

Aberdeen Elementary School Abbotsford PAC Constitution

Section 1 - Name

The name of the council is Aberdeen Elementary School Abbotsford Parent Advisory Council.

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 2 - Purpose

The purpose of the council will be:

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

Section 3- Interpretation of Terms

"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

"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 Aberdeen 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 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

Adopted by Aberdeen Elementary School Abbotsford Parent Advisory Council.
at Abbotsford, British Columbia, on May 14, 2024.

Signatures of Chair and one other executive member

 

Constitution Revision Log

April 10 2023

- Create new document consisting of a separate Constitution and Bylaws
- Section 1 add Abbotsford to PAC name
- Section 2 update purpose
- Section 3 add interpretation of terms
- Move existing sections 3-16 to Bylaws and update

Aberdeen Elementary School Abbotsford PAC Bylaws

Section 1 - Membership

Voting members

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

Non-voting members

- Administrators and staff (teaching and non-teaching) of Aberdeen 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.

Section 2 - Meeting of Members

General meetings

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

Conduct

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

Section 3 - Proceedings At General Meetings

Quorum

- A quorum for general meetings will be 3* voting members (*must consist of at least two executive officers)
- 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 until the meeting is adjourned or terminated

Voting

- 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). In the case of a tie vote the motion is defeated as majority was not reached.
- Members must vote in person on all matters. Voting by proxy will not be permitted.

- 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.
- A vote will be taken to destroy the ballots after every election

Section 4 - EXECUTIVE

Role of executive

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

Executive defined

- The executive will include the Chair, Co Chair, Secretary, Treasurer

Eligibility

- 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 with the exception of parents/guardians employed as noon hour supervisors.

Election and Nomination of executive

- Announcement of election need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members no less than 14 days prior.
- Nominations may be received up to and during the May annual general meeting until declared closed by the President
- The executive will be elected at each annual general meeting held in May
- All elected and appointed members of the Executive and Representatives shall resign at the end of the term
- Resignation to take place during the May election and goes into effect June 30th
- Retiring officers are eligible for nomination and re-election during the May election

Term of office

- The executive will hold office for a term of one year from July 1st to June 30th
- No person may hold the same executive position for more than four 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 (an eligible representative of a Council member) to complete the term.
- Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 7 days before the meeting.

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.

- 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.
 - Quotes must be obtained from at least two other individuals/businesses before contract can be completed

Section 7 – Duties of Executive and Representatives

PAC Chair

Reports to School Administrator

The person in this position will oversee the running of the Parent Advisory Council, duties will include but are not limited to:

- Convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary.
- Be familiar with and follow the Constitution and Bylaws.
- Ensure that an agenda is prepared and distributed following the Bylaws.
- Ensure a quorum is present before calling a meeting to order.
- Will issue and receive correspondence on behalf of the PAC, in conjunction with the Secretary.
- May dispense with formal voting procedures on internal matters
- Appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees
- Be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally.
- Take actions to ensure that actions are taken by others to achieve the objectives and purpose of the council.
- Ensure representation to District #34 DPAC meetings
- Be one of the three signing officers.
- Submit a written annual report to the membership if requested

PAC Co Chair

Reports to Chair

The person in this position will oversee the running of the Parent Advisory Committee in conjunction with the Chair, duties will include but are not limited to:

- Be familiar with and follow the Constitution and Bylaws.
- Fill in for the President as required.
- Coordinate any social event help on behalf of the PAC, including but not limited to
 - Staff Appreciation lunch
 - Welcome Back Evening
 - Parent Teacher Interviews
 - Ready Set Learn
 - snacks & refreshments for various meetings
- Submit a written annual report to the membership if requested

TREASURER

Reports to Chair, Co Chair

The person in this position will oversee our financial records, duties will include but are not limited to:

- Have a demonstrated ability and/or understanding of bookkeeping procedures.

Section 5 – Executive Meetings

- Executive meetings will be held at the call of the Chair. At least one meeting will be held annually.

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 motion is defeated as majority was not reached.

Section 6 - Conduct of Executive and Representatives

Code of ethics

- On election or appointment, every executive member and representative must agree to abide by the code of ethics:
 - upholds the constitution and bylaws, policies, and procedures of the electing body
 - performs his or her duties with honesty and integrity and in the interests of the Council
 - works to ensure that the well-being of students is the primary focus of all decisions
 - respects the rights of all individuals
 - takes direction from the membership and executive
 - 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
 - works to ensure that issues are resolved through due process
 - strives to be informed and only passes on information that is reliable
 - respects all confidential information
 - supports public education

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

- Keep an accurate and current record of all receipts and expenditures of the Council. Bank statements must be reconciled monthly and made available for review as requested.
- Assess all financial undertakings to ensure they are within the annual budget.
- Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- Prepare a written financial report for presentation at each Council meeting. This shall include
 - total balance on hand in all accounts at the beginning of the period covered by the report
 - all credits to and disbursements from the accounts, balance of funds on hand
 - outstanding accounts receivable and payable
 - net surplus or deficit.
- Be responsible for issuing receipts and the prompt deposit of all monies received by the Council.
- Be one of the three Council signing officers.
- Ensure all bills are paid promptly.
- Draft an annual budget with the assistance of the PAC Executive.
- Maintain all financial records in an orderly fashion as stipulated by BCCPAC.
- Submit a written annual report to the membership if requested

SECRETARY

Reports to Chair, Co Chair

The person in this position will oversee our record keeping, duties will include but are not limited to:

- Record the minutes of all executive, general and special meetings.
- Prepare within one week of any meeting, complete minutes and ensure their distribution to school admin and save on PAC Google Drive.
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence (email or otherwise) on behalf of the Council.
- Keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safekeeping and reference.
- Shall keep a complete and current inventory including location, of all PAC assets.
- May be a signing officer
- Submit a written annual report to the membership if requested

DPAC REPRESENTATIVE:

Reports to PAC Executive

The person in this position will represent us at the Abbotsford School District PAC meetings, as well as bring pertinent information they learn back to share at our general PAC meetings.

HOT LUNCH COORDINATOR:

Reports to PAC Executive

The person in this position will oversee our Hot Lunch Program, duties will include but are not limited to:

- Seek out possible suppliers/school lunch providers with the help of PAC Exec to be presented/scheduled in June for following school year
- Set dates - average one per month with the help of PAC Exec to be presented/scheduled in June for following school year
- Prepare MunchALunch ordering including entering all vendor contact information, all food costs
- Prepare work order for vendor order and class room handout

- Purchase any extras - sides or options other than main provider and enter contact info and food costs into MunchALunch
- Organize volunteers in advance and manage the delivery of hot lunches to classrooms
- Reconcile vendor accounts and family accounts monthly and request for Treasurer to post cheques to vendors
- Provide profits to Treasurer to be included in monthly treasurer report

FUNDRAISING COORDINATOR

Reports to PAC Exec

The person in this position will oversee Fundraising Projects, duties will include but are not limited to:

- Seek out possible fundraising opportunities with the help of PAC Exec to be presented/scheduled in June for following school year ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures in June for the following school year.
- Coordinate all activities related to a fundraising event with the help of PAC Exec including but not limited to
 - opening and closing order dates
 - Delivery or pick up times/dates
 - Volunteers if needed
 - Provide fundraising info to Treasurer that needs to be inputted to MunchALunch
- Maintain a record of fundraising projects, suggestions for improvement and future events to be documented in PAC Google Drive
- Make sure all accounting and proper reporting to the Treasurer is complete within 5 days post event.

THE IMMEDIATE PAST EXECUTIVE

Reports to PAC Executive

- will advise and support the membership and executive until the end of September of the upcoming school year.
- provide information about resources, contacts, and other matters

Section 8 - Committees

- Committees are responsible to the Executive. School staff may be afforded representation on Committees. Members may be appointed to special Committees by the Chair (after consultation with the Executive).

Section 9 - Finances

Financial year

- The financial year of the Council will be July 01 to June 30th.

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.

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.

Treasurer's report

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

Section 10 – Constitution and Bylaw Amendments

- The members may, by a majority of not less than 75% 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.

Section 11 – 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 12 - Dissolution

- In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership with funds to provide benefit to the school within the spirit and intent of the objectives (section 3)
- All records of the organization shall be placed under the jurisdiction of Aberdeen Elementary School

Adopted by Aberdeen Elementary School Abbotsford Parent Advisory Council.
at Abbotsford, British Columbia, on

Date: May 14, 2024

Signatures of PAC Chair and one other executive member

1. 

2. M. Duffels

Bylaw Revision Log

Revision 2 May 2024

Section 3 update tie voting based on Robert's Rule

Section 5 update tie voting based on Robert's Rule

Section 6 update disclosure and interest to include obtaining 2 quotes

Section 7 added DPAC Rep role description

Revision 1 May 2023

Section 1 add Abbotsford to PAC name

Section 2-12 reordered and updated