

**Constitution and Bylaws of
Abbotsford Senior Secondary Parent Advisory Council**

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Canada



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CONSTITUTION

Section I – NAME

The name of this Council is the ABBOTSFORD SENIOR SECONDARY PARENT ADVISORY COUNCIL (Abby Sr PAC).

As per the B.C. School Act: [RSBC 1996] Chapter 412, Part 2, Division 2, Section 8 (1), 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 – PURPOSES OF THE COUNCIL

The purposes of the Council will be to actively advise on, foster, and facilitate educational opportunities for students of Abbotsford Senior Secondary School in District #34 Abbotsford, British Columbia, and:

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

SECTION III – INTERPRETATION OF TERMS

“administration” means the principal and/or vice principals of Abbotsford Senior Secondary School

“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

“conflict of interest” means a situation in which a person is in a position to derive personal financial benefit from actions or decisions made in their official capacity

“district” means School District No. 34

“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. 34

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in Abbotsford Senior Secondary

“parent” is as defined in the School Act and mean

- (a) the guardian 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

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 34

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 34

BYLAWS

Section I - MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Abbotsford Senior Secondary are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Abbotsford Senior Secondary who are not parents of students registered in Abbotsford Senior Secondary may be invited to participate as non-voting members of the Council.
3. Members of the school community who are not parents of students registered at Abbotsford Senior Secondary may be invited to become non-voting members.
4. At no time will the Council have more non-voting than voting members.

Administrators and staff as voting members

5. Occasionally administrators and staff at Abbotsford Senior Secondary School are also parents of students registered at the school, or at times parents of students are also employed by the district or the Ministry of Education (hereafter referred to as a staff-parent). This presents a unique opportunity for the PAC to gain an understanding of the staff's perspective on PAC issues, which is appreciated in our culture of co-operation. A staff-parent will be expected to abstain from voting on any PAC issue in which they are in a position of conflict of interest, as determined by the Chairperson/Council.

Compliance with bylaws

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

Section II – MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (AGM).

Annual General Meetings

3. The annual general meeting (AGM) will be held each year in May or June, for the purpose of reporting to the membership on the year's activities, establishing a budget, and electing a new executive for the following year.

Notice of meetings

4. Members will be given reasonable notice of general meetings.
5. Member will be given 21 days of notice of the AGM.

Conduct

6. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
7. 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.

Disclosure of Interest

8. A member who is interested, either directly or indirectly, in a proposed contract or transaction with the Abby Sr PAC must disclose, fully and promptly, the nature and extent of his or her interest to the membership and executive.
9. Such a member must avoid using his or her position on the Abby Sr PAC for personal financial gain and must abstain from voting on any decisions related to the proposed contract where there is a conflict of interest.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three voting members.
2. 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 the meeting is adjourned or terminated.

Voting

3. 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).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. There will be a motion and vote to destroy the ballots after every election.

Section IV – EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the President, Vice-President, Secretary, Treasurer, and other members of the Council as the membership appoints.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 34 or the Ministry of Education.

4. At no time may spouses/common-law partners or immediate family members (siblings, parent/child, including “in-laws” and “steps” of all) hold two or more signing executive positions.

Election of executive

5. The executive will be elected at each annual general meeting.
6. Elections will be conducted by the chair of the Nominations Committee.
7. If any executive positions remain unfilled, nominations for those positions will remain open until such time as an eligible candidate is identified and can be appointed by the other executive members. Should more than one candidate come forward, members at the next general meeting shall vote to fill the position.

Term of office

8. The executive will hold office for a term of one year beginning July 1st and expiring on June 30th of the following year.
9. No person may hold the same executive position for more than four consecutive years.

Vacancy

10. 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

11. 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.
12. Written notice specifying the intention to make a motion to remove the executive member must be given to all the members not less than 14 days before the meeting.

Remuneration of executive

13. 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.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president. The president will consult with the executive members before each general meeting.

Quorum

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

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. For executive meetings, the President/delegate may poll officers by telephone or other media: email, internet/video conference, texting, etc. if an in-person executive meeting is not practicable such as a time-sensitive issue requiring executive decisions.

Section VI –DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE

REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Abbotsford district parent advisory council may be elected annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Election of a DPAC representative

2. The election of a DPAC Representative will take place at the AGM by secret ballot, as per the School Act: Part 2, Division 2, Section 8, Sub-section 6.

Term of office

3. The DPAC representative will hold office for a term of one year, beginning July 1st and expiring June 30th of the following year.

Vacancy

4. If the 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. Such election must be by secret ballot.

External committees

5. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 34 or the Ministry of Education to represent the Council on an external committee or to an external organization.
6. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

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

Representing the Council

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

Privilege

3. 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

4. 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.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President will

- (a) speak on behalf of the Council
- (b) consult with Council member
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer
- (i) submit an annual PAC report

B. The Vice-President will

- (a) support the president
- (b) assume the duties of the president in the president's absence or upon request
- (c) assist the president in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer

C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings

- (c) post an official copy of the constitution and bylaws and approved copies of the minutes of the general meetings and AGM
- (d) prepare and maintain other documentation as requested by the membership or executive
- (e) issue and receive correspondence on behalf of the Council
- (f) ensure safekeeping of all records of the Council for a minimum of five years from the end of the year in which the records were generated
- (g) may be a signing officer

D. The Treasurer will

- (a) be a signing officer
- (b) ensure all funds of the Council are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure that proper financial records and books of account are maintained for a minimum of five years from the end of the year in which the records were generated or as required by the Compliance Division of BC Gaming Policy and Enforcement Branch or any other overseeing body, whichever is greater
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting
- (k) prepare and submit the annual Gaming Grant Application
- (l) prepare and submit the year-end summary report to the Gaming Branch
- (m) ensure that, for every PAC event, there are two persons appointed for the counting of all monies, and that no monies leave the PAC event without first being counted

E. The DPAC Representative will

- (a) attend all meetings of Abbotsford district parent advisory council and represent, speak, and vote on behalf of the Council
- (b) maintain current registration of the Council
- (c) report regularly to the membership and executive on all matters relating to the DPAC
- (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- (f) receive and act on all other communications from the DPAC
- (g) liaise with other parents and DPAC representatives

F. Representative Members will

- (a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- (b) report to the Council as required

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. 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.
3. Committees will report to the membership and executive as required.
4. A nominating Committee will be appointed annually before the annual general meeting.

Section X – FINANCIAL MATTERS

Financial year

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

Power to raise money

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

Bank accounts

3. 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. Gaming and General funds will be held in clearly labelled, separate accounts.

Signing authority

4. 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

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

Non-budgeted expenditures

6. Occasionally unexpected needs/requests arise between meetings. To expedite payment, and to respond to these needs/requests that come up between meetings in a timely manner, expenditures:
 - (a) Up to \$100 need only the President's approval.
 - (b) Over \$100 but less than \$300, require the approval of two executive members.
 - (c) \$300 and over requires approval from the Council at a general meeting.
 - (d) The executive has a fiduciary duty, and is accountable, to the membership for all expenditures.
 - (e) All expenses will be reported on the monthly Treasurer's report.
7. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Record keeping

8. Retain disbursement records, including cancelled cheques, bank statements, bank transaction receipts, and invoices for a period of five years from the end of the fiscal year in which the revenue was disbursed or as required by the Compliance Division of BC Gaming Policy and Enforcement Branch or any other overseeing body, whichever is greater.

Treasurer's report

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

Auditor

10. Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. 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 XII – 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 XIII – DISSOLUTION

1. 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 another parent advisory council or councils in School District No. 34 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Abbotsford Senior Secondary.

Adopted by

Abbotsford Senior Secondary PAC at Abbotsford, British Columbia, on May 16th 2023.

Signatures of president and one other executive member:

President Winsome Rauch_____

Secretary Brigette Wimmer_____

CODE OF ETHICS

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. fully and promptly disclose the nature and extent of any interest in a proposed contract or transaction with the Council to the membership and executive.
4. avoid using his or her position on the council for personal financial gain.
5. works to ensure that the well-being of students is the primary focus of all decisions
6. respects the rights of all individuals
7. takes direction from the membership and executive
8. 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
9. works to ensure that issues are resolved through due process
10. strives to be informed and only passes on information that is reliable
11. respects all confidential information
12. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Abbotsford Senior Secondary PAC 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 _____