

# GREEN TIMBERS ELEMENTARY SCHOOL

## PARENT ADVISORY COUNCIL

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### CONSTITUTION

#### Section I – Name

The name of the Council shall be the Green Timbers Elementary School Parent Advisory Council.

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 – Mission Statement

The Green Timbers Elementary School Parent Advisory Council is dedicated to the education and well being of our children. The PAC's primary mandate is to promote effective communication between the home and school. The PAC shall encourage parents to participate in meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.



### **Section III – Purposes of the Council**

The purposes of the Council will be:

1. To promote cooperation between the home and the school in providing for the education and welfare of students in the school.
2. To encourage and support programs in the school that promote parent involvement.
3. To advise the school board, principal and staff on any matter relating to the school.
4. To have voice in the development of the school plan.
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.
7. To provide parent education and professional development and a forum for discussion of educational issues.
8. To encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
10. To organize and support activities for students and parents.
11. To provide financial support for the goals of the Council, as determined by the membership.
12. To advise and participate in the activities of the District #36 Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

### **Section IV – 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 operative as a parent advisory council in Green Timbers Elementary School.

“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 this document, 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.

“SPC” means the school planning council created for Green Timbers Elementary School according to the School Act.



# GREEN TIMBERS ELEMENTARY SCHOOL

## PARENT ADVISORY COUNCIL

### BYLAWS

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## Section I – MEMBERSHIP

### Voting Members

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

### Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Green Timbers Elementary School may be invited to become non-voting members of the Council.
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 four 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. The 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. If procedural problems arise on an issue not covered by these bylaws, *Robert's Rules of Order Newly Revised* shall be used to resolve the issue.

### Notice of meetings

6. Members will be given reasonable notice of general meetings.
7. Notice of meetings can be given by way of flyer, newsletter, email or the Green Timbers Elementary School website. A calendar of meetings for the year satisfies the requirement for reasonable notice.
8. 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.



### Section III – PROCEEDINGS AT GENERAL MEETINGS

#### Quorum

1. A quorum for general meetings shall be four voting members.
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 Chairperson 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 affairs of the Council shall be managed by a board of elected officers. The executive officers will include the President(s), Vice-President(s), Secretary, Treasurer, Director, District Parent Advisory Council Representative, the School Planning Council Representative and such other members of the Council as the membership decides.

#### A. The **President** will:

- 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



B. The **Vice-President** will:

- 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
- f. Contribute to the President's Annual Report

C. 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 safekeeping of all records of the Council, including a copy of all records to be kept in the Parent Resource Library
- g. Accept extra duties as required
- h. May be a signing officer
- i. Contribute to the President's Annual Report

**Absence of Secretary:** In the absence of a secretary from a general meeting, the chair shall appoint another person to act as secretary at the meeting.

D. The **Treasurer** will:

- a. Be one of the signing officers
- b. Ensure all funds of the council are properly accounted for
- c. Disburse funds as authorized by the membership or executive
- d. Ensure that 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
- k. Accept other duties as required

E. The **Director** will:

- a. Support the P A C
- b. Assist the President & other executive member in the performance of his or her duties
- c. Accept extra duties as required
- d. Be a signing officer
- e. Contribute to the President's Annual Report



**F. The DPAC representative will:**

- a. Attend all meetings of District 36 Parent Advisory Council 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 newsletter, brochures and announcements
- f. Receive and act on all other communications from the DPAC
- g. Liaise with other parents and DPAC representatives
- h. Accept other duties as required

**G. Immediate Past President:**

- a. The Immediate Past President shall act as a special advisor and provide advice and support.
- b. The Immediate Past President does not have a vote on resolutions or a tie-breaker vote.

**Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 36 or the Ministry of Education.

**Election of Executive Officers**

4. The executive will be elected at each annual general meeting.
5. Call for nominations shall be made at the Annual General Meeting.
6. Elections will be conducted by the President or the person nominated by the executive members.
7. Three representatives to the school planning council ("SPC") must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.
8. The election of representatives to the SPC and DPAC must be by secret ballot.

**Term of office**

9. The executive will hold office for a term of one year from September 1<sup>st</sup> through August 31<sup>st</sup>.
10. No person may hold the same executive position for more than two years, unless no one else runs for the position.
11. No person may hold the position of President and Treasurer at the same time.
12. No person may hold more than two elected executive position at any one time.

**Vacancy**

13. 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**

14. 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.
15. 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.
16. 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 may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.

### **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 President does not have a second or casting vote and the motion is defeated.

## **Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of Ethics**

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership. (A copy of the Code of Ethics is attached hereto as Schedule "A").

### **Representing the Council**

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

### **Privilege**

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



## **Disclosure of Interest**

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 interest 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.

## **Section VII – 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 Fun Lunch Committee will be appointed annually at each annual general meeting.
5. A Fundraising Committee will be appointed annually at each annual general meeting.
6. A Safety Committee will be appointed annually at each annual general meeting.

## **External Committees**

7. 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.
8. The representative will report to the membership or executive as required.

## **Section VIII – FINANCIAL MATTERS**

### **Financial Year**

1. The financial year of the Council will be September 1<sup>st</sup> to August 31<sup>st</sup>.

### **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. (a) The President, Treasurer, and at least one other Executive Officer shall have signing authority on all banking and legal documents. At least two signatures shall be required on all these documents.  
(b) Related Executive Officers shall not be signing authorities at the same time.

### **Annual budget**

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

### **Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. The executive members may spend up to \$300.00 without prior approval of the membership.

### **Treasurer's report**

8. A treasurer's report will be presented quarterly at general meeting in the month of September, December, March, June.

### **Auditor**

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

### **Non-Borrowing Clause**

10. Under no circumstances may anyone in an executive position or otherwise borrow on behalf of the PAC.

## **Section IX – 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.

## **Section X – PROPERTY OF 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 XI – 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 Green Timbers Elementary School.



Constitution & by-Laws adopted by Green Timbers Elementary School Parent Advisory Council at Surrey, British Columbia on 15, 11, 2018.

Day                      Month                      Year

Amandeep Selhon

President's Name

Aman

President's Signature

Mandeep Mundi

Vice – President's name

[Signature]

Vice-President's Signature

Ritika Babuta

Secretary's Name

Ritika

Secretary's Signature

Tuneja Singla

Treasurer's Name

Tuneja

Treasurer's Signature

HARDIP VIRK

Director's Name

Hardip Virk

Director's Signature

**SCHEDULE "A"**  
**GREEN TIMBERS ELEMENTARY SCHOOL**  
**PARENT ADVISORY COUNCIL**  
**CODE OF ETHICS**

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the PAC.
2. Performs his or her duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Green Timbers Elementary School PAC Executive, have read, understood and agreed to abide by the code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the PAC, should there be any concerns about my work.

\_\_\_\_\_  
Name of Executive Member:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Phone Number / e-mail address:

