



**Bothwell Elementary School  
Parent Advisory Council  
(#4-1974)**

**Constitution and Bylaws**

**Established: May 26, 2015**

**Any and all former Constitutions & Bylaws are null and void including that established February 1998 (Amended Sept 2001, April 2002, Sept 2003)**

## Requirements of the School Act

The School Act requires PACs to make bylaws governing their meetings and the business and conduct of their affairs. The Act's requirements are specific, as follows:

### **PACs—School Act, section 8(5)**

A PAC's bylaws are to be made in consultation with the principal, and must include rules governing

- the dissolution of the PAC
- election of members to represent the PAC on the district parent advisory council.

## Constitutions and Bylaws

An organization's constitution and bylaws are living documents, and should be well known to the members, executive, partners, and others interested in the organization.

Copies of the constitution and bylaws should be available at all meetings, posted in a conspicuous place, and included at the front of any manuals or guides frequently used by the membership or executive.

### **Purposes of a Constitution**

A constitution states the reasons why an organization exists. A well written constitution

- defines the organization's reasons for being
- clarifies its mandate and purposes
- can be used to focus its activities.

### **Purposes of Bylaws**

Bylaws are an organization's operating rules. Well written bylaws

- define the roles of the membership and executive
- provide direction and authority to the membership and executive
- provide a method for holding everyone in the organization accountable for their decisions and actions.

# **Bothwell Elementary Parent Advisory Committee Constitution**

## **Table of Contents**

**Section I Name**

**Section II Purposes**

**Section III Interpretation of Terms**

---

## **Bothwell Elementary Parent Advisory Committee Constitution**

### **Section I – NAME**

Bothwell Elementary School Advisory Council is sanctioned by the School Act.

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

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

### **Section II – PURPOSES OF THE COUNCIL**

The purposes of the Council will be:

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, principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of Bothwell Elementary
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To provide parent education and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and the neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership
13. To advise and participate in the activities of Surrey #36 District Parent Advisory Council and/or BC Confederation of Parent Advisory Council

### **Section III -- INTERPRETATION OF TERMS**

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the 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

**“PAC” or “parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in Bothwell Elementary

**“parent”** is as defined in the School Act and means

- (a) the guardian of the person 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 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

# **Bothwell Elementary Parent Advisory Committee Bylaws**

## **Table of Contents**

**Section I Membership**

**Section II Meetings of Members**

**Section III Proceedings at General Meetings**

**Section IV Executive**

**Section V Executive Meetings**

**Section VI District Parent Advisory Council and External Committee Representatives**

**Section VII Conduct of Executive and Representatives**

**Section VIII Duties of Executive and Representatives**

**Section IX Committees**

**Section X Financial Matters**

**Section XI Constitution and Bylaws Amendments**

**Section XII Property in Documents**

**Section XIII Dissolution**

## **Bothwell Elementary Parent Advisory Committee Bylaws**

### **Section I – MEMBERSHIP**

#### **Voting members**

1. All parents and guardians of students registered in Bothwell Elementary are voting members of the Council.

#### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of Bothwell Elementary may be invited to become non-voting members of the Council with the exception of those who are parents, as defined by the School Act, of a student registered in Bothwell Elementary
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

#### **Compliance with bylaws**

5. Every member will uphold the constitution and comply with these bylaws.

### **Section II –MEETINGS OF MEMBERS**

#### **General meetings**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than three times during the school year. One of those meetings will be the annual general meeting.

#### **Conduct**

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. At the discretion of the President and/ or School Administrator, members and non-members shall be ejected from the meeting, should conduct not be in keeping with the Bothwell Elementary Constitution and Bylaws and socially appropriate conduct.

#### **Notice of meetings**

5. Members will be given reasonable notice of general meetings. Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.
6. In an extraordinary circumstance, a minimum notice of 48 hours, should be given, informing members of the new date and time.

### **Section III – PROCEEDINGS AT GENERAL MEETINGS**

#### **Quorum**

1. A quorum for general meetings will be ten\* voting members (\*the minimum number of voting members that can reasonably be expected to attend).
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.

#### **Voting**

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
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. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested, by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

### **Section IV -- EXECUTIVE**

#### **Role of executive**

1. The executive will manage the Council's affairs between general meetings.

#### **Executive defined**

2. The executive will include the president, vice-president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides.

#### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive.  
*Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.*

#### **Election of executive**

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.

#### **Term of office**

6. The executive will hold office for a term of one year beginning immediately following the election and/or from July 1<sup>st</sup> to June 30<sup>th</sup>. The new Executive will start job shadowing immediately following the AGM and assume their official roles no later than August 15<sup>th</sup> to allow for a transition period if required.
7. No person may hold the same executive position for more than four years.

**Vacancy**

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 Council to fill the vacancy until the next annual general meeting.

**Removal of executive**

9. 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 to complete the term.

10. 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.

**Remuneration of executive**

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.

**Section V – EXECUTIVE MEETINGS**

**Meetings**

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

**Quorum**

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

**Notice**

3. Executive members will be given reasonable notice of executive meetings.

**Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated

**Section VI - DISTRICT PARENT ADVISORY  
COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

**District Parent Advisory Council representative**

2. One representative to the Surrey District #36 DPAC may be elected annually from among the voting members who are not elected officials of School District No. 36 or the Ministry of Education.

**Election of DPAC representative**

3. The election of representative to DPAC must be by secret ballot.



**Term of office**

4. DPAC representative will hold office for a term of one year.

**Vacancy**

5. If the DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

**External committees**

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 36 or the Ministry of Education to represent the Council on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

**Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

**Representing the Council**

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

**Privilege**

2. 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 permission of the person giving the information.

**Disclosure of interest**

3. 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 interest to the membership and executive.
4. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

**Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

**A. The President**

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution

- (h) be a signing officer
- (i) submit an annual report

**NOTE: The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership, principal (for PACs before the meeting to give them an opportunity for input.**

**The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.**

#### **B. The Vice-President**

- (a) support the president
- (b) assume the duties of the president in the president's absence or upon request
- (c) assist the president in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer

#### **C. The Secretary**

- (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 safekeeping of all records of the Council
- (g) may be a signing officer

**NOTE: If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.**

**Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.**

#### **D. The Treasurer**

- (a) 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 account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit 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 account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

**E. The DPAC Representative**

- (a) attend all meetings of Bothwell Elementary and represent, speak, and vote on behalf of the Council
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liaise with other parents and DPAC representatives

**F. Members-at-Large**

- (a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- (b) may be a signing authority at the discretion of the Executive

**G. The immediate Past President**

- (a) advise and support the membership and executive
- (b) provide information about resources, contacts, and other matters

**NOTE: Annual reports are important because they**

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

**Section IX – COMMITTEES**

1. The membership and executive may appoint committees to further the Council’s 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.
  4. A Nominating Committee will be appointed annually before the annual general meeting.
  4. (a) A standing committee exists every year and may be described in the bylaws. Examples are budget, nominating, programs, hot lunch, special events, and fundraising.
- An ad hoc committee is created to do a specific task within a certain time period.

**Section X – FINANCIAL MATTERS**

**Financial year**

1. The financial year of the Council will be July 1 to June 30.

**Power to raise money**

2. The Council may raise and spend money to further its purposes.

**Bank accounts**

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

**Signing authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

**Annual budget**

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

5. (a) The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year, usually the entire financial year. It must not extend over more than one financial year.

**Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

**Treasurer's report**

7. A treasurer's report will be presented at each general meeting.

**Auditor**

8. Members at a general meeting may appoint an auditor.

8. (a) Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

**Section XI – 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 made accessible to all members.
- 4.

### Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council 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.

### Section XIII – 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 Council shall be distributed to another parent advisory council or councils in School District No. 36 having purposes similar to those of the 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 Bothwell Elementary School.

Adopted by Bothwell Elementary School Parent Advisory Council at Surrey, British Columbia, on May 26, 2015. Signatures of President and one other Executive member.

  
\_\_\_\_\_  
ELENA HUTCHINSON  
PRESIDENT

  
\_\_\_\_\_  
NAOMI PEDERSEN  
TREASURER

