

**Yale Secondary School Parent Advisory
Council (PAC)
Constitution and Bylaws**

Constitution
Section I - Name

The name of this council is Yale Secondary School Parent Advisory Council (PAC).

Section II - Purpose

The purposes of the council will be:

- to promote the education and welfare of the students in the school
- to encourage parent involvement in the school
- to promote communication between parents, students, and school
- to participate in the work of the school planning council
- to contribute to a sense of community within the school and between school, home and neighbourhood

Bylaws
Section I - Membership

Voting Members

1. All parents and guardians of students registered in Yale Secondary are voting members of the PAC.

Non-voting Members

2. Administrators and staff (teaching and non-teaching) of Yale Secondary may be invited to become non-voting members of the PAC.
3. Members of the community who are not parents of students registered at Yale Secondary may be invited to become non-voting members of the PAC.

4. At no time will the council have more non-voting members than voting members.

Compliance with bylaws

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

Section II - Meetings

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held at least four times during the school year. One of those meetings will be the annual general meeting (AGM).
3. The AGM is to be held in May.

Conduct

4. General meetings are not the forum to discuss individual school personnel, students, parents or other members of the community.
5. The PAC will refrain from partisan political action or other activities that do not serve the interested of the school or the public school system.
6. The rules of order for the conduct at any meeting of the PAC shall be Robert's Rules of Order.

Notice of meetings

7. Members will be given reasonable notice of the general meetings.

Quorum

8. The voting members present at any duly called general meeting shall constitute a quorum.

Voting

9. All matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

10. In the case of a tie vote, the motion is defeated.
11. Members must vote in person on all matters. Voting by proxy will not be permitted.
12. Voting is by a show of hands or, where requested by two voting members present, by secret ballot.
13. A vote will be taken to destroy the ballots after every election.

Section IV- Executive

Role of the executive

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

Executive defined

2. The executive will include the president, vice-president, secretary, treasurer, and such other members the PAC as the membership decides.

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive, except employees or elected officials of School District No. 34 (Abbotsford) or the Ministry of Education.

Elections

4. The executive will be elected at the annual general meeting in May.
5. Elections will be by secret ballot.

Term of office

6. The executive will hold office for a term of one year starting June 30.
7. No person may hold the same executive position for more than three consecutive years.

Vacancy

8. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint any eligible member of the PAC to fill the vacancy until the next AGM with the approval of the membership. If no approval is given, the position will remain vacant.

Removal of executive

9. The members may, by simple majority, remove an executive member before the expiration of his/her term of office and may elect an eligible member to complete the term. The reason for removal must be outlined in writing to membership present.
10. Upon removal, all documentation kept by a member must be turned over to the PAC executive immediately.

Remuneration of executive

11. No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably incurred while engaged in the PAC's affairs.

Executive meetings

12. Executive meetings will be held at the discretion of the executive.
13. Quorum at the executive meetings will be the majority of the members of the total executive.

Section V – Executive Duties

Chairperson:

- speak on behalf of the PAC
- consult with the members
- preside at all general and executive meetings
- ensure that an agenda is prepared
- ensure that the PAC activities are aimed at achieving the purposes set out in the constitution
- be a liaison between parents, administration and staff
- be a signing officer

Vice-Chairperson

- will support and assist the chairperson
- assume the duties of the chairperson in the chairperson's absence or upon request
- accept other duties as required
- be a signing officer

Secretary

- record and file minutes of all meetings
- keep an accurate copy of the constitution and bylaws
- make sure a current copy of the constitution and bylaws is on file at the Superintendent's office at the School Board Office
- ensure safe keeping of all records of the PAC
- may be one of the signing officers

Treasurer

- be a signing officer
- ensure all funds of the PAC are properly accounted for
- submit a monthly report on all accounts
- ensure that proper financial records and books of accounts are maintained
- make all financial records available upon request

District PAC Representative

- must be elected by secret ballot
- attend all DPAC meetings and speak on behalf of the Yale PAC
- submit a monthly report

School Planning Council Representatives

- must be elected by secret ballot
- one representative must be a member of the PAC executive either as a duty or separate member
- term of office is one year but can be re-elected each year
- represent the PAC at SPC meetings
- report regularly to PAC on the activities of the SPC and receive input for the SPC from PAC on the school plan

Section VI – Code of Ethics and Conduct

Representing the PAC

1. Every executive member and representative must act solely in the interests of the parent membership of the PAC and students of Yale Secondary.
2. An executive member or representative must avoid using his/her position on the PAC for personal gain.
3. Every executive member shall respect the rights of all individuals.

Privilege

4. Any information received 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.

Section VII – Finances

1. The financial year of the PAC will be July 1 to June 30.

Section VIII – Dissolution

1. In the event of the winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another PAC in School District No. 34 (Abbotsford) or distributed as the members may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of Yale Secondary or the Secretary-Treasurer of School District No. 34 (Abbotsford).

Section IX – Amendments

1. The membership may, by simple majority, amend the Pac's Constitution and Bylaws.
2. Reasonable notice of the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the amendments exceed one page, they need not be given to every member, but must be made available upon request.

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