



# Constitution and Bylaws for William Watson Elementary School Parent Advisory Council (PAC)



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# Constitution

## Section 1- Name

The name of this organization shall be William Watson Elementary Parent Advisory Council.

## Section 2- Mission Statement

*We believe that children will become responsible citizens, capable of achieving their goals, if given a consistent, structured education, with high academic standards, in an environment that supports the values of our community & society.*

## Section 3- Purpose

1. To promote the interests of public education in general and, the interests of William Watson Elementary ("the school");
2. To contribute to a sense of community within the school and between the school, the home and the neighborhood;
3. To provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education;
4. To assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighborhood;
5.
  - a) To encourage and support programs in the school which promote the involvement of parents
  - b) In consultation with the principal and staff, to organize activities and programs where appropriate
  - c) To raise funds and organize volunteers for these activities and programs;
6. To raise funds as needed to purchase equipment and materials for the school;
7. To assist parents in obtaining information about the school and in communicating with teachers and administrators about their child's progress or other concerns;
8. To provide a forum for discussion of programs and policies at the school level and educational issues at the district and provincial levels;
9. To advise the schools administrator's in a consultative role of parent's views on school programs, policies and facilities;
10. To advise the district advisory council of members views on district and provincial policies, and to make recommendations where appropriate;
11. To promote a positive image of the school within the local community of Surrey School District at large.

# Bylaws

## Section 4- Membership in PAC

### Entitlement to Membership

1. All parents and guardians of students enrolled in William Watson Elementary (“the school”) and all members of the school staff are entitled to be members of William Watson Elementary Parent Advisory Council (“the organization”). Other interested members of the school community who are willing to participate in the activities of the organization may also become members.

### Voting and Non-Voting Members

2. (1) All parents and guardians of students enrolled in the school shall be voting members of the organization.
- (2) All other members shall be non-voting members.

### Compliance with Bylaws

3. Every member shall uphold the constitution and comply with bylaws. Members that are in violation of constitutional bylaws and/or are in violation of school conduct laws may have membership temporary suspended or permanently revoked depending on severity and at the discretion of the executive.

## Section 5- Meetings

### General Meetings

4. General meetings of the members shall be held not less than four times during the school year. One of those meetings shall be the annual general meeting.

### Notice

5. (1) Members shall be given not less than 7 days written notice of a general meeting.
- (2) 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.

### Right to Attend and Vote

6. (1) Every member of the organization has the right to attend general meetings.
- (2) Only voting members have the right to vote on matters at the meeting.
- (3) At the discretion of the executive, non-members may attend meetings but are not eligible to vote.

### Request by Member

7. (1) Any two members or the principal may request the calling of a general meeting.
- (2) The request shall be in writing delivered to the president stating the reason for the meeting.

(3) Members shall be given not less than 7 days written notice of a meeting called under this section.

(4) Request for a meeting is a serious matter & must be treated responsibly to respect members time. Request for a meeting should be limited to issues of a hazardous/emergency level that require immediate attention. All other matters should be presented during regular scheduled meetings.

### **Code of Conduct**

8. (1) At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
- (2) The organization shall refrain from partisan political action or other activities which do not serve the interests of the school or the public-school system.
- (3) All electronics particularly cellular devices must be turned OFF during GM's. There shall be no phone calls or texts during meetings. If members decide to take a call or return a text they will be asked to leave the general meeting area as not to disrupt meeting proceedings.
- (4) Respect the speaker. The speaker has the floor. Refrain from conducting personal conversations & interrupting the speaker while they are speaking.
- (5) Foul language, aggressive behavior or personal attacks will not be tolerated. General meetings are a safe place for members to engage in various school topics. Any foul language, aggressive behavior or personal attacks will result in immediate removal & potential lifetime ban from meetings depending on the severity of the act by the perpetrating member.

## **Section 6- Quorum and Voting**

### **Quorum**

9. A quorum for general meetings shall be those members present for the meeting.

### **Voting**

10. (1) A voting member present at a general meeting is entitled to one vote
- (2) Proxies are not permitted. Members must be present to cast a vote.
- (3) Voting is by a show of hands or where requested by two members present by secret ballot.
- (4) Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.
- (5) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.
- (6) When a motion is on the floor for voting and the debate within the membership becomes too heated; an executive can stand to end the motion.

## Section 7- Executive Defined

11. There shall be an executive consisting of at least:  
President, Vice President, Secretary and Treasurer

### Eligibility

12. Any parent or guardian of a student attending the school is eligible to serve on the executive granted they meet the requirements of section 4, 8 & 9 to fill the vacancy.

## Section 8- Election of Executive

13. The PAC Executive shall be elected every two years at the annual general meeting. The PAC Executive will hold office from July 1-June 20 on a 2-year term.

## Section 9-Term of Office

14. (1) No member of the executive may hold the same position for more than two consecutive years.
- (2) No member of the executive shall hold an executive role back to back for more than 4 consecutive years. Any member that has held an executive roll for 4+ years is no longer eligible for executive election. In extreme circumstances where there are no new members to fill the executive roles, an exception to this rule can be made at the discretion of the current executive.

### Vacancy

15. (1) If an executive member resigns or otherwise ceases to hold office or a vacancy occurs on the executive for any other reason, the remaining executive may appoint a person eligible under section 4, 8 & 9 to fill the vacancy.
- (2) An executive member currently appointed will hold office until the next annual general meeting but is eligible for re-election at that time granted, they meet requirements of section 4, 8 & 9 to fill the vacancy.

### Removal of Executive

16. (1) 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 with due cause. Anyone may elect a successor to complete the term granted they meet the requirements of section 4, 8 & 9.
- (2) Written notice specifying the intention to propose the resolution to remove the executive member shall be given to the members not less than 24 days before the meeting.

### **Remuneration of Executive**

17. No executive member shall be remunerated for serving on the executive but may be reimbursed for all expenses reasonably and necessarily incurred by him or her while engaged in the affairs of the organization.

### **Privilege**

18. Any information received in confidence by a member about school personnel, a student, a parent or other member of the school community that would harm that persons reputation is privileged information and shall not be divulged without permission of the person affected by the information. The only exception to this rule is information pertaining to child safety, which should be immediately reported to the principal/faculty only.

### **Meetings**

19. (1) Executive meetings shall be held at the call of the president  
(2) There shall be at least one Executive Meeting held prior to each General Meeting.

### **Request by Executive Member**

20. Any executive member or the principal may request the calling of an executive meeting.

### **Quorum**

21. A quorum for executive meetings shall be three members of the executive.

### **Notice**

22. (1) Verbal notice of an executive meeting to each member of the executive shall be sufficient.  
(2) The inadvertent omission to give notice to an executive member or the failure of an executive member to receive notice, does not invalidate the proceedings at the meeting.

### **Voting**

23. (1) All matters pertaining to organizational functions including programs, procedures fundraising & execution of tasks may be decided by a simple majority of the votes cast at an executive meeting.  
(2) In the case of an equality of votes, the executive does not have a second or casting vote and the proposed resolution shall not pass.

## **Section 10-Duties of Officers**

### **President**

24. (1) The president shall  
a) prepare an agenda for all meetings;

- b) preside at all general and executive meetings.
- (2) The president is an ex officio member of all committees established by the executive.
- (3) Except as the executive decides from time to time, the president is the spokesperson on behalf of the organization.

### **Vice President**

25. The vice president shall assume the duties of the president in the president's absence. When not carrying out the president's duties, the vice president shall assist the president as needed and perform such special duties as the executive decides.

### **Secretary**

26. The secretary shall keep minutes of all meetings, maintain & ensure the safekeeping of all records and documents of the organization, except those required to be kept by the treasurer.

### **Treasurer**

- 27. (1) The Treasurer shall keep proper accounting records of all financial transactions of the organization;
- (2) Report to the executive and members all accounts of the organization when required and;
- (3) Assist the executive in preparing an annual budget.

### **Secretary-Treasurer**

28. The offices of secretary and treasurer may be held by one person who shall be known as the secretary treasurer.

## **Section 11-Committees**

### **Committees/Class Representatives**

- 29. (1) The executive may appoint committees or class representatives to meet the organizations objectives or to carry on its affairs;
  - (2) A committee or group of class representatives shall be appointed if required by the members at a general meeting;
  - (3) The terms of reference of each committee shall be specified by the executive at the time it is established or by the committee at its first meeting as the executive decides.
- 30. (1) Committees shall report to the executive as the executive requires;
  - (2) Committees may meet and adjourn as they see fit;



(3) Proceedings at committee meetings shall follow Roberts Rules of Order.

## Section 12- Financials

### **Financial Year**

31. The financial year shall be September 1- August 31.

### **Power to Raise Money**

32. The organization may raise and spend money to further its purposes included but not limited to organizational membership fees. The organization may institute a yearly membership fee to raise funds required for regular & extra ordinary expenses such as playgrounds etc. The executive has the right to enact & consequently remove membership fees depending on need.

### **Bank Accounts**

33. The organization may establish and maintain such bank accounts as the executive decides. All the funds of the organization shall be kept on deposit in a chartered bank or credit union.

### **Signing Authority**

34. The President, Vice President, Treasurer & Secretary are the authorized signatories for all banking and legal documents of the organization. At least two signatures, one of which shall be the Treasurers are required on these documents.

### **Spending**

35. The executive may spend a maximum of \$300 per item without prior approval of the members. Any such expenditure shall be reported to the members at the next general meeting.

### **Annual budget**

36. Each September the executive shall prepare a budget for the school year. The budget shall be presented to the members for approval at the first general meeting of the school year.

### **Appointment of Auditor**

37. The organization may appoint an auditor.

## Section 13-Dissolution

### **Circumstances of Dissolution**

38. (1) The members may by a majority of not less than 75% of the votes cast, dissolve the organization.

(2) Written notice specifying the intention to propose the resolution to dissolve the organization shall be given to the members not less than 14 days before the meeting.

39. The organization shall dissolve on permanent closure of the school by School District #36 (Surrey) or by the province.

#### **Distribution of the Assets**

40. (1) On dissolution of the organization by the members under section 43, the assets of the organization after payment of all debts, shall be transferred to the school to be used for the benefit of the students.

(2) On permanent closure of the school under section 44, the assets of the organization, after payment of all debts shall be transferred to the Parent Advisory Council in the school to which the majority of students are relocated.

41. Where not less than 25% of the students in the school are relocated to another school, a proportion of the assets, after payment of debts, equal to the portion of the students being relocated, shall be transferred to the Parent Advisory Council in the other school.

42. (1) The members may by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

(2) Written notice specifying the proposed amendments shall be given to the members not less than 7 days before the meeting

(3) Where the proposed amendments exceed one page, they need not be given to every member, but shall be posted in a conspicuous place in the school

#### **Written Notices**

43. Any written notice required to be given by these bylaws shall be deemed to have been sufficiently given if handed to the students to take home.

### **Section 14-Property in Documents**

#### **Property in Documents**

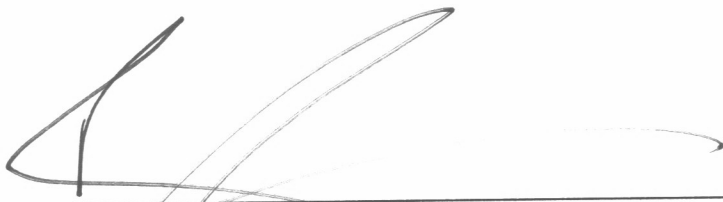
44. All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connections with the organization shall be deemed to be property of the organization and shall be turned over to the president when the member, executive member or committee member ceases to perform the tasks to which the papers relate.

Adopted by William Watson Parent Advisory Council at Surrey, British Columbia and signed on this 10th day of June 2020.



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WWE PAC Treasurer-Farid Salji



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WWE PAC President-Rebekah Paul