

Serpentine Heights Elementary School

Parent Advisory Committee

Constitution and Bylaws

Amended on October

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Constitution

I. NAME

1. The name of this committee shall be Serpentine Heights Elementary Parent Advisory Committee. (**SHEPAC**).

II. PURPOSE

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principle, and staff on any matter relating to the school, other than matters assigned to the school planning council.
4. To participate in the work of the school planning council through the Council's elected representatives.
5. To promote the interests of public education and, in particular, the interests of **Serpentine Heights Elementary School**.
6. To provide leadership in the school community.
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
8. To provide parent education and professional development, and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
11. To organize and support activities for students and parents.
12. To provide financial support for the goals of the Parent Advisory Council, as determined by the membership.
13. To advise and participate in the activities of School District 36, District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

III. INTERPRETATION OF TERMS

“community organizations” means the groups that demonstrate an interest in education and are not already included the scope of the **Serpentine Heights Elementary** Parent Advisory Committee’s constitution and bylaws

“district” means School District No. 36

“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.

“school” means any public elementary or secondary educational institute as defined in the School Act

“SPC” means the school planning council created for **Serpentine Heights Elementary** according to the School Act

"Electronic Means" refers to audio, video, or other digital communication technologies that enable all participants to hear, speak, and interact in real time throughout the meeting.

Bylaws

I. Membership

1. All parents and guardians of students registered in **Serpentine Heights Elementary** are voting members of the Serpentine Heights Elementary Parent Advisory Council.
2. Every member will uphold the constitution and comply with these bylaws.

II. Meetings of Members

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting to be held in **June**. ~~Serpentine Heights Elementary Parent Advisory Council meets every month.~~
3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

4. The Serpentine Heights Elementary Parent Advisory Committee will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
5. Notice of general meeting will be communicated through the school newsletter with a minimum of 2 weeks notice.

III. Proceedings at General Meetings

1. General Meetings, including the Annual General Meeting (AGM), may be held in person, as a fully electronic meeting, or as a hybrid meeting (combining in-person and electronic attendance).
2. Quorum for general meetings will be **3** voting members.
3. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
4. All matters that require a vote will be decided by a **simple majority of the votes cast**.
5. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
6. Each eligible voting member is entitled to one vote on each matter submitted to a vote. Members may cast their votes in person or via Electronic Means during the meeting.
7. Voting by proxy via email or text will only be permitted to obtain quorum on matters that need immediate approval.
8. Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot.
9. A vote will be taken to destroy the ballots after every election or secret ballot vote.

IV. Executive

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the president, vice-president, secretary, treasurer, and such other members of the committee as the membership decides.
3. **Any voting committee member is eligible to serve on the executive, except employees of Serpentine Heights Elementary.**

4. The executive will be elected at each annual general meeting.
5. 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.
6. **No two members of the same family may serve on the executive at the same time.**
7. The executive will hold office for a term of one year beginning July 1st, in accordance with the fiscal year.
8. **If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the committee to fill the vacancy until the next annual general meeting.**
9. The members may, by a majority of not less than 75% of the votes cast may remove an executive member before the expiration of ~~his or her~~ **their** term of office, and elect an eligible member to complete the term. Prior to this vote 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 vote.
10. 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 Committee's affairs.

V. Executive Meetings

1. Executive meeting will be held at the call of the president. At least one meeting will be held before the annual general meeting.
2. A quorum for executive meetings will be a **majority** of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.
4. All matters requiring a vote at executive meetings will be decided by a **simple majority of the votes cast**. In case of a tie vote, the president does not have a second or casting vote and the motion is defeated.

VI. School Planning Council Representatives (not applicable at this time)

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the committee executive.

2. The election of representatives for the School Planning Council must be done by secret ballot.
3. The School Planning Council Representative will hold office for a term of one year.
4. If a School Planning Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. Such an election must be done by secret ballot.

VII. District Parent Advisory Council

1. One representative to the School District No. 36 District Parent Advisory Council may be elected from among the voting members.
2. The election of representative for the District Parent Advisory Council **will be done by majority vote.**
3. The District Parent Advisory Council Representative will hold office for a term of one year in accordance with the fiscal year.
4. If the District Parent Advisory Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. **Such an election must be done by majority vote.**

VIII. External Committee Representatives (not appointed)

1. The membership or executive may elect or appoint a member to represent the committee on an external committee or to an external organization.

IX. Conduct of Executive and Representatives

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.
2. Every executive member and representative must act solely in the interests of the membership and of the Committee.
3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without the permission of the person giving the information.
4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and

promptly the nature and extent of his or her interests to the membership and executive

5. Such an executive member or representative must avoid using his or her position on the Committee for personal gain.

X. Duties of Executive and Representatives

1. The President will:
 - a) Speak on behalf of the committee
 - b) Consult with committee members
 - c) Preside at general and executive meetings
 - d) Ensure that an agenda is prepared and presented for all meetings
 - e) Appoint committees where authorized by the membership or executive
 - f) Ensure that the Committee is represented in school and district activities
 - g) Ensure the committee activities are aimed at achieving the purpose set out in the constitution
 - h) Will be a signing officer
 - i) Submit an annual report
2. The Vice-President will:
 - a) Support the president
 - b) Assume the duties of the president in the president's absence or upon request
 - c) Assist the president or other executive members in the performance of his or her duties
 - d) Accept extra duties as required
 - e) May be a signing officer
3. The Secretary will:
 - a) Ensure that members are notified of meetings
 - b) Record and file minutes of all meetings
 - c) Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
 - d) Prepare and maintain other documentation as requested by the membership or executive
 - e) Issue and receive correspondence on behalf of the committee
 - f) Ensure the safekeeping of all records of the committee in accordance with District policy
 - g) May be a signing officer
4. The Treasurer will:
 - a) Will be a signing officer
 - b) Ensure all funds of the committee are properly accounted for

- c) Disburse funds as authorized by the membership or executive
 - d) Ensure that proper financial records and books of accounts are maintained
 - e) Report on all receipts and disbursements at general and executive meetings
 - f) Make financial records and books of accounts available to members upon request
 - g) Have financial records and books available for inspection or audits annually
 - h) With the assistance of the executive, draft an annual budget
 - i) Ensure that another signing officers has access to the financial records and books of accounts in the treasurers absence
 - j) Submit an annual financial statement at the annual general meeting
5. The District Parent Advisory Council Representative will:
- a) Attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the committee
 - b) Maintain the committee`s council registration
 - c) Report regularly to the membership and executive on all matters relating to the District Parent Advisory Council
 - d) Receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements
 - e) Receive and act on all other communications from the District Parent Advisory Council
 - f) Liaise with other parents and District Parent Advisory Council representatives
6. Members at Large will:
- a) Serve in a capacity to be determined by the committee at the time of election, and at other times as the committee requests
7. The School Planning Council Representatives will: ~~(not applicable this year)~~
- a) Attend all meetings of the School Planning Council
 - b) Represent, speak, and vote on behalf of the committee at School Planning Council meetings
 - c) Request and take direction from the membership and executive
 - d) Be strong advocates for meaningful parent involvement in the school and school planning
 - e) Provide a report to all general and executive meetings
 - f) Attend the general and executive meetings as directed by the membership and executive

XI. Committees

1. The membership and executive may appoint committees to further the Serpentine Heights Elementary Parent Advisory Committee purposes and carry on its affairs.

2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.

XII. Financial Matters

1. The financial calendar year of the Serpentine Heights Elementary Parent Advisory Committee will be July 1st to June 30th.
2. The Committee may raise and spend money to further its purposes.
3. All funds of the committee must be kept on deposit in a bank or financial institution registered under the Bank Act. (For Serpentine Heights Elementary Parent Advisory Committee it is Prospera Credit Union.)
4. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents. ~~The signing officers for 2021-2022 are Wendy Wong, Baljit Dulai and Donna Khay.~~
5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. The executive may authorize expenses up to ~~\$1000.~~ **\$500.00** without approval from the membership.
8. A treasurer's report will be presented at each general meeting.

XIII. Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Committee'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.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or be made available to all members.

XIV. Property in Documents

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the Serpentine Heights Elementary Parent Advisory Committee shall be deemed to be the property of the Serpentine Heights Elementary Parent Advisory Committee 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.

XV. Dissolution

1. In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Committee shall be distributed to another parent advisory committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Committee shall be given to the principal of Serpentine Heights Elementary.

Adopted by Serpentine Heights Elementary Parent Advisory Committee at Surrey, B.C. on October ____, 2026 .

President - [Bill Ko](#)

Secretary - [Corina Tsai](#)

Treasurer - [Wendy Wong](#)