

# **IMAGINE HIGH INTEGRATED ARTS AND TECHNOLOGY SECONDARY SCHOOL PARENT ADVISORY COUNCIL (PAC)**

**CONSTITUTION AND BYLAWS**

*(Updated and Adopted January 2026)*

## Preamble

The *British Columbia School Act* recognizes that parents are partners in education. It gives parents the right to form a Parent Advisory Council at each school to advise the principal and staff on matters that affect students and their learning environment.

At Imagine High, we believe that parent voices strengthen our school community. Together, we support the success, creativity, and well-being of all students.

### **Our Mission:**

We are a collective voice for all Imagine High parents and caregivers. We work together to:

- Support and celebrate our students and school community.
- Raise and discuss issues that matter to families.
- Encourage parent involvement and leadership.
- Build partnerships that make our school even better.

# CONSTITUTION

## Section 1 – Name

The name of this organization is the **Imagine High Parent Advisory Council (PAC)**, representing the Imagine High Integrated Arts and Technology Secondary School, School District No. 33 (Chilliwack).

## Section 2 – Purpose

The purposes of the Council are to:

1. Advise the school principal, staff, and School Board on matters affecting the school and students.
2. Participate in the activities of the Chilliwack District Parent Advisory Council (DPAC).
3. Promote the education and well-being of all students at Imagine High.
4. Support public education and advocate for equitable, inclusive, and accessible learning for all.
5. Encourage parent and caregiver involvement in school life and decision-making.
6. Help parents understand their rights and responsibilities in their child's education.
7. Foster open and respectful communication between home and school.
8. Build community within the school and strengthen connections between families, school staff, and the broader neighbourhood.
9. Provide leadership and opportunities for parent participation.
10. Organize and support events, activities, and initiatives for students and families.
11. Collaborate with the BC Confederation of Parent Advisory Councils (BCCPAC) and other education partners.

The PAC operates as a non-profit organization. No member will receive personal financial benefit from PAC funds.

The PAC conducts its work without bias or discrimination based on race, colour, ancestry, place of origin, religion, family status, marital status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age, in keeping with the *BC Human Rights Code* and the *Canadian Charter of Rights and Freedoms*.

### Section 3 – Interpretation of Terms

- **“Council” or “PAC”** means the Imagine High Parent Advisory Council.
- **“District”** means School District No. 33 (Chilliwack).
- **“DPAC”** means the Chilliwack District Parent Advisory Council.
- **“Parent”** is as defined in the *School Act*:
  - (a) A guardian of the student,
  - (b) A person legally entitled to custody of the student, or
  - (c) A person who usually has care and control of the student.For this document, “parent” refers to parents and guardians of children enrolled at Imagine High.
- **“School”** means Imagine High Integrated Arts and Technology Secondary School.
- **“Community organization”** means any group with an interest in education that is not already included in the scope of the PAC’s activities.

# BYLAWS

## Section 1 – Membership

1. All parents and guardians of students currently enrolled at Imagine High are voting members of the PAC.
2. Staff who are also parents are voting members but cannot vote on matters that are directly related to their employment.
3. Every member agrees to uphold this Constitution and Bylaws.
4. School administrators and staff may be invited to join as non-voting guests.

## Section 2 – General Meetings

1. General meetings will be held at least five times each school year on a regular schedule. The Annual General Meeting (AGM) will be held at the final meeting of the school year.
2. A special meeting may be called if at least three members give a written request to the Chair. The Chair must call the meeting within 14 days of receiving the request.
3. Meetings will not include discussion about individual staff, students, or parents.
4. Members will be given reasonable notice of meetings via email, social media or in a form that the council decides is appropriate.

### Quorum:

5. A quorum is three (3) voting members.
6. If quorum is lost during a meeting, business must pause until quorum is restored.

### Voting:

7. Each voting member has one vote.
8. Voting is by show of hands, or by secret ballot when requested by at least two members or during elections.
9. Proxy voting is not permitted.
10. In a tie, the motion is defeated. The Chair does not cast a second vote

## **Section 3 – Executive**

### **Role of the Executive:**

1. The Executive are expected to manage PAC affairs between general meetings and supports parents in bringing forward concerns or ideas.

### **Executive Positions:**

2. Chair
3. Vice-Chair
4. Secretary
5. Treasurer
6. DPAC Representative
7. Up to two (2) Members-at-Large

### **Eligibility:**

8. Any voting member may run or be appointed for the Executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

### **Election and Term:**

9. Executive members are elected at the AGM for a one-year term.
10. Members may serve in the same role no more two consecutive years, unless there are no other nominees.
11. Members may serve no more than four consecutive years on the Executive, unless there are no other nominees.

### **Vacancies:**

12. If an Executive member resigns or a seat remains open after the AGM, the remaining Executive may appoint a member to fill the role until the next AGM.

### **Removal:**

13. An Executive member may be removed by a 75% vote of members present.
14. A motion to remove must be provided to all members at least 14 days before the meeting.

## **Section 4 – Duties of Executive Members**

### **1. Chair:**

- Leads all meetings of the PAC and Executive team.
- Works with the Executive to create meeting agendas.
- Speaks for the PAC at the school, district, and community level.
- Makes sure the PAC follows its Constitution and Bylaws.
- Supports and coordinates the work of the Executive and committees.
- Signs official documents as one of the PAC's signing officers
- Consults with members and Executive.
- Provides reports at general meetings.

### **2. Vice-Chair:**

- Assists the Chair with their duties and supports the PAC's work.
- Steps in for the Chair at meetings or events when the Chair is unavailable.
- Helps prepare agendas and organize PAC activities as needed.
- Supports the Executive team and committees in their work.
- Takes on special tasks or projects assigned by the Chair or Executive.

### **3. Secretary**

- Records meeting minutes for all PAC and Executive meetings.
- Keeps PAC records organized and up to date.
- Handles PAC correspondence and communications as needed.
- Provides documents (like agendas and minutes) to members as required.

### **4. Treasurer**

- Manages PAC funds and keep accurate financial records.
- Receives and deposits money from fundraising or school activities.
- Pays bills and expenses approved by the PAC.
- Prepares financial reports for meetings and members.
- Oversees grant and PAC Gaming applications.
- Acts as one of the PAC's signing officers.
- Readies financial records for auditors or reviewers as required by members.

## **5. DPAC Representative**

- Attends DPAC meetings and reports on DPAC discussions and decisions at PAC meetings.
- Keeps PAC members informed about district-level issues and opportunities.
- Represents the PAC at DPAC meetings and votes on its behalf.
- Shares the PAC's ideas and concerns with the DPAC.
- An Executive member may be appointed to act as an alternate DPAC Representative in the event the DPAC Representative is absent for any reason.

## **6. Members at Large**

- Supports the Executive team in carrying out PAC activities.
- Takes on tasks or projects assigned by the Chair or Executive.
- Provides input and ideas at PAC meetings.
- Helps communicate with PAC members and the school community.
- Assists with events or initiatives to benefit students and families.

## **Section 5 – Executive Meetings**

1. The Executive will meet at the call of the Chair or at the request of a majority of Executive members.
2. Executive members must receive reasonable notice of all meetings.
3. Quorum is the simple majority of Executive members.
4. Voting decisions require a simple majority. In the event of a tie, the motion is defeated.

## **Section 6 – Committees**

1. Committees may be established by the Executive or general membership to support specific projects or goals.
2. Each committee will have clear terms of reference.
3. Committees will report regularly to the PAC.
4. A Nominations Committee will be appointed each year prior to the AGM to prepare a slate of nominees.

## **Section 7 – External Committees**

### **External Committees:**

1. The PAC may elect or appoint members to represent the PAC on external committees or community organizations.
2. Representatives must not be district employees or elected officials.
3. Representatives will report back to the PAC as required.

## **Section 8 – Conduct**

1. All members must act in the best interests of the PAC's parent community.
2. Confidential information shared by parents, students, or staff must not be disclosed without permission.
3. Members must declare any conflict of interest and refrain from voting or discussing related matters.
4. Members must not use their role for personal gain.
5. Members may be reimbursed for approved expenses but will not be paid for their service.
6. The PAC will remain non-partisan and will not engage in political or religious activities.

## **Section 9 – Financial Matters**

1. The PAC fiscal year runs from July 1 to June 30.
2. All funds must be kept in the PAC's name at a recognized financial institution.
3. At least three signing officers will be appointed by the Executive; two signatures are required on all transactions.
4. The Executive will prepare and present a budget for member approval each year.
5. Expenditures not included in the approved budget must be approved by motion at a general meeting.
6. Members may appoint an auditor if desired.

## **Section 10 – Amendments**

1. The Constitution and Bylaws may be amended at any general meeting by a 75% vote of members present.
2. Members must receive 14 days' written notice of proposed amendments.

## **Section 11 – Property and Records**

1. All PAC records, including minutes, correspondence, and financial documents, are the property of the PAC.
2. When a member leaves a role, all related documents must be returned to the remaining Executive members.

## **Section 12 – Dissolution**

1. If the PAC dissolves, after paying any debts, remaining funds from the General Account will be distributed to one or more other PACs in School District No. 33 with similar purposes.
2. Funds from the Gaming Account must be distributed according to BC Gaming Grant regulations, either to the Minister of Finance or to another eligible PAC.
3. All records will be turned over to the Imagine High principal or the School District Secretary-Treasurer.

**Adopted by the Imagine High Parent Advisory Council**

**Chilliwack, British Columbia**

**Updated January 2026**