



## CONSTITUTION AND BYLAWS

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### CONSTITUTION

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#### NAME

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The name of the council is Ladner Elementary Parent Advisory Council (LEPAC).

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.

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#### PURPOSES OF THE COUNCIL

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The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To give parents an understanding of the school and its work
3. To encourage parent involvement in the school and to support programs that promote parent involvement
4. To advise the school board, principal, and staff on any matter relating to the school
5. To promote the interests of public education and, in particular, the interests of Ladner Elementary
6. To provide leadership in the school community
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood
8. To provide parent education and professional development and a forum for discussion of educational issues
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To organize and support activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership
13. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

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#### INTERPRETATION OF TERMS

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- **“community organizations”** means groups that demonstrate an interest in



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education and are not already included in the scope of the Council's constitution and bylaws

- “**district**” means the Delta School District
- “**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 the Delta School District
- “**CPF**” means Canadian Parents for French, an organization founded by parents who wanted to ensure that children would have the opportunity to become bilingual in the Canadian school system
- “**PAC**” or “parent advisory council” means the parents organized according to the *School Act* and operating as a parent advisory council in Ladner Elementary
- “**parent**” is as 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
  - d) and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in the Delta School District
- “**school**” means any public elementary or secondary educational institution as defined in the *School Act* operating within the Delta School District



## BYLAWS

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### MEMBERSHIP

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#### VOTING MEMBERS

All parents and guardians of students registered in Ladner Elementary are voting members of the Council.

#### NON-VOTING MEMBERS

Administrators and staff (teaching and non-teaching) of Ladner Elementary 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.

### EXECUTIVE

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#### 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, DPAC representative, CPF representative, Four Members-at-Large, and the Past President and\*new Role - Social Media Coordinator**

#### ELIGIBILITY

Any voting member of the Council is eligible to serve on the executive. Any prospective candidate should attend at least 4 LEPAC meetings prior to the election.

#### ELECTION OF EXECUTIVE

The executive will be elected at the Annual General Meeting in May of each year. Election will be done by secret ballot.

#### TERM OF OFFICE

The executive will hold office for a term of one year from June 1<sup>st</sup> to May 31<sup>st</sup> following the election. **No person may hold the same executive position for more than 4 years.**



### VACANCY

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 Council to fill the vacancy until the next annual general meeting.

### REMOVAL OF 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, and may elect an eligible member to complete the term.

### 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.

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### MEETINGS OF EXECUTIVE

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#### MEETINGS

Executive meetings will be held at the call of the president. At least one meeting will be held before the first general meeting.

#### QUORUM

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

#### NOTICE

Executive members will be given reasonable notice of executive meetings.

#### 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 president does not have a second or casting vote and the motion is defeated.

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### MEETINGS OF MEMBERS

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#### GENERAL MEETINGS

General meetings will be conducted with fairness to all members.

General meetings will be held at the call of the President, but generally monthly during the school year.

#### CONDUCT

At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.



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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 general meetings.

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### EXTERNAL COMMITTEE REPRESENTATIVES

#### EXTERNAL COMMITTEES

The membership or executive may elect or appoint a member who is not an employee or elected official of the Delta School District or the Ministry of Education to represent the Council on an external committee or to an external organization.

The representative will report to the membership or executive as required.

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### 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.

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### DUTIES OF EXECUTIVE AND REPRESENTATIVES

#### PRESIDENT

The President will:



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- 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
- preferably not be a grade 7 parent
- monitor any BC Gaming events
- sign off on the BC Gaming annual report
- submit an annual report

### 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
- have read and understood the BC Gaming rules and regulations
- monitor any BC Gaming events
- sign off on the BC Gaming annual report
- take a role on a committee and/or become the teacher/executive liaison
- submit an annual report

### SECRETARY

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
- submit an annual report

### TREASURER

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



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- 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
- must have a physical copy of the BC Gaming rules and regulations and have read and understand it
- monitor any BC Gaming events
- prepare and sign off on any BC gaming event reports within the prescribe timeframe after the event
- prepare and sign off on the BC Gaming annual report
- preferably not be a grade 7 parent
- submit an annual financial statement at the annual general meeting

### DPAC REPRESENTATIVE

The DPAC representative will:

- act as liaison between DPAC and council, represent, speak, and vote on behalf of the Council
- maintain current registration of the Council members
- report regularly back 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

### CPF REPRESENTATIVE

The CPF representative will:

- attend meetings of the CPF as necessary
- liaise with other French Immersion parents and the executive
- assist in fundraising for the French Immersion parents, if needed
- submit an annual report

### MEMBERS-AT-LARGE

Members-at-Large will:

- serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- should participate in one committee
- attend at least 4 PAC meetings within the term
- submit an annual report



### SOCIAL MEDIA COORDINATOR

- serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- attend at least 4 PAC meetings within the term
- submit an annual report
- manage the social media flow and content pertaining to fundraising, school activities and community
- create and design advertisements and post them to social media platforms in a timely manor

### PAST PRESIDENT

The Past President has no voting rights with respect to those decisions which are at the sole discretion of the executive. However, as a parent or a guardian, the Past President has voting rights as a member of the Council. The Past President will:

- serve as a resource for the executive
- provide continuity for budgeting and process, as needed
- assist in the voting of the next executive





### COMMITTEES

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The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

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.

Committees will report to the membership and executive as required. The executive can request any of the committees provide a report at a general meeting.

All committees will ensure that all records and documents are forwarded to the President, Vice President, and/or the Secretary for record keeping.

Meeting minutes must be kept by all the standing committees and forwarded to the President and/or the Secretary for record keeping and for circulation to the rest of the executive.

#### STANDING COMMITTEES

These committees exist every year:

##### HOT LUNCH

This committee manages the Hot Lunch Program. Duties include, but are not limited to:

- managing the Hot Lunch ordering website
- working with vendors who supply the orders
- liaising with the Treasurer to ensure that vendors are paid promptly
- reporting to the Council at each general meeting

##### ANNUAL FUNDRAISING EVENT

This committee manages the annual fundraising event.

##### FUNDRAISING

This committee manages the smaller fundraising events during the school year. Duties include, but are not limited to:

- managing the fundraising events
- reporting to the Council at each general meeting

##### EMERGENCY PREPAREDNESS

This committee manages the emergency preparedness supplies for the children on behalf of the school. Duties include, but are not limited to:

- ensure all "grab and go" backpacks in the classroom are up to date;
- ensure all EP Bins on the school grounds have all the necessary supplies (including checking expiry dates on water/food/batteries);
- coordinates education and activities related to emergency preparedness.



### FINANCIAL MATTERS

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#### FINANCIAL YEAR

The financial year of the Council will be July 1 to June 30.

#### 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*.

There shall be two bank accounts:

1. General – to hold deposits not related to the government gaming program
2. Gaming – to hold deposits related to funds received through the government gaming program. For example, monies provided annually based on student enrolment.

#### 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.

#### ANNUAL BUDGET

The executive will prepare a budget and present to the membership for approval. A preliminary budget should be prepared in June and approved in September.

The budget gives the executive the authority to make the transactions included in the budget without coming back to the membership for approval.

Two members of the executive should receive and approve the final financial reports for the school year.

#### 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.



**CONSTITUTION AND BYLAW AMENDMENTS**

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The members may, by a majority of not less than 2/3 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 meeting.

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.

**PROPERTY IN DOCUMENTS**

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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.

**DISSOLUTION**

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In the event of winding up or dissolution of the Council 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 Ladner Elementary School for the School's use.

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



CODE OF ETHICS

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

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
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 that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable
9. respects all confidential information
10. supports public education
11. agree to follow the code of conduct as set out by the District's policies

STATEMENT OF UNDERSTANDING

I, the undersigned, in accepting the position of \_\_\_\_\_ of Ladner Elementary Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_