

**Constitution and Bylaws
of the
Robert Bateman Secondary School
Parent Advisory Council**



June 2026

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CONSTITUTION

Section I – NAME

The name of the organization shall be the:

ROBERT BATEMAN SECONDARY SCHOOL PARENT ADVISORY COUNCIL

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 abilities.

Section II – PURPOSES OF THE COUNCIL

The purpose of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, administration, and staff on any matter relating to the school.
4. To participate in the work of the school through the Council's elected representatives, by providing a forum for consultation, evaluation and a formal mechanism for providing recommendations.
5. To promote the interests of public education and, in particular, the interests of Robert Bateman Secondary School.
6. To provide leadership in the school community.
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood.
8. To provide parent education, professional development, and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the administration and staff about their child's progress or other concerns.
10. To assist the administration and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
11. To organize and support activities for students and parents.
12. To provide financial support for the goals of the Council, as determined by the membership.
13. To advise and participate in the activities of the School District 34 (Abbotsford) Parent Advisory Council (DPAC) and participate in the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Section III – INTERPRETATION OF TERMS

“administration” means the principal and/or vice principals of Robert Bateman Secondary School

“community partners/organizations” groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and Bylaws

“conflict of interest” means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity

“Council” - refers to Parent Advisory Council

“district” means British Columbia School District 34 (Abbotsford)

“District Parent Advisory Council (DPAC)” is the Abbotsford District Parent Advisory Council, which is organized through the School Act, operating within School District 34 (Abbotsford)

“PAC” or “Parent Advisory Council” an organized group of parents recognized under the British Columbia School Act, Bill 67, Division 2, Section 8

“parent” is as defined by the British Columbia School Act refers to:

- a) the guardian of the student or child.
- b) the person legally entitled to custody of the student or child, and/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 34 (Abbotsford)

BYLAWS

Section I – MEMBERSHIP

Voting members

1. All parents and/or guardians of students registered at Robert Bateman Secondary School are voting members of the Council.

Non-voting members

1. Administrators and staff (teaching and non-teaching) of Robert Bateman Secondary School may be invited to participate as non-voting members of the Council.
2. Occasionally administrators and staff at Robert Bateman Secondary School are also parents of students registered at the school, (hereafter referred to as a staff-parent). This presents a unique opportunity for the PAC to gain an understanding of the staff's perspective on PAC issues, which is appreciated in our culture of co-operation.
3. Staff-parents, who are also employees or elected officials of School District 34 (Abbotsford), or the Ministry of Education and Child Care, with the exception of noon-hour supervisors and crossing guards, must abstain from voting on all financial matters.
4. Staff-parents will be expected to abstain from voting on any PAC issue in which they are in a position of conflict of interest, as determined by the Chairperson/Council.
5. At no time will Council have more non-voting than voting members.

Compliance with Bylaws

1. Every member will uphold the constitution and comply with these Bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
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 (AGM).
3. The Annual General Meeting (AGM) will be held each year in May or June, for the purpose of reporting to the membership on the year's activities, establishing a budget and electing a new Executive for the following year.

Conduct

1. At general meetings, members will not discuss individual school personnel, students,

- parents, or other members of the school community.
2. The Council will refrain from partisan political action or other activities that do not serve the interest of Robert Bateman Secondary or the public school system.

Notice

1. Members will be provided with reasonable notice prior to any general meeting.

Section III – PROCEEDINGS AT MEETINGS

Quorum

1. A quorum for general meetings will be four (4) voting members.
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. If procedural problems should arise, *Robert's Rules of Order* (www.robertsrules.org) will be used to resolve the situation, unless they are in conflict with these Bylaws.

Voting

1. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a majority of votes cast.
2. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted. In the event of a virtual meeting, cameras must be turned on for attendance verification and voting windows. For verification, you may need to provide your child(ren)'s name and grade.
4. Unless otherwise specified in these Bylaws, voting will be conducted by a show of hands. However, a secret ballot will be used if requested by at least two voting members present. In the event of a virtual meeting, votes will be recorded by a virtual show of hands.
5. Parents, who are also employees or elected officials of School District 34 (Abbotsford), or the Ministry of Education and Child Care, with the exception of noon-hour supervisors and crossing guards, must abstain from voting on all financial matters.
6. A vote to destroy the ballots after every election will be taken.

Section IV – EXECUTIVE

Role of Executive

1. The Executive will manage the Council's affairs between general meetings.

Executive defined

1. The Executive will include the Chair, Vice Chair(s), Secretary, Treasurer, and such other members of the Council as decided by the membership.

Immediate Past Chair

1. The Immediate Past Chair shall be the individual who most recently served as the PAC Chair.
2. The Immediate Past Chair may hold a non-voting, advisory role, if eligible.
3. The position is voluntary; if the Immediate Past Chair declines to serve, the role will remain vacant.
4. The term of the Immediate Past Chair begins immediately after the conclusion of their chair term and continues for one (1) year or until they resign from the role.

Eligibility

1. Any member of a School District 34 (Abbotsford) Parent Advisory Council may serve on the Executive. However, elected officials and employees of the Ministry of Education and Child Care or School District 34 (Abbotsford) who hold administrative, managerial, or governance roles are excluded. Executive members must abstain from voting on any financial matters that present a conflict of interest based on their employment or public office.

Election of Executive

1. The Executive will be elected at each Annual General Meeting (AGM).
2. Elections will be conducted by the Chair of the PAC, except where the Chair has been nominated for a position and there is a conflict of interest.
3. A nomination committee may be formed at each April General Meeting or as required by the Executive.
4. Nominations will open a minimum of three (3) weeks prior to the AGM and will be received up to the close of the election by the Chair.
5. Officers shall be elected from the slate of nominees by a simple majority of members present. Nominations may be accepted from the floor.
6. Elections are held by secret ballot if there is more than one (1) nominee for a position.
7. Positions may be held jointly by up to two (2) persons (to be known as Co) as long as the arrangement is mutually agreed upon.
8. In the event that any Executive position remains unfilled, nominations for those positions will remain open until such time as an eligible candidate is identified. Should more than one candidate come forward, members shall vote by secret ballot to fill the position at the next general meeting.

Term of office

1. The Executive will hold office for a term of one (1) year beginning July 1.
2. No person may hold the same Executive position for more than four (4) consecutive years.

Vacancy

1. If an Executive member resigns or ceases to hold office for any reason, or there is a vacancy in any Executive position, 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

1. The members may, by a majority of not less than 75% of the votes cast, remove an Executive member before the expiration of their term of office and may elect an eligible member to complete the term.
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.

Remuneration of Executive

1. No Executive member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaging in the Council's affairs.

Section V – EXECUTIVE MEETINGS**Meetings**

1. Executive meetings will be held at the call of the Chair or Vice Chair. Other than the annual budget planning meeting, Executive meetings may be combined with a general meeting.

Quorum

1. A quorum for Executive meetings will be a majority of the Executive members.

Notice

1. Executive members will be given reasonable notice of Executive meetings.

Voting

1. All matters requiring a vote at Executive meetings will be decided by a majority of the votes cast.
2. In the case of a tie vote, the President/Chair does not have a second or casting vote and the motion is defeated.
3. Virtual meetings are permitted for the Executive as long as all members agree to the format.

Section VI – DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Abbotsford School District PAC (DPAC) may be elected annually from among the voting members who are not employees or elected officials of School District 34 (Abbotsford) or the Ministry of Education and Child Care, with the exception of noon-hour monitors and crossing guards.

Term of office

1. The DPAC representative will hold office for a term of one year starting July 1.

Vacancy

1. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such an election must be by secret ballot.

External committees

1. The membership or Executive may elect or appoint a member who is not an employee or elected official of School District 34 (Abbotsford) or the Ministry of Education and Child Care to represent the Council on an external committee or to an external organization.
2. The representative will report to the membership or Executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

1. On election or appointment, every Executive member and representative must sign and agree to abide by a Code of Ethics (Appendix A) acceptable to the membership.

Representing the Council

1. Every Executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

1. Any information received in confidence 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.

Disclosure of interest

1. An Executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must fully and promptly disclose the nature and extent of their interest to the membership and Executive.
2. Such an Executive member or representative must avoid using their position on the Council for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

Responsibilities of the Chair

1. To speak on behalf of the Council.
2. To consult with Council members.
3. To preside at all general and Executive meetings.
4. To ensure that an agenda is prepared.
5. To appoint committees where authorized by the membership or Executive.
6. To ensure that the Council is represented at school and district activities.
7. To ensure that Council activities are aimed at achieving the purposes set out in the Constitution.
8. To obtain a Gaming license through the Province of British Columbia, as required.
9. To be a signing officer.

10. To submit an annual report.

Responsibilities of the Vice Chair(s)

1. To support the Chair.
2. To assume the duties of the Chair in their absence or upon request.
3. To assist the Chair in the performance of their duties.
4. To accept extra duties as required.

Responsibilities of the Secretary

1. To ensure that members are notified of meetings in advance.
2. To record and file minutes of all meetings.
3. To keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request.
4. To prepare and maintain other documentation as requested by the membership or Executive.
5. To issue and receive correspondence on behalf of the Council.
6. To ensure safekeeping of all records of the Council.

Responsibilities of the Treasurer

1. To ensure that all funds of the Council are properly accounted for.
2. To ensure that all monies of the Council are properly accounted for.
3. To disburse funds as authorized by the membership or Executive.
4. To ensure that proper financial records and books of account are maintained.
5. To report on all receipts and disbursements at general and Executive meetings.
6. To make financial records and books of account available to members upon request.
7. To have the financial records and books of the account ready for inspection or audit annually.
8. To draft an annual budget with the assistance of the Executive.
9. To ensure that another signing officer has access to the financial records and books of the account in the Treasurer's absence.
10. To submit an annual financial statement at the Annual General Meeting.
11. To prepare and submit the annual Gaming Grant Application through the Community Gaming Grants of British Columbia.
12. To prepare and submit the Gaming Summary Report to the Community Gaming Grants of British Columbia.
13. To be a signing officer.

Responsibilities of the Members-at-Large

1. To serve in a capacity to be determined by the Council at the time of election and at other times as the Council requires.

Responsibilities of the DPAC Representative

1. To attend all meetings of the Abbotsford School District PAC (DPAC) and represent, speak, and vote on behalf of the Council.
2. To maintain current registration of the Council.
3. To report regularly to the membership and Executive on all matters relating to the DPAC.
4. To seek and give input to the DPAC on behalf of the Council.
5. To receive, circulate, and act on all other communications from the DPAC.
6. To liaise with other parents and DPAC representatives.
7. To submit an annual report at the Annual General Meeting.

Responsibilities of the Immediate Past Chair

1. To advise and support the membership and Executive.
2. To act in an advisory and mentorship capacity to the Chair and Executive.
3. To support leadership transition by transferring knowledge, documents, and historical background.
4. To provide context on previously adopted practices, policies, and decisions.
5. To serve on committees or working groups when invited by the Chair or Executive.
6. To assist with district-level relations when delegated.
7. To undertake any additional duties consistent with the advisory nature of the role.

Section IX – COMMITTEES

1. The membership and Executive may appoint committees to further the Council's purposes 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. No other committees or parent groups are authorized to operate outside of the Parent Advisory Council.

Section X – FINANCIAL MATTERS

Fiscal year

1. The fiscal year of the Council will be July 1 to June 30.

Power to raise money

1. The Council may raise and spend money to further its purposes.
2. No one other than elected Executive members are authorized to apply for grants, sponsorships, or any other funds on behalf of the Council. All legal documents require two (2) signatures for execution.

Bank accounts

1. All funds of the PAC must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

1. The Executive will name at least three signing officers, up to a maximum of four (4) for banking and legal documents.
2. Signing officers must include the Chair and Treasurer.
3. Two (2) signatures are required on all banking and legal documents.
4. No two (2) members of the same household, parents and/or guardians of the same student, relatives by blood or marriage are eligible to be signing officers.

Annual budget

1. The Executive will prepare a budget and present it to the membership for approval at a general meeting prior to the end of September each year. The budget can be amended by a majority vote at any general meeting.
2. The Executive will set aside in the general account at least \$500.00 for operating costs for the following fiscal year.

Non-budgeted expenditures

1. The Executive shall present all proposed expenditures beyond the current budget for approval at the next general meeting.
2. No expenditures shall be paid until they are approved at a general meeting.
3. Failure to receive membership approval for expenditures may result in the amount not being eligible for reimbursement.

Treasurer's report

1. A Treasurer's report will be presented at each general meeting.

Auditor

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

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than seventy-five (75%) of the votes cast, amend the Council's Constitution and Bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than fourteen (14) days before the meeting.
3. Where the proposed amendments exceed one (1) page, they need not be given to every member, but must be posted or made accessible to all members.

Section XII – RETENTION OF DOCUMENTS

1. The Council will maintain secure financial and operational records in accordance with British Columbia provincial regulatory and grant requirements.
2. All financial records, including receipts, bank statements, treasurer reports, and documentation relating to Community Gaming Grants, shall be retained for a minimum period of five (5) years following the end of the fiscal year in which the funds were spent.
3. Official meeting minutes, finalized Constitutions and Bylaws, and annual general meeting reports shall be retained permanently to preserve the Council's historical continuity. These records may be maintained in physical or electronic formats, provided they are securely archived.

Section XIII - PROPERTY IN DOCUMENTS

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 Chair when the member, Executive member, representative, or committee member ceases to perform the task to which the document relate.

Section XIV – 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 of the Council shall be distributed to another parent advisory Council or Councils in School District 34 (Abbotsford) having purposes similar to those of the Council, as members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of Robert Bateman Secondary School and the Secretary-Treasurer of School District 34 (Abbotsford).

Adopted by the Robert Bateman Secondary School Parent Advisory Council at Abbotsford, British Columbia, on June 18, 2026.

Signatures of the Chair and one (1) other Executive member

Name of the Chair:

Corina Rochon

Signature: Corina Rochon

Date: September 8, 2026

Name of the Executive Member, Committee Member, or Representative:

Michelle Li

Signature: Michelle Li

Date: Sept. 8 / 2026

APPENDIX A - CODE OF ETHICS

A parent who accepts a position as a Council Executive member, committee member, or representative shall:

1. Uphold the Constitution, Bylaws, and policies and procedures of the electing body.
2. Perform their duties with honesty and integrity in the interests of the Council.
3. Work to ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the Membership and Executive.
6. 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.
7. Work to ensure that issues are resolved through due process.
8. Maintain an informed perspective and share only verified, factual information.
9. Respect all confidential information.
10. Support public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the Robert Bateman Secondary School 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 representative:

Signature _____

Date: _____

Phone number: _____

Version History

Version	Date Approved	Amended By	Key Changes
Pre-2011	unknown	General Membership	Original adoption and early amendments. (Records incomplete)
Historical	May 2011	General Membership	Additions/expansions: School Planning Council details, additional General Meeting Guidelines, Quorum sections, eligibility requirements, election of officials.
Amended	October 18, 2018	General Membership	Additions/expansions: Purpose and membership, Governance and Executive, Meetings and voting, Financial matters, amendments and dissolution.
Amended	May 9th, 2023	General Membership	Reviewed and revised to align with numerous other PACs Bylaws within SD 34 (Abbotsford).
4.0	June 18, 2026	General Membership	Updated to reflect current practices, align with feeder school, and changes to DPAC bylaws. Added "Retention of Documents" section.

While Robert Bateman Secondary School PAC records indicate formal constitutional updates occurred in 2011, detailed amendment logs prior to 2011 are unavailable. Version 4.0 (Adopted June 2026) serves as the clean, consolidated baseline for all future council modifications.