

Meeting Minutes October 3 2019

03 Oct 2019 / 7:00 PM / CMS LIBRARY

ATTENDEES

Rebecca LeGros (Chairperson), Diane Braun (Treasurer/DPAC Rep), Victoria McGuffin (Secretary), Georgina Charlie, Paula Gosal (Principal).

Meeting called to order at 7:05 PM.

Approval of Agenda

- Diane asked that we add DPAC report as a standing item on the agenda. Agenda approved as amended.

Approval of Sept 12, 2019 Minutes

- Motion: Rebecca LeGros moved and Victoria McGuffin seconded that the minutes be approved as circulated. Approved.

Treasurer's Report – Diane

- The general account has \$1406.53
- The gaming account has \$18,330.42
- See attached.
- Proposed budget approved as presented, no objections were raised. See attached.

Principal's Report – Paula

- September went well, the open house was well attended.
- Monthly school meetings will now be done one grade at a time instead of all together.
- Spirit week will be coming up with a sock hop and costume contest.
- Drills week will be Oct 15-18
 - Fire drill, hold and secure, earthquake and lockdown drills will be done.

- Student-led conferences will be October 23rd, early dismissal October 24th at 11:45, busses will be running. Pro-d day October 25th and November 1st.
- CMS will be a polling station.
- Vaping is starting to become an issue with students.
- Paula discussed the hold and secure event that occurred on October 20th. Student safety was the primary concern, and there were some things learned as a result of this situation.
- Paula shared the school growth plan and asked that any questions or concerns regarding it be brought forward. See attached. One of the goals is to increase parent partnerships in student learning. There will be more opportunities for parents to volunteer in the school as a result.
- A rainbow crosswalk has been approved for the inner crosswalk at the front parking lot. Any comments regarding this can be emailed to Paula.

DPAC Report - Diane

- 18 schools were represented at our first DPAC meeting.
- There was a presentation on the statement of opposition that DPAC has filed regarding the Trans Mountain Pipeline Expansion.
- There are no safety plans in place that are specific to oil spills in our district. The current pipeline is 66 years old and runs over the aquifer that supplies 98% of our city with its drinking water. Watson currently has pipeline under its field and VMS will have pipeline under its field if the proposed route is approved.
- There have been no significant incidences in Chilliwack to date.
- Originally the pipeline carried 150,000 barrels of oil a day, it is currently running 300,000 barrels of oil a day and will increase to 350,000 barrels of oil a day along with the twin line capacity being 540,000 barrels a day for a total capacity between the two lines of 890,000 barrels a day.
- DPAC is concerned about the risk to students with construction and the increased capacity and is opposing the proposed route. Any PACs who do not wish DPAC to speak on their behalf need to let DPAC know at the next DPAC meeting.

- No concerns were raised with DPAC's Statement of Opposition.
- Diane will be posting DPAC notices to the CMS Facebook page.
- YMCA has a few new programs looking for participants
 - Generation Health is for students 8-12 years of age that would benefit from weight and healthy lifestyle support.
 - MINDfit is for students 13-19 years of age who would describe themselves as having low-mood, depression or anxiety.
 Both programs have free YMCA memberships included.
- PAC 101 will be October 10 at 6:30 at the NLC. All parents are welcome to attend.
- DPAC will be hosting a parent information session on parenting children with anxiety in April.

New Business

- Diane went through the proposed changes to the Constitution and Bylaws. They will be voted on at the next PAC meeting.
- Diane made a motion to change the fiscal year to July 1 – June 30th to coincide with the term of office for executive members. No concerns were raised. Motion was approved.
- Open house was a great success. Thank you to all of the parents who helped to make this a success. Paula mentioned that next year we may be able to arrange for staff to Barbeque.

NOTES

- Next Meeting is on November 14th 2019, 7:00 PM

Meeting adjourned at 8:17 P.M.

Draft Minutes

Prepared by Victoria McGuffin

Chilliwack Middle School PAC

Meeting Minutes September 12, 2019

In attendance: Victoria McGuffin, Robyn Morrison, Sharon Proulx, Bree Middleton, Karissa Stewart, Paula Gosal, Jeff Dartnell, Georgina Charlie, Rebecca LeGros.

Meeting called to order 7:03 PM.

Agenda adopted by Victoria and Robyn.

Principal and Vice Principal's Report — Paula and Jeff

- Fantastic start to the year – much more settled and smoother than last year with only one new grade starting.
- Two more teaching positions to hire, staff are happy with all the changes made last year.
- Terry Fox run Sept 26th
- Pro Day Sept 27th
- Orange Shirt Day Sept 30th
- Students have eating time in class now – 15mins before they go outside, it is working out well and the school is calm and clean!
- Teachers have been given the opportunity to collect recyclable containers in their class to earn class room money – “Express Return It”, items are stickered and don't have to be sorted.
- A lot of sports are already starting up.
- Photography/yearbook club has started.
- New benches are in the process of being installed in the halls.
- School Growth Plan will be discussed at October PAC meeting.
- Dress code explanation posted on District website, giving schools individual flexibility. Parents, staff, and students are all responsible for making logical choices.
- April 15 is the Grade 5 Parent night – PAC to organize some sort of event.

Treasurer Report — Rebecca

- General account has \$2317.61
- Gaming account has \$6376.43

Chair Report — Rebecca

- Meeting schedule is on the calendar to be posted on school website soon.

Open House Event — Robyn

- Volunteers are still needed to help cook hotdogs starting at 3:00 PM on Sept 18.
- 1200 hotdogs...buns have been ordered from Sardis Bakery.
- Paula will purchase a Costco GC for Vicki and Robyn to go shopping at their convenience for water and chips.
- There have also been donations for the event which will be acknowledged in an upcoming newsletter.

Meeting adjourned at 7:53 PM.

Next meeting October 3rd, 2019.

1-Oct-19

TREASURERS REPORT - October 2019

GENERAL ACCOUNT

Balance Forward (As at August 31, 2019)

\$2,317.61

TRANSACTIONS

EXPENSE	INCOME	BALANCE
---------	--------	---------

3-Sep-19	Office Supplies (Cheques)	86.50		2,317.61
4-Sep-19	Parent Donations		105.00	2,231.11
19-Sep-19	Welcome Back BBQ	505.23		2,336.11
30-Sep-19	Bank Interest		0.11	1,830.88
				1,830.99

TOTAL		591.73	105.11	
--------------	--	---------------	---------------	--

Ending Balance (as at September 30, 2019)

\$1,830.99

Commitments on Account:

EXPENSE

19-Sep-19	Welcome Back BBQ	424.46
-----------	------------------	--------

TOTAL	424.46
--------------	---------------

Total Cash Available (as at September 30, 2019)

\$1,406.53

GAMING ACCOUNT

Balance Forward (As at August 31, 2019)

\$6,376.43

TRANSACTIONS

EXPENSE	INCOME	BALANCE
---------	--------	---------

3-Sep-19	Office Supplies (Cheques)	86.50		6,289.93
30-Sep-19	Gaming Grant		12,040.00	18,329.93
30-Sep-19	Bank Interest		0.49	18,330.42

TOTAL		86.50	12,040.49	
--------------	--	--------------	------------------	--

Ending Balance (as at September 30, 2019)

18,330.42

Commitments on Account:

EXPENSE

TOTAL	
--------------	--

Total Cash Available (as at September 30, 2019)

18,330.42

CASH BOX

Float

Ending Balance (as at September 30, 2019)

FUNDRAISING

	INCOME	EXPENSES	PROFIT	LAST YEAR
Total Funds Raised	-	-	-	-

Total Funds Remaining 2019/20	19736.95
Remaining approved spending 2018/19	5,000.00
Remaining proposed spending 2019/20	1,248.00
Total Allotted for Extra Budget Items or next years budget	15,984.95

PROPOSED BUDGET JUNE 1 2019- MAY 31 2020

Income	GENERAL	YTD	GAMING	YTD
Previous Account Balance	2,317.22	2,317.22	6,375.01	6,375.01
Projected Gaming Grant Income			11,660.00	
SD 33 Grant	175.00			
Parent Donations	105.00			
Bank Interest	0.90		6.60	
Total Income	2,598.12	2,317.22	18,041.61	6,375.01

Expenditures	GENERAL	YTD	GAMING	YTD
BCCPAC Membership	75.00			
Playground Equipment (carry over item from last year)			5,000.00	
Office Supplies	250.00			
Welcome Back BBQ (carry over item from last year)	1,000.00			
BCCPAC Conference/AGM	1,000.00			
Total Expenditures	2,325.00	-	5,000.00	-

7,325.00 -



GOAL #1	SD 33 students are flexible thinkers, <i>fluent in literacy and numeracy</i>, who are able to process and use knowledge systematically and critically in a variety of contexts and situations.				
STRATEGIC AREA	OBJECTIVES	Strategies	Actions	Performance Indicators	Alignment to Strategic Plan (EL, C, T, & TR)
Students	Literacy- improve student reading comprehension. Number Sense – improve students number fluency Thinking - Increase the number of students who can identify and discuss their “thinking” competencies.	Continue develop strategies targeting reading ability. Implement common ‘outcome based assessment’ at each grade Establish ‘Thinking’ performance standards within the curriculum.	In collaboration with Curriculum Department further develop use of: Smart Learning, early teen literacy strategies and formative assessment practice. In collaboration with CSS and District Curriculum department, develop outcome based assessments to direct instructional practice. Develop cross-curricular ‘thinking’ performance standards.	Monitor RAD scores by cohort Meet district target. Pilot ACT Monitor SNAP scores by cohort. Establish base line for annual results. Tailor the satisfaction survey to measure student’s self-evaluation on their “thinking” competencies.	All (Student Performance) All (Student Performance) All (Student Performance)
Staff	Pursue inquiry based professional growth Transitions: Improve information used in programing and teaching at the classroom level.	Support inquiry through collaborative structure. Provide student learning readiness and learning profile information into transition documents.	Utilize Team Time and After School Collaboration to support both individual and group professional development and growth. Observe peers deliver lessons. Share learning with whole staff. Adapt current transition documentation to online profile pilot in conjunction with Elementary Schools (All feeder schools)	Record number of staff that present learning at staff meetings. Transition rates from grade to grade.	All (Professional Development) T
Community	Increase meaningful parent partnerships in student learning.	Connect parents to learning outcomes. Increase direct teacher/ parent contact.	Provide parents opportunities to volunteer. Parent Evenings, Parent Learning Nights, Partnership with PAC	Parent Satisfaction Survey information.	C



GOAL #2	Engaging by personal relevance and choice; student readiness; and developing autonomous learners.				
STRATEGIC AREA	OBJECTIVES	Strategies	Actions	Performance Indicators	Alignment to Strategic Plan (EL, C, T, & TR)
Students	‘To increase Aboriginal students’ sense of belonging at school’ AEEA	Provide opportunities to Indigenize curriculum.	Aboriginal Enhancement Teacher & EA to support teachers with necessary curriculum enhancements. Halkomelem instruction provided by District Aboriginal Language Teacher. Field Trips and experiences incorporating local Sto:lo Culture.	Number of students identifying cultural connections within their school studies through the fluid surveys.	EL
	To improve students self-efficacy, empathy and social interaction skills.	Embed Restorative Practice into our teaching and mentoring strategies.	Further developing peer mediation groups. Apply restorative practice to school wide motivation and student behavior education. Focused support for Social Emotional Learning	School Referral Statistics, Satisfaction Survey, School Retention and Grade Transition Rates	EL, TR
	Expand opportunities for students to engage in student directed learning.	Incorporating grade wide cross-curricular project based learning opportunities.	Gr 6 Entrepreneurship Fair, Gr 7 Science Fair, Gr 8 Night of the Notables, Student Success Showcase	Number of students able to identify and provide evidence of key elements (inquiry, exploration, reflection) from discovery learning project.	EL, TR
	Expanding opportunities for students to problem solve in collaborative groups.	Embed hands-on problem solving into academic curriculum.	school-wide project based learning opportunities.	Participation rates and peer/self-reflection in collaborative learning opportunities	EL
	Provide a variety of educational program that allows ALL learners to successfully transition grade to grade.	Provide programs that accommodate social and/or academic lagging skills and programs that provide supports and eliminate structural challenges for students who face economic and domestic challenges.	Skill building LA and Resource Programs Support provided by Inclusion Teacher/Counsellor Breakfast Program, Bowls of Hope and supplemented lunch program	Transition Rates gr 8 to 9	EL, TR

Legislative Authority Preamble

The British Columbia School Act provides that:

...it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;

And to assist in facilitating the achievement of those objectives the Act recognizes Parent Advisory Councils and provides further that:

...A parents' advisory council, through its elected officers, may advise the Board, and the principal and staff of the school or Provincial school respecting any matter relating to the school or Provincial school.

CHILLIWACK MIDDLE SCHOOL PARENT ADVISORY COUNCIL CONSTITUTION

Section 1: Name

- A. The name of the Association shall be the Chilliwack Middle School Parent Advisory Council or CMS PAC.
- B. The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
- C. The business of the PAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

- ~~D. The business of the PAC shall be unbiased in respect to race, gender, politics, sexual orientation and physical or mental ability.~~

Section 2: Purpose

- ~~A. To promote effective communication between the home and school.~~ To advise the school board, principal, and staff on any matter relating to the school.
- ~~B. To promote improvements in the educational program, facilities and culture of Chilliwack Middle School with a view to enhancing the student learning.~~ To contribute to the effectiveness of the school by promoting the involvement of parents/guardians in participating in meaningful educational activities and decision making by creating a forum for discussion of educational issues.
- ~~C. To encourage parents to participate in meaningful educational activities and decision making.~~ To provide financial support for the goals of the PAC as determined by the membership.
- ~~D. To provide leadership to the school community in promoting a sense of community and to promote effective communication between the school and home.~~
- E. To organize and support activities and events for students and parents.
- ~~F. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.~~
- ~~G. To advise the school board, principal, and staff on any matter relating to the school~~

- ~~H. To encourage parents to participate in meaningful educational activities and decision making.~~
- I. To ~~assist~~ advise the principal and staff in ~~ensuring~~ striving for the highest safety standards ~~are maintained~~ in the school ~~and neighborhood~~.
- ~~J. To provide parent education and professional development, and a forum for discussion of educational issues.~~
- ~~K. To contribute to a sense of community within the school and between the school, home, and neighborhood.~~
- L. To strengthen the role of parents in the education of their children through ~~professional development~~ parent education on the rights and responsibilities of parents within the education system.
- M. To ~~promote~~ advocate for the education and welfare of all students in the school.

Section 3: Interpretation of Terms

- ~~1. In these bylaws, unless the content otherwise requires:~~
 - “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. 33
 - “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.33
 - “PAC” or “parent advisory council” means the parents organized according to the School Act and operation as a parent advisory council and Chilliwack Middle School
 - “parent” is 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. 33
 - “school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33
- ~~1. The definition in the Society Act on the date these bylaws become effective apply to these bylaws.~~

Originally dated: November 19, 1998
 Revised: April 13, 1999
 Revised: May 8, 2001
 Revised: June 6, 2016
 Revised: date of adoption

Chilliwack Middle School Parent Advisory Council Bylaws

Table of Contents

Section 1: Interpretation	3
Section 1: Membership	6
Voting members	6
Non-voting members	6
Compliance with bylaws	6
Section 2: Meetings	6
General Meetings	6
Annual General Meeting	6
Conduct	7
Notice of meetings	7
Section 3: Quorum and Voting	7
Section 4: Executive	7
Role of executive	7
Executive defined	8
Eligibility	8
Election of executive	8
Term of office	8
Vacancy	8
Removal of executive	9
Renumeration of executive	9
Section 6: District Parent Advisory Council and External Committee Representatives	6
 District Parent Advisory Council representative	6
 Election of DPAC representatives	6
 Term of office	7
 Vacaney	7
External Committees	9
Section 5: Duties of the Executive and Representatives	10
Chairperson	10
Vice-Chairperson	10
Secretary	10
Treasurer	11
DPAC Representative	11
BCCPAC Representative	11
Section 6: Conduct of Executive and Representatives	12
Code of ethics	12

Representing the Council	12
Disclosure of interest	12
Section 7: Committees	12
Section 8: Finances	12
Financial year	12
Power to raise money	12
Bank accounts	13
Signing authority	13
Annual budget	13
Non-budgeted expenditures	13
Treasurers report	13
Auditor	13
Section 9: Constitution and Bylaw Amendments	13
Section 10: Property in Documents	14
Section 11: Dissolution	14
Appendix A: Code of Ethics	15

Section 1: Membership

Voting members

- A. All parents of students registered at Chilliwack Middle School shall be voting members of the PAC **including staff with students attending CMS.**
- B. Each member shall cast one vote.

Non-voting members

- A. Administrators and staff (teaching and non-teaching) of Chilliwack Middle School **who do are not also parents of students** may be invited to **attend meetings of the PAC as non-voting attendees. ~~become non-voting member of the PAC.~~**
- B. Members of the school community **(including senior school district staff and members of the Board of Education)** who are not parents of students registered **in the public school system at CMS,** may be invited to **~~become non-voting members of the PAC~~ attend meetings of the PAC as non-voting attendees.**
- C. At no time will the PAC have more non-voting members than voting members.

Compliance with bylaws

- A. Every member will uphold the constitution and comply with the bylaws.

Section 2: Meetings

General meetings

- A. General meetings will be conducted with fairness to all members.
- B. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
- C. Additional meetings may be called by the Chairperson, or at the written request of at least 3 members.
- ~~D. The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaisons with parents.~~
- D. Meetings of the Executive shall be held at the discretion of the Executive for the purpose of resolving urgent business between general meetings.

Annual General Meeting

- A. The Annual General Meeting shall be held each May and shall include:
 - 1. Presentation of the minutes from the previous Annual General Meeting
 - 2. Presentation of the reports from the executive and any committee chairs
 - 3. Election of the new executive officers
 - 4. Election of DPAC and BCCPAC representatives
 - 5. Approval of financial statements

6. An audit or financial review report on the PAC finances

Conduct

- A. At general meetings, members will not discuss individual school personnel, students, parents, ~~or other members of the school community~~.
- B. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
- C. Any rules and regulations not covered by the Constitution and By-Laws shall be governed by Roberts Rules of Order.
- D. Any information received in confidence, or at meetings, 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.

Notice of meetings

- A. Members will be given reasonable notice of general meetings.

Section 3: Quorum and Voting

- A. A quorum at General Meetings and the AGM will be a minimum of three voting members.
- B. A quorum at Executive Meetings will be a majority of the members of the executive.
- C. If at any time during a general meeting a quorum ceases to be present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- D. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a majority of the votes cast.
- E. In the case of a tie vote, the chair does not have a casting vote and the motion is defeated.
- F. 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.
- G. A vote will be taken to destroy the ballots after every election.
- H. Voting by proxy is not permitted.

Section 4: Executive

Role of executive

- A. The executive will manage the PAC's affairs.

Executive defined

- A. The executive will include:
 - 1. ~~President-Chairperson~~
 - 2. ~~Vice-President-Vice-Chairperson~~
 - 3. Secretary
 - 4. Treasurer
 - 5. DPAC Representative

Eligibility

- A. Any voting member of the PAC is eligible to serve on the executive, except employees of CMS, ~~or elected officials of School District No. 33, or the Ministry of Education.~~

Election of executive

- A. The executive will be elected at each annual general meeting.
- B. Nominators must be voting members of the PAC. The President will call for nominations three times.
- C. Voting will be by secret ballot.
- D. The election of representatives to the DPAC must be by secret ballot.

Term of office

- A. The executive will hold office for a term of one year beginning July 1st.
- B. No person may hold the same executive position for more than four years.
- C. No person shall hold more than one position at any time.
- D. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

Vacancy

- A. In the event all positions cannot be filled, the minimum to be viable is three, Chairperson, Secretary and Treasurer.
- B. If an executive member resigns or ceases to hold office for any other reason, **or if an executive position remains vacant after the AGM,** the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.
- C. **If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.**

Removal of executive

- A. The members may, by at least 2/3's of the votes cast, remove an executive member before the expiration of his or her term of office.
- B. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

- A. 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 PAC's affairs.

External committees

- A. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 33 or the Ministry of Education to represent the PAC on an external committee or to an external organization.
- B. The representative will report to the membership or executive as required.

~~Section 6: District Parent Advisory Council and External Committee Representatives~~

~~District Parent Advisory Council representative~~

- ~~1. One representative to the Chilliwack DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 33 or the Ministry of Education.~~

~~Election of DPAC representatives~~

- ~~1. The election of representatives to the DPAC must be by secret ballot.~~

~~Term of office~~

- ~~1. DPAC representatives will hold office for a term of one year beginning July 1st.~~

~~Vacancy~~

- ~~1. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.~~

Section 5: Duties of the Executive and Representatives

A. The **President Chairperson** will:

1. Speak on behalf of the PAC
2. Consult with PAC members
3. Preside at membership and executive meetings
4. Ensure that an agenda is prepared for all meetings
5. Appoint committees, as needed, where authorized by the membership or executive
6. Prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and other digital media and post on school website and/or bulletin board.
7. Ensure that the PAC is represented in school and district activities
8. Ensure that PAC activities are aimed at achieving the purposes set out in the constitution
9. Enforce the CMS PAC Bylaws and meeting rules
10. Be a signing officer
11. Submit an annual report at the AGM
12. Distribute PAC information to members
13. Liaise with the CMS Principal to assist members

B. The **Vice-President Chairperson** will:

1. Support the president
2. Assume the duties of the president in the president's absence or upon request
3. Assist the president in the performance of his or her duties
4. Accept extra duties as required
5. Maintain the PAC calendar of events and activities
6. Be a signing officer
7. Submit and annual report at the AGM

C. The **Secretary** will:

1. Ensure that members are notified of meetings
2. Record and file minutes and attendance records of all meetings
3. Distribute copies of **previous** minutes **at within two weeks of** each meeting
4. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
5. File changes to the Constitution and/or By-Law to the School District 33 Secretary-Treasurer
6. Prepare and maintain other documentation as requested by the membership or executive
7. Issue and receive correspondence on behalf of the PAC

8. Ensure safekeeping of all records of the PAC
9. May be a signing officer
10. Submit an annual report at the AGM

D. The Treasurer will:

1. Be a signing officer
2. Ensure all funds of the PAC are properly accounted for
3. Disburse funds as authorized by the membership or executive
4. Ensure that proper financial records and books of account are maintained
5. Report on all receipts and disbursements at general and executive meetings
6. Make financial records and books of account available to members upon request
7. Have the financial records and books of account ready for inspection or audit annually
8. With the assistance of the executive, draft an annual budget
9. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
10. Submit an annual financial statement at the annual general meeting

~~1. The BCCPAC Representative will:~~

- ~~a. Act as a liaison between the PAC and BCCPAC~~
- ~~b. To annually register PAC membership with BCCPAC~~
- ~~c. To provide the PAC executive with information from BCCPAC activities~~
- ~~d. To attend and/or encourage parent attendance at BCCPAC provincial conferences~~
- ~~e. Submit an annual report at the AGM~~

E. The DPAC Representative will:

1. Attend all meetings of the Chilliwack DPAC and represent, speak, and vote on behalf of the PAC
2. Maintain current registration of the PAC
3. Report regularly to the membership and executive on all matters relating to the DPAC
4. Seek and give input to the DPAC on behalf of the PAC
5. Receive, circulate, and post DPAC newsletters, brochures, and announcements
6. Receive and act on all other communication from the DPAC
7. Liaise with other parents and DPAC representatives
8. Submit an annual report at the AGM

F. The BCCPAC Representative will:

1. Act as a liaison between the PAC and BCCPAC
2. To annually register PAC membership with BCCPAC
3. To provide the PAC executive with information from BCCPAC activities
4. To attend and/or encourage parent attendance at BCCPAC provincial conferences

5. Submit an annual report at the AGM

Section 6: Conduct of Executive and Representatives

Code of ethics

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

Representing the PAC

- A. Every executive member and representative must act solely in the interests of the parent membership of the PAC.

Disclosure of interest

- A. An executive member, ~~or~~ representative **or parent** who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
- B. Such an executive member or representative must avoid using his or her position on the PAC for personal gain. **This includes voting on motions that directly impact their activities, including volunteer activities, at CMS. Such members must abstain from voting on motions which directly affect these paid or volunteer duties.**

Section 7: Committees

- A. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
- B. 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.
- C. Committees will report to the membership and executive as required.
- D. A Nominating Committee will be appointed annually **before at the meeting preceding** the annual general meeting.

Section 8: Finances

Financial year

- A. The financial year of the PAC will be June 1st to May 31st.

Power to raise money

- A. The PAC may raise and spend money to further its purposes.

Bank accounts

- A. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act **or governed by the Credit Union Incorporation Act.**

Signing authority

- A. The executive will name at least three signing officers for banking and legal documents.
- B. Two signatures will be required on all of these documents.

Annual budget

- A. The executive will prepare a budget and present it to the membership for approval **before the current budget expires at the first meeting of the year.**
- B. Amendments to the budget may be made by motion of the members at any general meeting.

Non-budgeted expenditures

- A. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting

Treasurer's report

- A. A treasurer's report, **which details all financial transactions that have occurred since the last report as well as spending year to date,** will be presented at each general meeting

Auditor

- A. Members at a general meeting may appoint an auditor.

Section 9: Constitution and Bylaw Amendments

- A. The members may at a general meeting, by at least 2/3's of the votes cast, amend the PAC's constitution and bylaws.
- B. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
- C. 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.
- D. A review of the Constitution and Bylaws shall take place every three years by a committee consisting of at least three members including one executive member.

Section 10: Property in Documents

- A. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC 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.
- B. A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved on order for the PAC to be recognized.
- C. Any subsequent amendments to the Constitution and By-laws must be forwarded to the Superintendent in the form of the amended and adopted document.

Section 11: Dissolution

~~1. Winding up or dissolution will occur in accordance with the Society Act.~~

- A. In the event of winding up or dissolution of the PAC and after payment of all debts and costs of winding up or dissolution, dispersal of the remaining funds of the PAC shall be decided upon by the membership at the final general meeting. The PAC will ensure accordance with a accordance with the BC Gaming PAC Grant policy.
- B. All records of the organization shall be placed on file with the School District #33 (Chilliwack) and assets shall become property of Chilliwack Middle School District #33.

Originally dated: November 19, 1998

Revised: April 13, 1999

Revised: May 8, 2001

Revised: June 6, 2012

Revised: **Date of adoption**

Appendix A: Code of Ethics

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

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his or her duties with honesty and integrity and in the interests of the PAC
3. Works to ensure 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 communicate information that is reliable
9. Respects all confidential information
10. Supports public education
11. Informs the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
12. Makes a reasonable effort to attend all executive and general meetings.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Chilliwack Middle School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concern about my work.

Name of Executive Officer _____

Signature _____

Date _____

Phone number _____