

# Latimer Road Elementary School

## Parent Advisory Council (PAC)

### Constitution and Bylaws

Revised: May 13, 2024

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# Constitution

## **Section 1 Name**

1. The name of the Association shall be the *Latimer Road Parent Advisory Council*, as per the School Act: Sec. 8(4) School District No. 36 (Surrey).
2. The *Council* will operate as a non-profit organization with no personal financial benefit.
3. The business of the *Council* shall be unbiased towards race, religion, gender, or politics.

## **Section 2 Purposes**

The purpose of the organization shall be:

1. To promote and support education and to contribute to a sense of school community at Latimer Road Elementary School.
2. To provide for a formal means of consultation and discussion on issues of interest and/or concern to parents.
3. To advise the School Principal and staff on parental views about school programs, policies, and activities.
4. To assist parents in accessing the system, and to advocate on behalf of parents and students by informing parents of due process.
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

6. To work within the guidelines established for Latimer Road PAC and to comply with the policies of School District #36 (Surrey) and the School Act.
7. To communicate with parents, and to promote cooperation between the home and the school in providing for the education of the children.
8. To participate in the work of the School Planning Council through the Council's elected representatives.
9. To provide financial support for the goals of the Council, as determined by the membership.

# **Bylaws**

## **Section 3 Membership**

1. All parents and guardians of students registered at Latimer Road Elementary School shall be voting members of the group.
2. Administration and staff (teaching and non-teaching) of the Latimer Road Elementary School shall be non-voting members of the group.
3. Members of the school community who are not parents of the students currently in the system shall be non-voting members of the group.
4. At no time shall the Council have more non-voting than voting members.

## **Section 4 Meetings**

1. There shall be an *Annual General Meeting* for the purpose of election of officers held in May or June of each year and additional general meetings shall be held once a month during the school year to conduct current business, June and December being exceptions.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. The purpose of Executive meetings shall be to carry out business between general meetings and to set an agenda for general meetings.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. A record sheet shall be kept of members and non-voting members in attendance at each meeting. (From procedure of meetings)

## **Section 5 Quorum**

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon a simple majority vote.
3. In case of a tie vote, the motion will be lost.
4. Votes on all matter must be given personally; voting by proxy shall not be permitted. Voting shall be done by show of hands with the exception of the election of Officers, which shall be done by secret ballot.

## **Section 6 Elections and Executive Officers**

1. The executive will include the President, Vice-President, Secretary, Treasurer, Immediate Past President, and other such members of the Council as the membership decides. At a minimum the executive should include the positions of the President, Secretary, and Treasurer.
2. Latimer Road PAC shall elect a slate of officers from the voting members for each school year in the month of May or June.
3. The executive officers shall be elected from the voting members of the Annual General Meeting, except that no elected official of School District #36 or the Ministry of Education shall hold an executive position.
4. Call for nominations shall be made at the April General meeting or as required by the executive.
5. A letter of notice for nominations should be distributed to all families in the school at least twenty-eight (28) days prior to the Annual General Meeting either by school newsletter or separately.
6. A Nominations Committee may be formed at each April
7. Nominations shall be received up to and during the Annual General Meeting, until declared closed by the President.
8. In the event of a vacancy on the Executive during the year, the Council may appoint the new acting officer who shall hold office until the next election.

## **Section 7 Term of Office**

The term of office for all executive positions is one school year.

## **Section 8 Executive Officers**

1. A board of elected Executive officers and the Immediate Past President shall manage the affairs of the Council.
2. The Executive Officers will be as follows:
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Secretary
  - e) District PAC (DPAC) Representative
  - f) (Immediate) Past President

## **Section 9 Duties of Officers**

### **1. Duties of Officers**

#### **President**

- a) Shall convene and preside at all membership, special, and executive meetings.
- b) Shall ensure that an agenda is prepared and presented
- c) Shall appoint committees where authorized to do so by the executive or membership.
- d) Shall take actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- e) Shall encourage representation at the District #36 (Surrey) DPAC meetings.
- f) Shall be a signing officer.
- g) Shall be an ex-officio member to all committees except the Nominating Committee.

#### **Vice-President**

- a) Shall assume the responsibilities of the President in the President's absence.

- b) Shall accept extra duties as required.
- c) Shall be a signing officer.

### **Secretary**

- a) Shall record the minutes of the membership, special and executive meetings.
- b) Shall issue and receive correspondence on behalf of the organization.
- c) Shall supply a synopsis of the minutes for the school newsletter and post the minutes as soon as possible after the meeting the PAC board.
- d) Shall be a signing officer.
- e) Shall safely keep all records of the Council.
- f) Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made he/she shall record changes to the Constitution and Bylaws in red, and submit a copy to the school board and administration for safekeeping.

### **Treasurer**

- a) Shall be responsible for and report on the accounts of the organization.
- b) Shall be one of the four signing officers of the Executive.
- c) Shall prepare a financial report for each month and present it with the Agenda at the month's meeting.
- d) Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures.
- e) Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- f) Shall submit a year-end report.
- g) Shall make an application for the yearly gaming grant.



### **DPAC Representative**

- a) Shall keep the DPAC Handbook up to date.
- b) Shall seek input from DPAC
- c) Shall attend DPAC meetings.
- d) Shall report District information to the Executive and shall report to the general PAC meetings as required.

### **Members at Large**

- a) 5 or more parent representatives of Latimer Road School.

### **Past President**

Refers to the immediate past President, and

- a) Shall aid, assist, and advise the Council.
- b) Shall Chair the Nominating Committee.

## **2. Vacancy on Executive**

If any officer resigns during the term of office or if any office is not filled at the time of election, the PAC Executive may appoint someone to 'act' in the vacancy until the next election.

## **Section 10 Committees**

1. Standing and ad hoc committees shall be formed when necessary.
2. School staff and non-voting community members may be afforded representation on committees.

3. Members may be appointed to special committees by the President (after consultation with the executive).
4. Special Committees (including the Nominating Committee) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish guidelines for each committee.

## **Section 11 Finances**

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the first meeting held in September.
2. All funds of the organization will be on deposit in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.
3. The Executive shall name four signing officers, one of whom will be the Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents.
4. All monies spent above and beyond five hundred dollars (\$500.00) will be first presented to and voted on by the membership at a general meeting.
5. A treasurer's report to all members should be published prior to the end of each school year.
6. Any payments should be covered by receipts or memos.
7. An annual audit will be done at the end of the school year.
8. All fundraising monies collected will be counted and verified by two people.

## **Section 12 Constitution and Bylaw Filing/Amendments**

### **Filing**

The Constitution and Bylaws of Latimer Road PAC shall be filed with the Surrey School District #36 upon application and recognition.

### **Amendments**

1. Amendments to the Constitution and Bylaws of the Latimer Road School PAC may be made at any general membership meeting at which business is conducted, providing:
  - a) Written notice of the meeting has been given to the members, fourteen (14) days minimum.
  - b) The notice of the meeting includes notice of the specific amendments proposed.
  - c) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
  - d) Amendment(s) to the Constitution and Bylaws should be submitted to the Board of Trustees of School District #36(Surrey).
2. Amendment(s) to the Constitution and Bylaws should be submitted to the Board of Trustees of the School District #36 (Surrey) for such amendment(s) to be considered in effect.

## **Section 13 Code of Conduct**

1. The Latimer Road PAC is not a forum for the discussion of individual school personnel, students, or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PAC Executive Member must:
  - a) Uphold the Constitution and Bylaws, policies and procedures of the PAC.
  - b) Perms his/her duties with honesty and integrity.
  - c) Work to ensure that the well being of students is the primary focus of all decisions.
  - d) Respect the rights of individuals.
  - e) Take direction from the members, ensuring that representation processes are in place.
  - f) Encourage and support parents and students with individual concerns to act on their own behalf, and provide procedural assistance.
  - g) Work to ensure that issues are resolved through due process.
  - h) Strive to be informed and only pass on information that is reliable and correct.
  - i) Respect all confidential information.
  - j) Support public education.