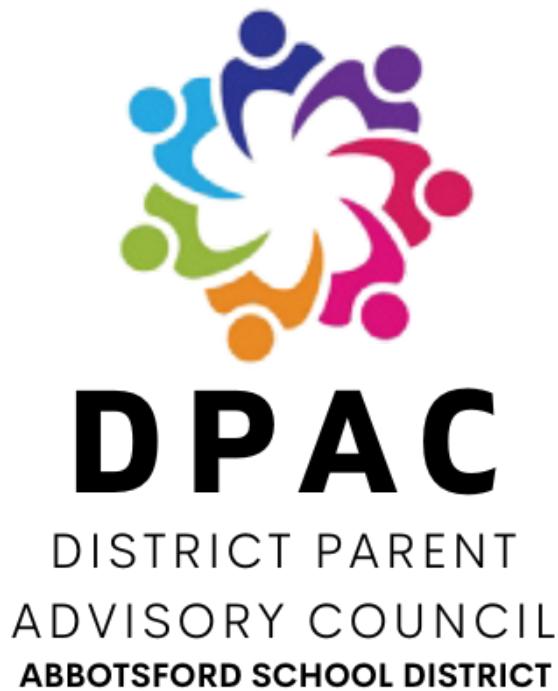


# **CONSTITUTION AND BYLAWS FOR ABBOTSFORD DISTRICT PARENT ADVISORY COUNCIL**



**Amended:** January 19, 2026

**Adopted:**

# **Constitution of the Abbotsford District Parent Advisory Council**

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# Constitution

## Section I – Name

- 1.1 The name of this council is Abbotsford District Parent Advisory Council (Abbotsford DPAC).
- 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 ability, and or~~ mental ability.

## Section II – Purposes of the Council

- 2.1 The purposes of the Council ~~will be~~:

- 2.1.1 To be the collective voice of parents in the school district
- 2.1.2 To advise the school board on any matter relating to education in the district, ~~including the district's Accountability Contract~~
- 2.1.3 To communicate with parents and parent advisory councils on educational matters
- 2.1.4 To promote the interests of public education and, in particular, the interests of the Abbotsford school district
- 2.1.5 To provide parent education and professional development, and a forum for discussion of educational issues
- 2.1.6 To assist parents in forming a parent advisory council in every school
- 2.1.7 To assist members in obtaining information and communicating with district personnel
- 2.1.8 To provide and support a local advocacy project
- 2.1.9 To communicate with other organizations in the community and province on educational matters of common interest

## Section III – Interpretation of Terms

**“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

**“DPAC representative”** means the parent or guardian from the school parent advisory council who is authorized and elected to represent within DPAC

**“DPAC representative alternate”** means the parent or guardian from the school parent advisory council who is authorized and elected to represent within DPAC in the absence of the DPAC Representative

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

**“member”** means a PAC of the Abbotsford School District

**“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 Abbotsford District Parent Advisory Council**

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# **Bylaws**

## **Section I – Membership ~~IN A DPAC~~**

- 1.1 All parent advisory councils in ~~the Abbotsford~~ School District No. 34 are voting members of the Council.
- 1.2 A member will be represented on the Council by the person elected annually by the member for that purpose. In the event the elected person is unable to attend the member may be represented by an alternate.
- 1.3 ~~Representatives from students, district administration, board of education, principals, teachers, school support staff, individual parents, and other community organizations may be invited to attend DPAC meetings as non-voting attendees. Non-voting attendees may ask questions and provide information regarding issues on the floor for discussion, at the discretion of the Chair.~~
- 1.4 There will be no other members of the Council.

## **Section II – Meetings of Members**

### **2.1 General Meetings**

- 2.1.1 General meetings will be conducted with fairness to all members.
- 2.1.2 General meetings will be held not less than four (4) times during the school year. One of those meetings will be the annual general meeting.
- 2.1.3 ~~Meetings may be conducted in person, online or a hybrid combination of the two types of meetings.~~
- 2.1.4 ~~If procedural problems should arise, the most current version of Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines within the Constitution and Bylaws of the Council.~~

### **2.2 Conduct**

- 2.2.1 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- 2.2.2 The Council will ~~refrain from remain non-~~partisan and refrain from endorsing political parties or individuals. ~~action or other activities that do not serve the interests of the school or the public school system.~~

### **2.3 Notice of Meetings**

- 2.3.1 Members will be given reasonable notice of general meetings.

## Section III – Proceedings at General Meetings

### 3.1 Quorum

- 3.1.1 A quorum for general meetings will be **five (5)** voting members.
- 3.1.2 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.

### 3.2 Voting

- 3.2.1 Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a **simple** majority of the votes cast **(50% plus 1)**.
- 3.2.2 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
- 3.2.3 Members will vote through their elected **DPAC** representatives. A **DPAC** representative must be present at a meeting to vote. Voting by proxy will not be permitted. **In the event of a virtual meeting, all attendees' screens must display their full name and school and cameras must be on to vote.**
- 3.2.4 **A representative may have two or more votes if they are representing two or more PACs.**
- 3.2.5 Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot. **In the event of a virtual meeting votes will be recorded by virtual show of hands.**
- 3.2.6 **A vote will be taken to destroy the ballots after every election.** A vote will be taken to destroy the ballots in the event of a secret ballot. Electronic ballots will be deleted and physical ballots will be destroyed.
- 3.2.7 **An executive member does not have a second vote in addition to the vote cast by their PAC in general meetings.**

## Section IV – Executive

### 4.1 Role of Executive

- 4.1.1 The executive will manage the Council's affairs between general meetings.

### 4.2 Executive Defined

- 4.2.1 The executive will include the **president** chair, **vice-president** chair, secretary, treasurer, and such other members of the Council as the **membership** executive decides.

#### **4.3 Immediate Past Chair**

- 4.3.1 The immediate past chair may hold a non-voting, advisory role.
- 4.3.2 The immediate past chair shall be the individual who most recently served as chair of the DPAC. They must remain eligible as a DPAC member (i.e. a parent/guardian of a child currently enrolled in the district). The position is voluntary; if the immediate past chair declines to serve, the role may remain vacant.
- 4.3.3 The term of the immediate past chair begins immediately after the conclusion of their chair term and continues for one year or they resign from the role.

#### **4.4 Eligibility**

- 4.4.1 Any member of an Abbotsford School District No. 34 PAC is eligible to run for an executive position. ~~elected representative of a Council member is eligible to serve on the executive, except employees or elected officials of School District No. 34 or the Ministry of Education.~~
- 4.4.2 An Abbotsford School District No. 34 or Ministry of Education and Child Care employee that sits on the executive will abstain from voting on matters that could be considered a conflict of interest.
- 4.4.3 An executive who runs for political office must request a leave of absence before they submit their nomination papers to the electoral office.

#### **4.5 Election of Executive**

- 4.5.1 The executive will be elected at each annual general meeting.
- 4.5.2 Positions may be held jointly by up to two persons (to be known as Co) as long as the arrangement is mutually agreeable to both individuals.
- 4.5.3 Call for nominations shall be made at a meeting not less than 30 days before the Annual General Meeting.
- 4.5.4 Elections will be conducted by the Chair of the Nominations Committee or designated alternate.
- 4.5.5 Elections are held by secret ballot if there is more than one nominee for a position.

#### **4.6 Election Procedure**

- 4.6.1 Elections will be conducted by the Nominations Committee as appointed by the membership.
- 4.6.2 The Nominations Committee will be struck no later than 30 days before the Annual General Meeting.
- 4.6.3 It shall include up to three (3) members who are not accepting nominations for any executive position.
- 4.6.4 Nominations and elections for the following positions will be held in this order:
  - (a) ~~President~~ Chair
  - (b) ~~Vice President~~ - Chair

- (c) Secretary
- (d) Treasurer
- (e) Special Education Liaison
- (f) Inclusion Liaison
- (g) Indigenous Liaison
- (h) Director(s) - A minimum of two (2) to a maximum of six (6)

4.6.5 All nominees must have a student registered in the Abbotsford School District No. 34 for the following school year.

4.6.6 During the Annual General Meeting, the Nominations Committee will call for nominations to each position. The call will be repeated three (3) times.

4.6.7 Voting will be conducted by secret ballot if there is more than one nominee for a position.

4.6.8 Ballots will be counted by the Nominations Committee or appointed scrutineers.

4.6.9 A vote will be taken to destroy the ballots in the event of a secret ballot. Electronic ballots will be deleted and physical ballots will be destroyed.

#### **4.7 Term of Office**

4.7.1 The executive will hold office for a term of one (1) year beginning July 1. ~~immediately following the election.~~

4.7.2 No person may hold the same executive position for more than four (4) years.

#### **4.8 Vacancy**

4.8.1 If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible representative of a Council member to fill the vacancy until the next annual general meeting.

4.8.2 ~~If an executive position remains vacant due to the lack of nominated members, a past executive member that has reached the limit of consecutive terms may be considered for the position. For up to one position per office.~~

#### **4.9 Removal of Executive**

4.9.1 ~~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 representative of a Council member to complete the term.~~ The members may remove an executive member before the expiration of their term of office with the approval of not less than 75% of the votes cast, and may elect an eligible member of an Abbotsford School District No 34 PAC to complete the term.

4.9.2 Written notice specifying the intention to make a motion to remove the executive member must be given to all the members not less than ~~fourteen (14)~~ days before the meeting.

#### **4.10 Remuneration of Executive**

- 4.10.1 No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

### **Section V – Executive Meetings**

#### **5.1 Meetings**

- 5.1.1 Executive meetings will be held at the call of the ~~chair president~~ or two executive members.  
~~At least one meeting will be held before each general meeting.~~
- 5.1.2 An executive meeting will be held after the annual general meeting, after the election of the new executive, for the purpose of transitioning DPAC executive.
- 5.1.3 If procedural problems should arise, the most current version of "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution and By-laws of the Council.

#### **5.2 Quorum**

- 5.2.1 A quorum for executive meetings will be a majority ~~(50% plus 1)~~ of the members of the executive.

#### **5.3 Notice**

- 5.3.1 Executive members will be given reasonable notice of executive meetings.

#### **5.4 Voting**

- 5.4.1 All matters requiring a vote at executive meetings will be decided by a ~~simple~~ majority of the votes cast ~~(50% plus 1)~~.
- 5.4.2 In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section VI – External Committee Representatives**

### **6.1 External Committees**

- 6.1.1 The membership or executive may elect or appoint a representative of a Council member who is not an employee or elected official of **the Abbotsford** School District No. 34 or the Ministry of Education **and Child Care** to represent the Council on an external committee or to an external organization.
- 6.1.2 The representative will report to the membership or executive as required.

## **Section VII – Conduct of Executives and Liasons ~~REPRESENTATIVE~~**

### **7.1 Code of Ethics**

- 7.1.1 On election or appointment, every executive member or **liaison representative** must sign and agree to abide by a code of ethics acceptable to the membership.

### **7.2 Representing the Council**

- 7.2.1 Every executive member and **liaison representative** must act solely in the interests of the parent membership of the Council.
- 7.2.2 Executives and Liasons are expected to attend meetings regularly. A member who misses three (3) consecutive meetings or four (4) meetings within a school year, without reasonable cause, may be asked to step down or be removed at the discretion of the Executive, subject to a majority vote.

### **7.3 Privilege**

- 7.3.1 Any information received in confidence by an executive member or **liaison 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.

#### 7.4 Disclosure of Interest

- 7.4.1 An executive member or **liaison representative** who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extend of his or her interest to the membership and executive.
- 7.4.2 Such an executive member or **liaison representative** must avoid using his or her position on the Council for personal gain.

### Section VIII – Duties of Executives and Liasons **REPRESENTATIVES**

#### A. The **President Chair** will

- (a) speak on behalf of the Council
- (b) consult with Council members
- (c) preside at membership and executive meetings
- (d) ensure that an agenda is prepared
- (e) appoint committees where authorized by the membership or executive
- (f) ensure that the Council is represented in school and district activities
- (g) ensure that Council activities are aimed at achieving the purposes set out in the constitution
- (h) be a signing officer
- (i) submit an annual report

#### B. The Vice-**President Chair** will

- (a) support the **president chair**
- (b) assume the duties of the **president chair** in the **president's chair's** absence or upon request
- (c) assist the **president chair** in the performance of his or her duties
- (d) accept extra duties as required
- (e) be a signing officer
- (f) **submit an annual report**

#### C. The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (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

- (g) keep an accurate record of PAC representatives
- (h) assist the ~~president~~ chair in providing information to local news media
- (i) may be a signing officer
- (j) ~~submit an annual report~~

**D. The Treasurer will**

- (a) be a signing officer
- (b) ensure all funds of the Council are properly accounted for
- (c) disburse funds as authorized by the membership or executive
- (d) ensure that proper financial records and books of account are maintained
- (e) report on all receipts and disbursements at general and executive meetings
- (f) make financial records and books of account available to members upon request
- (g) have the financial records and books of account ready for inspection or audit annually
- (h) with the assistance of the executive, draft an annual budget
- (i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- (j) submit an annual financial statement at the annual general meeting

**E. The Special Education ~~Liaison Representative~~ will**

- (a) act as the liaison between the parents/families and the District
- (b) encourage open dialogue surrounding special education within the District
- (c) promote available resources surrounding special education to all families in ~~the Abbotsford~~ School District No. 34
- (d) help identify interested and qualified parents for the special education committee
- (e) reach out to the BCCPAC for support when helpful or necessary
- (f) submit an annual report

**F. The Inclusion ~~Liaison Representative~~ will**

- (a) act as the liaison between minority groups, marginalized groups, the LGBTQ, ~~American~~ ~~Aboriginal Canadians~~, etc, and the Council and District
- (b) encourage open dialogue surrounding inclusion within the District
- (c) promote available resources surrounding inclusion to all families in ~~the Abbotsford~~ School District No. 34
- (d) help identify interested and qualified parents for the inclusion committee  
reach out to the BCCPAC for support when helpful or necessary
- (e) submit an annual report

**G. The ~~Indigenous~~ ~~Liaison~~ will**

- (a) ~~act as the liaison between Indigenous families, the Council, and District~~

- (b) support engagement between DPAC, Indigenous families, the greater Indigenous community
- (c) represent DPAC on Abbotsford School District committees that are primarily focused on matters relating to Indigenous education.
- (d) submit an annual report

#### **H. Directors will**

- (a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- (b) ~~submit an annual report~~

#### **I. The Immediate Past Chair will**

- (a) act in an advisory and mentorship capacity to the Chair and executive
- (b) support leadership transition by transferring knowledge, documents, and historical background
- (c) provide context on previously adopted practices, policies, and decisions
- (d) serve on committees or working groups when invited by the Chair or executive
- (e) assist with district-level relations when delegated
- (f) undertake any additional duties consistent with the advisory nature of the role

### **Section IX – Committees**

- 9.1 The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
- 9.2 Committees may include non-voting advisors who are not members of the Council when their experience or expertise is relevant to the committee's work at the discretion of the members.
- 9.3 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, as the membership or executive decide.
- 9.4 Each committee shall be chaired by, or have a liaison who is, a voting member of the Council.
- 9.5 Committees will report to the membership and executive as required. All committees are advisory in nature, and final authority and decision-making shall remain with the voting members of the Council in accordance with these bylaws.
- 9.6 A nominating Committee will be appointed annually before the annual general meeting.

### **Section X – Financial Matters**

#### **10.1 Financial Year**

- 10.1.1 The financial year of the Council will be July 1 to June 30.

## **10.2 Power to Raise Money**

- 10.2.1 The Council may raise and spend money to further its purposes.

## **10.3 Bank Accounts**

- 10.3.1 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.

## **10.4 Signing Authority**

- 10.4.1 The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- 10.4.2 All monies paid out from the DPAC will be as a cheque or e-transfer on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the payee is left blank, nor for payments to self. All cheques must bear the signatures of two of the authorized signatories.

## **10.5 Annual Budget**

- 10.5.1 The executive will prepare a budget and present it to the membership for approval ~~at the first general meeting of the year. for approval before the current budget expires.~~
- 10.5.2 The Executive will set aside in the general account at least \$500.00 for operating costs for the following fiscal year.

## **10.6 Non-Budgeted Expenditures**

- 10.6.1 The Executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- 10.6.2 The Executive shall have the authority to spend up to \$100.00 for items not allocated in the budget, provided the projects or items support the purpose of the Abbotsford DPAC. Following the expenditure, a report must be presented to the members and recorded in the minutes of the next general meeting convened.
- 10.6.3 For programs that have been approved by the membership but cannot be financed through the annual budget, the Executive shall have the authority to:
  - (a) Initiate special fundraising projects;
  - (b) Seek grants that may be available from governments, charitable foundation and similar sources, provided only that neither constitutes or implies support of a political party or endorsement of a commercial product.

## **10.7 Treasurer's Report**

- 10.7.1 A treasurer's report will be presented at each general meeting.

## **10.8 Auditor**

- 10.8.1 All financial records are the property of the DPAC and must be kept for a minimum period of five (5) years.
- 10.8.2 Members at a general meeting may appoint an auditor.

## **Section XI – Constitution and Bylaw Amendments**

- 11.1 ~~The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws. The members may amend the Council's constitution and bylaws with the approval of at least 75% of the votes cast.~~
- 11.2 Written notice specifying the proposed amendments must be given to the members not less than ~~thirty (30)~~ ~~14~~ days before the meeting.
- 11.3 Where the proposed amendments exceed one page, they need not be given to every member, but must be posted ~~in a conspicuous place in the school~~ or made accessible to all members.

## **Section XII – Property in Documents**

- 12.1 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.

## **Section XIII – Dissolution**

- 13.1 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 of the Council shall be distributed to another parent advisory council or councils in ~~the Abbotsford~~ School District No. 34 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
- 13.2 In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of ~~the Abbotsford~~ School District No.34.

Adopted by the Abbotsford District Parent Advisory Council at Abbotsford, British Columbia, on  
\_\_\_\_\_, 2026.

**Signatures of president and one other executive member:**

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**Name/Position**

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**Name/Position**

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**Signature**

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**Signature**

## **Code of Ethics**

A parent who accepts a position as a Council executive member, committee member, or liaison  
**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 \_\_\_\_\_ of \_\_\_\_\_ (name of your council) have read, understood, and agreed 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 Liason **Representative**

\_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_