



Elgin Park Secondary School

Parent Advisory Council

13484 24 Avenue, Surrey,
BC, V4A 2G5

Constitution and Bylaws

Updated February 2026

Table of Contents

A. CONSTITUTION	3
I. Name	3
II. Purpose	3
III. Interpretation of Terms	4
B. BYLAWS	4
I. Membership	4
II. Meetings of Members	4
III. Proceeding at General Meetings	5
IV. Executive	5
V. Executive Meetings	6
VI. District Parent Advisory Council	6
VII. British Columbia Confederation of Parent Councils	6
VIII. External Committee Representatives	7
IX. Conduct of Executive and Representatives	7
X. Duties of Executive and Representatives	7
XI. Committees	9
XII. Financial Matters	9
XIII. Social Media Guidelines	9
XIV. Constitution and Bylaw Amendments	10
XV. Property in Documents	10
XVI. Dissolution	10

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 that 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 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 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.
3. All members in good standing have the right to attend all General and Extraordinary meetings.
4. All members must follow the Elgin Park Secondary Code Of Conduct in order to remain in good standing,

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.
4. 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.
5. Notice of General Meeting will be communicated through the school e-newsletter, Orca App and via the PAC Instagram Account @Elginparkpac with a minimum of 2 weeks' notice. The calendar of meetings for the year is available on the Orca App.

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 business of the PAC will be managed by a volunteer board of elected officers (PAC Executive) between general meetings.
2. Executive officers are accountable to the membership.
3. The executive will include the chair, co-chair, secretary, treasurer, and such other members of the council as the membership decides.
4. Any voting council member is eligible to serve on the executive, except employees of Elgin Park Secondary School.
5. The executive will be elected at each Annual General Meeting.
6. 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.
7. No two members of the same family may serve on the executive at the same time.
8. The term for members of the executive will run from September 1 to August 31.
9. The executive will hold a term of one year, from September 1st to August 31st, in accordance with the fiscal year.
10. 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

11. 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.
12. 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 an 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, representative and committee leader must agree to abide by the Code Of Ethics Executive Agreement in order to remain in good standing.
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.
6. All Executive members or representatives are expected to adhere to the Social Media section of these Bylaws.

X. Duties of Executive and Representatives

1. The Chair will:
 - a. Speak on behalf of the council
 - b. Consult with council and 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 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 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 council 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

1. The membership and executive may appoint committees to further the Elgin Park Secondary School Parent Advisory Council 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. Examples include (but not limited to) Dry Grad Committee, Fundraising Committee.
3. Committees will report to the membership and executive as required.
4. On election or appointment, all Committee leaders must agree to abide by the Code of Ethics acceptable to the membership.

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. Social Media Guidelines

1. Purpose:
 - a. PAC Social media account was created to help keep families informed with what is happening within the school community.
 - b. This account is not an open-forum discussion, and account administrators reserve the right to turn off commenting.

- c. PAC social media spaces are intended to be places where PAC Executives and PAC Committees share facts about school activities (important date reminders, event reminders, fundraising reminders, etc), and for information directly related to the PAC Executives (meeting agendas, meeting reminders, announcements on use of funds, etc).
- d. Parents, guardians, students, school administrators, school staff, DPAC Executives, and SD36 trustees are welcome to follow the account.

2. Administration:

- a. The Account Administrators will be the current PAC Chair and Co-Chair or, in their absence, the Secretary.
- b. Account administrators approve all posts before being published to ensure they meet post topic guidelines.
- c. Account administrators reserve the right to decline posts, and/or delete comments where the content does not adhere to our post guidelines.

3. Topics:

- a. Published information will always attempt to be accurate, constructive, informative, and helpful to the best of the knowledge of account administrators/PAC Executives.
- b. Topics that are not aligned with Elgin Park PAC Constitution and Bylaws are not allowed, and will be deleted as required.
- c. Elgin Park PAC social media post exclusions::
 - i. Complaints about school activities, incidents, policies, students, families, or staff members. Posts of this nature will be declined, and comments of this nature will immediately be deleted.
 - ii. Promotion of community events/services that may be considered third party advertising unless explicitly approved by the EPS PAC Executives
 - iii. Posts/comments that are political in nature
 - iv. Buy/sell/trade content
 - v. Post photos of students, families, staff, or other individuals without consent.
 - vi. Posts or comments with material and language that is deemed offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, racist, racist, sexist, or otherwise unlawful.

XIV. 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.

XV. Property in Documents

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members connected with
2. 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.

XVI. 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 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

Adopted by Elgin Park Secondary Parent Advisory Council at Surrey, B.C. February 2026

Chair; Jennifer Mathieson, Signature:  Date: April 15/26

Treasurer; Victoria Gootgarts, Signature:  Date: May 4, 2026

Secretary; Richa Balachandran, Signature:  Date: April 15, 2026

DPAC Representative; Sheri Hardcastle, Signature:  Date: April 15, 2026

Principal; Michael Sweeney, Signature:  Date: April 15, 2026