

**District Parent Advisory Council
Fraser-Cascade, School District #78**



**Constitution and Bylaws
June 2005**

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Constitution

Section I - Name

The name of the council is the Fraser-Cascade District Parent Advisory Council, hereafter referred to as the DPAC.

The DPAC will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the DPAC will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

Section II - Purposes of the DPAC

The purpose of the DPAC will be:

1. To be the collective voice of parents in the school district
2. To advise the school board on any matter relating to education in the district, including the district's accountability contract
3. To communicate with parents and parent advisory councils on educational matters
4. To promote the interests of public education and in particular the interests of Fraser-Cascade
5. To provide parent education and professional development and a forum for discussion of educational issues
6. To assist parents in forming, maintaining and further developing, parent advisory councils at the individual school level with School District #78
7. To assist members in obtaining information and communicating with district personnel
8. To communicate with other organizations in the community and province on educational matters of common interest

Bylaws

Section I - Membership in DPAC

- 1) All parent advisory councils in School District No. 78 are eligible to be voting members of the DPAC.
- 2) The Aboriginal Education Council (AEC) is eligible to be a voting member of the DPAC.
- 3) A member will be represented on the DPAC by the Parent or alternate parent elected annually by the member for that purpose.
- 4) There will be no other members of the DPAC.
- 5) Representatives from the School Board, District Administration, school administrators association, teachers association, support staff and other community organizations with an interest in education, specifically the educational work of School District No. 78, shall be invited to attend as non-voting members of the District Parent Advisory Council.
 - (a) Employees and elected officials of School District No 78 or the Ministry of Education shall be invited to attend as non-voting members of the District Parent Advisory Council.
 - (b) Any person who is covered by the above criteria, and who is a parent of a child attending school in District No. 78 will not be permitted to act as a District Parent Advisory Council representative from their respective Parent Advisory Council or from the Aboriginal Education Council.
- 6) No member of the council shall in his/her individual capacity be liable for any debt or liability of the DPAC.

Section II - Meetings of Members

- A. General meetings
 1. General meetings will be conducted with fairness to all members
 2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting held in October of each year.
- B. Special meetings
 1. Special meetings can be called at the request of the majority of voting members.
 2. Special meetings are called to deal with specific issues that cannot be dealt with at a general meeting.

Section II - Meetings of Members (continued)

- C. Conduct
 1. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
 2. The DPAC will refrain from partisan political action or other activities that do not serve the interest of the district or the public school system.
- D. Notice of meetings
 1. Members will be given reasonable notice of general meetings.

Section III - Proceedings at General Meetings

- A. Quorum
 1. A quorum for general meetings will consist of three (3) voting members.
 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.
- B. Voting
 1. Only representatives elected in by a member may vote.
 2. Only one vote per member.
 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 chair does not have a second or casting vote and the motion is defeated.
 5. Members will vote through their elected representatives.
 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. A vote will be taken to destroy the ballots after every election.
 8. Voting by proxy shall be permitted in circumstances where time is of the essence or where weather is such that travel by voting representatives is difficult. In such cases all voting representatives must agree upon the proxy vote.
 9. Proxy voting may take place by one or all of the following ways: email (reply all) or conference call.

Section IV- Executive

- A. Role of executive
 - 1. The executive will manage the DPAC affairs between general meetings.
- B. Executive defined
 - 1. The executive will include the president, vice-president, secretary, treasurer, immediate past president, and such other members of the DPAC as the membership decides.
- C. Eligibility
 - 1. Any parent of School District # 78 is eligible to serve on the executive, except employees or elected officials of School District # 78 or the Ministry of Education
- D. Election of executive
 - 1. The executive will be elected at each annual general meeting in October.
- E. Term of office
 - 1. The executive will hold office for a term of one year beginning immediately following the election.
 - 2. No person may hold the same executive position for more than four years.
- F. Vacancy
 - 1. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible representative to fill the vacancy until the next annual general meeting.
- G. Removal of executive
 - 1. 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.
 - 2. 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.
- H. Remuneration of executive
 - 1. 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

- A. Meetings
 - 1. Executive meetings will be held at the call of the president.
- B. Quorum
 - 1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.
- C. Notice
 - 1. Executive members will be given reasonable notice of executive meetings.
- D. Voting
 - 1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1)
 - 2. 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

- A. External committees
 - 1. The membership or executive may elect or appoint a member (*representative of a DPAC member*) who is not an employee or elected official of School District No 78 or the Ministry of Education to represent the DPAC on an external committee or to an external organization.
 - 2. The representative will report to the membership or executive as required.

Section VII - Conduct of Executive and Representatives

- A. Code of Ethics
 - 1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.
- B. Representing the DPAC
 - 1. Every executive member and representative must act solely in the interests of the parent membership of the council

Section VII - Conduct of Executive and Representatives (continued)

C. Privilege

1. 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

D. Disclosure of interest

1. An executive member or 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 extend of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the DPAC for personal gain

E. Conflict of interest

1. Individuals will refrain from discussing, influencing and voting upon any matter before DPAC in which they or their families have a pecuniary interest.

F. Perceived bias

1. The voice of DPAC must clearly be, and must be perceived to be, that of the parents of this district.
2. Members who have concerns regarding conflict of interest or perceived bias will refer those concerns to a committee. This committee will be composed of three (3) executive members and will review any concerns regarding an individual and make recommendations as to how the situation will be addressed.

G. Upholding decisions

1. As a DPAC representative and/or executive member, you are obligated to uphold the decisions of the executive and membership. You are entitled to try to persuade others to change their views, decisions, or policies, but once a decision is made, you must act and speak in accordance with the executive's and membership's decisions.

Section VIII - Duties of Executive and Representatives

- A. The Chair will
 - (a) speak on behalf of the DPAC
 - (b) consult with DPAC 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 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
 - (i) submit an annual report

- B. The Vice-Chair will
 - (a) support the chair
 - (b) assume the duties of the Chair in the chair's absence.
 - (c) assist the chair in the performance of his or her duties
 - (d) accept extra duties as required
 - (e) may be a signing officer
 - (f) submit an annual report

- 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 documentation as requested by the membership or executive
 - (e) issue and receive correspondence on behalf of the DPAC
 - (f) ensure safekeeping of all records of the DPAC
 - (g) keep an accurate record of PAC representatives
 - (h) assist the chair in providing information to local news media
 - (i) may be a signing officer
 - (j) submit an annual report

- D. The Treasurer will
 - (a) be a signing officer
 - (b) ensure all funds of the DPAC 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

Section VIII - Duties of Executive and Representatives
(D. The Treasurer will– continued)

- (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 at the annual general meeting.
- E. The District Associate (DA) to BCCPAC will
- (a) act as liaison between the DPAC and BCCPAC
 - (b) encourage PACs in School District No 78 to be members of BCCPAC
 - (c) disseminate BCCPAC information to all PACs in School District No 78
 - (d) help identify interested and qualified parents for BCCPAC external committees
 - (e) help PACs and the DPAC to process BCCPAC forms, proxies and applications
 - (f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions
 - (g) submit an annual report
- F. Directors will
- (a) serve in a capacity to be determined by the DPAC at the time of election and at other times as the DPAC requires
- G. The immediate Past President will
- (a) advise and support the membership and executive
 - (b) provide information about resources contract and other matters
- H. Committee Liaison Officer will
- a) shall co-ordinate District Committee Parent Representatives
 - b) shall compile reports and/or minutes from District Committee meetings provided by the parent representatives
 - c) shall keep DPAC updated with what is going on in District Committees at DPAC meetings or via DPAC newsletters

Section IX - Committees

1. The membership and executive may appoint committees to further the DPAC'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.

Section X- Financial Matters

- A. Financial year
 1. The financial year of the DPAC will be September 1st to August 31st
- B. Power to raise money
 1. The council may raise and spend money to further its purposes.
- C. Bank accounts
 1. 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.
- D. Signing authority
 1. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
- E. Annual budget
 1. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
- F. Non-budgeted expenditures
 1. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
- G. Treasurer's report
 1. A treasurer's report will be presented at each general meeting.
- H. Auditor
 1. Members at a general meeting may appoint an auditor

Section XI - Constitution and Bylaw Amendments

1. The membership 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 must be given to the members not less than 14 days before the meeting.
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 or made accessible to all members.

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 DPAC shall be deemed to be property of the DPAC 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 - Dissolution

1. 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 parent advisory council or councils in School District No 78 having purposes similar to those of the DPAC, as the members of the DPAC may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the DPAC shall be given to the Secretary-Treasurer of School District No 78.

**Adopted by Fraser-Cascade District Parent Advisory Council
at Boston Bar, British Columbia on May 11, 2005.**

Code of Ethics

A parent who accepts a position as a DPAC 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 DPAC
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. supports the decisions made by the DPAC membership

Statement of Understanding

I, the undersigned, in accepting the position of

_____ of Fraser-Cascade 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

Signature _____

Date _____ Phone
number _____

** This paper can be photocopied and used annually for all executive members and representatives.*