

**Vedder Middle School
Parent Advisory Council**
45560 South Sumas Road
Chilliwack, British Columbia, V2R 1S3

Constitution & Bylaws

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 the Provincial School.

Thus, it is our mission;

"To educate, inform, and empower parents to be true partners in the education of their children"

CONSTITUTION

Section 1 – NAME

The name of this Council is **Vedder Middle School Parent Advisory Council**

Section 2 – PURPOSE OF THE PAC

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

1. To Advise the school board, principal, and staff on any matter relating to the school.
2. To promote the education and welfare of students in the school.
3. To promote the interests of public education and, in particular, the interests of Vedder Middle School.
4. To encourage parent involvement in educational activities and to support programs that promote parent involvement in decision making.
5. To promote effective communication between home and school.
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 neighbourhood.
8. To organize and support activities for students and parents.
9. To strengthen the role of parents in the education of their children by ensuring they know their rights and responsibilities, and by providing a forum for discussion of educational issues.

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.

BYLAWS

Section 1 – MEMBERSHIP

1. All parents and guardians of students registered in Vedder Middle School are voting members of the Council.
2. Administrators and staff (teaching and non-teaching) of Vedder Middle School may be invited to become non-voting members of the Council. If a staff member happens to also be the parent of a student registered in Vedder Middle School, the status of voting member shall prevail under the assumption that they will abstain from voting on any matter directly related to their employment and/or professional gain.
3. 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.
4. At no time will the Council have more non-voting than voting members.
5. Every member will uphold the constitution and comply with these bylaws.

Section 2 – GENERAL MEETINGS

1. General meetings will be held not less than seven times during the school year, on a regular schedule. The annual general meeting will be held in May.
2. Meetings will be conducted efficiently and with fairness to all members.
3. Members will be given reasonable notice of general meetings.

Quorum

4. A quorum for general meetings will be 4 voting members.
5. 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.

The quorum cannot be waived or suspended, even by unanimous consent

Voting

6. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
7. In the event of a tie vote, the chair does not have a second or casting vote and the motion is in defeat.
8. Members must vote in person on all matters. Voting by proxy will not be permitted.
9. Voting is by a show of hands or, where requested by two voting members present, or for the purpose of elections, by secret ballot. A vote will be taken to destroy the ballots after ballots are used.

Section 3 – EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.
2. The executive members will encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward.

Executive defined

3. The executive will include the chair, vice-chair, secretary, treasurer, DPAC Representative, and such other executive members as the general membership decides. These may include positions such as Volunteer Coordinator, Communications Coordinator, or Events Coordinator.

The composition of your executive should suit your councils needs. At a minimum, you should fill the positions of president, secretary, and treasurer.

Eligibility

4. Any parent of a student registered in Vedder Middle School is eligible to serve on the executive, except employees, elected officials of School District No. 33, or the Ministry of Education. Members who have concerns regarding conflict of interest or perceived bias should refer those concerns to the PAC executive.

While this is at the discretion of each individual PAC, district employees shall not serve as Chair and must not be granted signing authority.

Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents. The voice of this PAC must clearly be, and must be perceived to be, that of the parents of Vedder Middle School.

Election of Executive

5. The executive will be elected at each annual general meeting. Positions not filled at the AGM will be filled at any subsequent meeting.

Term of office

6. The executive will hold office for a term of one year after the AGM in which they are elected.
7. No person may hold the same executive position for more than four (4) consecutive years.

Vacancy

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

Removal of Executive

9. Written notice to the Chair specifying the intention to make a motion to remove an executive member must be signed by at least fifty (50) members, and given to all members not less than 14 days before the next general meeting.
10. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.

Section 4 - EXECUTIVE MEETINGS

1. Executive meetings will be held at the call of the chair, or by request of a majority of executive members.
2. Executive members will be given reasonable notice of executive meetings.

Quorum

3. A quorum for executive meetings will be a majority of the members of the executive.

Voting

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

Section 5 - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council Representative

1. One representative to the Chilliwack DPAC shall 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.
2. If the election is contested, voting of a representative to the DPAC must be by secret ballot.
3. DPAC representatives will hold office for a term of one year.
4. If a DPAC representative resigns or ceases to hold office for any other reason, the membership shall elect an eligible member to fill the vacancy for the remainder of the term.

External Committees

5. 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 Council on an external committee or organization.
6. The representative will report to the membership or executive as required.

Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

1. All members must act solely in the interests of the parent membership of Vedder Middle School PAC.
2. 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.
3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with Vedder Middle School PAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive, and will offer voluntarily to refrain from discussion and voting on said item.
4. A member must avoid using his or her position on the Council for personal gain. No member may be remunerated for serving on the executive or committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.
5. The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system.

Section 7 – DUTIES OF EXECUTIVE

The Chair/ President will

- a) Speak on behalf of the Council
- b) consult with Council members
- c) preside at membership and executive meetings
- d) ensure that an agenda is prepared and made available to members at least three (3) days prior to the meeting.
- e) appoint committees where authorized by the membership or executive
- f) ensure that the Council is represented in school and district activities as appropriate
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) Be a signing officer
- i) Issue and receive correspondence on behalf of Vedder Middle School PAC

2. In the case of a school closure or substantive downsizing, Vedder Middle School PAC may, at its sole discretion, disburse funds from its Gaming Account to another eligible PAC to reflect the reassignment of students.
3. Upon dissolution of the Council, all unused funds from the Gaming Account and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
4. In the event of dissolution, all records of the Council shall be placed under the jurisdiction of the principal of Vedder Middle School or the Secretary-Treasurer of School District No. 33.

Section 14 - Code of Ethics

A parent who accepts a position as a Parent Advisory Council Executive member shall:

1. Uphold the constitution, bylaws, policies and procedures of the Vedder Middle School Parent Advisory Council
2. Perform their duties with honesty and integrity.
3. Respect the rights of all individuals.
4. Take direction from the members, ensuring representative processes are in place.
5. Work to ensure that issues are resolved through due process.
6. Strive to be informed and only pass on information that is reliable.
7. Respect all confidential information.

Adopted by, Vedder Middle School Parent Advisory Council, at Chilliwack, British Columbia on

no May 24th
~~April 25, 2023~~

McCrone

Position: *PAC President*

Spicer

Position: *PAC Treasurer*