

CONSTITUTION

Section 1 - Name

The name of the Council is School District No. 22 District Parent Advisory Council ("DPAC").

Section 2 – Purposes

The purposes of the DPAC will be:

1. to be the collective voice of parents in the school district to support, encourage, and improve the quality of education and the well-being of students in School District No. 22;
2. to communicate with parents and Parent Advisory Councils on educational matters;
3. to provide parent education and professional development, and a forum for discussion of educational issues;
4. to promote the exchange of information and ideas among Parent Advisory Councils in School District No.22;
5. to advise the Board of Education on any matter relating to public education in the district, including the District's Accountability Contract;
6. to support parents and Parent Advisory Councils in obtaining information from District personnel and advocating for the interests of students; and to communicate with other organizations in the community and province on educational matters of common interest.

Section 3 – Interpretation of Terms

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

“Chair” and **“Co-Chair”** mean the roles of the chairperson and co-chairperson, respectively, of a PAC, and are analogous to the roles of President and Vice-President. The terms “Chair” and “Co-Chair” are used herein simply to refer to those roles in the

context of a PAC, for greater clarity, and to avoid confusion with the terms “President” and “Vice-President” which are used herein only in the context of the DPAC.

“District” means School District No. 22

“DPAC” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 22

“PAC” means the parents organized according to the School Act and operating as a parent advisory council in School District No. 22

“parent” is as defined in 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; 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. 22

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 22

BYLAWS

Section 1 – Membership

Regular Voting Members

1. All PACs in School District No. 22 are voting members of the DPAC, and are entitled to one vote per PAC.
2. A PAC will be represented on the DPAC by the person or (as the case may be) by an alternate person, elected, or appointed, annually by the PAC for that purpose, referred to herein in either case as the DPAC Representative.
3. If a PAC has not elected a DPAC Representative, or if the DPAC Representative is unable to attend a DPAC meeting, the PAC’s Chair or Co-Chair may act as the DPAC Representative as necessary.

4. Each PAC is required to provide the DPAC Secretary with a general contact email address and the name and contact information of its DPAC Representative and its Chair or Co-Chairs when they change.
5. All members of the DPAC Executive are voting members of the DPAC. Regardless of whether or not a member of the DPAC Executive is elected or appointed by that member's PAC to be the DPAC Representative, the member is entitled to only one vote.

Special Members

6. Special Members consist of those individuals that are non-elected and have no voting rights.
7. Past President and Honourary Life Members may or may not have children presently in the school system.

Associate

8. Any PAC's elected executive member may be a non-voting member of the DPAC.

Past President

9. The immediate Past-President is a Special Member of the DPAC, and of the DPAC Executive, until they no longer hold office.

Honourary Life Members

10. An Honourary Life Member is any individual whose distinguished service to the DPAC and/or whose activities have advanced the purposes of the DPAC and warrant recognition. These individuals may be recommended for Honourary Life Membership, subject to approved by the DPAC's Executive, and ratified at an Annual General Meeting.

Duty of Members

11. Every member of the DPAC, whether a voting member or not, shall uphold the Constitution and Bylaws of the DPAC, and comply with its rules and policies.

Section 2 – Meeting of Members

Invited Guests

1. Representatives from the Board of Education, District Administration, School Administrators' Association, Teachers' Association, support staff, and other community organizations, including parents with an interest in education, especially the educational work of School District No. 22, shall be invited as guests to the DPAC meetings.

General Meetings

2. General meetings will be conducted with fairness to all DPAC members.
3. Subject to a contrary decision by the DPAC Executive, general meetings will be held monthly, a minimum of eight times during the school year.
4. One of the general meetings will be the Annual General Meeting.
5. Additional general meetings may be held at the discretion of the DPAC Executive, or upon the receipt of a petition representing fifty percent (50%) of voting DPAC members.

Conduct

6. At general meetings, and Annual General Meetings, DPAC members will not discuss individual school personnel, students, parents, or other members of the school community.
7. The DPAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of meetings

8. DPAC members will be given reasonable notice of general meetings.

Section 3 – Proceedings at General Meetings

Quorum

1. A quorum shall be a minimum of 5 voting DPAC members present at any duly called general meeting.

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. Except as 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 DPAC President does not have a second or casting vote and the motion is deemed to be defeated.
5. PACs will vote through their elected or appointed DPAC Representatives. A DPAC Representative must be present at a meeting to vote. Voting by proxy will not be permitted. Each DPAC Representative is entitled to only one vote.
6. Except as provided elsewhere in these Bylaws, voting is by a show of hands, with the exception of:
 - (a) the election of officers; or
 - (b) when requested by two voting DPAC members present,

in which case a secret ballot will be conducted.
7. A vote will be taken to destroy the ballots following a vote or election where a ballot was conducted.
8. Should procedural problems arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the provisions of these Constitution and Bylaws, in which case the Constitution and Bylaws shall prevail.

Section 4 – Executive

Role of executive

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

Executive defined

2. The DPAC Executive will include

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary;
- (d) the Treasurer;
- (e) a BCCPAC (British Columbia Confederation of Parent Advisory Councils) Liaison,
- (f) the immediate Past-President (non-elected);
- (g) the Indigenous Parent Representative; and
- (h) two or more Members-at-Large (as appointed by the DPAC Executive, or as elected by the voting members of the DPAC).

Eligibility

3. To be eligible for election to the DPAC Executive, an individual must:

- (a) Be a parent as defined in these Bylaws;
- (b) Be nominated by the PAC of which they are a member; and
- (c) Not be an elected official.

Election of Executive

- 4. The DPAC Executive will be elected at each Annual General Meeting.
- 5. The call of nominations shall be made at the April meeting. Nominations shall come from the PACs. Nominees may, but need not be, the DPAC Representative of the nominating PAC.
- 6. Elections shall be conducted:
 - (a) First by an outgoing Executive member;
 - (b) Second, by the Past-President; or

(c) Third, if neither of the above is available, by a person elected by the voting DPAC members.

7. A vote shall be taken to destroy the ballots following election of the DPAC Executive.

Term of office

8. The term of the office shall commence in the first general meeting following the Annual General Meeting and shall be for one year.
9. Any elected member of the DPAC may serve on the DPAC Executive for as many terms as he/she is elected to a position, except the President who may hold that office for no more than four terms.
10. The Past-President shall hold that office for a minimum of one year.

Special Advisor(s)

11. At any time following an Annual General Meeting, the DPAC Executive may appoint one or more Special Advisors(s) for a period not extending beyond the next Annual General Meeting, who may attend and speak at, but not vote at DPAC Executive meetings.

Vacancy

12. If a DPAC Executive member resigns or ceases to hold office for any other reason, the remaining DPAC Executive members may appoint an eligible member to fill the vacancy until the next Annual General Meeting.

Removal of Executive

13. The voting DPAC members may, by a majority of not less than 75% of the votes cast, remove a DPAC Executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the DPAC Executive member must be given to all DPAC members not less than 14 days before the meeting.

Remuneration of executive

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

Executive Meetings

16. DPAC Executive meetings will be held at the call of the President. At least one meeting will be held before each general meeting.
17. A quorum for DPAC Executive meetings will be a majority (50% plus 1) of the members of the DPAC Executive.
18. DPAC Executive members will be given reasonable notice of Executive meetings.
19. All matters requiring a vote at DPAC Executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
20. In the case of a tie vote, the President does not have a second or casting vote and the motion is deemed to be defeated.

Section 5 – Duties of Executive and of Representatives

President

1. The President shall:
 - (a) speak on behalf of the DPAC;
 - (b) consult with DPAC members;
 - (c) preside at membership and DPAC Executive meetings;
 - (d) ensure that an agenda is prepared;
 - (e) appoint committees where authorized by the membership or DPAC Executive;
 - (f) ensure that the DPAC is represented in school and District activities;
 - (g) ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution;

- (h) be a signing officer; and
- (i) submit an annual report.

Vice President

2. The Vice-President shall:

- (a) support the President;
- (b) assume the duties of the President in the President's absence or upon request;
- (c) assist the President in the performance of his or her duties;
- (d) accept extra duties as required; and
- (e) be a signing officer.

Secretary

3. The Secretary shall:

- (a) ensure that DPAC members are notified of meetings;
- (b) record and file minutes of all meetings;
- (c) ensure that minutes for all general meetings are made available for review before the meeting at which they need to be approved;
- (d) ensure that minutes for all general meetings are published to the DPAC website after they have been approved;
- (e) keep an accurate copy of the Constitution and Bylaws, and make copies available to DPAC members upon request;
- (f) prepare and maintain other documents as requested by the DPAC membership or executive;
- (g) issue and receive correspondence on behalf of the DPAC;
- (h) ensure safekeeping of all records of the DPAC;

- (i) ensure that attendance records are collected for all meetings, including records of eligible voters at all general meetings;
- (j) maintain official membership records including contact information for PACs, PAC Chairs and/or Co-Chairs , and DPAC Representatives;
- (k) assist the President in providing information to local news media.

Treasurer

4. The Treasurer shall:

- (a) be a signing officer;
- (b) ensure all funds of the DPAC are properly accounted for;
- (c) disburse funds as authorized by the DPAC membership or DPAC Executive;
- (d) ensure that proper financial records and books of account are maintained;
- (e) report on all receipts and disbursements at general and executive meetings;
- (f) present financial reports at all executive meetings;
- (g) ensure that all financial reports are published to the DPAC website as part of the minutes of the meeting they were presented at;
- (h) prepare an annual budget to be approved by the DPAC Executive in September and voted on by the membership at the October general meeting;
- (i) prepare and submit applications and reports for gaming grants on behalf of the DPAC;
- (j) make financial records and books of account available to DPAC members upon request;
- (k) have the financial records and books of account ready for inspection or audit annually;

- (l) ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence; and
- (m) submit an annual financial statement to the DPAC membership at the October general meeting, as the fiscal year-end of the DPAC is August 31st.

BCCPAC Liaison

5. The BCCPAC Liaison shall:

- (a) act as the liaison between the DPAC and the British Columbia Confederation of Parent Advisory Councils (BCCPAC);
- (b) encourage PACs in School District No. 22 to be members of BCCPAC;
- (c) disseminate BCCPAC information to all PACs in School District No. 22;
- (d) help identify interested and qualified parents for BCCPAC external committees;
- (e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications; and
- (f) assist PACs and the DPAC in responding to BCCPAC Annual General Meeting resolutions.

Past-President

6. The Past-President shall:

- (a) advise and support the DPAC membership and DAC Executive;
- (b) provide information about resources, contacts, and other matters; and
- (c) at his or her discretion, submit an annual report.

Indigenous Parent Representative

7. The Indigenous Parent Representative shall:

- (a) Self-identify as Indigenous;
- (b) Support engagement between DPAC, Indigenous parents, the greater Indigenous community, and the District;
- (c) Represent DPAC on District committees that are primarily focused on matters relating to Indigenous education.

Members-at-Large

- 8. Members-at-Large shall serve in a capacity to be determined by DPAC at the time of election or appointment, and at other times as the DPAC requires.

Section 6 – Committees

Committees

- 1. The DPAC membership and DPAC Executive may strike 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 DPAC membership or DPAC 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 DPAC membership and DPAC Executive in writing as required.

External Committees

- 4. The DPAC membership or DPAC Executive may elect or appoint a member to represent the DPAC on an internal or external committee, or to an external organization.
- 5. The DPAC membership or DPAC Executive may elect an individual with distinguished service to DPAC and/or whose activities have advanced the purposes of the DPAC to represent the DPAC on an internal or external committee, or to an external organization.

6. The representative will report to the DPAC membership or DPAC Executive in writing as required.

Section 7 – Financial Matters

Financial year

1. The financial year-end of the DPAC will be August 31st.

Power to Raise Money

2. The DPAC may raise and spend money to further its purpose.

Bank Accounts

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

Signing Authority

4. The financial signing authorities shall be vested in the President, Vice-President and Treasurer, with two (2) of the three (3) signatures required.

Annual Budget

5. The DPAC Executive will present a budget to the DPAC membership for approval at the October general meeting.

Non-budgeted Expenditures

6. The DPAC Executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. All non-budgeted expenditures over \$200.00 require the approval of the DPAC.

Treasurer's Report

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

Auditor

9. Voting DPAC members at a general meeting may appoint an auditor.

Section 8 – Constitution and Bylaw Amendments and Dissolution

Amendments to Constitution and Bylaws

1. The voting DPAC members may, by a majority of not less than 75% of the votes cast, amend the DPAC's Constitution and Bylaws.
2. Written notice specifying the proposed amendments to the Constitution and Bylaws must be given to the members not less than 14 days before the meeting.

Dissolution of Council

3. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the DPAC shall be distributed to another PAC or PACs in School District No. 22 having purposes similar to those of the DPAC, as the members of the DPAC may determine at the time of winding up or dissolution.
4. In the event of winding up or dissolution, all records of the DPAC shall be given to the Secretary-Treasurer of the District.

Section 9 – Conduct of Executive and Representatives

Code of Ethics

1. On election or appointment, every DPAC Executive member and DPAC Representative must agree to abide by the DPAC Code of Ethics as set out herein.

Representing the Council

2. Every DPAC Executive member and DPAC Representative must act solely in the interests of the parent membership of the DPAC.

Privilege

3. Any information received in confidence by a DPAC Executive member or DPAC 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

4. A DPAC Executive member or DPAC Representative who is interested, either directly or indirectly, in a proposed contract or transaction with the DPAC must disclose fully and promptly the nature and extent of his or her interest to the DPAC membership and DPAC Executive.
5. Such a DPAC Executive member or DPAC Representative must avoid using his or her position on the DPAC for personal gain.

DPAC Code of Ethics

A parent who accepts a position as a DPAC Executive member, committee member, or DPAC Representative must:

1. uphold the Constitution and Bylaws, policies, and procedures of the electing body;
2. perform his or her duties with honesty and integrity, demonstrate objectivity and fairness, and act in the interests of the DPAC;
3. work to ensure that the well-being of students is the primary focus of all decisions;
4. speak and act towards others with respect and dignity while being mindful of the rights and sensitivities of individuals, and while extending every courtesy to others;
5. take direction from the DPAC membership and DPAC Executive, and work cooperatively as part of a team to fulfill the goals of the DPAC;
6. express concerns about proposed actions while they are under consideration by the DPAC, committee or DPAC Executive, so that such concerns may be taken into account before a decision is made;
7. once a decision is made by the DPAC, committee or DPAC Executive, support that decision regardless of their personal perspective or position;

8. direct any concerns of the action of other DPAC Executive or committee members to that member first, and then only if necessary and after informing that member, direct the concern in confidence to the President;
9. encourage and support parents and students with individual concerns to act on their own behalf, and provide those parents and students with information on the process for taking concerns forward;
10. work to ensure that issues are resolved through due process;
11. strive to be informed, and only pass on information that is reliable;
12. respect all confidential information; and
13. support public education.

Section 10 – Property in Documents

1. All documents including records, minutes, correspondence, or other papers kept by a DPAC member, DPAC Executive member, DPAC Representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC and shall be turned over to the President when the DPAC member, DPAC Executive member, DPAC Representative, or committee member ceases to perform the task to which the documents relate.