

BOUNDARY PARK ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL

CONSTITUTION

PART I - NAME

The name of this organization shall be Boundary Park Elementary School Parent Advisory Council.

PART II - PURPOSES

The purposes of this organization shall be:

1. To promote the interests of public education in general and, in particular, the interests of Boundary Park Elementary School;
2. To contribute to a sense of community within the school and between the school, the home and the neighbourhood;
3. To provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education;
4. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighbourhood;
5. To encourage and support programs in the school which promote the involvement of parents;
6. In consultation with the principal and staff, to organize activities and programs where appropriate;
7. To raise funds and organize volunteers for these activities and programs;
8. To raise funds as needed to purchase equipment and materials for the school;

9. To assist parents in obtaining information about the school and in communicating with the teachers and administrators about their child's progress or other concerns;
10. To provide a forum for discussion of educational issues at the school, district and provincial Levels;
11. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities;
12. To advise the district parent advisory council of members' views on district and provincial policies, and to make recommendations where appropriate; and
13. To promote a positive image of the school within the local community and the Surrey school district at large.

PART III – BYLAWS

The organization shall be empowered to enact bylaws governing its conduct and operations. All matters not covered by the bylaws shall be governed by *Robert's Rules of Order*.

PART IV –DISSOLUTION

Circumstances of Dissolution

1. The members may, by a majority of not less than 75% of the votes cast, dissolve the Organization.
2. Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to the members not less than 14 days before the meeting.
3. The organization shall dissolve on permanent closure of the school by School District #36 (Surrey) or by the province.

Distribution of Assets

1. On dissolution of the organization by the members under "Circumstances of Dissolution" section 1, the assets of the organization, after payment of all debts, shall be transferred to any one or more of the following:
 - (a) to the school to be used for the benefit of the students, or

(b) to another parent advisory council or councils in School District #36(Surrey) having purposes and objectives similar to those of the organization and which meet all requirements of the British Columbia Gaming Commission, or

(c) a charitable organization or organizations registered under the Income Tax Act (Canada) as the members of the organization may determine at the time of dissolution or winding up. This clause shall be unalterable.

2. On permanent closure of the school under "*Circumstances of Dissolution*" section 3, the assets of the organization, after payment of all debts, shall be transferred to the Parent Advisory Council for the school to which the majority of students are relocated.
3. Where not less than 25% of the students in the school are relocated to another school, a proportion of the assets, after payment of all debts, equal to the portion of students being relocated, shall be transferred to the Parent Advisory Council for the other school.

BYLAWS

PART 1 - MEMBERSHIP

1. Entitlement to membership

All parents, legal guardians, and primary caregivers, including grandparents who are actively involved in the student's education, of students enrolled in Boundary Park Elementary School are entitled to be members of the Parent Advisory Council. "Actively involved" to be defined by the PAC as those who regularly participate in school-related responsibilities (e.g. pick up/drop off, volunteering, attending PAC meetings) and are recognized by the student's family as a key caregiver.

2. Voting and non-voting members

(1) *All parents, legal guardians, and primary caregivers of students* (including grandparents who are actively involved in the student's education) enrolled in the school, except parents or guardians who are employed at the school in any capacity by School District #36 (Surrey), shall be *voting members* of the organization.

(2) All other members shall be *non-voting members*.

3. Compliance with bylaws

Every member shall uphold the constitution and comply with these bylaws

PART 2 -MEETINGS OF MEMBERS

4. General Meetings

General meetings of the members shall be held not less than six times during the school year. One of those meetings shall be the annual general meeting (AGM).

5. Notice

(1) Except as provided in Part 2, section 7, members shall be given not less than 14 days written notice of a general meeting.

(2) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

6. Right to attend and vote

(1) Every member of the organization has the right to attend general meetings.

(2) Only voting members have the right to vote on matters before the meeting.

(3) At the discretion of the executive, non-members may attend meetings but are not eligible to vote.

7. Request by member

(1) Any *two members* may request the calling of a general meeting.

(2) The request shall be in writing delivered to the chairperson stating the reason for the meeting. On receiving the request, the chairperson shall call the meeting.

(3) Members shall be given not less than 7 days written notice of a meeting called under this section.

8. Code of conduct

(1) At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community.

(2) The organization shall refrain from partisan political action or other activities, which do not serve the interests of the school community.

PART 3 - PROCEEDINGS AT GENERAL MEETINGS

9. Quorum

(1) A quorum, for any duly called general meeting, for non financial votes, shall consist of the voting members present, provided that *no fewer than five members* are in attendance and that notice was given in accordance with these bylaws.

(2) A quorum, for any duly called general meeting and for the purpose of voting on expenditure requests of \$2,500.00 or more, a quorum shall consist of the voting members present provided that *no fewer than ten voting members* are in attendance and that notice was given in accordance with these bylaws.

(3) A quorum, for any duly called general meeting and for the purpose of voting on expenditure requests under \$2,500.00, shall consist of the voting members present, provided that *no fewer than five voting members* are in attendance and that notice was given in accordance with these bylaws.

10. Voting

(1) A voting member present at a general meeting is entitled to one vote.

(2) No proxies are permitted.

(3) Voting is by a show of hands or, where *requested by two members present*, by secret ballot. Except for voting purposes of expenditures \$2,500.00 or greater, a secret ballot vote is required.

(4) Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.

(5) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass. The request or motion can be brought forward again at a future meeting.

(6) The election of representatives to the School Planning Council must be by secret ballot.

(7) All financial requests \$2,500.00 or greater must be presented at a duly called general PAC meeting *no less than 14 days prior to a vote*. Once presented at a duly called PAC meeting, any requests greater than \$2,500.00 must then be communicated to the parent, guardian community via the school website or schools weekly emails prior to the vote, to ensure transparency and community awareness.

(8) Requests for *\$2,500.00 or greater must be voted on by anonymous (secret) ballot* and provided quorum requirements are met as outlined above in [PART 3 - 9. Quorum (2)] for expenditures of \$2,500.00 and above and at least 14 days notice of the vote was given as outlined in [PART 3 - 10. Voting (7)]

(9) Financial *requests under \$2,500.00* may be presented and voted on at any duly called PAC meeting, provided quorum requirements are met as outlined above in [PART 3 - 9. Quorum (3)] for expenditures of \$2,500.00 and under.

PART 4 - EXECUTIVE

11. Executive defined

There shall be an executive consisting of a chairperson, treasurer and secretary. It should also include, if possible, a co-chairperson, DPAC representative, fundraising coordinator and members at large.

12. Eligibility

Any voting member of the organization is eligible to serve on the executive as outlined above [PART 1 - Entitlement to membership].

13. Elections

(1) The executive shall be elected at each annual general meeting, to hold office for a *term of one year from September 1st to August 31st*

(2) Candidates for chairperson shall have served a minimum of one year in another position on the executive.

(3) Three parent representatives to the School Planning Council shall be elected annually from the parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

14. Terms of office

(1) No member of the executive may hold the same position for *more than three consecutive terms*.

(2) The term of office for the School Planning Council representatives shall be for one year.

15. Vacancy

(1) If an executive member resigns or otherwise ceases to hold office, or a vacancy occurs on the executive for any other reason, the remaining executive may appoint a person eligible under [PART 4 - 11. Executive defined] to fill the vacancy.

(2) An executive member so appointed holds office until the next annual general meeting, but is eligible for re-election at that time.

16. Code of Ethics

On election or appointment to an executive position, every executive member shall sign and agree to abide by a code of ethics acceptable to the membership.

17. Privilege

Any information received in confidence by an executive member from school personnel, a student, parent or other member of the school community is privileged and shall not be divulged without permission of the person giving the information.

18. Removal of executive

(1) The member 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 a successor to complete the term.

(2) Written notice specifying the intention to propose the resolution to remove the executive member shall be given to the members not less than 14 days before the meeting.

19. Remuneration 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.

PART 5 - EXECUTIVE MEETINGS

20. Meetings

- (1) Executive meetings shall be held at the call of the chairperson.
- (2) There shall be at least one meeting held prior to each general meeting.

21. Request by executive member

Any executive member may request the calling of an executive meeting, and the chairperson shall call the meeting.

22. Quorum

A quorum for executive meetings shall be at least 2/3 of the executive members.

23. Notice

- (1) Executive members shall be given reasonable notice of executive meetings. Verbal notice given to each executive member shall be sufficient.
- (2) The inadvertent omission to give notice to an executive member, or the failure of an executive member to receive notice, does not invalidate the proceedings at the meeting.

24. Voting

- (1) Questions arising at executive meetings shall be decided by a simple majority of the votes cast.
- (2) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass. The request or motion can be brought forward again at a future meeting.

25. Committees

- (1) The executive may appoint committees to meet the organizations' objectives or to carry on its affairs.
- (2) A committee shall be appointed if required by the members at a general meeting.
- (3) The terms of reference of each committee shall be specified by the executive at the time it is established, or by the committee at its first meeting, as the executive decides.

- (4) Committees shall report to the executive, as the executive requires.
- (5) Committees may meet and adjourn as they see fit.
- (3) Proceedings at committee meetings shall follow Robert's Rules of Order.

PART 6 -DUTIES OF EXECUTIVE/OFFICERS

26. Chairperson

- (1) The chairperson shall:
 - a. Prepare an agenda for all meetings, and
 - b. Preside at all general and executive meetings.
- (2) The chairperson automatically serves as a member of all committees, due to their position, as established by the executive.
- (3) Except as the executive decides from time to time, the chairperson is the spokesperson on behalf of the organization.

27. Co – Chairperson

The co-chair shall assume the duties of the chairperson in the chairperson's absence. When not carrying out the chairperson's duties, the co-chair shall assist the chairperson as needed and perform such special duties as the executive decides.

28. Secretary

- (1) The recording secretary shall:
 - a. Keep minutes of all meetings, and
 - b. Maintain and ensure the safekeeping of all records and documents of the organization, except those required to be kept by the treasurer.
- (2) The corresponding secretary shall conduct the correspondence of the organization.
- (3) One person may hold the positions of recording and corresponding secretary.

29. Absence of secretary

In the absence of a secretary from a meeting, the chair shall appoint another person to act as secretary at the meeting.

30. Treasurer

(1) The treasurer shall:

- a. Keep proper accounting records of all financial transactions of the organizations,
- b. Report to the executive and members on all accounts of the organization when required, and
- c. Assist the executive in preparing an annual budget.

31. DPAC Representative

(1) The DPAC Representative shall:

- a. Attend DPAC meetings and workshops, and report back to the PAC executive and membership, and
- b. Keep up to date on educational issues in the district and province, and encourage parents in the school to become interested and active.

32. Fundraising Coordinator

(1) The Fundraising coordinator shall:

- a. Plan for the appropriate amount of fundraisers to meet the needs of the PAC budget
- b. Summarize each fundraiser and report to the PAC
- c. Make a tentative plan each AGM for the following year's fundraisers

33. School Planning Council (SPC)

(1) The School Planning Council (SPC) representative shall:

- a. Be one of three elected SPC representatives,
- b. Represent and speak on behalf of the PAC at SPC meetings,
- c. Take direction from the general PAC membership,
- d. Report back to the PAC at general meetings, and
- e. Be a strong advocate for meaningful parental involvement in the school and in the development of a school plan.

PART 7 - FINANCIAL MATTERS

34. Financial year

The financial year shall be September 1st to August 31st

35. Power to raise money

- (1) The organization may raise and spend money to further its purposes.
- (2) It is recommended that all fundraising proceeds be for the sole purpose/benefit of the entire school community based on the school growth plan.

36. Bank accounts

The organization may establish and maintain such bank accounts as the executive decides. All funds of the organization shall be kept on deposit in a chartered bank or credit union.

37. Signing authority

The chairperson, co-chair, and treasurer shall have signing authority on all banking and legal documents. At least two signatures shall be required on all of these documents.

38. Spending

- (1) The executive may spend money as approved by the members at a general meeting.
- (2) The executive may spend a *maximum of \$100.00 without prior approval* of the members. Any such expenditure shall be reported to the members at the next general meeting.

39. Annual Budget

- (1) The executive shall prepare a budget for the school year. The budget shall be presented to the members for approval at the annual general meeting.
- (2) The organization may appoint an auditor to reconcile the accounts on a yearly basis.

PART 8 - AMENDMENTS TO CONSTITUTION AND BYLAWS

40. Amendments

- (1) The members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

(2) Written notice specifying the proposed amendments shall 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 shall be posted in a conspicuous place in the school.

PART 9 - GENERAL

41. Written notices

Any written notice required to be given by these bylaws shall be deemed to have been sufficiently given if handed to the students to take home.

42. Property in documents

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

Adopted by Boundary Park Elementary School Parent Advisory Council at Surrey, British Columbia, on November 10, 1999.

Revised with approved changes at Surrey, British Columbia, on March 8, 2000.

Revised with approved changes at Surrey, British Columbia on September 13, 2001.

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Revised with approved changes at Surrey, British Columbia on May 20, 2025.