

**Fleetwood Park
Secondary School
Parent Advisory Council
Constitution and Bylaws**



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Table of Changes

Date	Editor	Description of Change
29-Apr-2019	Gurpreet Sidhu (author)	First draft presented to PAC by: Maria Boothman Yvette Lauer Kevin Ma Gurpreet Sidhu Dave Sidhu Leitao Zhi Fang Jieli Brenda Zhou
3-Jun- 2019	Maria Boothman	Minor edits from review meeting attended by Maria Boothman Yvette Lauer Kevin Ma Rosie Poonie Min Jong Kim
26-Nov- 2021	Yvette Lauer	Edits to Virtual meeting and Treasurer signing authority.
28-Feb-2022	Maria Boothman	Minor edits from meeting attended by Maria Boothman Yvette Lauer Rosie Pooni Esther Williams Min Jong Kim Maura Lum Sarbjee Sarai
28-Apr-2025	Rajesh Kamat	Revision to incorporate resolution from April 28, 2025 meeting to conduct PAC Executives elections either during June or September PAC meeting

Constitution

I. Name

1. The name of this committee shall be, Fleetwood Park Secondary School Parent Advisory Committee (FPSS PAC).

II. Purpose

1. To provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education.
2. To encourage and support programs in the school which promote the involvement of parents.
3. To provide parent education and professional development.
4. To provide a forum for discussion of programs and policies at the school level and educational issues at the school district and provincial levels.
5. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies and facilities.
6. To support educational programming which allows students to become active and mature participants within their community.
7. To contribute to a sense of community and wellness with the school and between the school, home and neighborhood.
8. To advise the school Principal and staff on parental views about school programs, policies and activities.
9. To communicate with parents and to promote co-operation between the home and the school in providing for the education of the children.
10. The committee shall be empowered to enact bylaws governing its conduct and operations. Roberts Rules of Order shall govern all matters not covered by the bylaws.

Bylaws

I. Membership

1. All parents and guardians of students registered at Fleetwood Park Secondary School may be voting members of the group.
2. No voting members of the executive receive remuneration or other financial benefits for their service to the committee, regardless of the type of service performed.
3. The executive are elected from the voting membership.
4. Every member will uphold the constitution and comply with these bylaws.

II. Meetings of Members

General meetings

1. A quorum for general meetings shall be those present for the meeting including two executive members plus one.
2. Except when noted otherwise, all matters that require a vote will be decided by a simple majority of the votes cast and must meet quorum.
3. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
4. Members must can vote in person, virtually, and by phone on all matters.
5. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or virtual response or by verbal confirmation, or if requested by two or more members present by secret ballot.
7. A vote will be taken to destroy the ballots after every election or secret ballot vote.
8. General meetings of the members shall be held not less than six times during the school year.

Notice

1. Members shall be given not less than 7 days written notice of a general meeting.

Request by member

1. Any two members or the principal may request the calling of a meeting.
2. The request shall be in writing delivered to the chair stating the reason for the meeting.

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 committee shall refrain from partisan political action or other activities which do not serve the interests of the school or the public-school system.
3. There is zero tolerance for verbal violence, physical violence, threatening behavior or abusive language.

Privilege

1. 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.

III. Executive

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the Chair, Vice Chair, Secretary, Treasurer and a District Parent Advisory Council (DPAC) Representative, Scholarship Committee.
3. Any voting committee member is eligible to serve on the executive, except the employees of Fleetwood Park Secondary School.
4. The executive will be elected either during the last PAC meeting of the school year in June or during the 1st PAC meeting of the school year in September.
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 more than 1 member of the same family may serve on the executive at the same time.
7. The executive will hold office for a term of one year beginning the first PAC meeting in September until the following school year.
8. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the committee to fill the vacancy until the 1st PAC meeting of the following school year.
9. The general or executive 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 as an elect and 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 no less than seven days before the vote.

10. 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 committee's affairs.

IV. Duties of the Executive

Chair

1. The Chair shall in consultation with the executive prepare an agenda for all meetings and preside at all general and executive meetings.
2. The Chair is an official member of all committees established by the executive.
3. Except as the executive decides from time to time, the chair is the spokesperson on behalf of the organization.
4. The Chair shall be a signing officer.

Vice-Chair

1. The Vice-chair shall assume the duties of the Chair in the Chair's absence. When not carrying out the Chair's duties the Vice-Chair shall assist the Chair as needed and perform such special duties as the executive decides.
2. The Vice-Chair shall be a signing officer.

Secretary

1. The secretary shall keep minutes of all meetings, maintain and insure the safekeeping of all records and documents of the organization; except those required to be kept by the Treasurer.
2. The Secretary shall conduct the correspondence of the organization.
3. The Secretary may be a signing officer.

Treasurer

1. The Treasurer shall keep proper accounting records of all financial transactions of the organization and report to the executive and members on all accounts of the organization when required.
2. The Treasurer shall assist the executive in preparing an annual budget.
3. Ensure all funds of the committee are properly accounted for.
4. Disburse funds as authorized by the membership or executive.
5. Ensure that proper financial records and books of accounts are maintained.
6. Report on all receipts and disbursements at general and executive meetings.
7. Make financial records and books of accounts available to members upon request.

8. Have financial records and books available for inspection or audits annually.
9. Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence.
10. The Treasurer or any executive member may apply for the BC community gaming grant and have guidelines available and be acquainted with them, and submit the GSAR reports.
11. The Treasurer shall not be a signing officer.

Absence of Secretary

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

Executive members

1. All executive members shall keep an accurate and most recent copy of the constitution and by-laws.

District Parent Advisory Council

1. At least one representative to the School District No. 36 District Parent Advisory Council (DPAC) may be elected from amongst the voting members.
2. The DPAC representative will hold office for a term of one school year.
3. If the DPAC 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.
4. The DPAC representative will attend meetings of School District No. 36 DPAC and represent, speak and vote on the behalf of the committee.
5. Shall maintain the committee's council registration.
6. Report regularly to the membership and executive on all matters relating to the DPAC.
7. Receive, circulate and post DPAC newsletters, brochures and announcements.
8. Receive and act on all other communications from DPAC.
9. Liaise with other parents and DPAC representatives.
10. The DPAC representative may be signing authority.

V. Financial Matters

1. The financial calendar year for Fleetwood Park Secondary PAC will be from July 1st to June 30th.
2. The committee may raise and spend money to further its purposes.
3. All funds of the committee must be kept on deposit in a bank or financial institution registered under the Bank Act.
4. Bank statement must be mailed to the school address.
5. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
6. The executive will present all proposed expenditures beyond the current budget for approval at the next PAC meeting.
7. A treasurer's report will be presented at each meeting.
8. Receipts and committee approval must accompany all requests for payment prior to reimbursement.
9. All expenditures must follow BC community gaming grant program guidelines for the applicable year.
10. The treasurer and/or executive will ensure timely response of reimbursement requests.

VI. Dry Grad Sub-committee

1. The committee shall designate a liaison between the dry grad committee and the PAC.
2. Committees shall report to the executive as the executive requires.
3. Shall assign a co-treasurer to be a liaison to the PAC treasurer. The co-treasurer will have no signing authority.

VII. Amendments to the constitution and By-Laws

1. The members may be a majority of not less than 75% of the votes cast to amend the Constitution and By-Laws of the organization.
2. Written notice specifying the proposed amendments shall be given to the members not less than fourteen days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member but shall be posted on the FPSSS PAC webpage.

This Constitution and Bylaws document was adopted by the Fleetwood Park Secondary School Parent Advisory Council at Surrey, British Columbia on **April 28th, 2025**


Chair Signature

Maura Lum
Print Name

N/A
N/A

Vice Chair Signature

Print Name


Treasurer Signature

Simran Dhillon
Print Name


Secretary Signature

RAJESH KAMAT
Print Name


DPAC Representative Signature

Liang Yao
Print Name


Principal Signature

JOELLE PERRY
Print Name