



**Willoughby Elementary School**  
***Parent Advisory Council***  
**CONSTITUTION and BYLAWS**

**Adopted May 2024**

Willoughby Elementary School - Parent Advisory Committee – 20766 80 Avenue

Email: [willoughbypac@gmail.com](mailto:willoughbypac@gmail.com)

Facebook: [facebook.com/WilloughbyElementaryPAC](https://facebook.com/WilloughbyElementaryPAC)

Website: [willoughbypac.ca](http://willoughbypac.ca)

**TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>SECTION 1 - NAME OF ORGANIZATION</b>	<b>3</b>
<b>SECTION 2 - PURPOSE OF ORGANIZATION</b>	<b>3</b>
<b>SECTION 3 - OBJECTIVES OF ORGANIZATION</b>	<b>3</b>
<b>SECTION 4 - DISSOLUTION</b>	<b>4</b>
<b>SECTION 5 - MEMBERSHIP IN A PAC</b>	<b>5</b>
<b>SECTION 6 - MEETINGS</b>	<b>5</b>
6.1. PROCEDURE.....	5
6.2. QUORUM.....	6
6.3. VOTING.....	6
<b>SECTION 7 - ELECTION OF EXECUTIVE OFFICERS</b>	<b>7</b>
7.1. NOMINATIONS:.....	7
7.2. ELECTION PROCEDURE.....	7
7.3. TERM OF OFFICE.....	7
7.4. EXECUTIVE VACANCY AND RESIGNATIONS.....	8
<b>SECTION 8 - EXECUTIVE</b>	<b>9</b>
8.1. EXECUTIVE OFFICERS.....	9
8.2. ROLES AND RESPONSIBILITIES OF OFFICERS.....	9
8.3. ADDITIONAL MEMBERS.....	12
<b>SECTION 9 - COMMITTEES</b>	<b>13</b>
<b>SECTION 10 - FINANCES</b>	<b>13</b>
<b>SECTION 11 - CODE OF CONDUCT</b>	<b>14</b>
<b>SECTION 12 - CONSTITUTIONAL AMENDMENTS</b>	<b>15</b>
<b>SECTION 13 - DEFINITIONS AND INTERPRETATIONS</b>	<b>16</b>

# Constitution

## Section 1 - Name of Organization

1. The name of the organization shall be the **'Willoughby Elementary School Parent Advisory Council'** as provided for under the **School Act, Part 2, Division 2, Section 8 (1)**. Here after noted as the PAC.

## Section 2 - Purpose of Organization

2. The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at Willoughby Elementary School - School District #35 (Langley).

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

## Section 3 - Objectives of Organization

3. The objectives of the organization will be:

- 3.1. To enhance communication between:

The Community

The Parent/Guardian(s)

The Students

The School Board

The School Administration

And the School Staff

- 3.2. To provide for a formal means of consultation and recommendations for:

- 3.2.1. school budgetary matters

- 3.2.2. curriculum offerings

- 3.2.3. new instructional programs

- 3.2.4. facilities and equipment

- 3.2.5. learning resources

3.2.6. school policies and activities

- 3.3. To promote cooperation between the home and the school in providing for the education of children.
- 3.4. To assist parent/guardian(s) in accessing the system and to advocate on behalf of parent/guardian(s) and students.
- 3.5. To contribute to the effectiveness of the school by promoting the involvement of parent/guardian(s) and other community members.
- 3.6. To organize and provide additional resources to the school through approved volunteer activities.

**Section 4 - Dissolution**

- 4. 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.
- 4.2. 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.
- 4.3. This provision shall be unalterable.

# Bylaws

## Section 5 - Membership in a PAC

5. Membership:
  - 5.1. All parent/guardian(s) (as defined in section 13) of students registered at Willoughby Elementary School are voting members of the PAC.
  - 5.2. Administration and Staff (teaching and non-teaching) of Willoughby Elementary School may be guests of PAC.
  - 5.3. Members of the Willoughby Elementary School community, who are not parent/guardians of students registered, may be invited by the PAC and/or Executive Member to become guests of the Council.
  - 5.4. A PAC executive who is also an employee of the school district will be asked to recuse themselves from any perceived conflict of interest.

## Section 6 - Meetings

6. Meetings will conform to the following guidelines:
  - 6.1. **Procedure:**
    - 6.1.1. There shall be an Annual General Meeting, held by the 20<sup>th</sup> of June each year.
    - 6.1.2. A minimum of six (6) General PAC meetings (including the Annual General Meeting) will be held during one school year.
    - 6.1.3. A draft Monthly PAC meeting schedule will be determined for the following year during the Annual General Meeting and will consider daytime, evening, in person and virtual options.
    - 6.1.4. Executive meetings shall be held at the discretion of the Executive.
    - 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 PAC should review the *Constitution* during the 1<sup>st</sup> General PAC meeting of the school year. Any amendments to the constitution may occur as per *Section 12*.

## 6.2. **Quorum**

- 6.2.1. The voting members present at any duly called General PAC Meeting shall constitute a quorum. A quorum shall be a minimum of five (5) people.
- 6.2.2. A minimum of three (3) Executives must be in attendance.

## 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 Executive membership, 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 Executive Officers will follow the guidelines in *Section 7*.

## **Section 7 - Election of Executive Officers**

7. Election of 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 but not to be limited to, Chair, Vice Chair, Secretary, Treasurer, DPAC Rep, and Members at Large. Any additional roles will be added by Bylaw amendment with proper notice.
- 7.1.2. A Nomination Committee will be formed at or before the April Monthly PAC meeting. The position of Chair is not a member of nomination committee.
- 7.1.3. A call for Nominations shall commence during the April Monthly PAC meeting. Notice of nominations shall be communicated to all families a minimum of 14 days prior to the general meeting.
- 7.1.4. Any nominee that is an employee of Willoughby Elementary School or an elected official of any school district or of the Ministry of Education shall disclose such position upon acceptance of nomination.

### **7.2. Election Procedure**

- 7.2.1. Elections shall be conducted by the Nominations Committee. Guidelines will be determined by the PAC.
- 7.2.2. Voting for Executive Officers will be by secret ballot. In the event there is one nominee for any position, the nominee will be elected by acclamation.
- 7.2.3. Voting members of the PAC may cast one vote for each Executive Officer.
- 7.2.4. The Nominations Committee will announce the Executive election results at the 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.
- 7.3.3. No person may hold more than one elected executive position at any one time unless that person is voted by acclamation to both positions.
- 7.3.4. No person shall hold the same Executive position for more than three (3) consecutive terms unless elected by acclimation. DPAC rep excepted per 8.2.6.4.
- 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. Executive Vacancy and Resignations**

- 7.4.1. In the event of a resignation or sudden vacancy on the Executive during the year, or if any office is not filled at the time of election, the 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 the DPAC Representative, the executive may 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 shall ensure that an election to fill a vacancy in the office shall be conducted at the earliest possible date and no more than 90 school days after the office is vacated.

## Section 8 - Executive

8. The affairs of the Council shall be managed between General Meetings by the Executive.

### **8.1. Executive Officers**

Elected officers should include the following:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Representative to the District Parent Advisory (DPAC)
- Up to four (4) additional Members at Large
- Plus any additional as per *Section 7.1.1*

## **8.2. Roles and Responsibilities of Officers**

- 8.2.1.1. 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.
- 8.2.1.2. All officers are expected to attend all Executive, 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.
- 8.2.1.3. If an Executive member is unable to attend, they should inform the Chair prior to the meeting.
- 8.2.1.4. Each Executive position shall maintain any documentation and correspondence pertinent to their position, which shall be delivered to their successors upon request.
- 8.2.1.5. All executive positions shall be voting positions except that the Chair shall be entitled to vote only in the event of a tie.

### **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 two to five (2-5) days prior to the 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 they will not be a member of the Nominating Committee
- 8.2.2.7.** may be a signing officer

- 8.2.2.8. shall submit at the Annual General Meeting an Annual Report including a Financial Statement in the Treasurer's absence
- 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 Monthly PAC meeting
- 8.2.2.13. shall keep correspondence updated and available.

**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

**8.2.4. 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 minutes within fourteen (14) days after the Monthly PAC meeting
- 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 except financial records as under *Section 8.2.4.3*, for the duration that the Treasurer 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 printed copies of the financial report for each General 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 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 his/her 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 Annual General Meeting

8.2.5.8. shall apply for the Gaming Grant and prepare and file the corresponding year-end reporting as required

**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 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. Additional Members**

Titles and duties of additional executive 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. Committees:

- 9.1. Committees shall be responsible to the Executive and members.
- 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 Executive) as per *Section 8.2.2.4*.
- 9.5. School staff may be afforded representation on committees.

## Section 10 - Finances

10. 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 Annual General Meeting. It is advisable to include a "Miscellaneous" line item of at least \$500 and also 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 and the PAC Gaming Account, one of whom will be the 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 need to be preapproved by the Chair and Treasurer (2 representatives). In one of their absence then the Vice Chair.
  - 10.5. Any notice of motion which will allocate PAC funds not previously budgeted 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 General PAC meeting. A year end Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General meeting.
  - 10.7. A financial review, if needed, will be determined by the membership at any General Meeting by simple majority of members and notice of such shall be waived. At the Annual General Meeting a financial review shall be considered by the membership.

## Section 11 - Code of Conduct

11 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 An Executive member 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/guardian who accepts a position as a PAC Executive Member shall:
- 11.3.1 Uphold the constitution and bylaws, policies and procedures of the PAC.
  - 11.3.2 Perform her/his 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 right 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.
- 11.3.10.1 No Executive PAC 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 Executive cannot participate in vote.

## Section 12 - Constitutional Amendments

### 12. Constitutional Amendments:

- 12.1. Amendments to the Constitution and Bylaws of the PAC may be made at any Monthly PAC Meeting at which business is conducted, providing:
  - 12.1.1. A minimum of fourteen (14) days Written Notice of the meeting has been given to all members
  - 12.1.2. The notice of the meeting included notice of the specific amendments proposed
- 12.2. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- 12.3. 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 Willoughby 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;

**“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 parent, same sex parent etc.

**“parent advisory council”** or **“PAC”** means the parents’ advisory council established for Willoughby 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 Willoughby 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 Willoughby Elementary School.