



Elgin Park Secondary School

Parent Advisory Council

13484 24 Avenue, Surrey,
BC, V4A 2G5

Constitution and Bylaws

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Constitution

I. NAME

1. The name of this council shall be Elgin Park Secondary School Parent Advisory Council. (ESPAC)

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 the promote parent involvement.
3. To advise the school board, principal, 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 the interests of Elgin Park Secondary 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 Committee, 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 Elgin Park Secondary School Parent Advisory Council’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

Bylaws

I. **Membership**

1. All parents and guardians of students registered in Elgin Park Secondary School are voting members of the Elgin Park Secondary School 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 May.
3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

The Elgin Park Secondary School Parent Advisory Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public-school system.

4. Notice of general meeting will be communicated through the school newsletter with a minimum of 2 weeks’ notice.

III. Proceedings at General Meetings

1. Quorum for general meetings will be 5 voting members, at least two of which are members of the executive
2. 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.
3. All matters that require a vote will be decided by a simple majority of the votes cast with the exception of amendments to the constitution and bylaws, which require a 2/3 majority.
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.
6. Voting by proxy will not be permitted.
7. 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.
8. A vote will be taken to destroy the ballots after every election or secret ballot vote.

IV. Executive

1. The executive will manage the council's affairs between general meetings.
2. The executive will include the chair, co-chair, secretary, treasurer, and such other members of the council as the membership decides.
3. Any voting council member is eligible to serve on the executive, except employees of Elgin Park Secondary School.
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 term for members of the executive will run from September 1 to August 31.
8. The executive will hold a term of one year, from September 1st to August 31st, in accordance with the fiscal year.

9. 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 council to fill the vacancy until the next annual general meeting
10. 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 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.
11. 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 council's affairs

V. **Executive Meetings**

1. Executive meetings will be held at the call of the chair. 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 chair does not have a second or casting vote and the motion is defeated.

VI. **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 a representative for the District Parent Advisory Council must be done by secret ballot.

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 election must be done by secret ballot.

VII. British Columbia Confederation of Parent Advisory Councils

1. One representative from the council may be elected from among the voting members.
2. The election of a representative for the BCCPAC must be done by secret ballot.

VIII. External Council Representatives

1. The membership or executive may elect or appoint a member to represent the council 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 Council.
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 council 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 council for personal gain.

X. Duties of Executive and Representatives

1. The Chair will:
 - a) Speak on behalf of the council
 - 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 Council is represented in school and district activities
 - g) Ensure the council's 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 Co-Chair will:

- a) Support the chair.
- b) Assume the duties of the chair in the chair's absence or upon request
- c) Assist the president or other executive members in the performance of their 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 council
- f) Ensure the safekeeping of all records of the council 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 council 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 officer has access to the financial records and books of accounts in the treasurer's 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 council

- b) Maintain the Elgin Parent Advisory Council's registration with District PAC.
 - 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. The British Columbia Confederation of Parent Advisory Councils (BCCPAC) Representative
 - a) Maintain the Elgin Parent Advisory Council's BCCPAC registration
 - b) Report regularly to the membership and executive on all matters relating to the BCCPAC
 - c) Receive, circulate, and post BCCPAC newsletters, brochures, announcements, and the resolutions for the BCCPAC AGM
 - d) Receive and act on all other communications from the BCCPAC
 - e) Attend the BCCPAC AGM and vote on behalf of the committee or arrange for another member to be certified as the council's proxy
- 7. Members at Large will:
 - a) Serve in a capacity to be determined by the council at the time of election, and at other times as the council requests

XI. Committees

The membership and executive may appoint committees to further the Elgin Park Secondary School Parent Advisory Committee purposes and carry on its affairs.

- 1. 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.
- 2. Committees will report to the membership and executive as required.

XII. Financial Matters

- 1. The financial calendar year of the Elgin Park Secondary School Parent Advisory Council will be September 1st to August 31st.
- 2. The council may raise and spend money to further its purposes.

3. All funds of the council must be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
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 \$500.00 without approval from the membership and will report these expenditures at the next meeting of the council.
8. A treasurer's report will be presented at each general meeting.
9. Members at a general meeting may appoint an auditor

XIII. Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council'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

All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members connected with Elgin Park Secondary School Parent Advisory Council shall be deemed to be the property of the Elgin Park Secondary School and shall be turned over to the chair 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 council, 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 like those of this council, as the members of the council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the council shall be given to the principal of Elgin Park Secondary School
 3. Adopted by Elgin Park Secondary School Parent Advisory Council at Surrey, B.C.
July 2025

Chair; Jennifer Mathieson, Signature:



Date: July 30, 2025

Secretary; Richa Balachandran , Signature:



Date: July 30, 2025

Co-Treasurer; Victoria Gootgarts, Signature:



Date: July 31, 2025

Co-Treasurer; Nina Hemmes, Signature:



Date: July 29th 2025

District Representative; Sheri Hardcastle, Signature:



Date: July 29, 2025

Principal; Kavita Sharma, Signature:
Date: July 30, 2025

