

**CONSTITUTION AND BYLAWS
OF THE
DR. THOMAS A. SWIFT
PARENT ADVISORY COUNCIL
(SWIFT PAC)**



Dr. Thomas A. Swift
Elementary School

**UPDATED
APRIL 2026**

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CONSTITUTION

Section I – NAME

The name of the organization shall be the:

DR. THOMAS A. SWIFT PARENT ADVISORY COUNCIL (“Swift PAC”)

Herein noted as the PAC: as per the B.C. School Act: Bill 67 Division 2, Section 8(1). 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 as an organization shall be to actively advise on, foster and facilitate educational opportunities for students of Dr. Thomas A. Swift Elementary in School District #34 Abbotsford, British Columbia, Canada, and:

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 Dr. Thomas A. Swift Elementary;
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 neighborhood;
8. To provide parent education and 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(ren)'s progress or other concerns by directing them to relevant and appropriate resources, administrators or staff members;
10. To assist the administration and staff in ensuring the highest safety standards are maintained in the school and neighborhood;

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 District PAC (DPAC) and participate in the British Columbia Confederation of Parent Advisory Councils (BCCPAC).

Section III – INTERPRETATION OF TERMS

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

“district” means Abbotsford School District No. 34 in British Columbia

“DPAC” or **“District Parent Advisory Council”** means the parents advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 34

“PAC” or **“Parent Advisory Council”** or **“Swift PAC”** or **“Council”** means the parents organized according to the School Act and operating as a Parent Advisory Council in Dr. Thomas A. Swift Elementary

“parent” is as defined by the School Act and means

- a) the guardian of the person 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 No. 34

“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

“administration” means the principal and/or vice principals of Dr. Thomas A. Swift Elementary

“school” means any public elementary, middle or secondary education institution as defined in the School Act operating with School District No. 34

BYLAWS

Section I – MEMBERSHIP

Voting members

1. All parents and/or guardians of students registered at Dr. Thomas A. Swift Elementary may participate as voting members of the PAC.

Non-voting members

2. Administrators and staff of Dr. Thomas A. Swift Elementary who are not parents of students registered may participate as non-voting members of the PAC. Representatives of the student body may be assigned as non-voting members of the PAC.
3. At no time will the Council have more non-voting than voting members.

Administrators and Staff as voting members

4. Occasionally administrators and staff at Dr. Thomas A. Swift Elementary are also parents of students registered at the school, or at times parents of students are also employed by the district or the Ministry of Education (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. A staff-parent 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.

Compliance with bylaws

5. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted efficiently with fairness to all members.
2. Members will be given reasonable notice of general meetings. General meetings will be held not less than six (6) times during the school year. One of those meetings will be the annual general meeting (AGM).
3. General meetings shall be open to all parents and guardians, interested students, administrators and school staff, as well as invited community organizations and/or members of the public.

Annual General Meetings

4. 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, reviewing the years financials and electing a new executive for the following year.

Conduct

5. At general meetings of the PAC, members will not discuss concerns about individual school personnel, students, parents, or other members of the school community.
6. The PAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
7. Any member of the PAC who is approached by a parent or guardian with a concern relating to the school, a student, or a staff member, must treat such discussions as confidential, and would be advised to refer the parent or guardian to the proper school official.
8. The guidelines set out in the constitution are to be followed. If procedural problems arise, the executive will consult the PAC members present at the meeting for clarification and will use Robert's Rules of Order as a reference to make the correction.

Disclosure of interest

9. A member who is interested, either directly or indirectly, in a proposed contract or transaction with PAC must disclose, fully and promptly, the nature and extent of his or her interest to the membership and executive.
10. Such a member must avoid using his or her position on the PAC for personal gain and must abstain from voting on any decisions related to the proposed contract where there is a conflict of interest.

Section III – PROCEEDINGS AT MEETINGS

Quorum

1. The voting members present at any duly called meeting, at a minimum of three (3), shall constitute a quorum.
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.

Voting

3. Unless provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

4. In the case of a tie vote, the President/Chair does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. 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.
7. There will be a motion and vote to destroy the ballots after every election.

Section IV – EXECUTIVE

Role of executives

1. The executives will manage PAC affairs between general meetings: accountable to PAC membership and students.
2. The executives will include the President, Vice-President, Secretary, and Treasurer and such other members of the PAC as the membership appoints.

Eligibility

3. Any **voting** member of the PAC is eligible to serve on the executive, except employees of Thomas A. Swift Elementary (Noon Hour Supervisors and Crossing Guards are exempt) or elected officials of School District No. 34 or the Ministry of Education.
4. At no time may spouses/common-law partners or immediate family members (siblings, parent/child, including “in-laws” and “steps” of all) hold two or more **signing officer** executive positions.
5. Must have attended a minimum of four (4) meetings during the school year in which they seeking election. Exceptions may be made for unfulfilled positions at the discretion of the Nominations Committee Coordinator, if during the AGM, or the current executives and voted on by the membership.

Election of executive

6. The executives will be elected at each AGM held in May or June of each year.
7. A Nominations Committee Coordinator will be appointed at the April general meeting.
8. There will be a call for nominations at the April General Meeting. Nominations are to be submitted in writing to the Nominations Committee Coordinator. Nominations may be received up to one school day prior to the AGM, at which time the Nominations Committee Coordinator will declare the nominations closed.

9. If no written nominations have been received for an executive position after the close of nominations, at the AGM the Nominations Committee Coordinator will call for nominations from the floor.

10. The Nominations Committee Coordinator will conduct the voting portion of the AGM. All executives and other members will step down during the election portion of the AGM and all nominations and voting procedures shall be chaired by the Nominations Committee Coordinator or, in the absence of a Nominations Committee Coordinator, the school administrator in attendance.

11. The Nominations Committee Coordinator shall conduct all elections by secret ballot. Two people from the general membership (preferably past executive members) will be appointed by the Nominations Committee Coordinator to count the ballots. The Nominations Committee Coordinator will confirm the vote count prior to the announcement of the final results.

12. In case of a tie vote, a re-vote will be held.

13. Results should include only the names of newly elected members, not vote counts.

14. In the event that any executive positions remain unfilled, nominations for those positions will remain open until such time as an eligible candidate is identified and can be appointed by the newly elected executive committee (after July 1st) or current executive members with consultation with newly appointed executive members (prior to July 1st). If more than one candidate comes forward, a vote will be held at the next general meeting.

Term of Office

15. The executive will hold office for a term of one year beginning July 1st and expiring on June 30th of the following year. The current executives will advise the newly elected executives and have them shadow them for the remainder of their term, for the purposes of educating them in their new executive positions.

16. Current executives are eligible for nomination and re-election during the AGM, provided they have submitted in writing their nomination request to the Nominations Committee Coordinator.

17. It is recommended that no individual hold the same executive position for more than four consecutive years. However, individuals wanting to serve longer than four years may run for the position again if they are nominated for the position by someone other than themselves and the nomination is seconded.

18. No person may hold more than one elected executive position at any one time.

Vacancy

19. If an executive member resigns or ceases to hold office for any reason, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next AGM, with the exception of the position of President, for which an election will be held at the next general meeting to fill the position until the next AGM. If the vacancy begins after March 1st, the executive members may decide to leave the position vacant until the next AGM.

Removal of executive

20. The members may, by a majority of not less than 75% of the votes cast, remove an executive member for cause before the expiration of his or her term of office, and may elect an eligible member to complete the term.

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

Executive recall

22. If for three consecutive months any member of the executive other than the President, without reasonable explanation, is unable to attend meetings and/or is unable, without reasonable explanation, to meet the obligations of their elected position, the executive may appoint another executive member to fulfill the obligations of that position. If the President, without reasonable explanation, is unable to attend meetings and/or is unable, without reasonable explanation, to meet the obligations of their elected position, an election will be held at the next general meeting to fill the position until the next AGM.

Remuneration of executive

23. 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 PAC affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the President.

Quorum

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

Notice

3. Executive members will be given reasonable notice of executive meetings.

Voting

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In the case of a tie vote, the President/Chair does not have a second or casting vote and the motion is defeated.

6. For executive meetings, the President/delegate may poll officers by

telephone or other media: email, internet/video conference, texting etc. if an in person executive meeting is not practicable such as a time sensitive issue requiring executive decisions.

Section VI – DISTRICT PARENT ADVISORY COUNCIL AND OTHER REPRESENTATIVES

District Parent Advisory Council Representative

1. One representative to the Abbotsford School District DPAC may be appointed annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Appointment of DPAC representatives

2. The appointment of the DPAC representative will take place at the AGM.

Term of office

3. DPAC representative will hold office for a term of one year, beginning July 1st and expiring June 30th of the following year.

Vacancy

4. If a DPAC representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term.

Fundraising Representative

5. One Representative may be appointed annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Appointment of Fundraising Representative

6. The appointment of the Fundraising Representative will take place at the AGM.

Term of office

7. The Fundraising Representative will hold office for a term of one year, beginning July 1st and expiring June 30th of the following year.

Vacancy

8. If the Fundraising Representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term.

Staff Appreciation Representative

9. One Representative may be appointed annually from among the voting

members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Appointment of Staff Appreciation Representative

10. The appointment of the Staff Appreciation Representative will take place at the AGM.

Term of office

11. The Staff Appreciation Representative will hold office for a term of one year, beginning July 1st and expiring June 30th of the following year.

Vacancy

12. If the Staff Appreciation Representative resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term.

Hot Lunch Coordinator

13. One Coordinator may be appointed annually from among the voting members who are not employees or elected officials of School District No. 34 or the Ministry of Education.

Appointment of Hot Lunch Coordinator

14. The appointment of the Hot Lunch Coordinator will take place at the AGM.

Term of office

15. The Hot Lunch Coordinator will hold office for a term of one year, beginning July 1st and expiring June 30th of the following year.

Vacancy

16. If the Hot Lunch Coordinator resigns or ceases to hold office for any other reason, the executive may appoint an eligible member of the PAC to fill the vacancy for the remainder of the term.

External committees

17. The Executive members may elect or appoint a member(s) who is not an employee or elected official of School District No. 34 or the Ministry of Education to represent the Council on an external committee or to an external organization.

a. Grade 5 Committee

i. Organize and manage the sales of Gr. 5 hoodies or other promotional materials displaying 'Class of 20XX'. If changing vendors, this may involve collecting and distributing vendor data to membership before a decision can be made.

ii. Organize and manage a minimum of 2 fundraising events to support PAC's contribution to the Gr.5 end-of-year activity. These events must be coordinated with both the executive and the current fundraising representative.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the PAC.

Code of ethics

2. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership. (*Appendix #1*)

Confidentiality

3. 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, unless it is a matter of safety or security.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose, fully and promptly, the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the PAC for personal gain and must abstain from voting on any decisions related to the proposed contract where there is a conflict of interest.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The President will

- a. speak on behalf of the PAC
- b. consult with PAC 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 PAC is represented in school and district activities
- g. know the constitution and ensure it is followed
- h. ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- i. be a welcoming and inclusive energy to all
- j. be a signing officer
- k. report to the executive members and the membership regularly
- l. submit an annual report

The Vice-President will

- m. support the President
- n. assume the duties of the President in the President's absence or upon request
- o. assist the President in the performance of his or her duties
- p. accept extra duties as required
- q. be a welcoming and inclusive energy to all
- r. report to the executive members and the membership regularly
- s. be a signing officer

The Secretary will

- t. ensure that members are notified of meetings
- u. record and file minutes of all meetings as well as forward the minutes to the other executive members for approval
- v. keep an accurate copy of all meeting minutes available to members on the website and make copies available to members upon request
- w. keep an accurate copy of the constitution and bylaws available to the members on the website and make copies available to members upon request
- x. prepare and maintain other documentation as requested by the membership or other executives
- y. issue and receive correspondence on behalf of the PAC
- z. ensure safekeeping of all records of the PAC
- aa. be a welcoming and inclusive energy to all
- bb. report to the executive members and the membership regularly
- cc. may be a signing officer

The Treasurer will

- dd. be a signing officer
- ee. ensure all funds of the PAC are properly accounted for
- ff. disburse funds as authorized by the membership or executives
- gg. ensure that proper financial records and books of account are maintained
- hh. ensure all monies of the Council are deposited in an approved financial institution
- ii. report on all receipts and disbursements at general and executive meetings
- jj. make financial records and books of account available to members upon request
- kk. have the financial records and books of account ready for inspection or audit annually
- ll. with the assistance of the other executives, draft an annual budget
- mm. be a welcoming and inclusive energy to all
- nn. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- oo. submit a written annual financial statement at the annual general meeting

- pp. submit a financial report monthly in writing
- qq. prepare and submit the annual Gaming Grant Application
- rr. prepare and submit the year-end summary report to the Gaming Branch
- ss. ensure that, for every PAC event, there are two persons appointed for the counting of all monies, and that no monies leave the PAC event without first being counted
- tt. report to the executive members and the membership regularly

The DPAC Representative will

- uu. attend all meetings of the Abbotsford School District DPAC and represent, speak, and vote on behalf of the PAC
- vv. maintain current registration with the PAC
- ww. report regularly to the membership and executive on all matters relating to the DPAC
- xx. seek and give input to the DPAC on behalf of the PAC
- yy. receive, circulate, and post DPAC newsletters, brochures, and announcements
- zz. be a welcoming and inclusive energy to all
- aaa. receive and act on all other communications from the DPAC
- bbb. liaise with other parents and DPAC representatives
- ccc. submit a report at each general meeting
- ddd. submit an annual report

The Fundraising Representative will

- eee. present all fundraising campaign proposals and their budgets at a general meeting for membership feedback
- fff. coordinate fundraising events with the assistance of the executive committee and other members of the membership
- ggg. work in conjunction with the Treasurer to collect and process payments
- hhh. clearly communicate fundraising campaigns to the membership and students
- iii. submit a report at each general meeting
- jjj. report to the executive members and the membership regularly

Staff Appreciation Representative will

- kkk. plan staff appreciation days for World Teachers Day in October, holidays in December and Teacher Appreciation in May
- lll. plan staff appreciation days within the agreed upon budget
- mmm. submit a report at each general meeting
- nnn. report to the executive members and the membership regularly

Hot Lunch Coordinator will

- ooo. plan for monthly hot lunches each school year, on average eight (8) per year, in coordination with the school calendar so as to avoid conflicts with Pro D Days, field trips and other events and closures.
- ppp. set up of the online hot lunch program, update and manage hot lunch menus, cut off days, etc. as required

- qqq. be responsible for recruiting, budgeting, and coordinating with vendors for each hot lunch
- rrr. communicate with school parent community via social media and emails to give notice and reminders for hot lunch dates, ordering cut offs, and payments
- sss. work in conjunction with the Treasurer to collect and process payments
- ttt. be responsible for recruiting and coordinating volunteers for each hot lunch
- uuu. report to the executive members and the membership regularly
- vvv. submit a report at each general meeting and a final report at the AGM
- www. hold a valid food safe Level 1 Certificate, which is funded by the PAC

Any other position the membership deems to be part of executive i.e. BCCPAC rep, extraordinary committee rep etc. will be discussed at the AGM or any general meeting with a quorum.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the PAC purposes and carry on its affairs. (Donations Committee, Christmas Fun Day Committee, Carnival Committee, Nominations Committee Coordinator, or any other committees created to fulfill a specific purpose.)
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. The committees and their representative(s) will report to the membership and executives as required.

Section X – FINANCIAL MATTERS

1. The executives will prepare a budget and present it to the membership for approval each September.
2. All PAC funds will be held in PAC accounts distinct from any and all general school accounts.
3. The executives must present and pass all expenditures outside of the approved budget, and not within the non-budgeted expenditures limits, by a simple majority (50% plus 1) of voting members present at a duly called general or executive meeting.
4. Signing officers for any legal documents or contracts shall be the President, Vice-President and the Treasurer.

5. A final Treasurer's report shall be made available for the AGM and filed prior to the end of each school year.

Fiscal year

6. The financial year of the PAC will be July 1st to June 30th of the following year.

Power to raise money

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

Bank accounts

8. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.
9. Separate accounts will be held for General monies and Gaming monies

Cash & electronic payment procedures

10. There must be two persons present for the counting of all monies, one of which must be a signing officer. No monies can leave a PAC event without first be counted and recorded.
11. Monies will be held at the school in a safe until such time as the monies can be deposited into the bank account by the treasurer or president. All monies will be deposited into the bank account as soon as possible.

Signing authority

12. The executives will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Non-budgeted expenditures

13. Expenditures under \$100 need only the President's (Chair's) approval. Expenditures over \$100 but less than \$500, require the approval of two executive members. Expenditures over \$500 require approval from the Council at a general meeting.

Travel Expenses

14. When travelling **outside of Abbotsford**, for the express purpose of doing business on behalf of the Council, reimbursement for gas/vehicle use shall be equal to the CRA Standard Rate/Automobile Allowance Rates for Canada.

Treasurer's report

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

Auditor

16. Members at a general meeting may appoint an auditor

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. Written notice must be given to the members not less than 14 days before the meeting where amendments are to be voted on and written notice specifying the proposed amendments must be included in this notice.
2. The members may, by a majority of not less than 75% of the votes cast at any general or AGM, amend the PAC constitution and bylaws.
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 and/or made accessible to all members.
4. Amendments to the Constitution and Bylaws will be submitted to the Board of Trustees of School District #34 for such amendments to be considered to have effect.

Section XII – PROPERTY IN DOCUMENTS

All digital and paper documents, records, minutes, correspondence, or other papers/files kept by a member, executive member, representative, or committee member in connection with the PAC shall be deemed to be property of the PAC 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. In addition, the ability to access all Council email accounts, social media sites or websites will be given to the appropriate executive members elected at each AGM.

Section XIII – DISSOLUTION

In the event of dissolution or winding up of the Dr. Thomas A. Swift Parent Advisory Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils within School District No. 34 (Abbotsford) having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission, as members of the Council may determine at the time of dissolution or winding up. **This clause shall be unalterable.**

Adopted by the Dr. Thomas A. Swift Parent Advisory Council (Swift PAC) at Abbotsford, British Columbia, on January 18, 2024.

Tasha Mash
PAC President

Melissa Tanner
PAC Vice President

Appendix #1

Code of Ethics

A parent who accepts a position as a Council executive member, committee member, or 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
11. Will be a welcoming and inclusive energy to all students, parents, volunteers, staff and community partners

Statement of Understanding

I, the undersigned, in accepting the position of _____ with the Dr. Thomas A. Swift PAC, 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: _____

Email: _____ Phone Number: _____