

ÉCOLE SNOKOMISH ELEMENTARY
PARENT ADVISORY COUNCIL (PAC)

CONSTITUTION & BYLAWS

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**ÉCOLE SNOKOMISH ELEMENTARY
PARENT ADVISORY COUNCIL (PAC)**

CONSTITUTION

NAME

The name of this organization is the **École Snokomish Elementary Parent Advisory Council (PAC)**.

The PAC will operate as a non-profit organization with no personal financial benefit accruing to its members. The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

MISSION STATEMENT

The PAC is dedicated to enhancing the educational experience, well-being, and sense of belonging for all students at École Snokomish Elementary.

The PAC strives to create meaningful, inclusive, and memorable school experiences that reflect the diversity of the school community. We are committed to supporting opportunities that are accessible to all students, including those with disabilities, diverse learning needs, and varied cultural and socio-economic backgrounds.

Through collaboration with the school, families, and the broader community, the PAC fosters a welcoming and inclusive environment where every student feels valued, supported, and empowered to succeed.

PURPOSE OF THE PAC

The purpose of the PAC is:

- To support and enhance the overall student experience through inclusive and enriching opportunities
 - To promote equity and inclusion by identifying and reducing barriers to participation
 - To ensure PAC initiatives reflect the diversity and needs of all students and families
 - To advise the principal, staff, and School District No. 36 (Surrey) on matters relating to the school
 - To encourage respectful collaboration between families, school staff, and the community
 - To promote the values of public education and support the goals of the school
 - To contribute to a safe, caring, and inclusive school environment
 - To provide opportunities for engagement that support student success and well-being
 - To participate in the Surrey District Parent Advisory Council (DPAC) and BC Confederation of Parent Advisory PACs (BCCPAC)
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EQUITY, INCLUSION AND ACCESSIBILITY

The PAC is committed to creating a welcoming, inclusive, and accessible environment.

The PAC will:

- Value diversity in all its forms
 - Remove barriers to participation
 - Promote inclusive practices in all decisions and events
 - Support students with disabilities and diverse learning needs
 - Encourage participation from underrepresented voices
 - Consider accessibility in meetings, communication, and events
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DEFINITIONS

- **“AGM”** means annual general meeting
 - **“asset”** refers to any money in the PAC bank accounts
 - **“district”** means School District No. 36 (Surrey)
 - **“executive”** will include the president, vice-president, secretary, treasurer, and such other members of the PAC as voted by the membership.
 - **“DPAC”** or “district parent advisory PAC” means the parent advisory PACs organized according to the School Act and operating as a district parent advisory PAC in School District No. 36
 - **“PAC”** or “parent advisory PAC” means the families organized according to the School Act and operating as a parent advisory PAC in École Snokomish 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 Surrey School District No. 36

also referred to, and used interchangeably in this document as **“family”**.
 - **“school”** means any public elementary or secondary educational institution as defined in the School Act operating within Surrey School District No. 36
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**ÉCOLE SNOKOMISH ELEMENTARY
PARENT ADVISORY COUNCIL (PAC)**

BYLAWS

MEMBERSHIP

Voting Members

All parents and caregivers of students registered at the school are voting members.

Employees of the school are non-voting members.

Non-Voting Members

Administrators and staff may participate as non-voting members.

Compliance with bylaws

All members must follow this constitution and bylaws.

MEETINGS OF MEMBERS

General meetings

- General meetings will be conducted with fairness to all members.
- General meetings will be held monthly. Exceptions may occur from time to time during the months of winter break, spring break, July, and August. One of those meetings will be the AGM. In June, a special meeting may be called to address PAC business before the end of the school year, forgoing the regularly scheduled June general meeting.
- The AGM will be held in the month of May of June.
- The election of the executive for the following school year will take place at the AGM

Conduct

- At general meetings, members will not discuss individual school personnel, students, families, or other members of the school community.
- The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice at meetings

- Members will be given reasonable notice of general meetings. Non receipt of a meeting notice does not invalidate the meeting proceedings.
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PROCEEDINGS AT GENERAL MEETINGS

Quorum

- A quorum for general meetings will be 5 voting members. **Voting**
- 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.

Voting

- 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).
 - In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
 - Members must vote in person or virtually on all matters. Voting by proxy will not be permitted.
 - 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.
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EXECUTIVE

Role of executive

- The executive will manage the PAC's affairs between general meetings.

Eligibility

- Any voting member of the PAC is eligible to serve on the executive, except employees of École Snokomish Elementary or elected officials of Surrey School District No. 36 or the Ministry of Education who are non-voting members and are not eligible to serve on the executive.

Election of executive

- The executive will be elected at each annual general meeting.
- Elections will be conducted by a person appointed by the membership.
- All voting members of the PAC are eligible to be nominated for an elected position, except those listed in para.
- Parents of children who are not currently attending the school but who are registered to attend in the upcoming academic year are considered members at the time of the Annual General Meeting and are entitled to be nominated for elections to hold office and to vote.
- Elections of executive shall be in the following order:
 - a) President;
 - b) Vice-President;
 - c) Treasurer;

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- d) Secretary;
 - e) District parent advisory PAC in School District No. 36 (DPAC) Representative;
 - f) Directors-at-Large (up to 6 persons)
- An election may be made by acclamation.
 - The call for nominations for executive shall be made at the general meeting in April. The call for nominations shall remain open until the AGM in May. One more call for nominations shall be made from the floor before the president or chairperson closes the nominations. The candidate for office must consent to their nomination prior to elections.
 - The executive may at any time, appoint a member to fill a vacancy in an executive position.

Term of office

- The executive will hold office for a term of one year beginning August 1st .
- No person may hold the same executive position for more than three years.

Vacancy

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

Removal of executive members

- The members may, provided that quorum has been met, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible member to complete the term.
- 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. Non receipt of a meeting notice does not invalidate the meeting proceedings.
- If a director is absent without good cause for three (3) meetings, or willfully neglects their duties they may be removed from office.

Remuneration of executive officers

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 PAC's affairs, within the approved budget.

EXECUTIVE MEETINGS

Meetings

Executive meetings will be held at the call of the president. The executive may meet at an agreed upon place, including electronically and or virtually to conduct business, adjourn and otherwise regulate their meetings and proceedings, provided that, the

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executive are expected to represent fairly, the views of the majority of the voting members and are not to act solely on their own behalf.

Quorum

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

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

- All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
- In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

On election or appointment, every executive member and representative must agree to abide by the following code of ethics to:

- a. uphold the constitution and bylaws, policies, and procedures of the electing body
- b. perform their duties with honesty and integrity and in the interests of the PAC
- c. work to ensure that the well-being of students is the primary focus of all decisions
- d. respect the rights of all individuals
- e. take direction from the membership and executive
- f. encourage and support parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- g. strive to be informed and only pass on information that is reliable
- h. respect all confidential information
- i. support public education

Representing the PAC

Every executive member and representative must act solely in the interests of the parent membership of the PAC when representing or purporting to represent the PAC.

Privilege

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.

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Disclosure of interest

- An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their interest to the membership and executive,
 - Such an executive member or representative must avoid using their position on the PAC for personal gain,
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DUTIES OF EXECUTIVE AND REPRESENTATIVES

The President will

- a. speak on behalf of the PAC
- b. consult with PAC 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 PAC is represented in school and district activities
- g. receive, circulate, and post DPAC newsletters, brochures, and announcements
- h. issue and receive correspondence on behalf of the PAC
- i. ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- j. be a signing officer

The Vice-President will

- a. support the president
- b. assume the duties of the president in the president's absence or on request
- c. assist the president in the performance of their duties
- d. be the alternate DPAC Representative if the elected DPAC Representative can't attend a meeting

The Secretary will

- a. ensure that members are notified of meetings Maintains records
- b. record and upload minutes of all meetings to the PAC shared drive or cloud
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members on request
- d. prepare and maintain other documentation as requested by the membership or executive

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- e. distribute the meeting minutes to members within 15 days of meetings
- f. ensure safekeeping of all records of the PAC using the method agreed on by the PAC

The Treasurer will

- a. be a signing officer
- b. ensure all funds of the PAC 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 and provide a copy to the Secretary for inclusion in that meeting's minutes.
- f. make financial records and account statements available to members on request
- g. have the financial records and account statements ready for inspection 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 account statements in the treasurer's absence
- j. submit a summary of the financial records and account statements at the annual general meeting
- k. apply for the BC Community Gaming grant annually, ensuring that all requirements of the grant program are adhered to
- l. apply for gaming licenses as required and ensure that all BC Gaming Policy and Enforcement Branch policies are followed
- m. submit all required reports after licensed events and at the end of the financial year

The DPAC Representative will

- a. attend all meetings of DPAC and represent, speak, and vote on behalf of the PAC
- b. maintain current registration of the PAC with DPAC
- 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 PAC
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements to the Executive and President for circulation to the members
- f. receive and act on all other communications from the DPAC

Members-at-large will

- a. serve in a capacity to be determined by the PAC, as needed and agreed on
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COMMITTEES

- a. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
- b. 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.

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- c. Committees will report to the membership and executive as needed and provide a report at monthly meetings.
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FINANCIAL MATTERS

Financial year

The financial year of the PAC will be August 1 to July 31.

Power to raise money

The PAC may raise and spend money as agreed on by its members.

Bank accounts

All funds of the PAC must be kept on deposit in the name of the PAC in a financial institution registered under the Bank Act.

Signing authority

The executive will name at least three signing officers for banking and legal documents. The President and Treasurer will be signing officers. Two signatures will be required on all cheques and legal documents.

Annual budget

The executive will prepare a draft budget and present it to the membership for review and discussion at the first general meeting of the school year.

Non-budgeted expenditures

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

Monthly Treasurer's report

A treasurer's report advising of current account balances, accompanied by a statement of account from the financial institution for the most recent month will be presented at each general meeting. The treasurer's report will highlight previous month and year to date income and expense statements accompanied by bank statement(s). The treasurer will have the budget available, including funds available.

Financial review

An annual review of the financial books will be done at the beginning of each school year by two executives who did not have signing authority for the year being reviewed. Should there not be two executives available, one or more parents who did not have signing authority may volunteer to ensure two people are reviewing the books. If needed, an external auditing company may be used at the discretion of the majority of the executive.

**ÉCOLE SNOKOMISH ELEMENTARY
PARENT ADVISORY COUNCIL (PAC)**

CONSTITUTION AND BYLAW AMENDMENTS

- The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
 - Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting
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PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, in electronic or paper format, kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC 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 documents relate.

COMMUNICATION

- All correspondence being sent, or posted on social media accounts and sites, on behalf of the PAC will be agreed on by the PAC.
 - The executive acknowledges and agrees to not post disparaging or defamatory statements about Ecole Snokomish School or the PAC.
 - The executive will avoid social communications that might be misconstrued in a way that could damage the school's reputation, even indirectly.
 - Each executive member is personally responsible for what they communicate on social media – as part of your role or on personal sites.
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DISSOLUTION

- In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another PAC or PACs in School District No. 36 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution. Records returned to school
 - In the event of winding up or dissolution, all records of the PAC shall be given to the principal of École Snokomish Elementary.
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Adopted by École Snokomish Elementary PAC at Surrey, British Columbia, on April 28, 2026.

SIGNATURES of 3 executives and a witness: