CONSTITUTION & BYLAWS

OF

WA FRASER MIDDLE SCHOOL
PARENT ADVISORY COUNCIL

Revised: January 9, 2014

Constitution

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Section I – NAME

The name of this Council is:
WA Fraser Middle 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, politics, sexual orientation and physical or mental ability.

Section II – PURPOSES OF THE COUNCIL

The purpose of the WA Fraser Middle School Parent Advisory Council will be:

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 promotes parent involvement;
3. To advise the school board, principal and staff on any matter relating to the school, other than matters assigned to the School Planning Council;
4. To participate in the work of the School Planning Council through the Council's elected representatives;
5. To promote the interests of public education and, in particular, the interests of WA Fraser Middle School;
6. To provide leadership in the school community;
7. To contribute to a sense of community within the school and between school, home and neighbourhood;
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 assist the principal and staff in ensuring the highest safety standards are maintained in the school and the neighbourhood;
11. To organize and support activities for students and parents;
12. To provide financial support for the goals of the Council, as determined by the membership; and
13. To advise and participate in the activities of the Abbotsford District Parent Advisory Council and the B.C. Confederation of the Parent Advisory Councils.

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 parent advisory council(s) 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 at WA Fraser 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 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, middle or secondary educational institution as defined in the School Act operating within School District No. 34

"SPC" means the school planning council created for WA Fraser Middle School according to the school act

Bylaws

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Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered at WA Fraser Middle School are voting members of the Council.
2. Parents and guardians of students registered at WA Fraser Middle School who are employees of School District #34, board and district employees, or employees of the Ministry of Education shall refrain from voting on particular issues which may be seen as having a bias or conflict of interest as defined by the PAC executive.

Non-voting members

3. Administrators and staff (teaching and non-teaching) of WA Fraser Middle School who are not parents and guardians of students registered at WA Fraser Middle School may be invited to become non-voting members of the Council.
4. 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.
5. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

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

Section II – MEETING OF MEMBERS

General Meetings

1. General meetings will be conducted efficiently and with fairness to the members present.
2. General meetings shall be held no less than six (6) times per year, one (1) of those being the AGM.
3. There shall be an Annual General Meeting (AGM) for the purposes of election of officers held no earlier than May 31st of each year and no later than June 15th of each year.

Conduct

4. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
5. 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.
6. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.

Notice

7. Members will be given reasonable notice of general meetings through the school newsletter and with a posting on the school website.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be two (2) voting members who are not members of the executive and two (2) executive members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Members most vote in person on all matters. Voting by proxy will not be permitted.
6. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot.
7. A vote shall be taken to destroy the ballots after the election.

Section IV – EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the chairperson, vice chairperson, secretary, treasury, 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.

Nominations

4. A call for nominations will be made at the two meetings before the annual general meeting.

Election of Executive

5. The executive will be elected at each annual general meeting.
6. Elections will be conducted by the chair of the Nominations Committee.
7. An election may be by acclamation; otherwise it will be by secret ballot.

Term of office

8. The executive will hold office for a term of one year beginning immediately following the election.
9. No person may hold the same executive position for more than four years.

Vacancy

10. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

11. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term office and may elect an eligible member to complete the term.
12. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

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

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before the Annual General Meeting.

Quorum

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

Notice

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

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section VI – SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

School Planning Council representatives

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

District Parent Advisory Council representative

2. One representative to the Abbotsford District Parent Advisory Council may be elected annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Election of SPC and DPAC representatives

3. The election of representatives to the SPC and DPAC may be by acclamation; otherwise it will be by secret ballot.

Term of office

4. SPC and DPAC representatives will hold office for a term of one year.

Vacancy

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the membership may elected an eligible member of the Council to fill the vacancy for the remainder of the term. Such election may be by acclamation; otherwise it will be by secret ballot.

External committees

6. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership (see Appendix 1, added January 9, 2014).

Representing the Council

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

Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The Chairperson(s) will:
   (a) speak on behalf of the Council;
   (b) consult with Council members;
   (c) preside at membership, special and executive meetings;
   (d) ensure that an agenda is prepared and presented;
   (e) appoint committees where authorized by the membership or executive;
   (f) ensure that the Council is represented in school and district activities;
   (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution;
   (h) be a signing officer;
   (i) know the constitution, bylaws and meeting rules; and
   (j) know where to find the resources to assist members.

B. The Vice-Chairperson will:
   (a) support the chairperson;
   (b) assume the duties of the chairperson in the chairperson's absence or upon request
   (c) assist the chairperson in the performance of his or her duties;
   (d) accept extra duties as required; and
   (e) be a signing officer.

C. The Secretary will:
   (a) ensure that members are notified of meetings;
   (b) record and file minutes of all meetings;
   (c) keep an accurate and up-to-date copy of the Constitution and Bylaws and make copies available to members on request;
   (d) prepare and maintain other documentation as requested by the membership or executive;
   (e) issue and receive correspondence on behalf of the Council;
   (f) ensure safekeeping of all records of the Council; and
   (g) may be a signing officer.

D. The Treasurer will:

(a) be one of the signing officers;
(b) ensure all funds of the Council are properly accounted for;
(c) disburse funds as authorized by the membership or executive;
(d) ensure that proper financial records and books of account are maintained;
(e) report on all receipts and disbursements at general and executive meetings;
(f) deposit all funds collected on behalf of the Council in account at a recognized financial institution approved by the PAC;
(g) make books available for viewing by members upon request;
(h) have the books ready for inspection or audit annually;
(i) with the assistance of the executive, draft an annual budget;
(j) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
(k) submit an annual financial statement at the annual general meeting.

E. The DPAC Representative will:

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

F. Members-at-Large (Directors) will:

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

G. The Immediate Past Chairperson(s) will:
   (a) help smooth the transition between Chairpersons;
   (b) advise and support the membership and executive;
   (c) provide information about resources, contacts and other information essential to the Council;
   (d) act as a consultant for the Chairperson(s); and
   (e) chair the nominating committee.

H. The School Planning Council (SPC) representatives will:
   (a) be one of three elected SPC representatives;
   (b) attend all meetings of the SPC;
   (c) represent and speak on behalf of the Council at SPC meetings;
   (d) be strong advocates for meaningful parent involvement in the school and school planning;
   (e) provide a written report to all general and executive meetings; and
   (f) attend general and executive meetings as directed by the membership or executive.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership as required; and
4. A Nominating Committee will be appointed annually before the annual general meeting.

Section X – FINANCIAL MATTERS

Financial year

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

Power to raise money

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

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

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

Annual budget

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

Non-budgeted expenditures

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

Treasurer's report

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

Auditor

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

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes case, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, representative or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the chairperson when the member, executive member, representative or committee member ceases to perform the task to which the papers related.

Section XIII – DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 34 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of WA Fraser Middle School.

Adopted by WA Fraser Middle School PAC at Abbotsford, British Columbia on

January 9, 2014

P Schieven

Paula Schieven

Chairperson

Godwin

Shelley Godwin.

Secretary