

**W.J. MOUAT SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
CONSTITUTION AND BYLAWS
FOR DISCUSSION & APPROVAL ON MAY 16, 2022**

CONSTITUTION

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A copy of these Bylaws shall be submitted to the school board office for safekeeping purposes only.

CONSTITUTION

SECTION I – NAME

The name of the organization shall be the W.J. MOUAT SECONDARY SCHOOL PARENT ADVISORY COUNCIL (School District No. 34).

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, sexual orientation, politics, and physical or mental ability.

SECTION II – PURPOSES OF THE COUNCIL

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 enhance communication and promote cooperation among the parties involved in the education of the students – parents, school administration, school staff, school board office staff, school board members, students and the community at large.
4. To advise the school board, principal and staff on any matter including (but not limited to) policies, activities, facilities, equipment, learning resources and community involvement.
5. To promote the interests of public education and, in particular, the interests of WJ Mouat Secondary.
6. To provide leadership in the school community.
7. To contribute to a sense of community within the school and between the school, home, and neighborhood.
8. To provide parent education and professional development, and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
10. To provide financial support of activities for students and parents.
11. To advocate on behalf of parents and students.
12. To organize PAC activities and events for students and parents.
13. To organize and provide financial and additional resources to the school through volunteer activities approved by the school administration and run by parents.
14. To promote the involvement of parents and other community members.
15. To act on behalf of W.J. Mouat Secondary School as liaison with the District Parent Advisory Council and other interested parties.

SECTION III – 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 parents organized according to the School Act and operating as 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 parent advisory council in WJ Mouat Secondary School.

PARENT – is as defined in the School Act and means:

- The guardian of the student or child.
- The person legally entitled to custody of the student or child, or
- 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.

SECTION IV - DISSOLUTION

1. In the event of dissolution or winding up the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 34 (Abbotsford) having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 34 in the person of the principal of the school.

BYLAWS

SECTION V – MEMBERSHIP

Voting Members

1. All parents and legal guardians of students registered at W.J. Mouat Secondary School are voting members of the council. (Any exception would pertain to number two below.)

Non-Voting Members

2. Administration and staff (teaching and non-teaching) of W.J. Mouat Secondary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently in the system may be non-voting members of the Council.
4. At no time shall the Council have more non-voting members than voting members.

Compliance with Bylaws

5. Every member shall uphold the constitution and comply with these bylaws.
6. Perception of Bias/Conflict of Interest – any member of the Parent Advisory Council must declare any potential conflict of interest or bias and refrain from participating in discussion or voting on a particular issue.

SECTION VI – MEETINGS

General Meetings

1. General meetings shall take place in-person or virtually at the discretion of the PAC executive.
2. General meetings will be conducted with respect and fairness to all members.
3. Additional general meetings shall be held throughout the school year. The minimum number of general meetings in a year is to be determined by the PAC executive but in no case is the number to be less than four. One of the meetings will be the annual general meeting.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
2. 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

3. Members will be given reasonable notice of general meetings.
4. There shall be an Annual General Meeting for the purpose of election of officers held once in each school year and not more than fifteen (15) months after the date of the last preceding Annual General Meeting.
5. The PAC Executive will give notice of general meetings, specifically the place, day and hour of meeting, and, in case of special business, the general nature of that business.

6. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent (50%) of the voting members.
7. Meetings will be conducted efficiently and with respect and fairness to the members present.
8. If procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
9. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notices, does not invalidate procedure at the meeting.
10. An administrative officer or their designate will be in attendance at each meeting.

SECTION VII – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three (3) 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 or until the meeting is adjourned or terminated.
3. The voting members present at any duly called general meeting shall constitute a quorum. The minimum number to constitute a quorum is three (3).

Voting

4. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
5. When voting, each parent or legal guardian of a student is allowed one vote.
6. In the case of a tie vote, the motion will be lost.
7. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
8. Voting shall be done by the show of hands or virtually by polls.

SECTION VIII – EXECUTIVE

Role of the Executive

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

Executive Defined

2. The executive will include the chairperson, vice-chairperson, secretary, treasurer, immediate past chairperson and such other members of the Council as the membership decides.

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.

Election of the Executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.

SECTION IX – TERM OF OFFICE FOR THE EXECUTIVE

1. The election term for executive positions shall be one year ending on the last day of the academic school year. All Executives shall resign at the end of the term, with the incoming executive assuming their positions immediately thereafter.
2. Any member of the Council may serve on the executive for as many years as they are elected to a position, but no person may hold any one position for more than three consecutive years.
3. The PAC may approve that a person who has held that position for three consecutive years, may continue to hold it for the current year in the event that an executive position is still vacant after the Nominating Committee Chairperson requests nomination from the floor at the Annual General Meeting.
4. Two or more members may share one elected position, excluding the Chairperson position. The sharing of a position must be approved at the Annual General Meeting.
5. A person may hold more than one elected executive position at any one time in the event of a vacancy.
6. The Past-Chairperson shall hold that office for one year if available to do so.

Vacancy

7. 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

8. The executive may, by a majority vote of not less than 75% of the votes cast, remove an appointed committee member before the expiration of their term of office, and may elect an eligible member (*an eligible member of a Council member*) to complete the term.
9. Written notice specifying the intention to make a motion to remove the member must be given to all members not less than 14 days before the meeting.

Remuneration of Executive

10. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonable and necessarily incurred while engaged in the Council's affairs.

Duties of the Executive

11. The Executive is responsible for striking a Nominating Committee prior to the end of its term of office. The executives may choose to act as their own Nominating Committee.
12. The Nominating Committee is responsible for presenting a proposed slate of officers at the Annual General Meeting. Immediately after tabling the slate, the Nominating Committee Chairperson shall call for nominations from the floor.

13. In the event of a vacancy on the executive during the year, the executive shall appoint the new officer who shall hold office until the next election. The position may remain vacant provided there is a minimum of four members on the executive.
14. The Nominating Committee Chairperson shall conduct elections. If there is only one person nominated, the Nominating Chairperson will declare that person acclaimed.
15. Scrutinizers shall be appointed as required by the Nominating Committee Chairperson at the time of the elections. A board of elected officers and the immediate Past Chairperson shall manage the affairs of the Council.
16. The Executive may consist of:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. DPAC / BCCPAC Representative
 - f. Past Chairperson
17. The executive is to formulate policies and make recommendations to the PAC.
18. Only the executive can authorize correspondence from PAC.
19. Executive officers are to attend executive meetings called by the Chairperson.

SECTION X – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the Chairperson.

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 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.

SECTION XI – 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. [See Appendix 1]

Representing the Council

2. Every executive member and representative must act solely in the interest 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 extend their interest to the membership and executive.
5. Such an executive member or representative must avoid using their position on the Council for personal gain.

SECTION XII – DUTIES OF THE EXECUTIVE OFFICERS

Chairperson

1. Shall convene and preside at membership, special, and executive meetings.
2. Shall ensure that the agenda is prepared.
3. Shall appoint committees where authorized to do so by the executive or membership.
4. Shall take such actions or ensure that such actions are taken by others to achieve the purposes of the Council.
5. Shall be the official spokesperson for the Council.
6. Shall be a signing officer for the bank account.
7. Ensure that Council activities are aimed at achieving the purposes set out in the constitution
8. Ensure that the Council is represented in school and district activities.

Vice-Chairperson

9. Support the chairperson.
10. Shall assume the responsibilities of the chairperson in the chairperson's absence.
11. Shall accept extra duties as required.
12. Shall review all correspondence received by PAC and present the relevant information at executive or general meetings as required.
13. Shall issue correspondence on behalf of the Council.
14. May be a signing officer.

Secretary

15. Ensure that members are notified of meetings.
16. Shall record the minutes of general and executive meetings.
17. Shall distribute minutes to PAC members.
18. Shall keep an accurate copy of the Constitution and Bylaws and, if and when changes are made, shall submit an updated copy to the school board office for safekeeping.
19. Shall issue correspondence on behalf of the Council.
20. May be a signing officer.
21. Shall safely keep all records for the Council.

Treasurer

22. Ensure all funds of the Council are properly accounted for.
23. Shall be a signing officer.
24. Shall report at each general meeting on the funds available for distribution.
25. Shall prepare an annual financial report for distribution at the annual general meeting.
26. Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures.
27. Shall ensure that another financial signing officer has access to the books in their absence.
28. Shall deposit all PAC funds in the designated PAC bank account.
29. Shall prepare all the financial reports accounting for those funds earned by other groups under PAC's administration.
30. Have the financial records and books of account ready for inspection or audit annually.
31. Make financial records and books of account available to members upon request.
32. Shall complete and submit the Gaming Report and Treasurer's Report to BC Gaming.
33. Shall represent the PAC at all meetings of the Abbotsford Bingo Hall and the gaming Commission (if required).
34. Shall prepare and submit all reports required to keep the PAC Bingo license current in its filing.

DPAC / BCCPAC Representative

35. Shall attend DPAC meetings.
36. Shall report back to PAC.
37. Shall attempt to find a substitute for DPAC and PAC meetings if unable to attend.
38. Shall seek input from the PAC.
39. Receive, circulate, and post DPAC newsletters, brochures, and announcements.
40. Receive and act on all other communications from the DPAC.

Past Chairperson (Optional)

41. Shall help smooth transition between chairpersons.
42. Shall assist and advise the Council.
43. Shall act as a consultant for the chairperson.
44. Shall chair the Nominating Committee.
45. Shall provide one copy of the constitution and bylaws to each member of the incoming executive.

SECTION XIII – TEAMS/COMMITTEES

1. Standing and ad-hoc teams/committees shall be formed when necessary.
2. A Nominating team/committee shall be appointed annually before the Annual General Meeting, as per Section VI.
3. Teams/committees are responsible to the executive and members.
4. Members may be appointed annually to teams/committees by the chairperson (after consultation with the executive).
5. School principal and staff may be represented on a team/committee.
6. The chairperson of the team/committee becomes a member of the Executive.

SECTION XIV – FINANCES

1. The financial year of the Council will be September 1 to August 31.
2. The Council may raise and spend money to further its purposes.
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The executive shall name at least three signing officers, one of whom will be the treasurer, for banking and legal documents. Two signatures will be required for these documents.
5. PAC receives Direct Access Funds and Gaming Proceeds – these funds must be in a dedicated gaming account. PAC disperses all funds annually from written requests. All funds will be distributed on submission of an invoice from School District 34. The signing officers are responsible for ensuring that the distribution is in accordance with gaming and direct access regulations.
6. A budget of expenditures will be drawn up by the executive and presented for approval at a general meeting each year.
7. PAC gaming funds that are dispersed annually must be spent by the end of the first week in May each school academic year. Any unused funds will automatically revert back to the PAC gaming account to be dispersed in the next budget.
8. Dispersal of direct access and gaming funds will be for the sole purpose of WJ Mouat students, for their enrichment and betterment.
9. A Treasurer's Report to all members should be prepared once a year for distribution at the annual general meeting.
10. The members at any general meeting will agree upon a need for audits, whereupon an independent auditor will be appointed as needed.
11. PAC is not allowed to borrow funds under any circumstance.
12. The Council shall have complete authority of the disbursement of the funds, providing it complies with the budget. Any expenses not provided for in the budget must be first voted upon by the members at any general meeting. The Council has authority to spend up to \$200.00 without the vote of the members.

SECTION XV – CONSTITUTION AND BYLAWS AMENDMENTS

Amendments to the Constitution and Bylaws of the W.J. Mouat Secondary School Parent Advisory Council may be made at any general meeting at which business is conducted providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A simple majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

SECTION XVI – PROPERTY IN DOCUMENTS

1. 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 the property of the Council 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.

SECTION XVII – CODE OF CONDUCT

1. The W.J. Mouat Secondary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other members of the school community.
2. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.
3. Any member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
4. A parent who accepts a position as a PAC Executive member:
 - a. Upholds the constitution and bylaws, policies and procedures of the PAC.
 - b. Performs their duties with honesty and integrity.
 - c. Works to ensure that the well-being of students is the primary focus of all decisions.
 - d. Respects the rights of all individuals.
 - e. Takes direction from the members, ensuring that representation processes are in place.
 - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information to those individuals on the process for taking forward concerns.
 - g. Works to ensure that issues are resolved through due process.
 - h. Strives to be informed and only passes on information that is reliable and correct.
 - i. Respects all confidential information.
 - j. Supports public education.

Amended and adopted by W.J. Mouat Secondary School PAC members at Abbotsford, British Columbia,
on _____.

Chairperson [Sign & Print Name]

Vice-Chairperson [Sign & Print Name]

Secretary [Sign & Print Name]

Treasurer [Sign & Print Name]

APPENDIX 1

W.J. MOUAT SECONDARY SCHOOL

Parent Advisory Council Executive

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 (PAC).
2. Performs their duties with honesty and integrity and in the interests of the council.
3. Works to ensure that 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 with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding:

1. I, the undersigned, in accepting the position of _____ on the W.J. Mouat Secondary School PAC Executive, have, read, understood, and agree to abide by the Code of Ethics set out in this document.

Name of Executive Member, Committee Member or Representative:

Name: _____

Signature: _____

Phone: _____

Email: _____

Note: This page can be photocopied and used annually for all executive members and representatives.