

**Constitution and Bylaws**  
**Of the**  
**South Poplar Traditional Elementary School**  
**Parent Advisory Council**  
**(South Pop PAC)**



April 2023

# South Poplar Traditional Elementary School PAC Constitution and Bylaws

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## **CONSTITUTION**

### **Section I - NAME**

The name of the organization shall be the:

SOUTH POPLAR TRADITIONAL ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL  
(South Pop PAC)

Herein noted as the PAC: as per the B.C. School Act: [RSBC 1996] Chapter 412, Part 2, Division 2, Section 8 (1). 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 abilities.

### **Section II - PURPOSES OF THE COUNCIL**

The purpose of the Council as an organization shall be to actively advise on, foster and facilitate educational opportunities for students of South Poplar Traditional Elementary School in District #34 Abbotsford, British Columbia, Canada, and:

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 advise the school board, administration, and staff on any matter relating to the school
4. To participate in the work of the school through the Council's elected representatives, by providing a forum for consultation, evaluation and a formal mechanism for providing recommendations
5. To promote the interests of public education, the traditional school model and, in particular, the interests of South Poplar Traditional Elementary 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 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 administration and staff about their child(ren)'s progress or other concerns
10. To assist the administration and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
11. To reinforce the tenets of traditional schooling and to actively foster an environment which will support the guidelines and customs of traditional schooling among the families at South Poplar Elementary
12. To organize and support activities for students and parents
13. To provide financial support for the goals of the Council, as determined by the membership.
14. To advise and participate in the activities of the District PAC (DPAC) and participate in the British Columbia Confederation of Parent Advisory Councils (BCCPAC)

### Section III - INTERPRETATION OF TERMS

**“community partners/organizations”** may include 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 in support of the Parent Advisory Council in South Poplar Traditional Elementary School in the Abbotsford district

**“PAC” or “Parent Advisory Council”** means the parents organized according to the School Act and operating as a Parent Advisory Council in South Poplar Traditional Elementary School

**“parent”** is as defined by 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, and/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. 34

**“conflict of interest”** means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity

**“administration”** means the principal and/or vice principals of South Poplar Traditional Elementary School

**“school”** means any public elementary, middle or secondary education institution as defined in the School Act operating with School District No. 34



## **BYLAWS**

### **Section I - MEMBERSHIP**

#### **Voting members**

1. All parents and/or guardians of students registered at South Poplar Traditional Elementary School may participate as voting members of the PAC.

#### **Non-voting members**

2. Administrators and staff of South Poplar Traditional Elementary School who are not parents of students registered may participate as non-voting members of the PAC. Representatives of the student body may be assigned as non-voting members of the PAC.
3. At no time will the Council have more non-voting than voting members.

#### **Administrators and Staff as voting members**

4. Occasionally administrators and staff at South Poplar Traditional Elementary School are also parents of students registered at the school, or at times parents of students are also employed by the district or the Ministry of Education (hereafter referred to as a staff-parent). This presents a unique opportunity for the PAC to gain an understanding of the staff's perspective on PAC issues, which is appreciated in our culture of co-operation. A staff-parent will be expected to abstain from voting on any PAC issue in which they are in a position of conflict of interest, as determined by the Chairperson/Council.

#### **Compliance with bylaws**

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

### **Section II - MEETINGS OF MEMBERS**

#### **General meetings**

1. General meetings will be conducted efficiently with fairness to all members.
2. Members will be given reasonable notice of general meetings. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (AGM).
3. General meetings shall be open to all parents and guardians, interested students, administrators and school staff, as well as invited community organizations and/or members of the public.

### **Annual General Meetings**

4. The annual general meeting (AGM) will be held each year in May or June, for the purpose of reporting to the membership on the year's activities, establishing a budget and electing a new executive for the following year.

### **Conduct**

5. At general meetings of the PAC, members will not discuss concerns about individual school personnel, students, parents, or other members of the school community.
6. 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.
7. Any member of the PAC who is approached by a parent or guardian with a concern relating to the school, a student, or a staff member, must treat such discussions as confidential, and would be advised to refer the parent or guardian to the proper school official.
8. The guidelines set out in the constitution are to be followed. If procedural problems arise, the executive will consult the PAC members present at the meeting for clarification, and will use Robert's Rules of Order as a reference to make the correction.

### **Disclosure of interest**

9. A member who is interested, either directly or indirectly, in a proposed contract or transaction with the South Pop PAC must disclose, fully and promptly, the nature and extent of his or her interest to the membership and executive.
10. Such a member must avoid using his or her position on the South Pop PAC for personal gain, and must abstain from voting on any decisions related to the proposed contract where there is a conflict of interest.

## **Section III - PROCEEDINGS AT MEETINGS**

### **Quorum**

1. The voting members present at any duly called meeting, at a minimum of 3, shall constitute a quorum.
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. Unless 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 President/Chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. 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.
7. There will be a motion and vote to destroy the ballots after every election.

## **Section IV - EXECUTIVE**

### **Role of executive**

1. The executive will manage PAC affairs between general meetings: accountable to PAC membership and students.
2. The executive will include the President, Vice-President, Secretary, Treasurer, Immediate Past President, and such other members of the PAC as the membership appoints.

### **Eligibility**

3. Any **voting** member of the PAC is eligible to serve on the executive.
4. At no time may spouses/common-law partners or immediate family members (siblings, parent/child, including "in-laws" and "steps" of all) hold two or more **signing** executive positions.

### **Election of executive**

5. The executive will be elected at each AGM.
6. All executives and other members will step down during the election portion of the AGM and all nominations and voting procedures shall be chaired by the head of the Nominations Committee or, in the absence of a Nominations Committee, the school administrator in attendance.
7. In the event that any executive positions remain unfilled, nominations for those positions will remain open until such time as an eligible candidate is identified, and can be appointed by the other executive members. Should more than one candidate come forward, members at the next general meeting shall vote to fill the position.



### **Term of office**

8. The executive will hold office for a term of one year beginning July 1<sup>st</sup> and expiring on June 30<sup>th</sup> of the following year.
9. Officers are eligible for nomination and re-election during the AGM, except that no member may hold the same executive position for more than four consecutive years.

### **Vacancy**

10. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next AGM.

### **Removal of executive**

11. The members may, by a majority of not less than 75% of the votes cast, remove an executive member for cause before the expiration of his or her term of 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.

### **Executive recall**

13. If for three consecutive months any member of the executive, without reasonable explanation, is unable to attend meetings and/or is unable, without reasonable explanation, to meet the obligations of their elected position, the executive may appoint another executive member to fulfill the obligations of that position.

### **Remuneration of executive**

14. 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 affairs.

## **Section V - EXECUTIVE MEETINGS**

### **Meetings**

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

### **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 President/Chair does not have a second or casting vote and the motion is defeated.
6. For executive meetings, the President/delegate may poll officers by telephone or other media: email, internet/video conference, texting etc. if an in person executive meeting is not practicable such as a time sensitive issue requiring executive decisions.

## **Section VI – DISTRICT PARENT ADVISORY COUNCIL, TRADITIONAL ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **District Parent Advisory Council representative**

1. One representative to the Abbotsford School District DPAC 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 DPAC representatives**

2. The election of the DPAC representative will take place at the AGM, by secret ballot, as per the School Act: Part 2, Division 2, Section 8, Sub-section 6.

### **Term of office**

3. DPAC representatives will hold office for a term of one year, beginning July 1<sup>st</sup> and expiring June 30<sup>th</sup> of the following year.

### **Vacancy**

4. 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.

### **Traditional Advisory Council (TAC)**

5. The PAC will supply a representative for the district TAC, and may appoint an eligible member or members from the executive or the members at large, to represent the Council on the TAC.

6. The TAC representative(s) will support the tenets of traditional schooling, and will work to foster an environment which reinforces the customs and procedures of traditional schooling among the families of South Poplar Traditional Elementary School.

#### **External committees**

7. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 34 or the Ministry of Education to represent the Council on an external committee or to an external organization.
8. The representative will report to the membership or executive as required.

### **Section VII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

#### **Representing the Council**

1. Every executive member and representative must act solely in the interests of the parent membership of the South Pop PAC.

#### **Code of ethics**

2. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership. *(Appendix #1)*

#### **Confidentiality**

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, unless it is a matter of safety or security.

#### **Disclosure of interest**

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the South Pop PAC must disclose, fully and promptly, the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the South Pop PAC for personal gain, and must abstain from voting on any decisions related to the proposed contract where there is a conflict of interest.

### **Section VIII - DUTIES OF EXECUTIVE AND REPRESENTATIVES**

1. **The President will**
  - a. speak on behalf of the PAC
  - b. consult with PAC members

- c. preside at membership and executive meetings
- d. ensure that an agenda is prepared
- e. appoint committees where authorized by the membership or executive
- f. ensure that the PAC is represented in school and district activities
- g. know the constitution and ensure it is followed
- h. ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- i. be a welcoming and inclusive energy to all
- j. be a signing officer
- k. submit an annual report

**2. The Vice-President will**

- a. support the President
- b. assume the duties of the President in the President's absence or upon request
- c. assist the President in the performance of his or her duties
- d. accept extra duties as required
- e. be a welcoming and inclusive energy to all
- f. be a signing officer

**3. The Secretary will**

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings as well as forward the minutes to the executive for approval
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the PAC
- f. ensure safekeeping of all records of the PAC
- g. be a welcoming and inclusive energy to all
- h. may be a signing officer

**4. The Treasurer will**

- a. be a signing officer
- b. ensure all funds of the PAC 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. ensure all monies of the Council are deposited in an approved financial institution
- f. report on all receipts and disbursements at general and executive meetings
- g. make financial records and books of account available to members upon request
- h. have the financial records and books of account ready for inspection or audit annually
- i. with the assistance of the executive, draft an annual budget
- j. be a welcoming and inclusive energy to all



- k. ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
  - l. submit a written annual financial statement at the annual general meeting
  - m. submit a financial report for each general meeting in writing
  - n. prepare and submit the annual Gaming Grant Application
  - o. prepare and submit the year-end summary report to the Gaming Branch
  - p. ensure that, for every PAC event, there are two persons appointed for the counting of all monies, and that no monies leave the PAC event without first being counted
5. **The DPAC Representative will**
- a. attend all meetings of the Abbotsford School District DPAC and represent, speak, and vote on behalf of the PAC
  - b. maintain current registration of the PAC
  - 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 PAC
  - e. receive, circulate, and post DPAC newsletters, brochures, and announcements
  - f. be a welcoming and inclusive energy to all
  - g. receive and act on all other communications from the DPAC
  - h. liaise with other parents and DPAC representatives
  - i. submit an annual report
6. **The Immediate Past President will**
- a. assist the new President/Chair by sharing information about resources, contacts and other matters
  - b. advise and support the membership
  - c. assist at events by teaching and coaching the new executive/representatives
  - d. be a welcoming and inclusive energy to all
7. **Representative Members at large will**
- a. attend meetings as appropriate or directed by the executive
  - b. review correspondence pertinent to their position
  - c. report to the PAC as required.
8. Any other position the membership deems to be part of executive i.e. BCCPAC rep, extraordinary committee rep etc. will be discussed at the AGM or any general meeting with a quorum.

### **Section IX - COMMITTEES**

- 1. The membership and executive may appoint committees to further the PAC purposes and carry on its affairs. (Standing committees such as Staff Appreciation Committee, Nominations Committee etc. or ad hoc committees created to fulfill a specific purpose.)

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 and executive as required.

### **Section X – FINANCIAL MATTERS**

1. The executive will prepare a budget and present it to the membership for approval prior to each AGM.
2. All PAC funds will be held in PAC accounts distinct from any and all general school accounts.
3. The executive must present and pass all expenditures outside of the approved budget, and not within the non-budgeted expenditures limits, by a simple majority (50% plus 1) of voting members present at a duly called general meeting.
4. Withdrawals (including cheques) must be verified with a dual signature, and cheques must only be signed once the payee, date and monetary value requirements are complete.
5. Signing officers for any legal documents shall include the President, Vice-President and the Treasurer.
6. A final Treasurer's report shall be made available for the AGM and filed prior to the end of each school year.

#### **Fiscal year**

7. The financial year of the PAC will be July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

#### **Power to raise money**

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

#### **Bank accounts**

9. 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. Gaming and General funds will be held in clearly labelled, separate accounts.
10. All cash deposits will be counted by 2 people who are not related to one another, and those people will sign the deposit slip.
11. All deposits **containing cash** will be taken to the bank and deposited by 2 people who are not related to one another.

### **Signing authority**

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

### **Non-budgeted expenditures**

13. Occasionally unexpected needs/requests arise between meetings. In order to expedite payment, and to respond to these needs/requests that come up between meetings in a timely manner...

Expenditures:

Up to \$100 need only the President's (Chair's) approval.

Over \$100 but less than \$500, require the approval of two executive members.

\$500 and over requires approval from the Council at a general meeting.

The executive has a fiduciary duty, and is accountable, to the membership for all expenditures.

All expenses will be reported on the monthly Treasurer's report.

### **Travel Expenses**

14. When travelling **outside of Abbotsford**, for the express purpose of doing business on behalf of the Council, reimbursement for gas/vehicle use shall be equal to the CRA Standard Rate/Automobile Allowance Rates for Canada.

### **Treasurer's report**

15. A Treasurer's report will be presented at each general meeting.

### **Auditor**

16. 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 cast at any general meeting or AGM, amend the PAC constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting where amendments are to be voted on.
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 and/or made accessible to all members.



**Section XII - PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence, or other papers/files 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. In addition, the ability to access all Council email accounts, social media sites or websites will be given to the appropriate executive members elected at each AGM.


**Section XIII - DISSOLUTION**

In the event of dissolution or winding up of the South Poplar Traditional Elementary School Parent Advisory 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, and which meet all requirements of the British Columbia Gaming Commission, as members of the Council may determine at the time of dissolution or winding up. **This clause shall be unalterable.**

**Adopted by the South Poplar Traditional Elementary School Parent Advisory Council (South Pop PAC) at Abbotsford, British Columbia, on April 19th 2023.**



Adam Hooper  
PAC President



Jared McLaren  
PAC Vice President

## **Appendix #1**

### **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
2. Performs his or her 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 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 passes on information that is reliable
9. Respects all confidential information
10. Supports public education
11. Will be a welcoming and inclusive energy to all parents/students/volunteers/staff/community partners

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ with the South Poplar Traditional Elementary School PAC, have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of executive member, committee member, or representative:

\_\_\_\_\_ (Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_