

Langley Fundamental Elementary School
Parent Advisory Council
CONSTITUTION and BYLAWS

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Langley Fundamental Elementary School PAC Constitution

Section 1 - Name of Organization

1.0 The name of the organization shall be LANGLEY FUNDAMENTAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, per the B.C. School Act, Part 2, Division 2, Section 8 (1). Hereafter noted as the PAC.

Section 2 - Purpose of the Organization

2.0 The purpose of the PAC shall be to promote and support education, to contribute to a sense of community, and to foster the fundamental philosophy at LANGLEY FUNDAMENTAL ELEMENTARY SCHOOL - School District #35 (Langley).

The PAC is dedicated to strengthening the role of parents in education by building an independent working team, fostering integrity, recognizing diversity, demonstrating respect and tolerance, and nurturing trust.

Section 3 - Objectives of Organization

The objectives of the organization will be:

3.0 To enhance communication between: The Community, School Board, Parent/caregivers, School Administration, Students and School Staff.

3.1 To provide for a formal means of consultation and recommendations for:

3.1.1 School budgetary matters

3.1.2 Curriculum offerings

3.1.3 New instructional programs

3.1.4 Facilities and equipment

3.1.5 Learning resources

3.1.6 School policies and activities

3.1.7 Goals in light of the statement of philosophy

3.1.8 Cultural & extra-curricular activities

3.2 To promote cooperation between the home and the school in providing for the education of children.

3.3 To assist parent/caregivers in accessing the system and to advocate on behalf of parent/caregivers and students.

3.4 To contribute to the effectiveness of the school by promoting the involvement of parent/caregivers and other community members.

3.5 To organize and provide additional resources to the school through approved volunteer activities.

3.6 Support the philosophy that parents in a public school should have the opportunity to choose how they want their children to be taught. PAC's goal, therefore, is to support the Fundamental Alternative Program.

The Objectives shall also include the attached "Statement of Philosophy, Goals and Objectives" as set forth by the parents at LANGLEY FUNDAMENTAL ELEMENTARY SCHOOL and as adopted by the Langley School Board.

Section 4 – Dissolution

4.0 In accordance with the School Act, Part 2, Division 2, Section 8 (4),

“A parents’ advisory council, in consultation with the principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.”

4.1 In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final monthly meeting.

4.1.1 In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District #35 (Langley), in the person of the principal of the school.

4.1.2 This provision shall be unalterable.

Bylaws

Section 5 – Membership in a PAC

5.1 Membership: All parent/caregivers (as defined in section 13) of students enrolled at Langley Fundamental Elementary School shall be voting members for elections (as per 6.3) of the PAC, with new parent/caregivers being eligible for membership once their child has started classes in September.

5.2 Administration and Staff (teaching and non-teaching) of Langley Fundamental Elementary School may not be voting members of the PAC.

5.3 Members of the Langley Fundamental Elementary School community, who are not parent/caregivers of students enrolled, may be invited by the PAC and/or Executive Member to become non-voting members of the Council.

5.4 Any parent/caregiver who is employed by SD 35 (Langley School District) but is not on staff or administration at Langley Fundamental are able to be elected to any voting member in the PAC.

Section 6 - Meetings

6.0 Meetings will conform to the following guidelines:

6.1 There shall be a minimum of two General Meetings. Meetings should be held by the 15th of October and by the 15th of June each year.

6.1.1 Notice of general meetings must be given at least 14 days prior to the meeting date.

6.1.2 The Monthly PAC Meetings will be held by the 15th of every month. A minimum of four (4) Monthly PAC meetings (not including the Annual General Meetings) will be held during one school year.

6.1.2.1 A reasonable attempt will be made to have 50% of the Monthly PAC meetings held during evening hours and 50% of the Monthly PAC meetings held during daytime hours should a majority request be put forward. A draft Monthly PAC meeting schedule should be determined for the following year during the Annual General Meeting.

6.1.3 Monthly PAC meetings shall be held at the discretion of the Executive.

6.1.4 Monthly PAC meetings can be held in person or electronically, with proper notice, at the discretion of the Executive subject to Section 6.1.5, if all persons participating or attending the meeting are able to communicate with each other. All members present in person or electronically are to be counted for the purpose of establishing a quorum.

6.1.5 Special meetings may be called by the Executive, or upon the receipt of a petition representing three (3) voting members of the PAC. Such special meetings shall be held with a minimum two (2) days' notice to all voting members of the PAC.

6.1.6 Meetings will be conducted utilizing the Robert's Rule of Order' unless they are in conflict with the guidelines in this Constitution.

6.1.7 Any decisions made by the PAC must fall within the guidelines of the School Act.

6.1.8 The Chair shall distribute the Constitution during the 1st Monthly PAC meeting of the school year to each voting member. A separate meeting should be held to discuss any amendments to the constitution as per Section 12.

- 6.1.9 Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items.
- 6.1.10 The Chair will prepare agendas after accepting input from other council members and the Administration. The agenda shall be posted and distributed to parents at least (7) days prior to each General Meeting.
- 6.1.11 Meetings will be conducted efficiently with fairness to members present. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.

6.2 Quorum

- 6.2.1 The Executive members present at any duly called Monthly ~~Executive~~-PAC Meetings shall constitute a quorum providing a minimum of 50% plus 1 of the Executive are in attendance [Suggestion as per RroO "a simple majority"]
- 6.2.2 The voting members present at any duly called Annual General PAC Meeting (AGM) shall constitute a quorum providing a minimum of 50% plus 1 of the ~~Board~~-executive are in attendance. [Suggestion as per RroO "*a simple majority*"]

6.3 Voting

- 6.3.1 A simple majority (~~50% plus one~~) shall decide upon questions arising at any meeting.
- 6.3.2 On all matters, votes shall be cast personally (no proxy).
- 6.3.3 Voting shall be done by a show of hands with the exception of the election of the Board, which shall be done by secret ballot.
- 6.3.4 All voting shall be conducted under the guidelines in Section 6.1.7.
- 6.3.5 All voting for ~~Board~~-executive Members will follow the guidelines in Section 7.
- 6.3.6 Voting is permissible via electronic means at the discretion of the Executive.
- 6.3.7 Except as provided elsewhere in these Bylaws, voting is by show of hands or electronic means or, where requested by two voting members present, by secret ballot.

Section 7 – Election of Executive Officers

7.0 Election of ~~Board Members~~ Executive Officers will conform to the following guidelines and be from a slate of officers from the voting members for each school year:

7.1 Nominations

7.1.1 The Executive members will include the positions listed in 8.1. Any additional roles will be added by Bylaw amendment with proper notice. A Nomination Committee will be formed at the May Monthly PAC meeting. The position of Chair should not be a member of the nomination committee.

7.1.2 A call for Nominations shall commence during the May Monthly PAC meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the spring general meeting.

7.1.3 Nominations shall be accepted from the floor at the Annual General Meeting.

7.2 Election Procedure

7.2.1 Elections shall be conducted by the Nominations Committee. Guidelines will be determined by the Executive.

7.2.2 Voting for Executive Officers will be by secret ballot.

7.2.3 Voting members of the PAC may cast one vote for each Executive Officer.

7.2.4 The Nominations Committee is to announce the Executive election results at the Spring Annual General Meeting. Upon the conclusion of this meeting all ballots will be destroyed.

7.3 Term of Office

7.3.1 The term of office for Executive positions shall commence on the 1st of July of each year and shall be for one year.

~~7.3.2 All elected and appointed members of the Executive shall resign at the end of the term.~~

7.3.2 No person may hold more than one elected executive position at any one time.

~~7.3.3 No person shall hold the same Executive position for more than two (2) consecutive terms~~

All executive positions are subject to term limits that restrict the consecutive terms one individual can hold the same position.

7.3.4.1 No person shall hold the Chair position for more than three (3) consecutive terms of each one (1) year.

7.3.4.2 No person shall hold the Treasurer position for more than three (3) consecutive terms of each one (1) year.

7.3.4.3 No person shall hold the same Executive position for more than two (2) consecutive terms, with the exception of the Chair and Treasurer.

7.3.4.4 If an individual has exceeded their term limit but there is no suitable candidate to fill the position, the person can be elected to fill another term at the June AGM.

7.3.5 The following are grounds for termination of any Executive Member:

7.3.5.1 Absent from three (3) consecutive meetings without notification

7.3.5.2 Failure to observe the Constitution and Bylaws, purposes and policies of the PAC.

7.3.5.3 Failure to abide by the PAC's Code of Conduct.

7.4 Vacancies and Resignations

7.4.1 If any office is not filled at the time of election, the ~~membership~~-executive may appoint a member to fill the vacancy for the remainder of the term, except for the office of the DPAC Representative which must be elected as per the School Act.

7.4.2 In the event of a resignation or sudden vacancy during the year in the office of any member including the DPAC Representative, the membership shall fill the office by election.

7.4.2.1 Elections to fill a vacancy in the office the DPAC Representative shall be conducted in accordance with Section 7.

7.4.2.2 For elections conducted under Section 7.4.2, all references to the "Annual General Meeting" in Section 7 shall be deemed to mean the "Monthly PAC meeting" at which elections for DPAC Representative shall take place and for which due notice has been given".

7.4.2.3 The executive should ensure that an election to fill a vacancy in the office is conducted at the earliest possible date, no more than 45 school days after the office is vacated and with proper notice.

Section 8 - Executive

8.0 The affairs of the Council shall be managed between ~~General~~-meetings by the ~~Board~~ Executive Members.

8.1 ~~Board~~-Executive Members

Elected officers should include the following:

- Chair

- Vice-Chair
- Past Chair
-
- Secretary
- Treasurer
- Representative to the District Parent Advisory (DPAC)
- Class Parent Coordinator
- Volunteer Coordinator
- School Board Liaison
- Communications Coordinator
- Grade 5 Liaison
- Events Coordinator
- Breakfast Club Coordinator
- Hot Lunch Coordinator
- School Safety Coordinator
- Middle/Secondary School Rep
- Hot Lunch Rep
- Green Team Rep
- Movie Night Coordinator
- Gift Store Rep
- Community Care Director
- Up to 2 additional PAC representatives.

8.2 Roles and Responsibilities of Officers

8.2.1 The elected Executive shall consult with, take direction from and represent all parents/families of the school. The Executive shall work as a team to ensure PAC purposes are achieved.

8.2.1.1 All officers are expected to attend all Monthly PAC meetings and Special Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct.

8.2.1.2 If an Executive member is unable to attend, they should inform the Chair prior to the meeting.

8.2.1.3 Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.

~~8.2.1.4 All executive positions shall be voting positions, except for the Chair, whom shall be entitled to vote only in the event of a tie. All executive positions are voting, except for those nonvoting executive members as outlined in 5.3.~~

8.2.2 Chair

8.2.2.1 Shall convene and preside at all membership, special, and executive meetings.

8.2.2.2 Shall ensure that an agenda is prepared and distributed within 7 days prior to the General and 7 days prior to Monthly PAC meeting.

8.2.2.3 Shall allow input from membership and may dispense with all formal voting procedures on internal PAC matters.

8.2.2.4 Shall appoint committees where authorized to do so by the Executive or Membership.

8.2.2.5 Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.

8.2.2.6 Shall be a non-voting ex-officio member of all committees and will not be a member of the Nominating Committee.

8.2.2.7 Shall be a signing officer.

8.2.2.8 Shall submit at the Spring Annual General Meeting an Annual Report including a Financial Statement.

8.2.2.9 Shall be the official spokesperson for the organization.

8.2.2.10 Shall ensure representation to District PAC meetings.

8.2.2.11 May in consultation with the Executive, or upon recommendation of the general membership, appoint a representative to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive.

8.2.2.12 Shall ensure the draft meeting minutes are prepared and distributed within fourteen (14) days after the General and Monthly Executive PAC meetings.

8.2.2.13 Shall keep a correspondence binder updated and available.

8.2.2.14 Shall call for a vote annually on acceptance of Provincial Gaming funds.

8.2.3 Vice Chair

8.2.3.1 Shall assume the responsibilities of the Chair in the Chair's absence.

8.2.3.2 Shall accept extra duties as required.

8.2.3.3 May be a signing officer.

8.2.3.4 A maximum of two Vice Chairs may be elected.

8.2.4 Secretary

8.2.4.1 Shall record the minutes of membership, special and executive meetings.

8.2.4.2 Shall issue and receive correspondence on behalf of the organization.

8.2.4.3 Shall prepare and distribute draft minutes within fourteen (14) days after all, General and Monthly PAC meetings.

8.2.4.4 Shall keep an updated copy of the Constitution and Bylaws.

8.2.4.5 Shall submit a copy of the amended Constitution and Bylaws to the school office and the DPAC Office for safe keeping.

8.2.4.6 May be a signing officer.

8.2.4.7 Shall safely keep all records of the PAC including financial records for the duration that the executive requires the use of such records.

8.2.5 Treasurer

8.2.5.1 Shall be responsible for and report on the accounts of the organization.

8.2.5.2 Shall be one of the signing officers of the Executive as per Section 10.3.

8.2.5.3 Shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards.

8.2.5.4 Will prepare and present copies of the financial report for each General and Monthly PAC Meeting.

8.2.5.5 Shall, with the assistance of the Executive ~~and PAC~~ members, draft a budget and tentative plan of expenditures as per Section 10 to be presented at the Fall Annual General Meeting.

8.2.5.6 Shall ensure that another financial signing officer has access to the books and banking papers (including cheques) in the event of their absence.

8.2.5.7 Shall prepare year-end Financial Statement and provide such to the Chair for submission to the membership as per Section 8.2.2.8 at the Spring Annual General Meeting.

8.2.5.8 Filling year-end reporting as required – i.e. Gaming Grant.

8.2.5.9 Fiscal year end is June 30th.

8.2.5.10 Shall be responsible for applying, monitoring and reporting on any licensed gaming event.

8.2.6 Representative to Langley District Parent Advisory Council (DPAC)

8.2.6.1 Shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate.

8.2.6.2 Shall report District information to the Executive and shall report to General and Monthly Executive PAC Meetings of the PAC as required.

8.2.6.3 Shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues.

8.2.6.4 Term of office may be extended by a majority vote by the executive.

8.3 Communications Coordinator

8.3.1 Shall be responsible sending weekly emails to the overall caregiver body to inform of upcoming dates, reminders and post PAC meeting minutes/agendas

8.3.2 Be the gatekeeper for social media to review and accept posting of information.

8.3.3 To pass on any information as it comes in to any party effected either through social media or email.

8.4 School Board Liaison

8.4.1 Shall attend School Board Meetings. Shall give a recap of the meetings at the monthly PAC meeting.

8.4.2 Shall be the liaison person between the Langley District School Board and the PAC at LFES, advise the membership via the Chair of matters arising there from.

8.5 Publicity Coordinator

- 8.5.1 Shall be responsible for distribution of PAC newsletters.
- 8.5.2 Shall make notices and signs for PAC events.
- 8.5.3 Update the website of current events and ensure newsletters and PAC information is current.

8.6 Hot Lunch Coordinator

- 8.6.1 Shall be responsible for organizing and distributing monthly hot lunches for LFES students during the school year.

8.7 PAC Representatives

- 8.7.1 Shall attend all General and Monthly PAC meetings and serve in a capacity to be determined;
- 8.7.2 There may be up to 2 PAC representatives

8.8 Past Chair

- 8.8.1 May act in an advisory capacity if they wish to.
- 8.8.2 Shall not be a voting member of the executive.

8.9 Additional Members

Titles and duties of additional officers (Member at Large), and non-executive officers (Committee members or representatives, Committee chairperson, etc.) may be added as determined by the needs of the organization.

Section 9 - Committees

9.0 Committees:

- 9.1 Committees shall be responsible to the membership.
- 9.2 Committees (including the Nomination Committee and representation to outside committees) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish terms of reference for each Committee.
- 9.3 A Nominating Committee shall be appointed as per Section 7.
- 9.4 Members may be appointed to special committees by the Chair (after consultation with the members) as per Section 8.2.2.4.

9.5 School staff may be afforded representation on committees.

Section 10 - Finances

10.0 All Finances associated to the PAC shall conform to the following guidelines:

10.1 A budget and tentative plan of expenditures should be drawn up by the Executive, in consultation with the PAC, and presented for approval at the October General Meeting. It is advisable to set aside a certain sum of money received during the year to be held over for start-up operating costs for the following year.

10.2 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.

10.3 The Executive shall name a minimum of three (3) signing officers for the PAC General Account, the PAC Gaming Account and any other PAC account, two of whom will be the Chair and Treasurer, for banking and legal documents. Any two of the signatures will be required for these documents. For other extraordinary accounts, the executive may appoint signing officers.

10.4 All expenditures not previously budgeted need to be preapproved by the Chair and Treasurer (2 representatives). In one of their absence then the Vice Chair.

10.5 A notice of motion must be given to allocate PAC funds over \$500.00 not previously budgeted. This motion must be recorded in the meeting minutes and voted upon at the next General PAC Meeting.

10.6 A printed Treasurer's Report shall be available to all members at each Monthly PAC meeting. A yearend Financial Statement should be published and presented for acceptance during the June General meeting.

10.7 A need for financial review will be determined by the membership at any General Meeting by simple majority of members. ~~and~~ Notice of ~~such~~ a review shall be given and/or waived at any General Meeting. If needed a financial review shall be presented and considered by the membership.

10.8 Signing officers must never sign a cheque where the "payee" is left blank.

Section 11 – Code of Conduct

11.0 In accordance with the School Act, Part 2, Division 2, Section 8 (4) “a parents’ advisory council through its elected officers may advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school”.

11.1 Notwithstanding the latitude of the act in this respect (see above), the PAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community, but that effective mechanisms exist within the school system for resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.

11.2 A[n] ~~board member~~ [executive officer] who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.

11.3 A parent/caregiver who accepts a position as a PAC ~~Board Member~~ [Executive Officer] shall:

- 11.3.1 Uphold the constitution and bylaws, policies and procedures of the PAC.
- 11.3.2 Perform their duties with honesty and integrity.
- 11.3.3 Work to ensure that the well-being of students is the primary focus of all decisions.
- 11.3.4 Respect the rights of all individuals.
- 11.3.5 Take direction from the members, ensuring that representation processes are in place.
- 11.3.6 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.
- 11.3.7 Work to ensure that issues are resolved through due process.
- 11.3.8 Strive to be informed and only pass on information that is reliable and correct.
- 11.3.9 Respect all confidential information.
- 11.3.10 Support public education.
- 11.3.11 No PAC board member or their immediate family shall profit from any PAC sponsored event or fundraiser unless previously voted upon by the executive with a vote of 75% or greater in favor. Said PAC member cannot participate in the vote.

Section 12 - Constitutional Amendments

12.0 Constitutional Amendments:

12.1 Amendments to the Constitution and Bylaws of the PAC may be made at any General PAC Meeting at which business is conducted, providing:

12.2 A minimum of fourteen (14) days Written Notice of the meeting has been given to all members.

12.3 The notice of the meeting included notice of the specific amendments proposed.

12.4 A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

12.5 Amendment(s) to the Constitution and Bylaws should be submitted to the Langley DPAC office in the form of a complete amended copy.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the Langley Fundamental Elementary School Parent Advisory Council,

“board” means a board of school trustees constituted under the School Act or a former Act;

“the Board” means the Board of School Trustees for School District #35, Langley;

“educational program” means an organized set of learning activities that, in the opinion of the Board, is designed to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

“Executive” means the elected PAC members.

“district parent advisory council” or “DPAC” means the district parents’ advisory council established for School District #35 under section 8.4 of the School Act;

“immediate family” means spouse or common-law partner, parent, grandparent or child;

“notice” means a minimum of fourteen (14) days;

“parent” is 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;
- d) For the purposes of these Constitution and Bylaws, means any parent of a student enrolled in the Langley School District No. 35 and will include: Step Parents, Grandparents, Foster Parents, Billet Parents, International Student host parents, same sex parents etc.

“parent advisory council” or “PAC” means the parents’ advisory council established for at Langley Fundamental Elementary School under section 8 of the School Act;

“school” means the students under the supervision of a principal, vice principal, or director of instruction; the teachers and other staff members; and the facilities associated with at Langley Fundamental Elementary School;

“school district” means the area created or constituted as School District #35 Langley, by or under the School Act or a former Act;

“school year” means the period beginning on July 1 and ending on the following June 30;

“student” means a person enrolled in an educational program provided by Langley Fundamental Elementary School.

