

CONSTITUTION AND BYLAWS FOR YALE SECONDARY SCHOOL PARENT ADVISORY COUNCIL



Amended: February 17, 2026

Adopted:

Constitution of the Yale Secondary School Parent Advisory Council

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Constitution

Section I – Name

- 1.1 The name of this council is Yale Secondary School Parent Advisory Council (PAC).
- 1.2 The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
- 1.3 The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

Section II – Purposes of the Council

- 2.1 The purposes of the Council will be:
 - 2.1.1 To promote the education and welfare of the students in the school
 - 2.1.2 To encourage parent involvement in the school
 - 2.1.3 To promote communication between parents, students, and school
 - ~~2.1.4 To participate in the work of the school planning council~~
 - 2.1.5 To contribute to a sense of community within the school and between school, home and neighborhood.
 - 2.1.6 To advise the school board, principal and staff on any matter relating to the school.
 - 2.1.7 To promote the interests of public education and in particular, the interests of Yale Secondary School
 - 2.1.8 To provide leadership in the school community
 - 2.1.9 To provide parent education and professional development and a forum for discussion of educational issues
 - 2.1.10 To assist the principal and staff in ensuring the highest safety standards are maintained in the school and the neighbourhood.
 - 2.1.11 To organize and support activities for students and parents
 - 2.1.12 To provide financial support for goals of the Council, as determined by the membership
 - 2.1.13 To advise and participate in the activities of the Abbotsford District Parent Advisory Council (DPAC) and the B.C. Confederation of the Parent Advisory Councils (BCCPAC).

Section III – Interpretation of Terms

“BCCPAC” means the BC Confederation of Parent Advisory Councils, serves as the provincial voice of parents, advocating on broader education issues and offering resources and training for PACs and DPACs

“bylaws” means the rules that govern the work of DPAC

“constitution” means the principles and purposes that govern DPAC

“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

“district” means the Abbotsford School District No. 34

“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 the Abbotsford School District No. 34

“PAC” or “parent advisory council” means the parent organized according to the School Act and operating as a Parent Advisory Council at Yale Secondary School

“executive” means the Chair, Vice-Chair, Secretary, Treasurer, and such other members of the Council as the executive decides

“parent” is as defined in the School Act as ~~and mean~~

- (a) the guardian 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 the Abbotsford School District No. 34

“school” means any public elementary, middle, or secondary educational institution as defined in the School Act operating within the Abbotsford School District No. 34

“quorum” means the minimum number of members that must be present to make the proceedings valid

Bylaws of the Yale Secondary School Parent Advisory Council

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Bylaws

Section I – Membership

1.1 Voting Members

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

1.2 Non- Voting Members

1.2.1 Administrators and staff (teaching and non-teaching) of Yale Secondary ~~School~~ may be invited to be non-voting members of the PAC.

1.2.2 Members of the community who are not parents of students registered at Yale Secondary ~~School~~ may be invited to become non-voting members of the PAC.

1.2.3 At no time will the ~~council~~ PAC have more non-voting members than voting members.

1.3 Compliance with bylaws

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

Section II – Meetings

2.1 ~~General~~ PAC Meetings

2.1.1 ~~General~~PAC meetings will be conducted with fairness to all members.

2.1.2 ~~General~~ PAC meetings will be held at least four (4) times during the school year. One of those meetings will be the annual general meeting (AGM).

2.1.3 PAC meetings may be conducted in person, virtual or hybrid.

2.1.4 ~~The AGM is to be held in May.~~ There shall be an Annual General Meeting (AGM) for the purposes of election of the executive board held by May 31 of each year.

2.2 Virtual Meetings

2.2.1 In the event of a virtual meeting, all attendees' screens must display their full name and cameras must be on.

2.3 Conduct

2.3.1 ~~General~~PAC Meetings are not the forum to discuss individual school personnel, students, parents or other members of the community.

- 2.3.2 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.
- 2.3.3 ~~The rules of order for the conduct at any meeting of the PAC shall be Robert's Rules of Order.~~ If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (current edition) shall be used to resolve the issue.

2.4 Notice of Meetings

- 2.4.1 Members will be given reasonable notice of ~~the general~~ PAC meetings.

2.5 Quorum

- 2.5.1 Two (2) executive and two (2) non-executives voting members present at any duly called ~~general~~ PAC meeting shall constitute a quorum.
- 2.5.2 If at any time during a PAC 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.

2.6 Voting

- 2.6.1 All matters requiring a vote will be decided by a ~~simple~~ majority of the votes cast (50%+1).
- 2.6.2 In the case of a tie vote, the motion is defeated.
- 2.6.3 ~~In person members must vote by show of hands. Virtual members must vote by use of hand icon, writing in the chat or verbal consent.~~ Voting by proxy will not be permitted.
- 2.6.4 Voting is by show of hands or, where requested by two voting members present, by secret ballot.
- 2.6.5 ~~Parents who are also employees or elected officials of Abbotsford School District or the Ministry of Education must abstain from voting on all financial matters that might be deemed a conflict of interest.~~
- 2.6.6 A vote will be taken to destroy the ballots after every election.

Section III – Executive

3.1 Role of the executive

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

3.2 Executive defined

3.2.1 The executive will include the ~~Chair President~~, Vice ~~Chair President~~, Secretary, Treasurer, and such other members the PAC as the membership decides.

3.3 Eligibility

3.3.1 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.~~

3.3.2 An Abbotsford School District employee may sit on the PAC executive, but will abstain from voting on financial matters that could be consider a conflict of interest.

3.4 Elections

3.4.1 The executive will be elected at the annual general meeting in May.

3.4.2 ~~The election will be conducted by the Chair of the PAC, except where the Chair has been nominated for a position or there is a conflict of interest.~~

3.4.3 ~~An election may be by acclamation; otherwise, it will be by secret ballot.~~

3.4.4 ~~Executives can be elected from the slate of nominees by majority of those members present. Nominations can be taken from the floor.~~

3.5 Term of Office

3.5.1 The executive will hold office for the term of one (1) year starting ~~June 30~~ July 1 to June 30

3.5.2 No person may hold the same executive position for more than ~~three-four~~ (4) consecutive years unless no one is willing or able to fill position.

3.6 Vacancy

3.6.1 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.

3.7 Removal of executive

- 3.7.1 The members may, by **simple majority of votes cast**, 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 the membership present.
- 3.7.2 **Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen (14) days before the meeting.**
- 3.7.3 Upon removal, all documentation kept by a member must be turned over to the PAC executive immediately.

3.8 Remuneration of executive

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

3.9 Executive meetings

- 3.9.1 Executive meetings will be held at the discretion of the executive.
- 3.9.2 Quorum at the executive meeting will be majority of the members of the total executive.
- 3.9.3 **Executive members will be given reasonable notice of executive meetings**
- 3.9.4 **All matters requiring a vote will be decided by a majority of the votes cast.**
- 3.9.5 **In the case of a tie vote, the chair does not have a second or casting vote, the motion is defeated.**

Section IV – Executive Duties

A. The **Chairperson** will

- (a) speak on behalf of the PAC
- (b) consult with the members
- (c) preside at all **general-PAC** 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) ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- (h) be a liaison between parents, administration and staff
- (i) **be current on PAC constitution and bylaws**
- (j) be a signing officer
- (k) **submit an annual report**

B. The Vice-**Chairperson** will

- (a) will support and assist the chair**person**
- (b) assume the duties of the chair**person** in the chair**person's** absence or upon request

- (c) accept extra duties as required
- (d) be current on PAC constitution and bylaws
- (e) be a signing officer

C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings for 5 years
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) make sure a current copy of the constitution and bylaws is on file at the Superintendent's office at the School Board Office and posted on the school website
- (e) ensure safekeeping of all records of the PAC
- (f) keep an accurate record of PAC representatives
- (g) be current on PAC constitution and bylaws
- (h) may be a signing officer

D. 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) submit a monthly report on all accounts
- (e) ensure that proper financial records and books of account are maintained
- (f) deposit all funds collected on behalf of the Council in account at a recognized financial institution approved by the PAC
- (g) make all financial records available upon request
- (h) have the books ready for inspection or audit annually
- (i) apply for the Gaming Grant by June 30 annually
- (j) submit Gaming Grant Summary Report no later than 90 days past fiscal year end
- (k) with the assistance of the executive, draft an annual budget
- (l) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (m) be current on PAC constitution and bylaws
- (n) submit an annual financial statement at the annual general meeting

E. The District PAC Representative will

- (a) attend all general meetings of the Abbotsford District Parent Advisory Council (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 matter relating to the DPAC
- (d) receive, circulate and post DPAC newsletters, brochures and announcements

- (e) liaise with other parents and DPAC representatives
- (f) be current on PAC constitution and bylaws

F. The B.C. Confederation of the Parent Advisory Council (BCCPAC) Representative will (Optional)

- (a) attend all meetings of the BCCPAC 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 BCCPAC
- (d) receive, circulate and post BCCPAC newsletter brochures and announcements
- (e) liaise with other BCCPAC representatives
- (f) attend BCCPAC AGM on behalf of Yale Secondary, depended on the PAC budget, or provide Abbotsford DPAC with a proxy voting card.
- (g) be current on PAC constitution and bylaws

Section V – Code of Ethics and Conduct

5.1 Representing the PAC

- 5.1.1 Every executive member and representative must sign the code of ethics and statement of understanding. ~~act solely in the interests of the parent membership of the PAC and students of Yale Secondary.~~
- 5.1.2 File signed code of ethics in the PAC Google drive.
- 5.1.3 An executive member or representative must avoid using his/her position on the PAC for personal gain.
- 5.1.4 ~~Every executive member shall respect the rights of all individuals.~~

5.2 Privilege

- 5.2.1 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 VI – Finances

6.1 Financial Year

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

6.2 Power to raise money

6.2.1 The council may raise and spend money to further its purposes.

6.3 Bank accounts

6.3.1 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.

6.4 Signing authority

6.4.1 The executive will name at least three (3) signing officers for banking and legal documents. Two signatures will be required on all these documents.

6.5 Annual budget

6.5.1 The executive will prepare a budget and present it to the membership for approval at the start up of the year.

6.6 Non-budgeted expenditures

6.6.1 The executive will present all proposed expenditures beyond the current budget for approval at the next PAC meeting.

6.6.2 Expenditures under \$100 need only the Chair's approval. To a max of three (3) times per year. These expenditures must be presented at the next PAC meeting to promoted transparency and accountability.

6.7 Treasurer's report

6.7.1 A treasurer's report will be presented at each PAC meeting.

6.8 Auditor

6.8.1 Members at a PAC meeting may appoint an auditor.

Section VII – Dissolution

- 7.1.1 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.
- 7.1.2 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 VIII – Constitution and Bylaws Amendments

- 8.1.1 The membership may, by **simple** majority, amend the PAC's Constitution and Bylaws.
- 8.1.2 Reasonable notice of the proposed amendments must be given to the members not less than **fourteen** (14) days before the meeting.
- 8.1.3 Where the amendments exceed one page, they need not be given to every member, but must be made available upon request.

Section IX – Property in Documents

- 9.1.1 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 president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Adopted by Yale Secondary Parent Advisory Council at Abbotsford, British Columbia, on _____, 2026.

Signatures of Chair and one other executive member:

_____	_____
Name/Position	Name/Position
_____	_____
Signature	Signature
_____	_____
Date	Date

Code of Ethics

A parent who accepts a position as a PAC 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

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Yale Secondary PAC have read, understood, and agree 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

Name/Position

Signature

Date