.

“The Executive” or “Executive Members” means a group of elected parents that conduct the business of the PAC.

“Members” means all parents of students registered and attending Colebrook Elementary School.

“DPAC” or “District Parent Advisory Council” means the Parent Advisory Councils organized according to the School Act and operating as a District Parent Advisory Council in School District No. 36

“Parent” is as defined in the School Act and means

- a) the legal guardian 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, for the purposes of these bylaws, means the parent or legal guardian of a child or children enrolled in School District No. 36

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 36

“District” means School District No. 36

“Community Organizations” means groups that demonstrate an interest in education and are not already included in the scope of the PAC’s Constitution and bylaws.

“GM” or “General Meeting” means meetings held for all parents to inform them of the PACs’ business and to allow parents to bring up any school issues and/or concerns.

“AGM” or “Annual General Meeting” means an annual meeting held for all the parents to vote in the following years Executive Team.

The terms “president” and “chairperson” and “chair” are often used interchangeably.

SECTION 6 – DISSOLUTION

CIRCUMSTANCES OF DISSOLUTION

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the organization (PAC).
2. Written notice specifying the intention to propose the resolution to dissolve the PAC shall be given to the members not less than fourteen (14) days before the meeting.
3. The PAC shall dissolve on permanent closure of the school by the School District No. 36 Surrey or by the Province.

DISTRIBUTION OF ASSETS

1. On dissolution of the PAC by the members under Circumstances of Dissolution subsection (2) noted above, the assets of the PAC, after payment of all debts, shall be transferred to the school to be used for the benefit of the students.
2. On permanent closure of the school under Circumstances of Dissolution subsection (3) noted above, the assets of the PAC, after payment of all debt, shall be transferred to the Parent Advisory Council in the school to which the majority of the students are relocated.
3. Where not less than 25% of the students in the school are relocated to another school, a portion of assets, after all payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council in the other school.
4. Funds in the gaming account shall be returned to the gaming grant committee.
5. In the event of dissolution, all records of the Council shall be given to the principal of Colebrook Elementary.

All provisions within SECTION 6 – DISSOLUTION shall be unalterable.

BYLAWS

SECTION 7 – MEMBERSHIP IN A PAC

All parents, including common-law spouses and guardians of students registered and attending Colebrook Elementary “the school” are voting members of the Parent Advisory Council (the PAC).

Administration and staff of Colebrook Elementary school may be non-voting members of the PAC.

All members shall uphold the constitution and comply with these bylaws.

SECTION 8 – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members.
2. Every member (parent, guardian, and staff) has the right to attend General Meetings (GM).
3. General meetings shall be held not less than four (4) times per year, one of those being the Annual General Meeting (AGM), held in June every year.
4. Notice of the General Meetings must be given at least one (1) week prior to the meeting. These notices shall be deemed to have been sufficiently given if handed to the students to take home and/or by electronic distribution.
5. At the discretion of the Executive, non-members may attend meetings but are not eligible to vote.
6. Executive Meetings shall be held once per month, or as deemed necessary. The purpose of the Executive Meetings is to carry on the business between General Meetings.
7. The inadvertent omission to give notice to an Executive member, or failure of an Executive member to receive notice, does not invalidate the proceedings at the meeting.
8. There shall be an Annual General Meeting (AGM) for the purpose of election of Executive members. This meeting must be held before the end of the school year with the elected holding the title of “Executive Elect”.
 - a. The Executive Elect is required to commence attending all Executive Meetings to gain experience and knowledge of acquired position commencing from the date of the AGM through to the end of the school year.
9. If procedural problems arise on an issue not covered in these bylaws, Roberts Rules of Order shall be used to resolve the issue.
10. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
11. Executive meetings may be held anytime or place as deemed necessary by the Executive. The purpose of executive meetings is to carry on PAC business between general meetings.

SECTION 9 – QUORUM AND VOTING

1. Quorum
 1. The voting members present at any General Meeting shall constitute a quorum when four (4) or more voting members are present, with a minimum of two (2) Executive members.
 2. Quorum at an Executive Meeting shall be a minimum of three (3) Executive members.
 3. If at any time during a general meeting a quorum ceases to be present, business must be suspended until there is a quorum present or until the meeting is adjourned.
2. Voting
 1. A simple majority vote shall be the deciding vote at any General Meeting (50% plus 1).
 2. In the case of a tie vote in a General Meeting the motion is defeated.
 3. Members must vote personally on all matters; voting by proxy shall not be permitted.
 4. Voting shall be done by a show of hands or, where requested by two voting members present, by secret ballot.
 5. A vote will be taken to destroy the ballots after every election.

SECTION 10 – EXECUTIVE MEMBERS

1. The Executive will manage the PAC's business between General Meetings.
2. The executive will include the president/chair, vice-president/chair, secretary, treasurer and such other executive members of the Council as the membership decides.
3. The Executive members and the School Planning Council (SPC)/ District Parental Advisory Council (DPAC) shall be elected from the voting members at the AGM.
4. Any voting member of the PAC is eligible to serve on the Executive.
5. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.
6. If an Executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the Executive for any other reason, thirty (30) days' notice shall be made to the General membership so that all eligible members have an opportunity to fill the vacancy.
7. No General member and no Executive member, shall be remunerated for serving on the PAC, but may be reimbursed for all expenses reasonably and necessarily incurred by him/her while engaged in the business of the PAC upon approval.
8. No two members of the same family may serve on the executive at the same time.
9. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership and participate in the Resolution process.

SECTION 11 – TERM OF OFFICE

1. The term of office shall be September 1 through August 31. The current Executive members are encouraged to support and have the newly elected members (Executive Elect) follow alongside them during the transitional period, for the purposes of educating them in their new executive positions and in setting up the required documentation at the PAC's financial institution.
2. No member of the Executive may hold the same position for more than four (4) consecutive terms. If the said position remains vacant by October, the incumbent may be asked if they wish to serve a fifth term.
3. The Executive may only plan/budget within their pertaining term of office (September 1 to August 31). No Executive may plan/budget for any proceeding school years.

REMOVAL OF AN EXECUTIVE

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, and may elect an eligible member (an eligible representative of a Council member) to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

SECTION 12 – EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the president or upon the request of a member. At least one meeting will be held before each general meeting.
2. Quorum for executive meetings will be a majority of the members of the executive.
3. Executive members will be given a minimum of seven (7) days' notice of meeting date.
4. All matters requiring a vote at executive meetings will be decided by a simple majority of votes cast. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

SECTION 13 – DUTIES OF EXECUTIVE MEMBERS

1. The President shall:
 - a. Convene and preside at all General, Special and Executive meetings, unless notice is given to the Vice-Chair or other designate.
 - b. Ensure that an agenda is prepared and presented.
 - c. Know the Constitution and Bylaws of the PAC.
 - d. Appoint committees where authorized to do so by the Executive or General membership.
 - e. Consult PAC members regularly.
 - f. Ensure that the PAC is represented in School and School District activities.
 - g. Ensure that the PAC activities are aimed at achieving the objectives and purpose of the PAC.
 - h. Be the official spokesperson for the PAC.
 - i. Be a signing officer.
 - j. Keep in contact with the principal regarding school needs and activities.
 - k. Arrange for signing authorities to be added at the Bank level.

2. The Vice-Chair shall:
 - a. Assume responsibilities of the Chair in the Chair's absence or upon request.
 - b. Assist the Chair in the performance on his/her duties.
 - c. May be a signing officer.
 - d. Know the Constitution and Bylaws of the PAC.
 - e. Provide support and assistance to other Executive members and Committee Coordinators as necessary.

3. The Secretary shall:
 - a. Record the minutes of the General, Special, and Executive Meetings.
 - b. Know the Constitution and Bylaws of the PAC.
 - c. Safely submit all minutes/records of the PAC to the school office administrator to be uploaded on to the PAC section of Colebrook Elementary web page. Make copies of minutes/records available to all PAC members up on their request.

4. The Treasurer shall:
 - a. Be a signing officer.
 - b. Know the Constitution and Bylaws of the PAC.
 - c. Disperse funds authorized by the Executive or passed by a vote at a PAC General Meeting.
 - d. Maintain an accurate record of all expenditures of the PAC
 - e. Give report of receipts and expenditures at General Meetings when requested.

- f. Ensure that all funds collected on behalf of the PAC are deposited in an account at a recognized financial institution approved by the PAC.
 - g. Make books available for viewing by all members upon request.
 - h. Have the books ready for inspection or audit annually.
 - i. Ensure that another signing officer has access to the books in the event of his/her absence.
 - j. Submit a Year End Report (see APPENDIX 3)
5. The District Parent Advisory Council Representative (DPAC Rep) shall:
- a. Know the Constitution and Bylaws of the PAC.
 - b. Know the Leadership Manual and meeting rules.
 - c. Be a strong advocate for meaningful parental involvement in the School and in the development of the School Plan.
 - d. Request direction from the General PAC membership.
 - e. Represent and speak on behalf of the PAC at DPAC meetings.
 - f. Report back to the PAC at every General Meeting.
 - g. Attend DPAC meetings.
 - h. May appoint an alternate representative from the executive to any DPAC meetings when unable to attend such meetings.

SECTION 14 – CODE OF ETHICS

A parent who accepts a position as a PAC Executive member:

- 1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
- 2. Performs his/her duties with honesty and integrity.
- 3. Works to ensure that the well-being of students is the primary focus of all decisions.
- 4. Respects the rights of all individuals.
- 5. Takes direction from the members, ensuring representation processes are in place.
- 6. Strives to be informed and only passes on information that is reliable.
- 7. Respects confidential information.
- 8. Supports public education.
- 9. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
- 10. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9).
- 11. Review and agree to the “Role of Committees” (see APPENDIX 2).

SECTION 15 – COMMITTEES

1. Shall be responsible to, and report to, the executive and PAC membership
2. Standing and Ad Hoc Committees shall be formed when necessary.
3. All parents, common-law spouses or legal guardians have the right to sit on any school based committee.

SECTION 16 – FINANCES

1. The financial year shall be from September 1 to August 31 to reflect the term of office.
2. Required bank accounts will be: Main, playground account and gaming account.
3. An operating budget and tentative plan of expenditures shall be drawn up by the newly elected Executives with the assistance of the past Executives and presented for approval by the General members before the school year end.
4. All funds of the PAC shall be deposited in a bank or financial institution registered under the Bank Act.
5. The Chair, Vice-Chair, Secretary (if possible) and Treasurer shall be the signing officers.
6. All new signing officers are required to do appropriate paper work at the bank after elections or before the commencement of their term.
7. All extraordinary expenditures (above and beyond budget) must be voted on by the General membership, if the amount exceeds \$50.
8. All books must be up-to-date at year end.
9. All books and cheques belonging to the PAC are to remain on school property unless they are in the process of being updated.
10. All cheque processing must be done on school property with a 2nd signing officer (if possible) and have two (2) signatures.
11. A Treasurer Report shall be presented at each General Meeting.
12. Members at a General Meeting may agree upon the appointment of an independent auditor.
13. All cash handling procedures must be adhered to (See APPENDIX 1).

SECTION 17 – Removal of Executive Member


1. The Members may, by a majority of not less than 75% of the votes cast, remove an Executive Member from their position before the expiration of his/her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive officer when appropriate shall be given to the members not less than three (3) days before the meeting.
3. In extreme cases where an Executive has acted contrary to the Constitution and Bylaws of the PAC by engaging in actions which are a violation of the code of ethics or are criminal in nature, as defined in the Criminal Code of Canada, including but not limited to allegations of theft, fraud, or misappropriation of funds the Executive in consultation with the School Administration and the School District may have an Executive removed immediately without motion or notice.
4. Notification in these cases will be given to the general PAC following the removal.

SECTION 18 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, an executive member, or committee coordinator in connection with Colebrook Elementary PAC, shall be deemed property of the PAC, and shall be turned over the Chairperson when the member, executive member, or

Financial records should be kept for seven years and stored within the school grounds. Other documents may be kept according to their value or precedent-setting nature. Minutes and Financial records can be a valuable history of the council and can be utilized as a guideline for future executive members to perform the task to which the documents relate.

COLEBROOK ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL (PAC) CONSTITUTION / BYLAWS
ADOPTED at Surrey, British Columbia, on May 12th, 2022 BY COLEBROOK
ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

Signature 

Chair (print) Meena Gill

Signature 

Other Executive member (print) HERNEET DHILLON (Secretary)

Signature 

Other Executive member (print) Parmjit Dhaliwal

Signature 

Other Executive member (print) DAMAN GREWAL

Signature 

Principal (print) A. ZADEIKS

APPENDIX 1 – Cash Handling Procedures

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

Cash Handling Policies

1. All PAC cash and/or cheques handled by Colebrook Elementary parents must be double-custodial (handled by two parties, one of whom must be an Executive).
2. The deposit slip must be initialed by both parties prior to leaving the School property. No uncounted funds are to leave the School.
3. The returning deposit slip must be attached to the original cash tally sheet and filed in the financial books.
4. At the end of an event day, anyone with cash and/or cheques to be deposited must hand them over to the PAC Treasurer or designate for tallying or deposit, or for tallying and storage in the PAC safe
5. Three (3) of the Executive officers with signing authority (all 4 if applicable), will have access to the PAC safe. Entry to the safe must be double-custodial, with at least one (1) being an executive with signing authority.
6. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC Executive for reimbursement by cheque. These expenses must be approved prior to the event whenever possible.
7. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, lost, or stolen monies.
8. Under “Special Circumstances”, the event Coordinator or Committee Chair may use funds from the event to pay for an expense on the night of the event, when all other payment options have been exhausted and/or rejected. An Executive member must sign their approval before this expense can be paid. The signed copy of the receipt shall be submitted with its pertaining voucher for bookkeeping and be reported at the next GM.

APPENDIX 2 – Role of Committees

The “Role of Committees” in PACs

Effective Committees contribute greatly to the success of any volunteer organization. Committees have important advantages over meetings of the entire membership:

- Committees promote sharing of responsibility and allow more members to take on an active role. New and less experienced members gain valuable information and find support in other parents. Parents who are hesitant to take on a new volunteer task may be willing to offer time to a committee they are interested in.
- Meetings are smaller, more focused, and less formal. There is more time for discussion, and issues can be handled on short notice. Responsibilities can be broken down into more manageable proportions.
- Many tasks require special skills or interest. Committee members often volunteer or are chosen for their expertise or interests. These members are willing to carry the bulk of the workload on an issue, freeing other members to devote their time to other things.
- Complex or difficult issues can be researched and discussed thoroughly before recommendations are taken to the larger group, allowing for a more thoughtful and informed decision-making process.

Limits of a Committee Authority

A Committee can do only what it is authorized to do in its terms of reference. In general, Committees make recommendations. They may be given authority to take certain action but they may not make decisions without approval.

The PAC Executive should take care to ensure that committees are reporting as required and are not taking action beyond their authority.

APPENDIX 3 – Sample Secret Ballot

This sample can be copied and cut out for use at the AGM.

Position: Chair	Name:
-----------------	-------

Position: Vice-Chair	Name:
----------------------	-------

Position: Secretary	Name:
---------------------	-------

Position: Treasurer	Name:
---------------------	-------

Position: School Planning Council/District PAC Rep.	Name:
---	-------

APPENDIX 4 – Code of Ethics

A parent who accepts a position as a PAC Executive member:

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Strives to be informed and only passes on information that is reliable.
7. Respects confidential information.
8. Supports public education.
9. Shall refrain from partisan political action or other activities, which do not serve the interests of the school community.
10. Read and complete the Statement of Understanding upon election into Executive or appointment of Committee Chair (see APPENDIX 9).
11. Review and agree to the “Role of Committees” (see APPENDIX 2).

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Colebrook Elementary PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also 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 of Member: _____

Signature: _____

Date: _____ Phone # or Email: _____

APPENDIX 5 – Communicating with your School



Tel: 604.596.7733
www.sd36.bc.ca

Communicating with your school

Staffs in our school are eager to address your questions or concerns. Education is shared between the home and the school and good communication is an excellent starting point for resolving an issue.

Parents and guardians are urged to contact the school if they have questions about an activity or issue. It is usually best to begin with the classroom or subject teacher. If a matter remains unresolved, then you may wish to contact the principal to request assistance in dealing with the matter.

Build a positive relationship with your school:

Be involved:

- understand the roles and responsibilities of the partners in education
- participate in the school's PAC
- Attend school events and activities
- Offer to help
- support your child's learning at home
- be informed of your child's progress in school

Communicate:

- take opportunities to get to know the people who work with your children.
- inform yourself about your child's classes and school activities.
- keep the school informed about issues that affect your child.

Resolving issues & concerns

1. Arrange an appointment so that your concerns can be heard without distraction.
2. Organize your thoughts before the meetings.
3. Keep focused on the issues.
4. Treat others with dignity and respect, and expect that in return.
5. Look at both sides of the issue and listen to everyone.
6. Give each of the steps a chance to correct the problem before you proceed to the next step.

Guidelines for parents and adult learners to follow when there is an issue or concern:

- STEP 1:** Start with the person(s) whose action has given rise to the issue or concern.
- STEP 2:** If the issue is not resolved, contact the principal.
- STEP 3:** If the issue is still not resolved, contact the Assistant Superintendent for your area at 604-596-7733.
- STEP 4:** If the issue is still not resolved you can contact the school, District Administration, or District Parent Advisory Council, for information on the appeals procedure.

In the case of issues involving student safety or other emergency situations, you may need to proceed directly to Step 2 or 3.

During Step 2 or Step 3 you may be referred to other departments in the District (e.g. Special Education, Student Services, Continuing Education, Transportation, etc.) to resolve the issue or concern.

The *Policy on Appeals Procedure* (#9902) and *Notice of Appeal* forms are available on the school district website under the *General Info* tab.

This information is a joint project of the Surrey Board of Education, Canadian Union of Public Employees, Surrey District Parent Advisory Council, Surrey Principals' & Vice Principals' Association and the Surrey Teachers' Association.