

CONSTITUTION

SECTION I – (remains unchanged)

SECTION II - PURPOSES

The purposes of the Council will be

1. to support, encourage and improve the quality of education and the well-being of students in School District No. 22;
2. to provide information, and communicate with parents and Parent Advisory Councils on educational and community matters through parent education presentation, professional development and education forums.
3. to exchange information and ideas among Parent Advisory Councils in School District No.22;
4. to advise the Board of Education on any matter relating to public education in the district, including the District's Accountability Contract;
5. to have a voice in the development of new and revised policies and education programs within School District No. 22;
6. to provide a parental voice to education decision-making organizations affecting School District No. 22;
7. to promote the interests of public education and, in particular, the interests of School District No. 22;
8. to provide leadership in developing, and understanding the rights and responsibilities of parents within the education system;
9. to help parents become more familiar with the facilities and services of School District No. 22, thereby ensuring their children's maximum usage of the school system;
10. to support parents in obtaining information and in communicating with District personnel to promote 'self-advocacy' and 'parents as natural advocates for their child';
11. to provide leadership in initiating, maintaining, encouraging, and further developing Parent Advisory Councils at the individual school level within School District No. 22;
12. to provide a link, and communicate with, other groups and organizations in the community and province on educational matters of common interest.

SECTION III - 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 No. 22 having purposes similar to those of the Council, as the 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 Secretary-Treasurer of School District No. 22.
3. This dissolution clause shall be **unalterable**.

SECTION IV – 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.

“The Council” refers to the Vernon District Parent Advisory Council, which is recognized by the Board of Education of School District No. 22, to be the umbrella group of Parent Advisory Councils formed in each local school.

“district” means School District No. 22.

“DPAC” or “district parent advisory council” 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” or “parent advisory council” means that parents organized according to the School Act and operating as a parent advisory council at a school.

“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.

“SPC” means the school planning council.

BYLAWS

SECTION I - MEMBERSHIP

The members of the Council shall reflect the broad range of School District #22 parent expertise, as parents in the community according to the following:

REGULAR:

1. Regular members consist of those individuals that are elected and have voting rights.
2. All Parent Advisory Councils in School District No. 22 are voting members of the Council, with one vote per Parent Advisory Council.
3. A regular member will be represented on the Council by the delegate elected, or appointed, annually by the member for that purpose.

SPECIAL:

1. Special members consist of those individuals that are non-elected and have no voting rights.
2. Past president and honorary life members may or may not have children presently in the school system.

Associate

- Any Parent Advisory Council's elected executive member may be a non-voting member of the Council.

Past President

- The immediate past-president is a special member of the Council, and the executive, until they no longer hold office.

Honourary Life

- An Honourary Life member is any individual whose distinguished service to the Council and/or whose activities have advanced the purposes of the Council and warrant recognition. These individuals may be recommended for Honourary Life membership, subject to approved by the Council's executive, and ratified at an annual general meeting.

Duty of Members

1. Every member shall uphold the Constitution and Bylaws of the Council, and comply with its rules and policies.

SECTION II – MEETINGS 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 District Parent Advisory Council meetings.

General Meetings

1. All meetings will be conducted with fairness to the members.
2. General meetings will be held once a month throughout the school year, September to June, to conduct current business. One of those meetings will be the annual general meeting.
3. Additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting members.

Annual General Meeting

4. There shall be an Annual General Meeting for the purpose of election of Officers held in May of each year. If all executive positions are not filled at this meeting, then another election will take place in the following October to fill the vacant positions.

Conduct

5. At general meetings, and Annual General Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council 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

7. Members will be given reasonable notice of general meetings.

SECTION III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum shall be a minimum of 5 voting member delegates present at any duly-called general meeting.

Voting

2. 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).
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion will be defeated.
4. Members will vote through their elected representatives. A representative must be present at a meeting to vote. Voting by proxy will not be permitted.
5. Except as provided elsewhere in these bylaws, voting is by a show of hands, with the exception of the election of officers, or where requested by two voting members present, wherein a secret ballot will be conducted.
6. A vote will be taken to destroy the ballots after every election.
7. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution and Bylaws.

SECTION IV – EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include
 - a. president,
 - b. vice-president,
 - c. secretary,
 - d. treasurer,
 - e. BCCPAC (British Columbia Confederation of Parent Advisory Councils) liaison,
 - f. immediate past-president (non-elected),
 - g. and two or more members-at-large (appointed by the executive, or elected).

Eligibility

3. Any regular or associate member of the Council is eligible to be elected to serve on the executive.

Election of executive

4. The executive will be elected at each annual meeting.
5. The call of nominations shall be made at the April meeting. Nominations shall come from Parent Advisory Councils.
6. Elections shall be conducted by the Nominating Committee chairperson.
7. A vote shall be taken to destroy the ballots.

Term of office

8. The term of the office shall commence in September of each year and shall be for one year.
9. Any elected member of the Council may serve on the 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 Board 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, executive meetings.

Vacancy

12. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member to fill the vacancy until the next annual general meeting.

Removal of executive

13. The members may, by a majority of not less than 75% of the votes cast, remove an 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 executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

15. 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 Council's affairs.

SECTION V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president. At least one meeting will be held before each general meeting.

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 chair does not have a second or casting vote and the motion is defeated.

SECTION VI – EXTERNAL COMMITTEE REPRESENTATIVES

External committees

1. The membership or executive may elect or appoint a member to represent the Council on an internal or external committee, or to an external organization.
2. The membership or executive may elect an individual with distinguished service to Council and/or whose activities have advanced the purposes of the Council to represent the Council on an internal or external committee, or to an external organization.
3. 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 the DPAC Code of Ethics outlined in Section XIII of this Constitution and Bylaws.

Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

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.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council 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 Council for personal gain.

SECTION VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President will

- a) Speak on behalf of the Council
- b) Consult with Council 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 Council is represented in school and district activities
- g) Ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) Be a signing officer
- i) Submit an annual report.

B. The Vice-President will

- 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
- e) Be a signing officer

C. The Secretary will

- a) Ensure that members are notified of meetings
- b) Record and file minutes of all meetings
- c) Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request
- d) Prepare and maintain other documents as requested by the membership or executive
- e) Issue and receive correspondence on behalf of the Council
- f) Ensure safekeeping of all records of the Council
- g) Keep an accurate record of PAC representatives
- h) Assist the president in providing information to local news media

D. The Treasurer will

- a) Be one of the signing officers
- b) Ensure all funds of the Council are properly accounted for
- c) Disburse funds as authorized by the membership or 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) Make financial records and books of account available to members upon request
- g) Have the financial records and books of account ready for inspection or audit annually

- h) With the assistance of the executive, draft an annual budget
- i) Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) Submit an annual financial statement to the membership at the October general meeting, since the fiscal year end of the Council is August 31st.

E. The BCCPAC liaison will

- a) Act as the liaison between the Council 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 Council to process BCCPAC forms, proxies, and applications
- f) Assist PACs and the Council in responding to BCCPAC AGM resolutions

F. The Past-President will

- a) Advise and support the membership and executive
- b) Provide information about resources, contacts, and other matters
- c) May submit an annual report

G. Members-at-Large will

- a) Serve in a capacity to be determined by the Council at the time of election or appointment, and at other times as the Council requires

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. A Nominating Committee will be appointed annually before the annual meeting.

SECTION X – FINANCIAL MATTERS

Financial year

1. The financial yearend of the Council will be August 31st.

Power to raise money

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

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council 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 executive will prepare a budget and present it to the membership for approval at the November general meeting.

Non-budgeted expenditures

6. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
7. All expenditures over \$100.00 require the approval of the Council.

Treasurer's report

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

Auditor

9. 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 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 14 days before the meeting.

SECTION XII – PROPERTY IN DOCUMENTS

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 president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION XIII – DPAC 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 demonstrating objectivity and fairness, 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. speaks and acts towards others with respect and dignity, being mindful of the rights and sensitivities of individuals, extending every courtesy to all others
5. takes direction from the membership and executive, and works cooperatively as part of a team to fulfill the goals of the Council
6. expresses concerns about proposed actions while they are under consideration, so that these may be taken into account before a decision is made. Once the decision is made supports the decision of the Council or committee
7. directs any concerns of the action of other executive or committee members to that member first, and then if necessary, after informing that member, direct the concern in confidence to the Chair
8. 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
9. works to ensure that issues are resolved through due process
10. strives to be informed and only passes on information that is reliable
11. respects all confidential information
12. supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of the District Parent Advisory 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:

Name _____ Signature _____

Date _____ Phone number _____

Adopted by the District Parent Advisory Council, School District #22, at Vernon, British Columbia, on

_____ (date).

Signatures of president, and one other executive member:

_____ DPAC President

_____ Another DPAC Executive member