

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.

Section 2: Purpose

- A. To advise the school board, principal, and staff on any matter relating to the school.
- B. 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 provide financial support for the goals of the PAC as determined by the membership.
- D. To provide leadership 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 advise the principal and staff in striving for the highest safety standards in the school.
- G. To strengthen the role of parents in the education of their children through parent education on the rights and responsibilities of parents within the education system.
- H. To advocate for the education and welfare of all students in the school.

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. 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 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

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Chilliwack Middle School Parent Advisory Council Bylaws

Table of Contents

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
Remuneration of executive	9
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' reports	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 are not also parents of students may be invited to attend meetings of the PAC as non-voting attendees.
- 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 at CMS, may be invited to 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. 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, or parents.
- 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. Chairperson
 - 2. 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.
- B. Must complete a criminal record check and have no offences.

Election of executive

- A. The executive will be elected at each annual general meeting.
- B. Nominators must be voting members of the PAC. The Chair 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 2 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 an 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 5: Duties of the Executive and Representatives

- A. The 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-Chairperson** will:

1. Support the Chairperson.
2. Assume the duties of the Chairperson in the Chairperson's absence or upon request
3. Assist the Chairperson in the performance of their duties
4. Accept extra duties as required
5. Maintain the PAC calendar of events and activities
6. Be a signing officer
7. Submit an 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 minutes within one week 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

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, 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 their 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 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 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 no 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 2 or more 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 Chairperson 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

- 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 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: November 14, 2019

Revised: May 17, 2023

X

Chairperson

X

Treasurer

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 their 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.
13. Submits a clean criminal record check with no offences.

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