



Abbotsford Traditional Secondary School

Parent Advisory Council



2004-2010

Constitution and
Bylaws

Abbotsford Traditional Secondary School

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Constitution and Bylaws

June 15, 2005

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Section I -NAME

The name of the organization shall be the "Abbotsford Traditional Secondary School Parent Advisory Council, School District No.34".

Section II -NON- PROFIT

The Council will operate as a non-profit organization with no personal financial benefit.

Section III -NON- DISCRIMINATION

The business of the Council shall be unbiased towards race, religion, gender, sexual orientation or politics.

Section IV -PURPOSE

The purpose of the Abbotsford Traditional Secondary School Parent Advisory Council, School District No.34, is to actively promote, nurture, facilitate and support education, the students, the educators, and the parents in order to contribute a sense of school community and foster the traditional philosophy at Abbotsford Traditional Secondary School.

Section V -AIMS AND OBJECTIVES

The aims and objectives of the Abbotsford Traditional Secondary School Parent Advisory Council, shall be:

1. To enhance communication between the parents, students, school staff, school administration, school board and community.
2. To provide a formal means of evaluation, consultation, and recommendations for school budgetary matters, curriculum offerings, new instructional programs, facilities and equipment, learning resources, disciplinary issues, and goals and philosophies.
3. To assist parents in accessing the decision-makers for the education system.
4. To advocate on behalf of parents and students.
5. To promote the involvement and sense of belonging of all the students in the school.
6. To promote the attitude of the school as a positive place to be.
7. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members deemed appropriate.
8. To support the philosophy that parents in a public school should have the opportunity to choose how they want their children to be taught, therefore supporting the Traditional school model.
9. To promote a positive image of Abbotsford Traditional Secondary School within the district.

Section VI - DISSOLUTION

1. In the event of dissolution, and following payment of all outstanding debts, disbursement of remaining funds shall be distributed to such charitable organization(s) registered in British Columbia under the provision of the Income Tax Act (Canada) as may be determined by the members of the PAC at the time of dissolution. This provision shall be unalterable.
2. All records of the PAC shall be placed under the jurisdiction of School District #34 (Abbotsford) in the person of the principal of the school.

BYLAWS

Section VII -MEMBERSHIP

1. Only parents and guardians of students registered at Abbotsford Traditional Secondary School shall be voting members.
2. Perception of Bias – Any member of the Parent Advisory Council must declare any potential conflict of interest or bias and refrain from participating in the discussion or voting on that particular issue.
3. General meetings are open to the public.
4. No member of the council shall in his/her individual capacity be liable for any debt or liability of the Council.

Section VIII –MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting for the purpose of elections of Officers held once a year and not more than fifteen (15) months after the date of the last preceding Annual General Meeting.
3. Additional general meetings shall be held at least once a month (except December) during the school year to conduct business.
3. 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 representatives.
4. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Orders shall be used to resolve the issue.

Section IX -VOTING

1. The voting members present at any duly called general meeting shall constitute a quorum. The minimum number to constitute a quorum is three (3).
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. When voting, each parent or guardian of a student is allowed one vote.
4. In the case of a tie, the motion will be lost.
5. Voting on all matters must be given personally. Voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands with the exception of the Election of Executive Officers, which shall be done by secret ballot.

Section X -ELECTION OF EXECUTIVE OFFICERS

1. The Executive is responsible for striking a Nominating Committee prior to the end of its term of office. The executive may choose to act as it's own Nominating Committee.
2. Nominations shall remain open until immediately before the election.
3. In the event that only one nomination is received for any Executive position, a "yes" or "no" vote will be taken. If a majority of "no" votes is received, the position will be considered vacant.
4. In the event of a vacancy, the Council shall elect a new officer. If a vacancy occurs after December 1st, the Executive may appoint someone to fill the position to complete the term.
5. Elections shall be conducted by the Nominating Committee Chairperson.
6. Scrutineers shall be appointed as required by the Nominating Committee Chairperson at the time of elections.

Section XI -LENGTH OF TERM OF OFFICE

1. The term of office shall commence immediately after the election each year, running from election to election.
2. Any elected member of the Council may serve in the Executive for as many years as he/she is 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 nominations from the floor at the Annual General Meeting.
4. Two or more members may share one elected position. The sharing of the position must be approved at the Annual General Meeting.
5. A person may hold more that one elected executive position at any one time.
6. The Past Chairperson may, at his/her option, hold that office for one year.

Section XII -EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers, and the immediate Past Chairperson. The Executive Officers will be as follows:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Secretary
 - D. Treasurer
 - E. District Parent Advisory Council Representative
 - F. British Columbia Confederation of Parent Advisory Councils (BCCPAC) Representative
 - G. Two or more Directors
 - H. Past Chairperson (Optional)
2. The Executive is to formulate policies and make recommendations to the PAC.
3. Only the Executive can authorize correspondence from the PAC.
4. Executive officers are to attend executive meetings called by the chairperson.

Section XIII -DUTIES OF THE OFFICERS

PAC Executive Members are "fiduciaries" which means they are in a position requiring them to act for and on behalf of others and to exercise discretion in that role. The fiduciary duty of directors is to act honestly, in honest faith, and in the best interest of the association.

1. Chairperson

- a) Shall preside at all meetings of the Council and the Executive Board.
- b) Shall be one of the financial signing officers.
- c) Shall be an ex-officio member to all committees except the Nominating Committee.
- d) Shall appoint chairpersons to all committees when the occasion arises.
- e) Shall be the official spokesperson for the ATSS Parent Advisory Council.
- f) Shall take such actions or ensure that such actions are taken by other to achieve the purposes of the council.
- g) Shall review all correspondence that is received by the PAC.
- h) Shall know the constitution and ensure it is followed.

2. Vice-Chairperson

- a) Shall act in the Chairperson's position in his/her absence or upon request.
- b) Shall assist the Chairperson in the performance of his/her duties.
- c) Shall contact Executive Members to inform them of Executive Meetings.
- d) Shall be one of the financial signing officers.

3. Treasurer

- a) Shall present an annual written report on all expenditures at the May General Meeting. Information will be obtained from the Executive Assistant to the District Superintendent.
- b) Shall be one of the financial signing officers.

4. Secretary

- a) Shall keep an accurate record and official minutes of the Council.
- b) Shall distribute the minutes to the Council Members as soon as possible after the last meeting.
- c) Shall keep an up-to-date copy of the Constitution and By-Laws. Shall keep an up-to-date record of the PAC Representatives.
- d) May assist the Chairperson with issuing and receiving correspondence on behalf of the Council.

5. BCCPAC

- a) Shall represent the views of Council and individual member PACs to BCCPAC.
- c) Shall keep informed on BCCPAC business through bulletins, newsletters, etc.
- d) Shall report back to BCCPAC on questionnaires and surveys.
- e) Shall contact the BCCPAC office regarding any concerns that district members may have about BCCPAC or the educational scene.
- f) Should prepare a monthly written report to be presented at the DPAC Meeting.

6. Director

- a) Shall serve in the capacity to be determined by the Council at the time of their Election and at other times throughout their tenure as the needs of the Council might require.

7. Past Chairperson

- a) May assist and advise the Executive Officers in all matters concerning the Council.

Section XIV -NOMINATING COMMITTEE

1. There shall be a Nominating Committee consisting of a Past Executive Member as chairperson, if possible, and two (2) additional members as selected by the Council.
2. Shall be formed at a minimum of two meetings prior to elections.
3. Shall strive to present at least two (2) names for each executive position.

Section XV -FINANCES

1. Expenditures under \$100.00 require the approval of two of the three financial signing officers. Expenditures over \$100.00 require the unanimous approval of the complete Executive or a majority of the representatives at a regular meeting.
2. A complete report of expenditures shall be presented, by the Treasurer, at the Annual General Meeting and distributed in the minutes to all members.
3. In the event of dissolution of the Council, the funds remaining after all outstanding debts shall be disbursed as indicated by a vote of the delegates of the Council.

Section XVII -CHANGING THE CONSTITUTION

1. Shall require written notice to the Council Members at least twenty-five (25) days prior to the meeting at which the vote will be taken.
2. All motions to amend shall require two-thirds (2/3) majority vote of the delegates present.

ADOPTED BY
ABBOTSFORD TRADITIONAL SECONDARY SCHOOL
PARENT ADVISORY COUNCIL
AT ABBOTSFORD, BRITISH COLUMBIA
ON AUGUST 23, 2005

CHAIRPERSON - LORI SCHULTZ

GENERAL MEMBER - SUZANNE MATTIES

SURINDER KOONER

DPAC REP - WENDY SWADDEN

PRINCIPAL - DR. MARG MCDONOUGH

