

**IMAGINE HIGH INTEGRATED ARTS AND  
TECHNOLOGY SECONDARY 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.*

Thus, it is our mission;

*"We are a voice for all Imagine High parents and caregivers. We join together in support of our school- to voice our concerns, to celebrate the things we love, to explore issues that face us all, to support the passions of our students, to foster the participation of parents, and to find ways to make a great school even better."*

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## Constitution

### Section 1 – NAME

The name of this Council is the *Imagine High Parent Advisory Council* also known as The Imagine High Integrated Arts and Technology Secondary School.

### Section 2 – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To advise the school board, principal, and staff on any matter relating to the school
2. To advise and participate in the activities of the Chilliwack District Parent Advisory Council
3. To promote the education and welfare of students in the school
4. To promote the interests of public education and, in particular, the interests of Imagine High
5. To encourage parent involvement in educational activities and to support programs that promote parent involvement in decision making
6. To strengthen the role of parents in the education of their children by ensuring they know their rights and responsibilities, and by providing a forum for discussion of educational issues
7. To promote effective communication between the home and school
8. To provide leadership in the school community
9. To contribute to a sense of community within the school and between the school, home, and neighbourhood
10. To organize and support activities for students and parents
11. To advise and participate in the activities of the BC Confederation of Parent Advisory Councils

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 ability.

The business of the DPAC will be unbiased in respect to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the Human Rights Code or the Canadian Charter of Rights and Freedoms will supersede the above statement.

### **Section 3 - INTERPRETATION OF TERMS**

**“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”** refers to the Imagine High 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

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

**“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 or secondary educational institution as defined in the School Act operating within School District No. 33

## Bylaws

### Section 1 – MEMBERSHIP

1. All parents and guardians of students registered in Imagine High are voting members of the Council.
2. Administrators and staff (teaching and non-teaching) of Imagine High may be invited to become non-voting members of the Council. If a staff member happens to also be the parent of a student registered in Imagine High, the status of voting member shall prevail under the assumption that they will abstain from voting on any matter directly related to their employment and/or professional gain.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.
5. Every member will uphold the constitution and comply with these bylaws.

### Section 2 – GENERAL MEETINGS

1. General meetings will be held not less than eight times during the school year, on a regular schedule. The annual general meeting will be held in September.
2. Members may call a special meeting by presenting a request signed by at least twenty-five (25) members to the Chair, who shall call the meeting within fourteen (14) days of receipt of the request.
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.

*Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.*

#### Quorum

5. A quorum for general meetings will be 5 voting members.
6. 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.

*A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.*

#### Voting

7. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
8. In the event of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

9. Members must vote in person on all matters. Voting by proxy will not be permitted.
10. Voting is by a show of hands or, where requested, by two voting members present, or for the purpose of elections, by secret ballot. A vote will be taken to destroy the ballots after ballots are used.

### **Section 3 - EXECUTIVE**

#### **Role of executive**

1. The executive members will manage the Council's affairs between general meetings.
2. 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.

#### **Executive defined**

3. The executive will include the chair, vice-chair, secretary, treasurer, DPAC representative, communications coordinator, members at large (maximum 2), and such other executive members as the general membership decides.

These may include positions such as Volunteer Coordinator or Events Coordinator.

#### **Eligibility**

4. Any voting member of the Council is eligible to serve on the 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 PAC executive.

*While this is at the discretion of each individual PAC, district employees shall not serve as Chair and must not be granted signing authority.*

*Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents. The voice of this PAC must clearly be, and must be perceived to be, that of the parents of this school. Individuals who may be in a situation of "perceived bias" by virtue of another role they hold in the educational system must avoid functions within this PAC which involve representation of the parent voice.*

#### **Election of executive**

5. The executive will be elected at each annual general meeting.
6. Elections will be conducted by the chair of the Nominations Committee.

#### **Term of office**

7. The executive will hold office for a term of one year beginning immediately following the election.
8. No person may hold the same executive position for more than two (2) years unless there are no other nominations. No person may be on the executive for more than four (4) consecutive years unless there are no other nominations.

#### **Vacancy**

9. If an executive member resigns or ceases to hold office for any other reason, 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**

10. 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.

11. Written notice to the Chair specifying the intention to make a motion to remove the executive member must be signed by at least twenty-five (25) members, and given to all members not less than fourteen (14) days before the next general meeting.

#### **Section 4 – EXECUTIVE MEETINGS**

1. Executive meetings will be held at the call of the chair, or by request of a majority of executive members.
2. Executive members will be given reasonable notice of executive meetings.

#### **Quorum**

3. A quorum for executive meetings will be a majority of the members of the executive.

#### **Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

#### **Section 5 - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

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

1. One representative to the Chilliwack DPAC shall be elected annually from among the voting members who are not employees or elected officials of School District No. 33 or the Ministry of Education.

##### **Election of DPAC representatives**

2. If the election is contested, voting of a representative to the DPAC must be by secret ballot.

##### **Term of office**

3. DPAC representatives will hold office for a term of one year.

##### **Vacancy**

4. If a DPAC representative resigns or ceases to hold office for any other reason, the membership shall elect an eligible member of the Council to fill the vacancy for the remainder of the term.

##### **External committees**

5. 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.
6. The representative will report to the membership or executive as required.

#### **Section 6 – CONDUCT**

1. All members must act solely in the interests of the parent membership of the Council.
2. Any information received in confidence by a member 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.
3. A member who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of

- their interest to the membership, and will offer to voluntarily refrain from discussion and voting on said item.
4. A member must avoid using his or her position on the Council for personal gain. No member may be remunerated for serving on the executive or committee, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.
  5. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

## **Section 7 – DUTIES OF EXECUTIVE**

### **The Chair will**

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure an agenda is prepared and made available to members at least two (2) days prior to meeting  
*The meeting agenda is usually the chair's responsibility. It is good practice to consult with the executive, membership, and principal before the meeting to give them an opportunity for input.*
- (e) provide a report at each general meeting outlining work done and issues considered since last meeting
- (f) appoint committees where authorized by the membership
- (g) ensure that the Council is represented in school and district activities
- (h) ensure that Council activities are aimed at achieving the purposes set out in the constitution

### **The Vice-Chair will**

- (a) assume the duties of the chair in the chair's absence
- (b) assist the chair in the performance of his or her duties
- (c) accept extra duties as required

### **The Secretary will**

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all general and executive meetings and make copies available to all members
- (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 Council
- (f) ensure safekeeping of all records of the Council

*If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping. Changes should also be forwarded to the District Secretary-Treasurer to maintain status as a recognized Council.*

*Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.*

### **The Treasurer will**

- (a) ensure all funds of the Council are properly accounted for
- (b) ensure that proper financial records and books of account are maintained
- (c) provide a report on all receipts and disbursements at each general meeting

- (d) make financial records and books of account available to members upon request
- (e) have the financial records and books of account ready for inspection or audit annually
- (f) submit an annual report and financial statement at the annual general meeting
- (g) prepare and apply to gaming and any other grants

**The DPAC Representative will**

- (a) attend all meetings of the Chilliwack DPAC and represent, speak, and vote on behalf of the Council
- (b) maintain current DPAC registration of the Council
- (c) provide a report on all matters relating to the DPAC at each general meeting
  - (d) seek and give input to the DPAC on behalf of the Council
- (e) receive, circulate, post, and act on all communications from the DPAC
- (f) liaise with other parents and DPAC representatives

**The Communications Coordinator will**

- (a) manage the Council's internal and external communications which have been approved by the Council
- (b) may serve as the key spokesperson and media contact for the Council.

**The Members at Large will**

- (a) assist the Executives with ideas and support during meetings
- (b) assist the Executives when needed for projects or other undertakings
- (c) aid in communication with parents on the work of PAC
- (d) be familiar with the current Constitution and Bylaws of the Council
- (e) ensure that all relevant information regarding this position is passed on to the succeeding Member at Large by the June Meeting

**Section 8 – COMMITTEES**

1. The membership and executive may appoint committees to further the Council’s purpose and carry on its affairs.
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.
4. A Nominating Committee will be appointed annually at the general meeting 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.

**Section 9 – FINANCIAL MATTERS**

1. The financial year of the Council will be July 01<sup>st</sup> to June 30<sup>th</sup>.
2. The Council may raise and spend money to further its purpose.
3. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
4. 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.
5. The executive will prepare an annual budget and present it to the membership for approval before the current budget expires.

*The budget gives the executive authority to spend money. A budget covers a time period within a council's financial year; usually the entire financial year. It must not extend over more than one financial year.*

6. All proposed expenditures not listed on the current budget will be presented for approval at the next general meeting. Council money can only be spent if authorized by a motion passed at a general meeting.

*One of the most useful motions is approval of a budget. Without a current budget, the executive cannot spend money. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.*

7. Members at a general meeting may appoint an auditor.

## **Section 10 – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws at any general meeting at which business is conducted.
2. Written notice of the meeting specifying the proposed amendments must be given to all members not less than fourteen (14) days before the meeting.

## **Section 11 – PROPERTY IN DOCUMENTS**

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.

## **Section 12 – DISSOLUTION**

1. 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 **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.
2. In the case of a school closure or substantive downsizing, Imagine High PAC may, at its sole discretion, disburse funds from its **Gaming Account** to another eligible PAC to reflect the reassignment of students. Upon dissolution of the Council, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be placed under the jurisdiction of the principal of Imagine High or the Secretary-Treasurer of School District No. 33.

**Adopted by the Imagine High PAC at Chilliwack, British Columbia, on May 4, 2021**

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**Position:** \_\_\_\_\_

*Signatures of chair and one other executive member*

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**Position:** \_\_\_\_\_