

**CONSTITUTION AND BYLAWS OF**  
**École Montgomery Middle School Parent Advisory Council**

**Adopted February 21, 2023**

# École Montgomery Middle School Parent Advisory Council Constitution

## Section I – NAME

The name of this Council is École Montgomery Middle School Parent Advisory Council (the PAC). The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

## Section II – PURPOSES OF THE PAC

The purposes of the PAC will be:

1. To promote the education and welfare of students in the school
2. To be the collective voice of parents, encourage parent involvement in the school, and to support programs promoting parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school
4. To promote the interests of public education and the interests of École Montgomery Middle School
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhoods
7. To promote and facilitate parent education and professional development, and a forum for discussion of educational issues
8. To assist the administration and staff in ensuring the highest safety standards are maintained in the school and neighbourhoods
9. To organize and support activities for students and parents
10. To provide financial support for the goals of the PAC, as determined by the membership
11. To advise and participate in the activities of École Montgomery Middle School Parent Advisory Council and the BC Confederation of Parent Advisory Councils

## Section III – INTERPRETATION OF TERMS

“**community organizations**” means groups that demonstrate an interest in education and are not already included in the scope of the PAC’s constitution and bylaws

“**district**” means School District No. 43

“**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. 43

“**PAC**” or “**parent advisory council**” means the parents organized according to the School Act and operating as a parent advisory council in (name of your school)

“**parent**” is defined in the School Act and means

- (a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the *Family Law Act* that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or

- (b) a person who usually has the care and control of the student or child;

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 43

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 43

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## **Bylaws**

### **Section i – MEMBERSHIP**

#### **Voting members**

1. All parents and guardians of students registered in École Montgomery Middle School are voting members of the PAC.

#### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of École Montgomery Middle School may be invited to become non-voting members of the PAC.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the PAC.
4. At no time will the PAC have more non-voting than voting members.

#### **Compliance with bylaws**

5. Every member will uphold the constitution and comply with these bylaws.

### **Section ii –MEETINGS OF MEMBERS**

#### **General meetings**

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.

#### **Conduct**

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

#### **Notice of meetings**

5. Members will be given reasonable notice of general meetings. Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

### **Section iii – PROCEEDINGS AT GENERAL MEETINGS**

#### **Quorum**

1. A quorum for general meetings will be 60% of the 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.

#### **Voting**

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person or virtually (on an platform agreed on by the PAC) on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot. Secret ballot is only permitted during in person meetings.
7. A vote will be taken to destroy the ballots after every election.

### **Section iv – EXECUTIVE**

#### **Role of executive**

1. The executive will manage the PAC's affairs between general meetings.

#### **Executive defined**

2. The executive will include the president, vice-president, secretary, treasurer, immediate past president, and such other members of the PAC as the membership decides.

#### **Eligibility**

3. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 43 or the Ministry of Education.

#### **Election of executive**

4. The executive will be elected at each annual general meeting.

#### **Term of office**

5. The executive will hold office for a term of one year beginning September 1 following the election.

### **Vacancy**

6. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.

### **Removal of executive**

7. 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 may elect an eligible member to complete the term.
8. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **Remuneration of executive**

9. 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 PAC's affairs.

## **Section v – EXECUTIVE MEETINGS**

### **Meetings**

1. Executive meetings will be held at the call of the president.

### **Quorum**

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

### **Notice**

3. Executive members will be given reasonable notice of executive meetings.

### **Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section vi - DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **District Parent Advisory Council representative**

1. One representative to DPAC 43 may be elected annually from among the voting members who are not employees or elected officials of School District No. 43 or the Ministry of Education.

### **Election of SPC and DPAC representatives**

2. The election of representatives to the DPAC must be by secret ballot, unless only one nominee is presented.

### **Term of office**

3. DPAC representatives will hold office for a term of one year.

### **Vacancy**

4. If an DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term.

### **External committees**

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 43 or the Ministry of Education to represent the PAC on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

## **Section vii – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of conduct**

1. On election or appointment, every executive member and representative must agree to abide by a code of conduct acceptable to the membership. The Code of Conduct can be found as the last page of this document.

### **Representing the PAC**

2. Every executive member and representative must act solely in the interests of the parent membership of the PAC.

### **Privilege**

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 permission of the person giving the information.

### **Disclosure of interest**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the PAC for personal gain.



## **Section viii – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **1. The President will**

- (a) speak on behalf of the PAC
- (b) consult with PAC members
- (c) preside at membership and executive meetings
- (d) ensure an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure the PAC is represented in school and district activities
- (g) ensure PAC activities are aimed at achieving the purposes set out in the Constitution
- (h) ensure that members are notified of meetings
- (i) be a signing officer
- (j) submit an annual report to the PAC

### **2. The Secretary will**

- (a) record and file minutes of all meetings
- (b) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (c) prepare and maintain other documentation as requested by the membership or executive
- (d) issue and receive correspondence on behalf of the PAC
- (e) ensure safekeeping of all records of the PAC
- (f) be a signing officer if requested by the PAC

### **3. The Treasurer will**

- (a) be a signing officer
- (b) ensure all funds of the PAC are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure proper financial records and books of account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting
- (k) ensure the PAC applies for available grants by the application deadline(s)

### **4. The DPAC Representative will**

- (a) attend all meetings of DPAC 43 and represent, speak, and vote on behalf of the PAC
- (b) maintain current registration of the PAC
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the PAC
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liaise with other parents and DPAC representatives

## **5. Members-at-Large will**

- (a) serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires
- (b) support and advise other members of the executive as necessary

## **Section ix – COMMITTEES**

1. The membership and executive may appoint committees to further the PAC's 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.
3. Committees will report to the membership and executive as required.

## **Section x – FINANCIAL MATTERS**

### **Financial year**

1. The financial year of the PAC will be September 1 to August 31.

### **Power to raise money**

2. The PAC may raise and spend money to support activities and/or learning, and students and staff at the school. This may include applying for the Community Gaming Grant administered by the Province of British Columbia.

### **Bank accounts**

3. All funds of the PAC must be kept on deposit in the name of the PAC in a registered financial institution.

### **Signing authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

### **Annual budget**

5. The executive will prepare a budget and present it to the membership for approval no later than the first PAC meeting of the school year.

### **Non-budgeted expenditures**

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

7. A treasurer's report will be presented at each general meeting.

### **Auditor**

8. Members at a general meeting may appoint an auditor.

## **Section xi – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the PAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be shared broadly, including on the school and/or the PAC website.

## **Section xii – PROPERTY IN DOCUMENTS**

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the 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.

## **Section xiii – DISSOLUTION**

1. In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 43 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of École Montgomery Middle School.

**Adopted by École Montgomery Middle School at Coquitlam, British Columbia, on February 21, 2023.**

**Signatures and names of President and one other Executive member**

*(physical copy signed by Danielle Nicholson and Sabine Sasakura; on file at Montgomery Middle)*

## **CODE OF CONDUCT**

A parent who accepts a position as a PAC executive member, committee member, or representative:

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs their duties with honesty and integrity and in the interests of the PAC
3. works to ensure the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. Takes direction from the members ensuring that representation processes are in place.
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure issues are resolved through due process
8. strives to be informed and communicates truthful information supported by facts
9. protects all confidential information
10. supports public education