



HD Stafford Middle School
Parent Advisory Council
CONSTITUTION and BYLAWS

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HD Stafford Middle School Parent Advisory Committee
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TABLE OF CONTENTS

Section 1 -	Name of Organization	3
Section 2 -	Purpose of Organization	3
Section 3 -	Objectives of Organization	3
Section 4 -	Dissolution	3
Section 5 -	Membership in a PAC	4
Section 6 -	Meetings	4
6.1.	Procedure	4
6.2.	Quorum	5
6.3.	Voting	5
Section 7 -	Election of Executive Council	5
7.1.	Nominations:	5
7.2.	Election Procedure	5
7.3.	Term of Office	5
7.4.	Executive Vacancy and Resignations	6
Section 8 -	Executive Council	6
8.1.	Executive Members	6
8.2.	Roles and Responsibilities	6
Section 9 -	Committees	8
Section 10 -	Finances	9
Section 11 -	Code of Conduct	10
Section 12 -	Constitutional Amendments	11
Section 13 -	Definitions and Interpretations	11

Constitution

Section 1 - Name of Organization

The name of the organization shall be the 'HD Stafford Middle School Parent Advisory Council', as provided for under the School Act (Bill 67), Part 2, Division 2, Section 8 (1). Hereafter known as the HDSMS PAC or the PAC.

Section 2 - Purpose of Organization

The purpose of the organization shall be to promote & support education and to contribute to a sense of school community at HD Stafford Middle 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

The objectives of the organization will be:

- To enhance communication between the community (parents, students, and other members of the community & neighbourhood) and the staff (teachers & support staff, school administration, and the School Board).
- To provide for a formal means of consultation and recommendations for:
 - School Budgetary matters
 - Curriculum Offerings
 - Instructional Programs
 - Facilities and Equipment
 - Learning Resources
 - School goals
 - Guidelines for School Conduct
 - Extra Curricular Activities
 - School Policies and Activities
- To promote cooperation between the home and the school in providing for the education of children.
- To contribute to the effectiveness of the school by promoting the involvement of the parents and other community members.
- To assist Parent/Guardian(s) in accessing various systems and to advocate on behalf of Parent/Guardian(s) and students as a whole.
- To organize and provide additional resources to the school through approved volunteer activities.

Section 4 - Dissolution

In accordance with the School Act, (Bill 67) Part 2, Division 2, Section 8 (4),

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

In the event of dissolution of the PAC, and following full payment of all outstanding debts and any cost of dissolution, the disbursement of all remaining funds and properties will be decided upon by the PAC Membership, in consultation with DPAC and School Principal, at the final General meeting.

In the event of dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, District School Board 35 (Langley), & the Principal of the School.

This provision shall be unalterable.

In the event that the HD Stafford Middle School PAC shall be reinstated at any time in the future, the new PAC shall consult with the DPAC, District School Board 35 (Langley), Principal of the school.

Bylaws

Section 5 - Membership in a PAC

Membership:

- All parents and guardians, as defined in section 13, of students registered at HD Stafford Middle School shall be voting members of the PAC.
- Administration and Staff (teaching and non-teaching) of HD Stafford Middle School shall be non-voting members of the PAC.
- Three (3) representatives, one (1) from each grade, of the student body may be assigned by the PAC Executive, in consultation with the Principal, as non-voting members of the PAC.
- Members of the HD Stafford Middle School community, as defined in section 13, may be invited by the PAC and/or Executive Council to become non-voting members of the PAC.
- No member of the Executive Council shall be an employee of HD Stafford Middle School or an elected official of any school district or of the Ministry of Education.

Section 6 - Meetings

Meetings will conform to the following guidelines:

Section 6.1 - Procedure:

- There shall be an Annual General Meeting, held by the 15th of June each year.
- Monthly General meetings will be held with seven (7) days notice. A minimum of six (6) Monthly PAC meetings (including the Annual General Meeting) will be held during one school year.
- Executive meetings shall be held at the discretion of the Executive Council. A minimum of three (3) Executive PAC meetings will be held during one school year.
- Meetings may be offered by the Executive Council in person or through an online medium. Notification of the meeting medium will be sent out via email, on the PAC board and posted online a minimum of three (3) days prior to the chosen date.
- Special/Emergency meetings, as defined in section 13, shall be called by any member of the Executive Council or upon request of three (3) voting members of the PAC. Special/Emergency meetings shall be held within a minimum of three (3) days and have immediate notice given to all voting members of the PAC.
- Meetings will be conducted utilizing Robert's Rule of Order' unless they are in conflict with the guidelines in this Constitution. A copy of Robert's Rule of Order and the most current Constitution & By-Laws will be present at all meetings.
- Any decisions made by the PAC must fall within the guidelines of the School Act or Governing body, such as (but not limited to) the Gaming Branch.
- The Executive Council shall review the Constitution each year during the 1st Executive meeting prior to the September General PAC Meeting. Any amendments to the constitution may occur as per Section 12.

Section 6.2 - Quorum

- A minimum of 50% plus one (1) of voting-members present at any general meeting shall constitute a quorum.
- A minimum of two (2) Executives must be in attendance.
- All voting must be done in accordance with Section 6.3.

Section 6.3 - Voting

- A simple majority of quorum shall decide upon questions arising at any meeting.
- On all matters requiring a vote, all votes shall be cast in person, **unless extraordinary circumstances as defined in section 13 are in effect**
- Voting shall be done by a show of hands, with the exception of electing the Executive Council at the AGM or electing a D-PAC rep, which shall always all be done by ballot.
- All voting shall be conducted under the guidelines in Section 6.1
- All voting for Executive Council Members will follow the guidelines in Section 7.

Section 7 - Election of Executive Council

Election of Executive Council will conform to the following guidelines and be from a slate of nominees of voting members for each school year:

Section 7.1 - Nominations:

- The Executive Council will include, but not be limited to; President, Vice President, Secretary, Treasurer, DPAC Rep, & three (3) Members at Large seats.
- A Nomination Committee will be formed a minimum of 30 days prior to the Annual General Meeting.
- A call for Nominations shall commence during the Monthly PAC meeting in which the Nominations committee is formed. Notice of nominations shall be communicated to all families a minimum of 21 days prior to the Annual General Meeting.

Section 7.2 - Election Procedure

- Elections shall be conducted by the Nominations Committee, or Elections Chair, and can be done in consultation with the DPAC.
- Voting for the Executive Council shall be recorded vote.
- Voting members of the PAC may cast one vote for each Executive Council Nominee.
- The Nominations Committee, or Elections Chair, will announce the Executive Council election results at the Annual General Meeting in which the elections take place.
- Upon the conclusion of the AGM any ballots used will be destroyed by the Nomination Committee or Elections Chair after recording the results.

Section 7.3 - Term of Office

- The term of office for Executive Council Members shall run from the 1st of July to the 30th of June. Each Executive Council Member may hold their position for a maximum of two (2) terms, DPAC rep exempted, before stepping down.
- All elected members of the Executive Council shall resign at the end of their second (2nd) term. If no member is nominated for any given position, the former member can be asked to hold the council seat for a third year.
- No person may hold more than one elected executive position at any given time.

The following are grounds for removal of an Executive Council Member:

- Absent from three (3) consecutive meetings without notification.
- Failure to observe the PAC's Constitution and Bylaws.
- Failure to abide by the PAC's Code of Conduct.
- Failure to abide by the School's Bullying & Harassment Policy.

Section 7.4 - Executive Vacancy and Resignations

In the event of a resignation or sudden vacancy on the Executive Council before the end of term, or if any office is not filled at the time of election, the Executive Council may appoint a member to fill the vacancy for the remainder of the the school year, with exception for the DPAC Representative, which must be elected as per the School Act, in accordance with Section 7.

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

The Executive Council shall ensure that every effort is made to fill a vacancy on the Executive Council by the earliest possible date and no more than 45 school days after the office is vacated.

Section 8 - Executive Council

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

Section 8.1 - Executive Members

Elected officers should include the following:

- President
- Vice-President
- Secretary
- Treasurer
- Representative to the District Parent Advisory (DPAC)

Section 8.2 - Roles and Responsibilities of Executive Council Members

- The Executive Council shall consult with, take direction from and represent all parents/families of the school. The Executive Council shall work as a team to ensure PAC purposes are achieved.
- All Council members are expected to attend each Executive meeting, Monthly PAC meetings and Special/Emergency Meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, to follow the Code of Conduct and the School's Bullying & Harassment policy
- If an Executive Council member is unable to attend any meeting, they should inform the Secretary or President prior to the meeting with as much notice as possible via email or text.
- Each Executive Council member shall maintain any documentation and correspondence pertinent to their position for a minimum of three (3) years, with the exception of financial documents which shall be held for five (5) years, after which shall be delivered to their successors upon the end of their term.
- Any documentation that is still considered current shall be kept for three (3) years after said project is done. Such as, but not limited to, playground & theatre equipment, etc.
- All executive positions shall be voting positions.

President

- shall convene and preside at all general, executive, and special/emergency meetings.

- shall ensure that an agenda is prepared in consultation of the Executive Council &/or School principal, and distributed seven (7) days' prior to the Monthly PAC meeting and twenty-one (21) days prior to the Annual General Meeting.
- shall allow input from membership and may dispense with all formal voting procedures on internal PAC matters.
- shall appoint committees where authorized to do so by the Executive Council or General Membership
- shall take actions to ensure that actions are taken by others to achieve the objectives and purpose of the organization.
- shall be a member of all committees
- may be a signing officer
- shall be the official spokesperson for the organization
- shall ensure representation to District PAC meetings
- may, in consultation with the Executive Council, or upon recommendation of the General membership, appoint a representative from/to outside organizations for set purposes. Guidelines for such representation shall be established by the Executive Council as needed.
- Shall ensure a draft of the meeting minutes are prepared and distributed within seven (7) days after the Monthly PAC meeting.
- shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsmspresident@gmail.com email account.

Vice President

- shall assume the responsibilities of the President in the President's absence
- shall accept extra duties as required
- may be a signing officer
- shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsmsvicepresident@gmail.com email account.

Secretary

- shall record the minutes of all general, executive, and special/emergency meetings.
- shall issue and receive correspondence on behalf of the organization.
- shall prepare and distribute draft minutes within seven (7) days after the Monthly PAC meeting.
- shall keep an accurate & updated copy of the Constitution & Bylaws and ensure they are available at each meeting.
- shall submit a copy of the amended Constitution & Bylaws to the D-PAC and the School office for safe keeping
- may be a signing officer
- shall safely keep all records of the PAC, with exception to financial records.
- Shall assist the Executive Council in preparing the agenda for all meetings.
- Shall keep all forms of PAC communication up to date with relevant information (i.e: PAC bulletin board, Social Media Platforms, outdoor signs, newsletters, etc)
- shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsmspac@gmail.com email account.

Treasurer

- Shall be responsible for and report on the accounts of the organization.
- Shall be one of three (3) signing officers of the Executive Council as per section 10.
- shall maintain good record keeping of all financial activities of the PAC using acceptable accounting standards.
- shall prepare and present copies of the financial report at a minimum of three (3) Monthly Meetings (including at the AGM).

- Shall, with the assistance of the Executive Council, draft a budget and tentative plan of expenditures as per Section 10 to be presented at the September General Meeting to the PAC Members.
- shall ensure that another signing officer has access to the books and banking papers (including cheques) in the event of their absence.
- shall prepare a year-end Financial Statement for submission to the membership as per Section 10 at the Annual General Meeting.
- Shall be responsible for obtaining and filing any paperwork as required for grants or bursaries eligible to or from the PAC– ie Gaming Grant, Scholarships, etc.
- shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsms treasurer@gmail.com email account.

Representative to Langley District Parent Advisory Council (DPAC)

- shall represent the PAC at all regular and extraordinary DPAC meetings or arrange for an alternate
- shall report District information to the Executive and shall report to General meetings of the PAC as required.
- shall seek input from the PAC regarding district (DPAC) and provincial (BCCPAC) issues
- shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsms dpacrep@gmail.com email account.

Section 9 - Committees

Committees shall be responsible to the Executive Council and PAC members.

Committee Positions

- Fundraising Committee:
 - shall make every effort to ensure that money is raised to allow for all PAC goals to be met.
 - shall report all expenses & earnings for each fundraiser at the Monthly PAC Meeting as well as at the AGM.
 - In the event a fundraiser requires a start-up budget, \$300 will be available unless previously budgeted for. Any request of additional funds to cover the cost shall be made at any Executive or General meeting.
 - shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsms fundraising@gmail.com email account.
- Hot Lunch Committee:
 - shall make every effort to ensure that money is raised to allow for all PAC goals to be met.
 - shall report all expenses & earnings for each fundraiser at the Monthly PAC Meeting as well as at the AGM.
 - shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsms hotlunch@gmail.com email account.
- Hawk's Nest Committee:
 - shall make every effort to ensure that money is raised to allow for all PAC goals to be met.
 - shall report all expenses & earnings for each fundraiser at the Monthly PAC Meeting as well as at the AGM.
 - Shall be responsible for keeping track of and ordering inventory.
 - shall keep any relevant correspondence up to date & available upon request, as well as be responsible for the hdsms dhawksnest@gmail.com email account.
- Events Committee:

- shall represent the PAC at all events not considered fundraisers, such as but not limited to the Fall Festival, Stay Gold car show, Dances, etc. and report any needs to be fulfilled by the PAC.
- shall report all expenses and earnings of the PAC for each event at the Monthly PAC Meeting.
- In the event a start-up budget is required \$300 will be available per event, unless previously budgeted for. Any request of additional funds to cover the cost of extra supplies shall be made at any Executive or General meeting
- All events will need to be communicated to the PAC during a monthly meeting before commitment to the event is made.
- Nominations Committee:
 - Shall be formed during the General meeting prior to the AGM & be dissolved after the Elections by the President.
 - shall be responsible for obtaining all nominations for the Executive Council elections held during the end of year AGM.
 - Shall consist of any voting member of the PAC.
 - Shall be responsible for running the election during the AGM meeting.
 - Shall, in partnership with the PAC Secretary, ensure that proper notice is given to the PAC membership including all grade 5 families of each feeder school.

Additional Committees

- Titles and duties of non-executive officers (such as Committee members or representatives, etc.) may be added as determined by the needs of the Executive Council during any Executive or General meeting for specific purposes. The Executive shall establish terms of reference for each Committee.
- School staff may be afforded representation on committees.

Section 10 - Finances

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

- A Yearly budget shall be drawn up by the Executive, in consultation with the School Principal, and presented for approval at the first meeting of the year to the General Membership.
- All funds of the organization will be deposited in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.
- The Executive shall name a minimum of three (3) signing officers for the PAC General Account and the PAC Gaming Account, one (1) of whom will be the Treasurer, for banking and legal documents and the other two (2) from any of the Executive positions. Any two (2) of these signatures will be required for financial documents. For other extraordinary accounts, the executive may appoint signing officers.
- All monies spent above and beyond what is in the current approved budget and allowed under the approval of the Executive Council, will be presented and voted on at the closest General Monthly meeting.
- All Fundraisers/Events, not outlined in the current approved budget, can be offered a budget of three hundred dollars (\$300) at the discretion of the Executive Council. If more funds are required, then approval at a Monthly PAC meeting is required.
- All PAC monies shall be kept at the School with the Head Secretary or in a locked Safe owned by the PAC. All PAC executives with signing authority will have access to all PAC monies. Any money leaving the school for deposit must be counted & signed off by two (2) persons before leaving the school grounds and deposited within 24 hours of leaving the school.
- Any request which will allocate over \$300 of PAC funds not part of the current approved budget or falling under the Executive Council's discretion, must be requested at the nearest monthly general PAC meeting, voted on, and recorded as an amendment to the approved budget.

- A Treasurer's Report shall be added to the minutes three (3) times per year at a General PAC meeting, including the Year End Financial Statement and proposed yearly budget should be published and presented for acceptance during the Annual General meeting.
- Any need for financial review, if necessary, will be determined by the membership at any General Meeting by a vote of quorum. Notice of request shall be given a minimum of twenty one (21) days prior to the meeting.

Section 11 - Code of Conduct

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”

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 Council & Committee Members will offer support and guidance to those mechanisms to members with such individual concerns.

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.

A parent/guardian who accepts a position as a PAC Executive Council Member & Committee member shall:

- Uphold the Constitution & Bylaws of the PAC
- Perform their duties with honesty & integrity and adhere to the School Bullying and Harassment Policy.
- Work to ensure that the well-being of students is the primary focus of all decisions
- Respect the right of all individuals
- Take direction from the general membership, ensuring that representation processes are in place
- Encourage & support parents and students with individual concerns to act on their own behalf & provide information on the process for taking forward concerns.
- Work to ensure that issues are resolved through due process
- Strive to be informed and only pass on information that is reliable and correct
- Respect all confidential information
- Support public education

No PAC member, immediate family member, or place of employment shall profit from any PAC sponsored Event or Fundraiser, unless either previously used for said Event/Fundraiser or voted upon by the Executive Council & Committees with a vote of 75% or greater in favor. Said PAC Member shall not participate in the vote.

Section 12 - Constitutional Amendments

Amendments to the Constitution & Bylaws of the H.D. Stafford Middle School Parent Advisory Council may be made at any General Meeting at which business is conducted, providing:

- Written notice of the meeting has been given to all members at least thirty (30) days prior.
- The notice of amendment must include the proposed changes, such as current passage/proposed passage, passage to be added/removed, etc.
- A majority vote of 75% voting members present at the meeting will be required to make amendments to the Constitution & Bylaws.

Amendments to the Constitution & Bylaws shall be submitted to the Langley DPAC, School Office, and to the School Board in the form of a completed amended copy within seven (7) days of the amendments taking place.

Section 13 - Definitions and Interpretations

In the Constitution and By-Laws of the HD Stafford Middle School Parent Advisory Council,

“The Board” means a board of school trustees constituted under the School Act or a former Act; 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” refers to the minimum amount of time required to be given for parents/school members. See specific sections for the required amount of notice to be given.

“Parent” is 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 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.

“Community member” is defined as a person or organization with ties to the HDSMS body such as a church, business, or non-profit organization.

“Parent Advisory Council” or “PAC” means the parents’ advisory council established for HD Stafford Middle 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 HD Stafford Middle School;

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

“Ychool 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 HD Stafford Middle School.

“Special/Emergency Meeting” is defined as any meeting not already scheduled, but requires immediate attention by the PAC