

**RICHARD BULPITT ELEMENTARY SCHOOL PARENT ADVISORY
COUNCIL (RBES PAC)**

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CONSTITUTION AND BYLAWS
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Richard Bulpitt Elementary School Parent Advisory Council

Constitution

- The name of this Council is Richard Bulpitt Elementary School (RPES) Parent Advisory Council (PAC);
- The Council will operate as a non-profit organization with no personal financial benefit accruing to members;
- The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION II- PURPOSE OF THE COUNCIL

The purpose of the Council will be:

- To promote the education and welfare of students in the school;
- To encourage parent involvement in the school, and to support programs that promote parent involvement;
- To advise the school board, principal, and staff on any matter relating to the school;
- To promote the interests of public education and, in particular, the interests of Richard Bulpitt Elementary School;
- To provide leadership in the school community;
- To contribute to a sense of community within the school and between the school, home, and neighbourhood;
- To provide parent education and a forum for discussion of educational issues;
- To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns;
- To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
- To organize and support activities for students and parents;
- To provide financial support for the goals of the Council, as determined by the membership;
- To advise and participate in the activities of Richard Bulpitt Elementary School PAC and the BC Confederation of Parent Advisory Councils.

SECTION III- INTERPRETATION OF TERMS

In these Bylaws and in the Constitution, unless the context otherwise requires:

- **"Community Organizations"** means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws;
- **"District"** means School District No. 35;
- **"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. 35;
- **"PAC" or "parent advisory council"** means the parents organized according to the School Act and operating as a parent advisory council the Richard Bulpitt Elementary School;
- **"Parent"** is as defined in the School Act and means
 - The guardian of the person of the student or child,
 - The person legally entitled to custody of the student or child, or
 - The 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. 35;

- “School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 35;
- “SPC” means the school planning council created for Richard Bulpitt Elementary School according to the School Act.

RICHARD BULPITT ELEMENTARY SCHOOL (RBES) PARENT ADVISORY COUNCIL (PAC) BYLAWS

SECTION 1- MEMBERSHIP

Voting Members

- All members of RBES are voting members of the Council. All Parents and guardians of students registered in RBES

Non-voting members

- Administrators and staff (teaching and non-teaching) of RBES may be invited to become non-voting members of the Council;
- 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 Council;
- 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 Council;
- At no time will the Council have more non-voting than voting members.

Compliance with bylaws

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

SECTION II- MEETINGS OF MEMBERS

General meetings

- General meetings will be conducted with fairness to all members;
- General meetings will be held not less than four times during the school year. One of those meetings will be annual general meetings.
- Meetings may be held in person or via virtual means

Conduct

- At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community;
- The Council 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

- Members will be given reasonable notice of generals meetings. Notice will be sent by way of newsletter, email Facebook page or a calendar of meetings for the year.

SECTION III- PROCEEDINGS AT GENERAL MEETINGS

Quorum

- A Quorum for general meetings will be six voting members (the minimum number of voting members that can reasonably be expected to attend);
- 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

- 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);
- In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated;
- Members must vote in person on all matters. Voting by proxy will not be permitted;
- Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two members present, by secret ballot;
- A vote will be taken to destroy the ballots after every election.

SECTION IV – EXECUTIVE**Role of Executive**

- The executive will manage the Council's affairs between general meetings.

Executive Defined

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

Eligibility

- Any voting member of the Council is eligible to serve on the executive, except elected officials of School District No. 35.

Election of Executive

- The executive will be elected at each annual general meeting;
- Elections will be conducted by the chair.

Terms of Office

- The executive will hold office for a term of one year beginning immediately following the election, except and be from July 1st to June 30th except:
 - The first year and the PAC is formed at RBES the term will run from the date of the election, through to June 30th the following year;
- No person may hold the same executive position for more than three years.

Vacancy

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

Removal of an Executive

- 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, may elect an eligible member (*an eligible representative of a Council member*) to complete the term;
- Written notice specifying the intention to make a motion to remove executive member must be given to all members not less than 14 days before the meeting;

Remuneration of Executive

- 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 Council's affairs;
- All expenses will be reimbursed by way of an expense sheet and signed by both the person receiving the monies as well as one of the executive members who holds signing authority.

SECTION V- EXECUTIVE MEETINGS**Meetings**

- Executive meetings will be held at the call of the president. At least six meetings will be held each year;

Quorum

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

Voting

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

Notice

- Executive meetings will be scheduled and members will be given at least one week's notice.

**SECTION VI - DISTRICT PARENT ADVISORY COUNCIL, AND
EXTERNAL COMMITTEE REPRESENTATIVES****District Parent Advisory Council representative**

- One representative to the DPAC may be elected annually from among the voting members.

Election of DPAC representatives

- The election of representatives to the DPAC must be by vote or by secret ballot if requested.

Vacancy

- If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term;
- As the DPAC is a member of the executive and will be considered the same in regards to removal and remunerations bylaws (see above under section IV-Executive);

External Committees

- The membership or executive may elect or appoint a member (a representative of a Council member) to represent the Council on an external committee or to an external organization;
- The representative will report to the membership or executive as required.

SECTION VII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES**Code of Ethics**

- On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the Council

- Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

- 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

- An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive;
- Such an executive member or representative must avoid using his or her position on the Council for personal gain;
- Any executive member who may be interested, either directly or indirectly, in a proposed contract or transaction with the Council will abstain themselves from the vote in direct relation to that proposal.

SECTION VIII - DUTIES OF EXECUTIVE AND REPRESENTATIVES**The President will**

- Speak on behalf of the Council;
- Consult with Council members;
- Preside at membership and executive meetings;
- Ensure that an agenda is prepared;
- Appoint committees where authorized by the membership or executive;
- Ensure that the Council is represented in school and district activities;
- Ensure that Council activities are aimed at achieving the purposes set out in the constitution;
- Be a signing officer;
- Submit an annual report in conjunction with the Vice- President.

The Vice- President will

- Support the president;
- Assume the duties of the president in the president's absence or upon request;
- Assist the president in the performance of his or her duties;
- Accept extra duties as required;
- Be a signing officer;
- Submit an annual report in conjunction with the president.

The Secretary will

- Ensure that members are notified of meetings;
- Record and file minutes of all meetings;
- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- Prepare and maintain other documentation as requested by the membership or executive;
- Issue and receive correspondence on behalf of the Council;
- Ensure safekeeping of all records of the Council.

The Treasurer will

- Be a signing officer;
- Ensure all funds of the Council are properly accounted for;
- Disburse funds as authorized by the membership or executive;
- Ensure that proper financial records and books of account are maintained;
- Report on all receipts and disbursements at general and executive meetings;
- Make financial records and books of account available to members upon request;
- Have the financial records and books of account ready for inspection or audit annually;
- With the assistance of the executive, draft an annual budget;
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
- Submit an annual financial statement at the annual general meeting.

The DPAC representative will

- Attend all meetings of the Langley DPAC and represent, speak and vote on behalf of the Council;
- Maintain current registration of the Council;
- Report regularly to the membership and executive on all matters relating to the DPAC;
- Seek and give input to the DPAC on behalf of the Council;
- Receive, circulate and post DPAC newsletters, brochures and announcements;
- Receive and act on all other communications from the DPAC;
- Liaise with other parents and DPAC representatives;
- Submit an annual report.

SECTION IX - FINANCIAL MATTERS

Financial year

- The financial year of the Council will be July 1st to June 30st the following year;
- Except for the first year of the RBES in which the fiscal year will be May 2013 to June 2014.

Power to raise money

- The Council may raise and spend money to further its purposes.

Bank Accounts

- All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

- The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents;
- RBES will have the President, Vice President and Treasurer as signing officers.

Annual budget

- The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Non-budgeted expenditures

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

Treasurer's report

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

Auditor

- Members at a general meeting may appoint an auditor.

SECTION X – CONSTITUTION AND BYLAW AMENDMENTS

- The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws;
- Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meetings;
- 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 made accessible to all members.

SECTION XI- PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council 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 XII- DISSOLUTION

In the event of winding up or dissolution of the Council¹ and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 35 having purpose similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all records of the Council shall be given to the principal of RBES.

***Originally adopted by Richard Bulpitt Elementary School PAC at Langley, British Columbia on 20 day of September 2013.
Amended on 19 day of October 2020.***

President

Executive Member