Máthxwi
Elementary School



PARENT ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

A concise governance framework for parent participation, community building, and support of student learning and well-being.

Adopted: _____ | Last amended: 2026-27

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CONSTITUTION

1. Name

The name of this organization is the Máthxwi Elementary School Parent Advisory Council, referred to in this document as the "Council" or "PAC."

The Council operates as a non-profit organization. No member may receive personal financial benefit from the Council's activities, except for approved reimbursement of reasonable expenses.

2. Purposes

The purposes of the Council are to:

- promote the education, safety, well-being, and inclusion of students at Máthxwi Elementary School;
- encourage meaningful parent and guardian participation in the school community;
- provide a respectful forum for discussion of school and public education matters;
- advise the principal, school district, and other appropriate bodies on matters affecting the school;
- build positive relationships among families, staff, the school, and the wider community;
- organize and support activities, events, and learning opportunities for students and families;
- raise and allocate funds in support of Council purposes; and
- participate in the Abbotsford District Parent Advisory Council and other appropriate educational organizations.

3. Guiding Principles

The Council will act in the best interests of students and conduct its business in a manner that is respectful, inclusive, transparent, non-partisan, and free from discrimination. The Council will not serve as a forum for discussing identifiable students, families, staff members, or other individuals.

BYLAWS

1. Membership

1. Every parent or guardian of a student enrolled at Máthxwi Elementary School is a voting member of the Council.
2. The principal, school staff, and invited community members may participate as non-voting members.
3. Each voting member is entitled to one vote and must uphold this Constitution and Bylaws.
4. Employees or elected officials of School District No. 34 or the Ministry of Education and Child Care who are also parents at the school may participate as voting members, but must abstain where a financial, employment, or other conflict of interest exists.

2. Meetings and Voting

General Meetings

5. The Council will hold at least four general meetings during the school year, including one Annual General Meeting (AGM). Meetings may be held in person, virtually, or in a hybrid format.
6. Members will normally receive at least seven days' notice of a general meeting and at least fourteen days' notice of an AGM or a meeting concerning amendments or removal of an executive member.
7. A quorum is four voting members, including at least two executive members and one non-executive member.
8. If quorum is lost, no further motions may be decided.
9. Meetings will be conducted fairly and efficiently. Robert's Rules of Order may be used for procedural guidance when not inconsistent with these bylaws.

Voting

10. Unless otherwise stated, motions are decided by a simple majority of votes cast.
11. Voting will normally be by show of hands or an equivalent secure method for virtual participants. A secret ballot will be used when requested by two voting members or when the Chair determines it is appropriate.
12. Proxy voting is not permitted.
13. In the event of a tie, the motion is defeated. The Chair does not have a second or casting vote.

3. Executive

Composition and Role

The executive manages the affairs of the Council between general meetings and is accountable to the membership. The executive will include:

- Chair
- Vice Chair
- Secretary
- Treasurer
- DPAC Representative, where elected
- Members-at-Large or other positions approved by the membership

Eligibility, Election, and Term

14. Any voting member may serve on the executive, except where prohibited by law or where a conflict of interest would prevent the member from fulfilling the role.
15. Executive members will be elected at the AGM. Nominations may be submitted in advance or from the floor with the nominee's consent.
16. The term of office is one year, beginning July 1 and ending June 30. Executive members may stand for re-election.

17. No two people from the same household may serve as signing officers at the same time.
18. If a position becomes vacant, the remaining executive may appoint an eligible voting member until the next AGM.
19. An executive member may be removed by a vote of at least 75 percent of votes cast, provided members receive at least fourteen days' written notice of the proposed motion.
20. Executive members will not be paid for their service but may be reimbursed for approved expenses.

Executive Meetings

21. Executive meetings will be held as needed at the call of the Chair.
22. A quorum is a majority of current executive members.
23. Decisions are made by simple majority. A tie vote defeats the motion.
24. Executive decisions will be reported to the membership, except for confidential or privileged matters.

4. Duties of Executive and Representatives

Chair: Presides at general and executive meetings and supports fair participation; prepares agendas in consultation with the executive and principal; speaks on behalf of the Council when authorized; ensures Council activities support its purposes; serves as a signing officer and presents an annual report.

Vice Chair: Supports the Chair and performs the Chair's duties when required; accepts additional duties assigned by the membership or executive; serves as a signing officer.

Secretary: Provides meeting notices and records accurate minutes; maintains official correspondence, current bylaws, and Council records; ensures records are transferred securely to successors; may serve as a signing officer.

Treasurer: Maintains accurate financial records and safeguards Council funds; provides a financial report at each general meeting; prepares a proposed annual budget with the executive; makes records available for review and completes required grant and gaming reports; presents an annual financial statement at the AGM; serves as a signing officer.

DPAC Representative: Represents the Council at Abbotsford DPAC meetings; reports relevant information to the membership and seeks direction when required.

Members-at-Large: Perform duties assigned by the membership or executive and support Council projects and committees.

5. Committees and Representatives

25. The membership or executive may establish committees and appoint representatives to support the Council's purposes.
26. Each committee will have a clear purpose, authority, timeline, and reporting expectation.
27. Committees and representatives are accountable to the executive and membership and may not commit Council funds or make public commitments without authorization.

6. Financial Matters

28. The fiscal year is July 1 to June 30.
29. Council funds will be held in accounts in the Council's name at a recognized financial institution.
30. The executive will appoint at least three signing officers. Two authorized signatures or approvals are required for withdrawals, cheques, contracts, and other financial commitments.
31. The executive will present a proposed annual budget for approval at a general meeting, normally by October 31. The membership may amend the budget by ordinary resolution.
32. Expenditures must be consistent with the approved budget or separately approved by the membership. The executive may authorize an unbudgeted expenditure of up to $300 when a decision cannot reasonably wait until the next general meeting; the decision must be reported at that meeting.

33. Financial records will be current, available to members on reasonable request, and reviewed annually by a person who is not a signing officer, or audited when required by the membership, a funder, or law.
34. All fundraising, grants, and gaming funds will be administered in accordance with applicable requirements and used only for approved Council purposes.

7. Conduct, Confidentiality, and Conflict of Interest

35. Executive members, committee members, and representatives will follow the Code of Ethics in Appendix A.
36. Confidential or personal information received through Council work must not be disclosed without authorization, except where disclosure is required by law or necessary to address an immediate safety concern.
37. A person with a direct or indirect interest in a proposed decision, contract, or transaction must disclose the interest, leave the discussion when appropriate, and abstain from voting.
38. Council members will use respectful problem-solving processes and direct individual concerns to the appropriate school or district process.

8. Records and Property

All records, correspondence, passwords, financial information, and other materials created or held on behalf of the Council are Council property. They must be stored securely and transferred promptly when a member's role ends. Records will be retained and disposed of in accordance with applicable requirements.

9. Amendments

39. This Constitution and Bylaws may be amended by at least 75 percent of votes cast at a general meeting.
40. Members must receive the proposed amendment and at least fourteen days' notice before the meeting.
41. Approved amendments take effect immediately unless the motion states otherwise. The Secretary will maintain and circulate the current version.

10. Dissolution

42. If the Council dissolves, all debts and obligations will first be paid.
43. Remaining funds and assets will be transferred to another parent advisory council in School District No. 34 with similar purposes, as determined by the membership and consistent with any gaming or grant requirements.
44. Council records will be transferred to the Principal of Máthxwi Elementary School and, where required, to School District No. 34.

Adoption

Adopted by the Máthxwi Elementary School Parent Advisory Council in Abbotsford, British Columbia, on _____.

PAC Chair

Name: _____

Signature: _____ Date: _____

Executive Member

Name: _____

Signature: _____ Date: _____

APPENDIX A: CODE OF ETHICS

A Council executive member, committee member, or representative will:

45. uphold the Constitution and Bylaws and act honestly, respectfully, and in the best interests of students and the Council;
46. make student well-being the primary consideration in Council decisions;

47. respect the rights, dignity, privacy, and viewpoints of others;
48. follow the direction of the membership and the lawful decisions of the executive;
49. use appropriate school and district processes for individual concerns;
50. share information responsibly and protect confidential information;
51. disclose conflicts of interest and avoid personal gain; and
52. support inclusive, accessible, and equitable public education.

Statement of Understanding

I have read, understood, and agree to follow the Máthxwi Elementary School PAC Code of Ethics while serving the Council.

Position: _____

Name: _____

Signature: _____ Date: _____