

Parent Advisory Council Constitution

Abbotsford School of Integrated Arts – North Poplar Campus

Section 1 – Name

The name of this organization shall be the **Abbotsford School of Integrated Arts (ASIA) – North Poplar Campus Parent Advisory Council** (hereinafter referred to as “the Council”).

The Council shall operate as a **non-profit organization**, with **no financial benefit accruing to any of its members**. The business and operations of the Council shall be conducted in an unbiased manner with respect to **race, religion, gender, political affiliation, sexual orientation, and physical or mental ability**.

Section 2 – Purpose

The purposes of the Council are as follows:

1. To promote the **education and welfare** of students enrolled at ASIA – North Poplar.
2. To **encourage and support parent involvement** in school life and educational programs.
3. To advocate for the **interests of public education**, with specific emphasis on the goals and vision of ASIA – North Poplar.
4. To **facilitate communication** between parents, the principal, and school staff regarding students’ progress and other relevant matters.
5. To organize and support **activities and events** for students and their families.
6. To foster a strong **sense of community** within the school and its surrounding neighborhoods.
7. To provide **financial assistance** to support the objectives and initiatives of the Council, as determined by the membership.
8. To act as a **consultative body** on matters including, but not limited to:
 - Budgetary allocations
 - Extracurricular programming
 - Curricular offerings (through the School Planning Council)
 - Facilities and equipment
 - Learning resources
 - Safety standards

9. To **advise the school board, principal, and staff** on matters related to the school, excluding those matters reserved for the School Planning Council.
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Section 3 – Membership

General Meetings

- The number of general meetings shall be determined by the Executive.
- Extraordinary meetings may be called by the Executive with a minimum of **48 hours’ notice**.
- Meetings will be conducted **fairly and impartially**.
- Individual concerns involving school personnel, students, or other members of the school community **will not be discussed** during general meetings.
- The Council shall **refrain from partisan political activity** and any actions not aligned with the interests of the school or public education.
- Members shall receive a minimum of **four (4) days’ notice** prior to any general meeting.
- At least **four (4) meetings (1 meeting per term)** shall be held per school year, including one **Annual General Meeting (AGM)**.
- Committee members shall be elected during general meetings.

Voting Members

- All **parents and legal guardians** of students enrolled at ASIA – North Poplar are **voting members** of the Council.

Non-Voting Members

- **School staff (teaching and non-teaching)** may be invited to be **non-voting members**, unless they are also parents or guardians of students attending the school.
- The Council shall **not have more non-voting than voting members**.
- Members of the broader school community (not parents or guardians) may be invited as **non-voting members**.

Compliance with Bylaws

All members must **uphold the Constitution** and **comply with all bylaws** of the Council.

Section 4 – General Meetings and Executive Procedures

Quorum for General Meetings

- A quorum shall consist of **five (5) voting members**, with **at least two (2)** of those not being Executive members.
- If quorum is lost during a meeting, business in progress shall be **suspended** until quorum is re-established.

Voting Procedures

- A **simple majority (50% + 1)** is required for decisions.
- In the event of a tie, the Chair does **not have a casting vote**, and the motion is **defeated**.
- All votes must be cast **in person**.
- Voting is typically conducted by **show of hands**, unless a **secret ballot** is requested by two or more members.
- All ballots shall be **retained for the duration of the school year**.

Executive Council

Executive Meetings

- Reasonable notice shall be provided to Executive members.
- Executive meetings shall occur **prior to each general meeting**.
- Meeting agendas shall be presented for **approval and discussion**.

Executive Responsibilities

- The Executive shall manage the **day-to-day affairs** of the Council.
- The Executive may appoint committees as needed, which shall remain **accountable to the Executive**.
- The Executive shall consist of the **President, Vice President, Secretary, Treasurer**, and other roles as determined by the membership.
- Any **voting member** may serve on the Executive, except employees or elected officials of **School District 34** or the **Ministry of Education**.

Executive Elections

- No Executive member may serve **more than four (4) consecutive one-year terms** in the same position.
- Retiring officers may be nominated again if no other candidates come forward.
- Vacancies may be filled by **appointment by the Executive**, subject to approval by PAC members.

Executive Member Removal

- A member of the Executive may be removed before term completion by a **75% majority vote** of the Executive team.
- A replacement may be appointed to serve the **remainder of the term**.
- Advance written notice is required, stating the **intent to bring a motion for removal**.

Election Process

- Elections will occur annually at the **May PAC Meeting**.
- Nomination forms will be available at least **two weeks prior**, and an envelope will be provided for submissions.
- Nominations are accepted up to the **start of the May meeting**.

Quorum and Voting at Executive Meetings

- A quorum is defined as a **majority (50% + 1)** of the Executive.
 - All matters require a **simple majority**.
 - In the case of a tie, the Chair **does not have a second or casting vote**, and the motion is defeated.
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Section 5 – Representation on Committees

School Planning Council (SPC)

- **Three (3)** voting members (not employed or elected in education) shall be elected annually.
- One representative must be a member of the Executive.
- Term: **One (1) year**, renewable up to **four (4) consecutive terms**.
- Vacancies may be filled by **election** at a general meeting.

District Parent Advisory Council (DPAC)

- **One (1)** voting member (not employed or elected in education) may be elected annually.
- Term: **One (1) year**, renewable up to **four (4) consecutive terms**.
- Vacancies may be filled by **election** at a general meeting.

External Committees

- The Executive or membership may appoint voting members (excluding employees or elected officials) to represent the Council on **external committees or organizations**.
- Appointed representatives must report back to the Executive or membership as required.

Section 6 – Conduct and Ethics

Code of Ethics

- All Executive members and representatives must sign and adhere to a **Code of Ethics** acceptable to the Council.

Representation

- Members acting on behalf of the Council must act **solely in the interests of the Council's parent membership**.

Confidentiality

- All privileged or confidential information received by Executive members or representatives must be kept confidential and **not disclosed without express permission** from the individual or group involved.

This Constitution shall be reviewed annually and amended as necessary, subject to approval by the voting membership of the Council.