

Langley Christian School Parent Advisory Council Constitution

Governing Policy for the LCS PAC

Section 1: Name

The organization's name shall be Langley Christian School (LCS) Parents Advisory Council (PAC). The LCS PAC is led by an Executive Team formed by representatives of each campus: elementary, middle, and high.

Section 2: Mission Statement

The LCS PAC is dedicated to building community, developing parental engagement and supporting the mission of Langley Christian School.

Section 3: Accountability

The LCS PAC Executive is accountable to the Parents of LCS, who are part of the PAC, and the Langley Christian School Staff & Administration.

Section 4: Objectives

- 4.1 To provide a forum for feedback and engagement for parents.
- 4.2 To allow for better communication between parents and the Head of School / the Board of Directors
- 4.3 To serve, encourage and strengthen the school community.
- 4.4 To contribute to the effectiveness of the school by promoting the involvement of parents.
- 4.5 To organize and provide additional resources, for the benefit of students, through approved volunteer activities, fundraising, community-building events, and parent education workshops.
- 4.6 To promote the encouragement and well-being of LCS staff and students.

Section 5: Membership

- 5.1 All parents and legal guardians of the students registered at LCS are part of our PAC. Everyone is a valued member whose presence, input, ideas and volunteer gifts are welcome and can help enhance our school and the environment for our students.

Section 6: PAC Executive Team

- 6.1 The number of leadership positions will be determined by local organizational needs and will include, at the minimum, the following: President, Vice President, Treasurer, Secretary. Other additional members may include: Social Media Coordinator, Hot Lunch Coordinator(s), Event Coordinator(s), and an Elementary, Middle and High School Representative (one from each campus).
- 6.2 All efforts will be made to have a minimum of one representative from each campus on the PAC Executive Team.
- 6.3 The Executive Team may seek support from other parent "coordinators" to lead certain committees, activities or events. The PAC Executive Team may appoint members to special committees.

- 6.4 Parents who are also staff members of LCS cannot serve on the Executive Team and cannot for 1 year after leaving the LCS Staff. Current Board Members cannot serve on the PAC Executive Team.
- 6.5 Executives are expected to attend all Monthly PAC Meetings, Special Meetings and Executive Meetings, notifying the President and/or Vice President in advance if they are unable to attend.
- 6.6 Executives must be familiar with the Constitution and Bylaws, carry out their duties as described and follow the code of conduct.

President

Responsibilities include:

- Convene and preside over all Membership, Special, and Executive Meetings for the PAC.
- Shall be the official spokesperson of the PAC.
- Correspond with the Secretary, ensuring that an agenda is prepared and distributed within 1 week prior to the Monthly PAC Meeting.
- Correspond with the Secretary, and view draft minutes and approved minutes before they are submitted for approval or publicly posted.
- Appoint committees as needed.
- Act as a liaison between the School Staff, Administrators and Principals to inform and communicate with regard to activities, parental concerns, or other pertinent ideas or information for that campus.
- Annual Constitutional Review with at least 2 other Executive Members and/or general members, with any amendments presented at the AGM for approval.
- Act as an administrator on all PAC Social Media Platforms and ensure content and member requests are approved before admittance and that all activity adheres to LCS Standards.
- Shall be a signing officer.
- Corresponding with treasurer to make sure the gaming grant is submitted by the deadline.

Vice President

Responsibilities include:

- Assume the responsibilities of the President in the President's absence.
- Accept extra duties as required.
- Assist in marketing and advertising functions for PAC-related events and fundraisers.
- Act as an administrator on all PAC Social Media Platforms and ensure content and member requests are approved before admittance and that all activity adheres to LCS Standards.
- May be a signing officer.

Treasurer

Responsibilities include:

- Maintain financial records for all PAC bank accounts with acceptable accounting standards, and keep a filing system updated and available.
- Prepare and present printed copies of the monthly financial report for each monthly PAC meeting, submitting a report to present if unable to attend.
- With the assistance of the Executive and PAC members, draft a PAC budget and tentative plan of expenditures to be presented at the Annual General Meeting for approval.
- If approved by the majority (50% plus one) at a Spring PAC Meeting, ensure

- compliance with Gaming requirements are met, and apply for the grant.
- File Year-end reporting as required - ie Gaming Grant
- Attend day-to-day transactions (issue cheques, deposit funds etc).
- All spending must be clearly tracked with records of the GST spent being clearly documented so the school can claim it back
- Shall be a signing Officer.

Secretary

Responsibilities include:

- Remain in correspondence with the President, ensuring that an agenda is prepared and distributed within 1 week prior to the monthly PAC.
- Make copies of the agenda for distribution at PAC Meetings.
- Shall prepare and distribute minutes within 14 days after the monthly PAC Meeting.
- Shall keep a Google Drive Folder updated and available.
- Shall keep an updated copy of the Constitution and Bylaws.
- May be a signing officer.
 - Provide communication and content that needs to be sent to parents though "LCS on the Go."

Social Media Coordinator

Responsibilities include:

- Create content and keep all PAC Social Media platforms current.
- Update and communicate changes to the PAC section of the school website.
- Ensure any posts/publications have gone through the approval of the President/Vice President before posting.
- Act as an administrator on all PAC Social Media Platforms and ensure content and member requests are approved before admittance, and that all activity adheres to LCS Standards.

Hot Lunch Coordinators (up to three, one for each campus)

Responsibilities include:

- Plan hot lunch days for a full year for all three campuses.
- Select and coordinate directly with vendors.
- Post menus and pricing to hot lunch website.
- Distribute orders on hot lunch days.
- Financial reconciliation with the Treasurer and/or President.
- Manage the Hot Lunch email address and respond to Hot Lunch Inquiries.
- Report to the PAC and provide a Hot Lunch Update at PAC meetings.

Events Coordinators (up to two)

Responsibilities include:

- Organize and plan special events, parent educational workshops, and community-building events, with assistance from the Executive and committees formed around such special events.
- Recruit and assist with volunteer coordination.
- Maintain a volunteer database.
- Plan the year end event and assist with other school events as needed.

Campus Reps

Responsibilities include:

- Organize and plan special events, parent educational workshops, and community-

building events, with assistance from the Executive and committees formed around such special events.

- Recruit and assist with volunteer coordination.
- Be a liaison between the campus and PAC
- Check in with campus admin and/or admin assistant prior to each PAC meeting.

Section 7: Terms of Office:

- 7.1 The length of term for a PAC Executive Team position will be one year, at which point the Team member may choose to reapply for another term, following the Nomination process (Section 9).
- 7.2 Such terms will take effect from the AGMs of each appropriate year.
- 7.3 No person may hold more than one elected Executive position at any one time.
- 7.4 No person may hold the same Executive position for more than three (3) consecutive Terms; unless no successor is available and with majority consent at the AGM.
- 7.5 The following are grounds for termination of any Executive Member:
 - 7.5.1 Absent from three (3) consecutive meetings without notification.
 - 7.5.2 Failure to observe the Constitution, purposes and policies & PAC Code of Conduct.

Section 8: Election Procedures

- 8.1 The election of the PAC executive positions will take place during the AGM.
- 8.2 The election of the PAC executive positions takes place by a secret ballot.
- 8.3 Positions will be filled by majority vote (50% plus one). In the event there is only one nominee for a position, the vacancy will be filled by acclamation.
- 8.4 The Nominations Committee will announce election results at the AGM. Upon the conclusion of this meeting, all ballots will be destroyed.
- 8.5 All Executive positions shall be voting positions, except that of the President, who shall be entitled to vote only in the event of a tie.
- 8.6 In the event of a resignation or sudden vacancy on the Executive during the year, or if any position is not filled at the time of the election, the Executive may appoint a PAC member to fill the vacancy for the remainder of the term.

Section 9: Nominations

- 9.1 Nominations for Executive positions can be received up to one month prior to or at the AGM.
- 9.2 A nomination committee will be formed one month prior to the AGM. The position of President may not be a member of the nomination committee.
- 9.3 Candidates interested in a PAC Executive Team position need to:
 - 9.3.1 Be prepared to share about themselves and their family, and why they want to run for a position on the PAC Executive.
 - 9.3.2 Complete a Criminal Record Check (school policy), if elected.
 - 9.3.3 All Executive Members must sign a document saying they have read and will uphold the constitution, policies, procedures and PAC code of conduct and will fulfill their position descriptions.

Section 10: PAC Meetings

- 10.1 The number of meetings will be set by the PAC Executive Team and must include at least one (1) AGM in the fall or spring.
- 10.2 The President may call meetings with notice, to PAC members and Executive Team members, with notice of a minimum of three (3) days.

Section 11: Quorum

- 11.1 The voting members present at any duly called PAC General Meeting, shall constitute a quorum.
- 11.2 A quorum shall be a minimum of 6 members.

Section 12: Procedures

- 12.1 Meetings shall be conducted efficiently and with fairness to the members present.
- 12.2 If procedural problems arise, "Robert's Rules of Order" will be used to resolve the situation, unless they conflict with the guidelines of the Constitution.
- 12.3 A simple majority (50% plus one) shall decide upon questions arising at any meeting.
- 12.4 On all matters, votes shall be cast in person or via the streaming login chat option, no proxy votes will be accepted.
- 12.5 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, and therefore must be done in person.

Section 13: Finances

- 13.1 A draft budget and plan of expenditures will be presented at the AGM. The budget will be voted on at the AGM.
- 13.2 All organization funds will be deposited in a Chartered Bank or Credit Union. The account shall be restricted to a PAC-controlled account only.
- 13.3 The Executive Team shall name at least three signing officers, two of whom will be the President and Treasurer for banking, bank accounts, and legal documents.
- 13.4 Receipts must be supplied for each cheque written or etransfer.
- 13.5 A printed Cash Flow Report/Balance Sheet shall be available to all members at each Monthly PAC meeting.
- 13.6 All monies not previously budgeted for, above one thousand dollars (\$1,000), will be first presented to the Executive, recorded in the meeting minutes and then voted upon at a Monthly PAC meeting.
- 13.7 All expenditures not previously budgeted for, need to be pre-approved by the President and Treasurer (2 representatives). In one of their absences, then the Vice President.

Section 14: Code of Conduct

- 14.1 The LCS PAC must adhere to all applicable LCS policies.
- 14.2 The LCS PAC is not a forum for the discussion of individual school personnel, students,
- 14.3 Parents or other individual members of the school community. All such matters should be referred to the school administrator.
- 14.4 All Executive Team members are expected to maintain confidentiality. An Executive member who is approached by someone with a concern relating to an individual *is in*

- a privileged position* and must treat these discussions as confidential, within the bounds of this Constitution.
- 14.5 All Executive Members must sign a document saying they have read and will uphold the constitution, policies, procedures and PAC code of conduct and will fulfill their position descriptions.
 - 14.6 All Members are expected to perform their duties with honesty and integrity, modeling themselves after Jesus Christ, as we lead and interact with those around us.
 - 14.7 Work to ensure that the well-being of students is the primary focus of all decisions.
 - 14.8 Respect all individuals and respect all confidential information.
 - 14.9 Take direction from the members, ensuring that representation processes are in place.
 - 14.10 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.
 - 14.11 Work to ensure that issues are resolved through due process.
 - 14.12 Strive to be informed and only pass on information that is reliable and correct.
 - 14.13 Support Christian education.
 - 14.14 No executive member or their immediate family shall profit from any PAC-sponsored event or fundraiser.

Section 15: Constitutional Amendments

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

Section 16: Dissolution

- 16.1 In the event of dissolution and following payment of all outstanding debts, the membership will decide the membership's disbursements of remaining funds at the final General Meeting.
- 16.2 All records of the committee shall be placed under the jurisdiction of the LCS Board of Directors in the person of the Principal of the school.

LCS PARENT ADVISORY COUNCIL

LCS PAC Executive Commitment and Memorandum of Understanding

- I have read and will uphold the constitution, policies and procedures.
- I have read and will uphold the PAC Code of Conduct.
- I commit to fulfilling my position descriptions to the best of my ability.
- I understand the grounds for termination of an Executive Member, as outlined in the PAC Code of Conduct
- I commit to praying for the school community throughout the school year.

Please sign below under your Position for this School Year:

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Social Media Coordinator: _____

Hot Lunch Coordinator(s): _____

Events Coordinator(s): _____

Elementary School Rep: _____

Middle School Rep: _____

High School Rep: _____