

# AD Rundle Middle School

## PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS

### **Legislative authority preamble:**

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.*

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# Constitution

## Section 1 – NAME

The name of this Council is *AD Rundle Middle School Parent Advisory Council*.

## Section 2 – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the interests of public education and the interests of AD Rundle Middle School.
2. To promote the improvements in the educational program, facilities and culture of AD Rundle Middle School with a view to enhancing student learning.
3. To provide leadership that contributes to a sense of community within the school and between the school, home, and neighborhood.
4. To promote effective communication between home and school.
5. To contribute to the effectiveness of the school by promoting and encouraging the role of parents/guardians to participate in meaningful school and education related activities and decision making through professional development on the rights and responsibilities of parents within the education system.
6. To provide financial support for the goals of the Council as determined by the membership.
7. To organize or oversee Council activities and events.
8. To advise and consult the Chilliwack school board, Chilliwack District Parent Advisory Council, AD Rundle Administration and staff on parents' views on any matter relating to the school (programs, policies, plans and activities.)
9. To advise and participate in the activities of the Chilliwack District Parent Advisory Council and the BC Confederation of Parent Advisory Council.
10. To ensure the business of the Council will be unbiased in respect of race, religion, gender, politics, socio-economic situation, sexual orientation, and physical or mental ability or disability.

# Bylaws

## Section 3 - INTERPRETATION OF TERMS

**“ad hoc”** means temporary committees established by the board of directors to address a specific issue as needed

**“ADR”** or **“AD Rundle Middle School”** refers to the school of which these Constitution and Bylaws are created for and adopted by

**“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

**“Council”** or **“the Council”** refers to the AD Rundle Middle School Parent Advisory Council

**“Council member”** refers to a voting or non-voting member of the AD Rundle Middle School Parent Advisory Council

**“district”** means School District No. 33

**“DPAC”** or **“district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33

**“Council Executive”** refers to the leadership positions of the Council.

**“PAC”** or **“parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in AD Rundle Middle School

**“parent”** is as 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 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. 33

**“school”** means any public elementary, middle or secondary educational institution as defined in the School Act operating within School District No. 33

## Section 4 – MEMBERSHIP

### Voting Members

1. All parents and guardians of students registered in AD Rundle Middle School are voting members of the Council.
2. Every member will uphold the constitution and comply with these bylaws.

### Non-Voting Members

3. Members of the school community who are not parents/guardians of students currently enrolled in AD Rundle Middle school may be invited by Council executive to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.
5. Non-voting members cannot be elected to an executive position.

## Section 5 – MEETINGS

### General Meetings

1. General meetings will be held on a regular basis and not less than six times during the school year.
2. Additional meetings may be called by the Chairperson, or at the request of at least 3 members.
3. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
4. Members will be given reasonable notice of general meetings.
5. Motions shall be passed by a simple majority.
6. Meetings will be run and governed according to the latest edition of Robert's Rules of Order.
7. Where procedural problems should arise which cannot be resolved with the constitution, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.
8. Electronic general meetings are permitted where the procedural expectations laid out in this constitution and bylaws can be adhered to.

### Executive Meetings

9. Executive meetings will be held at the call of the chair, or at the request of a majority of executive members.
10. Executive meetings may be held anytime as deemed necessary by the executive.
11. The purpose of these meetings is to carry on business between general meetings.

12. Executive members will be given reasonable notice of executive meetings.
13. A quorum for all meetings of the executive shall be three executive members, one of which must be the Chairperson or Vice-chairperson.
14. Where procedural problems should arise which cannot be resolved with the constitution, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.
15. Electronic executive meetings are permitted where the procedural expectations laid out in this constitution and bylaws can be adhered to.

### Annual General Meeting

16. The annual general meeting will be held at the last general meeting of the school year and shall include:
  - Presentation of the minutes from the previous Annual General Meeting
  - Presentation of any required reports from the executive and any committee representatives
  - A financial review report on the Council's finances
  - Approval of reconciled financial statements for the school year
  - A review report by a qualified person, as determined by the Council, if one has not been done in the past 3 years
  - Election of the new executive officers

### Quorum

17. A quorum for general meetings and the AGM will be a minimum of 2 executive officers plus at least one other voting member in attendance.
18. A quorum for executive meetings will be a majority of the members of the executive.
19. If at any time during a meeting a quorum ceases to be present, business in progress must then be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### Voting

20. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% + 1).
21. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
22. In the event of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
23. If the voting member happens to also be employed by the school district in any capacity, they must abstain from voting on any matter related to staffing, employment and/or professional gain.
24. Member voting by proxy will not be permitted.

25. Voting is by a show of hands or, where requested by two voting members, or for the purpose of elections, by secret ballot.
26. A motion to destroy the ballots is required after any ballot election.
27. Electronic voting is permitted where the procedural expectations laid out in this constitution and bylaws can be adhered to.

## Section 6 - EXECUTIVE

### Executive defined

1. The executive of the Council will consist of the chair, vice-chair, secretary, treasurer, and DPAC representative.
2. The Immediate Past Chairperson may remain on the executive in a advisory capacity to ensure a smooth transition for one year. If their student is no longer enrolled at AD Rundle Middle School, they are a non-voting member.
3. Other executive members may be elected through the nomination process as the general membership decides. These may include positions such as Volunteer Coordinator, Social Media Coordinator, or Fundraising Coordinator.

### Role of executive

4. The executive members will manage the business of the Council as necessary between general meetings.
5. The executive members will abide by the Council's Constitution and Bylaws.
6. The executive members promote the role of parents/guardians to participate in meaningful school and education related activities and decision making.
7. 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.
8. The executive members will act on the direction of the Council.
9. The executive will consult the Chilliwack District Parent Advisory Council when there is direction or advice needed.

### Eligibility

10. Any voting Council member is eligible to serve as an executive, except employees or 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 executive Council members.



## Nomination Process

11. A Nomination Committee will be struck thirty days before the Annual General Meeting.
12. The Nomination Committee must be made up of voting or non-voting members not intending to run for an executive position and without perceived or unperceived bias or conflict of interest.
13. The Nominations Committee may recommend and call for additional executive positions at the request of at least 3 voting members.
14. The Chair of the Nominations Committee must call for nominations three times.
15. All nominees must be voting members of the Council currently or will be voting members in the school year which they may hold office.
16. Nominations must be accepted by the candidate before moving to a vote or acclamation.

## Election of executive

17. The executive will be elected at each annual general meeting.
18. Elections will be conducted by the chair of the Nominations Committee.
19. Votes shall be taken by secret ballot for the election of officers.
20. If only one candidate is nominated the position is acclaimed.
21. A motion to destroy the ballots is required after any ballot election.

## Term of office

22. The executive will hold office for a term of one year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> to follow the natural school year.
23. No person should hold the same executive position for more than two consecutive years.
24. No person should be on the executive for more than four consecutive years.
25. If an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms and remains a voting member may be considered for the position if they are willing and able.
26. No person shall hold more than one elected position at any one time except in the case of unwilling or unable members and only until such a time can a willing and able member be appointed.

## Vacancy

27. If an executive member resigns or ceases to hold office for any reason, or if an executive position is vacant because of having no accepted nominations at the previous annual general meeting, 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

28. Written notice to the Chair specifying the intention to make a motion to remove the executive member must be signed by at least three voting members and given to all members not less than fourteen days before the next general meeting.
29. 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 7 - DISTRICT PARENT ADVISORY COUNCIL

### District Parent Advisory Council Representative

1. One representative to the Chilliwack District Parent Advisory Council shall be elected by secret ballot annually from among the voting members as per the School Act.
2. The DPAC Representative is the only Council member who can vote on behalf of the Council at District Parent Advisory Council meetings.
3. The DPAC Representative must abide by the DPAC's Constitution and Bylaws as well as their Code of Conduct and Ethics.
4. Any Council members may consult the Chilliwack District Parent Advisory Council with questions or when direction, support or advice is needed.
5. A secondary DPAC Representative may be elected, as per these Bylaws, to fill the role only if the first DPAC Representative is unavailable or unwilling to fulfil their duties.

## Section 8 – CODE OF CONDUCT AND ETHICS

### Code of Conduct for Members

1. All members must act solely in the interests of the parent membership of the Council.
2. All members must uphold and abide by the Constitution and Bylaws and policies of the AD Rundle Parent Advisory Council.
3. Any information received in confidence regarding school personnel, students, parents, or other members of the school community is privileged and must not be divulged without explicit permission.
4. A member who may have a conflict of interest or may benefit monetarily, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of their interests to the Council. The member will refrain from discussion and voting on said potential conflict of interest or benefit.
5. The Council will refrain from partisan political action or other activities.
6. Members will not share personal information or images of members, students, staff of social media posts from Council run social media forums without explicit permission from the Council executive.

## Code of Ethics for Executive

Any parent/guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:

1. Uphold and abide by the Constitution and Bylaws and policies of the AD Rundle Parent Advisory Council.
2. Perform duties with honesty and integrity.
3. Disclose fully and promptly the nature and extent of any conflict of interest or potential monetary benefit, either directly or indirectly, in a proposed contract or transaction with the Council. The executive member will refrain from any discussion, influencing decision making and voting on said potential conflict of interest or benefit.
4. Work to ensure that the well-being of students is the primary focus of all decisions.
5. Respect the rights of all individuals.
6. Take direction from the members and ensure that they are represented.
7. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
8. Work to ensure that issues are resolved through due process.
9. Strive to be informed and only pass on information that is reliable.
10. Respect all confidential information.
11. Support public education.
12. Make a reasonable effort to attend all executive and general meetings.

## Section 9 – E-COMMUNICATIONS AND SOCIAL MEDIA

1. Social media may be used for informing, educating, consulting, and connecting members.
2. Information posted by members may be collected by the executive for the purposes of engaging and consulting.
3. Council information may be sent to members through school staff with the assumption that members have opted-in to school related communication. The council will not hold members email addresses in this case.
4. E-communications may be sent directly from the Council only to those members who have opted for direct emails on a yearly basis.
5. Personal information provided in an email or by filling out an online form will be used for the stated purposes only.
6. Personal information collected or posted must be held in confidence, not disclosed, sold or shared with anyone without explicit permission.
7. The Council executive and/or the Social Media Committee will strive to keep Council run social media forums consisting of current members only. Members are expected to

voluntarily remove themselves from Council run social media forums when their student is no longer attending AD Rundle Middle School.

8. The Council executive and/or the Social Media Committee reserves the right to delete comments, photos, videos, or links and/or ban or block individuals or organizations with posts, replies, private messages, or emails that:
  - a. Are personal attacks of any kind.
  - b. Are prejudiced, hostile, hurtful or disrespectful toward any person or entity, including, but not limited to race, color, ancestry, place of origin, religion, physical or mental ability or disability, sex, sexual orientation or gender.
  - c. Contain vulgar language or offensive material.
  - d. Include sales/promotion of goods or services or irrelevant events and links.
  - e. Advocate illegal activity.
  - f. Are partisan political material.
  - g. Are campaigns or petitions that are counter to our mandate.
  - h. Are infringing on copyrights or trademarks.
  - i. Are spam.

## Section 10 – DUTIES OF EXECUTIVE

### The Chair will

1. speak on behalf of the Council
2. consult with Council members
3. preside over general and executive meetings
4. ensure an agenda is prepared and made available to members at least three days prior to meetings
5. provide a report at each general meeting outlining work done and issues considered since last meeting
6. issue and receive correspondence on behalf of the Council as required
7. ensure monthly bank reconciliations are being monitored by one other executive member other than the treasurer
8. appoint committees where authorized by the membership
9. ensure that the Council is represented in school and district activities
10. ensure that Council activities are aimed at achieving the purposes set out in the constitution

### The Vice-Chair will

1. assume the duties of the chair in the chair's absence
2. assist the chair in the performance of his or her duties
3. accept extra duties as required

### The Secretary will

1. ensure that members are notified of meetings
2. record, distribute and file minutes of all general and executive meetings

3. keep an accurate copy of the constitution and bylaws
4. ensure minutes and the constitution and bylaws are readily available to all members upon request.
5. prepare and maintain other documentation as requested by the membership or executive
6. issue and receive correspondence on behalf of the Council as required
7. ensure safekeeping of all records of the Council

#### The Treasurer will

1. ensure all funds of the Council are properly accounted for
2. ensure that proper financial records and books of account are maintained
3. provide a report on all receipts and disbursements at each general meeting
4. provide at least one other executive member with monthly bank reconciliations showing the bank balance as reconciled to the general ledger balance for transparency
5. be familiar with Gaming rules around spending criteria and file all necessary reports to the BC Gaming office as required.
6. make financial records and books of account available to members upon request
7. have the financial records and books of accounts ready for inspection or audit annually
8. submit an annual report and financial statement at the annual general meeting

#### The DPAC Representative will

1. Make a reasonable effort to attend all meetings of the Chilliwack District Parent Advisory Council and represent, speak, and vote on behalf of the Council
2. maintain current DPAC registration of the Council
3. provide a report on all matters relating to the DPAC at each general meeting
4. seek and give input to the DPAC on behalf of the Council
5. receive, circulate, post, and act on all communications from the DPAC
6. liaise with other parents and DPAC representatives

## Section 11 – COMMITTEES

### Internal Committees

1. The membership and executive may appoint committees of members to further the Council's purpose and undertake various tasks and responsibilities as the need arises.
2. Committees may be either standing or ad hoc in nature. Examples include the Fundraising Committee which may be standing or the Constitution and Bylaws Review Committee and Nominations Committee which may be ad hoc.
3. 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 and reported on to the executive, as the membership or executive decides.
4. Committees will report to the membership and executive as required.

5. A Nominating Committee will be appointed annually at the general meeting which is at least thirty days before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
6. A Constitution and Bylaws Review Committee will be appointed a minimum of every three years and with enough time for a thorough review to be conducted within the school year. The chair of the review committee will strive to have an updated and recommended Constitution and Bylaw document to present to the membership for consideration at least thirty days before the AGM.

#### 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. 33 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 12 – FINANCIAL MATTERS

1. The financial year of the Council will be July 1st to June 30th.
2. The Council may raise and spend money to further its purpose.
3. The Council executive must present a proposed annual budget at the first PAC meeting of the school year for approval.
4. All proposed expenditures and amendments not listed on the accepted budget may be added to the agenda for the next general meeting to make a motion for approval.
5. Council money can only be moved if authorized by a motion passed at a general meeting.
6. The executive will name at least three executive members as signing officers for banking and legal documents.
7. Two signatures will be required on all banking and legal documents.
8. 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.
9. A financial report will be presented at all general meetings.
10. Members at a general meeting may appoint a qualified person of their choice to perform an audit or review of the financial records as needed or at least every three years.

## Section 13 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 2/3 of the votes cast, amend the Council's constitution and bylaws at any general meeting at which business is conducted.
2. A review of the Constitution and Bylaws shall take place every three years by a committee consisting of at least three members including one executive member.
3. Amendments to the Constitution and Bylaws of the AD Rundle Middle School Parent Advisory Council may be made at any general meeting providing:
  - Thirty (30) days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all members.
  - A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution

## Section 14 – PROPERTY IN DOCUMENTS

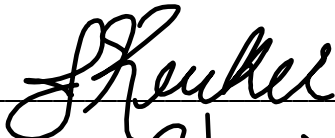
1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.
2. A copy of the adopted Constitution and By-laws must be sent to the Chilliwack School District along with a copy of the minutes in which the document was approved.
3. Any subsequent amendments to the Constitution and By-laws must be forwarded to the Chilliwack School District in the form of the amended and adopted document.

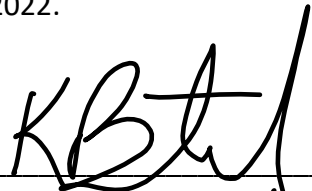
## Section 15 – DISSOLUTION

1. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
2. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.
3. 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 from the Gaming Account and General Account of the Council may be distributed to another parent advisory council or councils in School District No. 33 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
4. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of the principal of AD Rundle Middle School or the Chilliwack School District.

Section 16 – ADOPTION STATEMENT

This Constitution and Bylaw document has been adopted by AD Rundle Middle School Parent Advisory Council at Chilliwack, British Columbia, on May 30, 2022.

  
\_\_\_\_\_  
Position: Chair  
Jennifer Renker

  
\_\_\_\_\_  
Position: Secretary  
Katie Bartel

Reviewed, updated and amended on May 30, 2022