



DEER LAKE SCHOOL

Parent Advisory Council BYLAWS

Approved June 2026

PREAMBLE

Deer Lake School (DLS) is a Seventh-day Adventist K-12 school that welcomes families from its constituent churches and from the broader local community. The Parent Advisory Council (PAC) exists to give all parents and guardians a meaningful voice in their children's education, to strengthen the home-school partnership, and to support the school's vision, mission and values.

ARTICLE I — PURPOSE AND OBJECTIVES

The PAC's objectives are to:

- a) Unite homes and the school in their mission to provide quality Christian & values-based education
- b) Foster a welcoming environment that respects all faith backgrounds and cultures.
- c) Encourage family involvement in their child's education
- d) Provide an avenue of respectful communication between parents and school administration
- e) Encourage families to offer their time and talents in volunteering for school activities
- f) Raise funds to enhance and enrich the student educational experience
- g) Organize PAC events that support the school's goals and that build up the school community

ARTICLE II — MEMBERSHIP

Section 1 — Voting Members

All parents and guardians of students currently enrolled at Deer Lake School are voting members of the PAC, with one vote per individual parent or guardian. No donation or fee is required.

Section 2 — Eligibility for Executive Office

Any voting member in good standing is eligible to hold executive office, subject to the following:

- a) The PAC President must be a member in good standing of a DLS constituent church. This requirement exists because the PAC President also serves as the PAC's representative on the DLS School Board, and DLS Board membership requires constituent church affiliation per the school's governing documents. This requirement does not apply to any other executive position.
- b) No school staff member may hold an elected executive position.

ARTICLE III — EXECUTIVE COMMITTEE

Section 1 — Composition & Duties

The affairs of the Council shall be managed by an elected Executive Committee consisting of the following officers:

- a) **President** — Convenes and presides at all general, special, and executive meetings. Serves as the PAC representative on the DLS School Board.
- b) **Vice-President** — Supports the President and assumes presidential duties in the President's absence.
- c) **Secretary** — Responsible for minutes, correspondence, and records.
- d) **Treasurer** — Responsible for the PAC's financial accounts, budget, and reporting.
- e) **Elementary Division Representative (Grades K–5)** — Advocates for the interests of families with students in Grades K–5.
- f) **Middle School Division Representative (Grades 6–8)** — Advocates for the interests of families with students in Grades 6–8.
- g) **Secondary Division Representative (Grades 9–12)** — Advocates for the interests of families with students in Grades 9–12.

Section 2 — Term of Office

Executive officers shall serve for one school year, from the first meeting of the year through to the Annual General Meeting (AGM) the following year. Officers may serve consecutive terms in the same position.

ARTICLE IV — ELECTIONS

Section 1 — Annual General Meeting Elections

Executive officers shall be elected by voting members at the first general meeting of each school year, to be held before October 30th. The outgoing President (or, in their absence, the outgoing Vice-President) shall preside over the election.

Section 2 — Call for Nominations

A call for nominations shall be issued prior to the first meeting of the school year and distributed to all members at least two weeks before the election meeting. Nominations may also be accepted from the floor at the election meeting.

Section 3 — Election Procedure

Elections are conducted by secret ballot, and the candidate with the most votes wins the position. Where only one candidate is nominated, the election shall be by acclamation.

ARTICLE V — GENERAL MEETINGS

The PAC shall hold at least one general meeting per school year. The President shall ensure that an agenda is prepared and distributed to members in advance.

ARTICLE VI — VOTING

- a) Each voting member present at a duly constituted meeting shall have one vote.
- b) Questions shall be decided by a simple majority of votes, unless bylaws specify otherwise.
- c) Voting shall be by a show of hands unless bylaws specify otherwise.
- d) Voting by proxy is not permitted.
- e) The presiding officer shall vote only to break a tie.

ARTICLE VII — COMMITTEES

- a) The PAC executive may, from time to time, create committees. Any committees created by the PAC executive are responsible to the executive and general membership and shall report on their activities at annual general meetings.
- b) Committee membership is open to any voting member.
- c) The President is an ex officio member of all committees.

ARTICLE VIII — FINANCIAL MANAGEMENT

- a) The PAC may raise and expend funds to support its purposes, in coordination with the school.
- b) As PAC funds are held by the school, all financial activities shall be conducted in collaboration with the school administration. The PAC shall present a proposed spending plan to the DLS School Board for approval at the beginning of each school year.
- c) No member of the PAC may be remunerated for their role, but may be reimbursed for pre-approved expenses incurred in conducting PAC business.
- d) The Treasurer shall present an annual financial report at the PAC general meeting.

ARTICLE IX — CODE OF CONDUCT

PAC activities must not discuss individual staff, students, or families. Executive members must:

- a) Support Deer Lake School's mission as an inclusive Christian school.
- b) Follow PAC and Deer Lake School bylaws and policies;
- c) Act with honesty, integrity, and respect for all community members;
- d) Prioritize student well-being and education in all decisions;
- e) Maintain strict confidentiality and respect individual dignity;
- f) Refer parents with concerns to the Deer Lake School conflict resolution process;
- g) Share only verified and appropriate information;

ARTICLE X — PROCEDURE

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the PAC in all cases where they are not inconsistent with these bylaws. The executive may adopt simpler procedural rules for routine meetings where formal rules would be unnecessarily cumbersome.

ARTICLE XI — AMENDMENTS

- a) These bylaws may be amended at any DLS Board meeting, provided that:
 - i) Written notice of the proposed amendment, including the exact text of the change, is distributed to all voting members at least fourteen (14) days before the meeting;
 - ii) The amendment is approved by a two-thirds (2/3) majority of voting members present.