

ÉCOLE PANORAMA RIDGE SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS

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CONSTITUTION

I. Name

1. The name of this committee shall be, Ecole Panorama Ridge Secondary School Parent Advisory Committee .

II. Purpose

1. To promote the interests of public education in general and, in particular, the interests of Ecole Panorama Ridge Secondary School (EPRSS).
2. To contribute to a sense of community and wellness within the school; and between the school, the home, the neighborhood and the environment.
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 the highest safety standards are maintained within the school and the neighborhood.
5. To encourage and support programs in the school which promote the involvement of parents.
6. In consultation with the principal and staff, to:
 - i. organize activities and programs where appropriate;
 - ii. raise funds and organize volunteers for these activities and programs; and
 - iii. 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 the teachers and administrators about their child's progress or other concerns.

8. To provide parent education and professional development, and a forum for discussion of educational issues.
9. To provide a forum for discussion of programs and policies at the school level and educational issues at the district and provincial levels.
10. To advise the school's administrators, in a consultative role, of parents' views on school programs, policies, and facilities.
11. To advise the District Parent Advisory Council (DPAC) of members' views on district and provincial policies, and to make recommendations where appropriate.
12. To promote a positive image of the school within the local community and the Surrey School District at large.

III. Interpretation of Terms

"Community Organizations" means the groups that demonstrate an interest in education and are not already included in the scope of the Ecole Panorama Ridge Secondary School Parent Advisory Committee'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

"School" means any public elementary or secondary educational institute as defined in the School Act

BYLAWS

I. Membership

1. All parents and guardians of students registered in Ecole Panorama Ridge Secondary School are voting members of the Ecole Panorama Ridge Secondary School Parent Advisory Committee.
2. Other interested members of the school community who are willing to participate in the activities of the organization may also become non-voting members.
3. Every member will uphold the constitution and comply with these bylaws.

II. Meetings of Members

1. General Meetings

- i. A general meeting 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 (AGM).

2. Notice

- i. Except as provided in section II (4), members shall be given not less than 14 days notice of a general meeting.
- ii. The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings of the meeting.

3. Right to Attend and Vote

- i. Every member of the organization has the right to attend general meetings.
- ii. Only voting members have the right to vote on matters before the meeting.
- iii. At the discretion of the executive, non-members may attend meetings but are not eligible to vote.

4. Request by member

- i. Any two members or the Principal may request the calling of a general meeting
- ii. The request shall be delivered in writing to the President stating the reason for the meeting.
- iii. Members shall be given not less than 7 days written notice of a meeting called in this section.

5. Code of Conduct

- i. At general meetings, members shall not discuss individual school personnel, students, parents or other members of the school community
- ii. 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

III. Proceedings at General Meetings

1. A quorum for general meetings shall be at least **(7) members present for the meeting, including two (2) executive 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.
3. All matters that require a vote will be decided by a simple majority of the votes cast.
4. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters.
6. Voting by proxy will not be permitted.

7. Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot.
8. A vote will be taken to destroy the ballots after every election or secret ballot vote.

IV. Executive

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the President, Vice-President, Secretary, Treasurer and a District Parent Advisory Council Representative.
3. Any voting committee member is eligible to serve on the executive, except the employees of Ecole Panorama Ridge Secondary School.
4. The executive will be elected at the annual general meeting.
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 two members 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 July 1 of the election year until June 30 of the following year.
8. The President may hold office for no more than two consecutive terms.
9. 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 next Annual General Meeting.

10. 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 elect an 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 not less than fourteen (14) days before the vote.
11. 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.

V. Executive Meetings

1. Executive meetings shall be held at the call of the President or any one executive member.
2. At least one meeting with PAC executives will be held before the Annual General Meeting.
3. A quorum for executive meetings will be three (3) of the members of the executive.
4. Verbal notice of an executive meeting to each member of the executive shall be sufficient.
5. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast. In the case of a tie vote, the motion will be defeated.
6. 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.

VI. District Parent Advisory Council

1. At least one representative to the School District No. 36 District Parent Advisory Council (DPAC) may be elected from among 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.

VII. External Committee Representative

1. The membership or executive may elect or appoint a member to represent the committee on an external committee or to an external organization.

VIII. Conduct of Executive and Representatives

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.
2. Every executive member and representative must act solely in the interests of the membership and of the committee.
3. 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 the permission of the person giving the information.
4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the committee must disclose fully and promptly the nature and extent of his or her interests to the membership and executive.

5. Such an executive member or representative must avoid using his or her position on the committee for personal gain.

IX. Duties of Executives and Representatives

1. The President will:

- i. Speak on behalf of the committee;
- ii. Preside at general and executive meetings;
- iii. Consult with committee members;
- iv. Ensure that an agenda is prepared and presented for all meetings;
- v. Appoint committees where authorized by the membership or executive;
- vi. Ensure that the committee is represented in school and district activities;
- vii. Ensure the committee activities are aimed at achieving the purpose set out in the constitution;
- viii. Submit an annual report;
- ix. With the assistance of the executive, prepare the annual application for the Gaming Funds; and
- x. Will be a signing officer.

2. The Vice President will:

- i. Support the president;
- ii. Assume the duties of the president in the president's absence or upon request;
- iii. Assist the president or other executive members in the performance of his or her duties;
- iv. Accept extra duties as required; and
- v. May be a signing officer.

3. The Secretary will:

- i. Ensure that members are notified of meetings;
- ii. Record and file minutes of all meetings;
- iii. Keep an accurate copy of the constitution and bylaws and make copies available to members upon request. These are also posted on the

EPRSS website:

<https://www.surreyschools.ca/schools/panoramaridge/Parents/PAC/Pages/default.aspx>;

- iv. Prepare and maintain other documentation as requested by the membership or executive;
- v. Issue and receive correspondence on behalf of the committee;
- vi. Ensure safekeeping of all records of the committee in accordance with District policy; and
- vii. May be a signing officer.

4. The Treasurer will:

- i. Will be a signing officer;
- ii. Ensure all funds of the committee are properly accounted for;
- iii. Disburse funds as authorized by the membership or executive;
- iv. Ensure that proper financial records and books of accounts are maintained;
- v. Report on all receipts and disbursements at general and executive meetings;
- vi. Make financial records and books of accounts available to members upon request;
- vii. Have financial records and books available for inspection or audits annually;
- viii. With the assistance of the executive, draft an annual budget;
- ix. Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence; and
- x. Submit an annual financial statement as per Section XI (9).

5. The District Parent Advisory Council Representative will:

- i. Attend meetings of School District No.36 DPAC and represent, speak and vote on the behalf of the committee;
- ii. Maintain the committee's council registration;
- iii. Report regularly to the membership and executive on all matters relating

to the DPAC;

- iv. Receive, circulate, and post DPAC newsletters, brochures, and announcements;
 - v. Receive and act on all other communications from DPAC; and
 - vi. Liaise with other parents and DPAC representatives.
6. Members at Large should:
- i. Participate at PAC meetings regularly; and
 - ii. Serve in a capacity to be determined by the committee at the time of election, and at other times as the committee requests.

X. Committees

- 1. The membership and executive may appoint committees to further the Ecole Panorama Ridge Secondary School PAC 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.

XI. Financial Matters

- 1. The financial calendar year for EPRSS PAC will be July 1 to June 30.
- 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 statements 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 prepare a budget and present it to the membership for approval before the current budget expires (the last PAC meeting before the AGM).
7. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
8. The executive may authorize expenses up to two hundred dollars (\$200) without approval from membership.
9. A treasurer's report will be presented at each general meeting.

XII. Constitution and Bylaw Amendments

1. The members may, by a majority of not less than 75% of the votes cast, amend the Committee's constitution and bylaws.
2. Written notice specifying the proposed amendment must be given to the members not less than fourteen (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 be made available to all members.

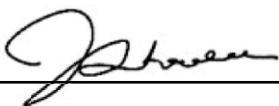
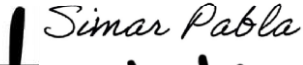

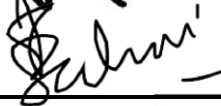


XIII. Property of Documents

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the EPRSS PAC shall be deemed to be the property of the EPRSS 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 papers relate.

XIV. Dissolution

1. In the event of winding up or dissolution of the Committee, and after payment of all debts and costs of winding up or dissolution the assets and remaining funds of the committee shall be distributed to another PAC/council or councils in the School District No. 36 having purpose similar to those of this committee as the members of the Committee may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Committee shall be given to the Principal of EPRSS.

Adopted by Ecole Panorama Ridge Secondary School Parent Advisory Committee at Surrey, BC on February 22, 2021

President	Jesse Dhadda	
Vice President	Simar Pabla	
Secretary	Shirlene Lynch	
Treasurer	Jaswinder Sahni	
DPAC Rep	Jyotika Jasuja	
Principal	Mike Jellema	

(Printed Name)

(Signature)