

CONSTITUTION & BYLAWS

District Parent Advisory Council

Coast Mountain School District #82

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CONSTITUTION

Constitution 1: Name

The name of the association shall be the Coast Mountains School District #82 District Parent Advisory Council (CMSD-DPAC) hereafter known as “the council”.

Constitution 2: Purpose of the Council

The purpose of the council is to support, encourage and improve the wellbeing of students and the quality of education in the district by:

1. Providing a link between Parent Advisory Councils (PACs) and educators, educational services, administrators, trustees, the BC Confederation of Parent Advisory Councils, the Ministry of Education and other persons and agencies with an interest in education.
2. Advising the district on any matter related to education in the district.
3. Providing leadership in developing and understanding the rights and responsibilities of parents within the education system.
4. Assisting parents and PACs in accessing the system.
5. Communicating with PACs about school district policies, programs and activities.
6. Promoting a spirit of co-operation between PACs in the school district.
7. Providing leadership in initiating, maintaining, encouraging, and further developing PACs at the school level within the district.
8. Operating as a non-profit organization with no personal financial benefit accruing to members.
9. Ensuring council business is unbiased towards race, religion, gender, economics or politics.
10. To advise and participate in the activities of the BC Confederation of Parent Advisory Councils.

Constitution 3: Dissolution

1. In the event of the dissolution of the council and following the payment of any and all debts and costs of dissolution, any charitable gaming funds received from licensed charitable gaming and/or direct charitable access and all gaming monies or assets purchased with gaming funds held at the date of dissolution, shall be distributed by the council to such a charitable organization or organizations in British Columbia having a similar charitable purpose. Such a charitable organization or organizations shall be decided by the membership of the council at the final general meeting. This provision is unalterable.
2. Any remaining funds, not received from gaming, shall be distributed to each Parent Advisory Council in the district, based on the full time equivalent student enrolment at each school at the time of dissolution.
3. All records and minutes of general and executive meetings of the council shall be placed under the guardianship of the district. The district is requested to make every effort to assist PACs in establishing a council in the following school year.

BYLAWS

Bylaw 1: Terms

1. **District** is the Board of Education of Coast Mountains School District #82 and its administration.
2. **Parent** is the parent or guardian of a child or children currently registered at a school in the district.
3. **School** is any school administered by the district.
4. **Parent Advisory Council (PAC)** is the parent organization for a school established by the Board.
5. **Executive** is the executive committee of the council.
6. **Council member** is a Parent Advisory Council of a school in the district that has elected a DPAC rep.
7. **Community Organizations** are groups interested in education.
8. **BCCPAC** is the British Columbia Confederation of Parent Advisory Councils.
9. **DPAC Rep** is a parent/ guardian of a student attending the school, elected by the PAC to be their representative to the council. This includes elected alternates.

Bylaw 2: Membership

1. Council members are each entitled to one (1) vote per PAC.
2. Council members must annually elect a DPAC Rep by secret ballot pursuant to Part 2, Section 8 (5) and (6) of the School Act.
3. Representatives from students, district administration, principals, teachers, school support staff and other community organizations may be invited to attend council meetings as non-voting members. Trustees may attend council meetings as non-voting members.
4. Non-voting members may provide information, regarding issues on the floor for discussion, at the discretion of the Chairperson.
5. At no time shall the council have more non-voting members than voting members.

Bylaw 3: Meetings

1. General meetings shall be held a minimum of five times per year, one of those being the Annual General Meeting (AGM).
2. The AGM shall be held once per school year and it is recommended that it be held in October, for the purpose of the election of officers, and reading of the financial statement.
3. Executive meetings may be held at the discretion of the Chairperson or by request of 50% of the Executive. The purpose of executive meetings is to carry on business between general meetings.
4. Additional special purpose meetings shall be held at the discretion of the Chairperson, or within 30 days of receipt by the Executive of a petition representing 10% of the voting membership requesting a general meeting for a purpose stated in the petition. The only business of that special meeting shall be the purpose for which the meeting is called.
5. Meetings shall be conducted efficiently, fairly, and with respect for all participants.
6. Council meetings are not a forum for the discussion of personnel matters or personal and confidential information about students, parents, teachers or other employees or members of the school community.
7. Procedural problems should be resolved using Robert's Rules of Order, unless they are in conflict with clauses in the constitution or these bylaws.
8. Notice of meetings may be given to a member by electronic mail delivered to the member's registered electronic mail address or by facsimile delivered to the school, to the attention of the Parent Advisory Council.
9. Failure to give or receive notice by inadvertent omission to give notice to a meeting, or the failure to receive a notice by a PAC will not invalidate proceedings at that meeting.

Bylaw 4: Voting

1. A quorum shall be four voting council members represented at a duly called general meeting or Annual General Meeting and that 3 executive members is a quorum for executive meeting decisions.
2. Questions or decision may be decided by consensus, at the discretion of the Chairperson.
3. The Chairperson or any voting member may ask for a vote of the DPAC reps on any question or decision on the floor.
4. Questions, unless otherwise provided in this constitution, shall be decided by a simple majority vote (50% + 1 vote) of those voting members in attendance.
5. In the case of a tie vote, a motion shall be deemed defeated.
6. No proxy votes on any issue are permitted.
7. Voting may be done by a show of hands or by secret ballot.
8. Election of executive officers shall be done by secret ballot and the ballots shall be destroyed after the election.

Bylaw 5: Election of Executive Officers

1. The executive committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and up to one member-at-large.
2. The Executive shall be elected from the DPAC Reps or current executive officers in attendance at the Annual General Meeting. A DPAC rep or current executive officer, nominated for election but unable to attend the AGM, shall be accepted as a candidate if the nomination is presented with a written letter of acceptance from the candidate.
3. No employee or elected official of the school district or Ministry of Education shall hold an executive position on the council.

Bylaw 6: Term of Office

1. The term of office of the Executive shall commence at the end of the Annual General Meeting, and terminate at the end of the following Annual General Meeting.
2. In event of a vacancy on the executive committee, the Executive may appoint a replacement or may hold an election to fill the vacancy, at a general meeting.
3. No person may hold more than one elected Executive position at any one time.

4. The membership may, by a majority of not less than 2/3 of votes cast, remove an executive officer before the expiration of his or her term of office. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the membership not less than 14 days before the meeting.

Bylaw 7: Duties of Officers

1. The Chairperson shall:
 - a. Call and chair general and executive meetings.
 - b. Ensure notice of meetings is given.
 - c. Ensure an agenda is prepared and presented for general and executive meetings.
 - d. Know the constitution and bylaws and meeting rules.
 - e. Understand committees and communicate with committee chairs.
 - f. Ensure that PACs are consulted regularly.
 - g. Act as a spokesperson for the council.
 - h. Be a signing officer (for cheques and documents). Ensure that the council is represented in school district activities.
 - i. Liaise with partner groups, the district and the Superintendent.
 - j. Submit an annual report.
2. The Vice-Chair shall:
 - a. Assist the Chairperson.
 - b. Know the constitution and bylaws and meeting rules.
 - c. Assume specific tasks or responsibilities assigned by the Chairperson.
 - d. Understand the role of the Chairperson and fill that role when the Chairperson is unavailable.
 - e. Be a signing officer.
 - f. Submit an annual report.
3. The Secretary shall:
 - a. Record minutes of all general and executive meetings of the council.
 - b. Keep a copy of the constitution and bylaws and have them available for all meetings.
 - c. Take attendance.
 - d. Keep records of minutes on file.
 - e. Ensure reports from committees are filed.
 - f. Submit an annual report.

4. The Treasurer shall:
 - a. Maintain the bank account and keep financial records.
 - b. Prepare written reports regularly and present an annual financial report.
 - c. Make the books available for viewing by a voting member, upon request.
 - d. Make the books available for annual audit or review.
 - e. Be a signing officer.
5. Members-at-large shall:
 - a. Assume specific tasks or responsibilities assigned by the Chairperson.

Bylaw 8: Code of Contact

The Code of Conduct consists of rules for maintaining high standards of conduct for DPAC Executive Officers. Elected officers shall agree, in writing at the first general meeting after their election to abide by the Code of Conduct (see DPAC Internal Policy, Appendix I.)

Bylaw 9: Committees

1. Standing and ad hoc committees shall be formed when necessary.
2. The Executive shall approve a standing committee's mandate, which shall include the committee's responsibilities, reporting procedures and any delegated decision-authority. The executive shall review committee mandates annually.
3. The Executive will appoint representatives to external committees or liaison positions to external organizations.
4. Committees are responsible to the executive and membership.

Bylaw 10: Finances

1. A budget shall be drawn up by the Executive and presented for approval of the membership before the current budget expires.
2. The Executive shall present, for approval at a general meeting, all proposed expenditures above and beyond the budget.

3. All funds of the council shall be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The Executive shall name at least three signing officers for banking and legal documents. Signatures of two signing officers shall be required on all cheques written on the council's accounts.
5. A written Treasurer's Report shall be presented at each general meeting, and a year-end report will be presented at the AGM or first meeting of the following school year.
6. The membership at a general meeting shall annually appoint an auditor.
7. Executive officers shall not be remunerated for being or acting in their elected position but must be reimbursed for all expenses necessarily and reasonably incurred by the officer while engaged in the affairs of the council.
8. Expenditures over five hundred dollars (\$500) require the approval of the Council.

Bylaw 11: Amendments to the Constitution and Bylaws

1. Amendments to the Constitution and Bylaws may be made at any general meeting which business is conducted.
2. Written notice of the meeting and the amendment(s) shall be given at least 14 days prior to the meeting. The written notice shall include the specific amendment(s) and the purpose(s).
3. A two-thirds (2/3) majority of the voting membership present shall be required to approve amendments to the Constitution and Bylaws.
4. Copies of the Constitution and Bylaws, and any amendments thereto, shall be available to all Schools in Coast Mountains School District #82 and to the School District #82 Board of Education.

Bylaw 12: Property in Documents

All documents, records, minutes, correspondence and other papers kept by a member, executive officer or committee member in connection with the council shall be considered property of the council and shall be turned over to the Chairperson when the member, executive officer or committee member ceases to perform the task to which the papers relate.

Bylaw 13: Borrowing

The council shall not exercise borrowing powers.