

**MISSION DISTRICT**

**PARENT ADVISORY COUNCIL**

**CONSTITUTION**

**AND**

**BYLAWS**

**Date of Adoption**

**January 15, 2001**

**Revised: December 5th, 2011**

**Revised: October 24, 2016**

**Revised: December 9, 2019**

**Revised: April 2020**

# **CONSTITUTION**

## **SECTION I – NAME**

The name of the Council shall be the Mission District Parent Advisory Council (School District No. 75(Mission)) (Known within School District No. 75 (Mission) as the District Parent Advisory Council [DPAC]).

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender, sexual orientation, mental or physical ability, or politics.

## **SECTION II – PURPOSE**

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of the students in School District No. 75 (Mission) by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Being the collective parental voice to education decision making organizations affecting the School District, and in particular the School Board.
3. Providing parent education and professional development, and a forum for discussion of educational issues.
4. Being a voice in the development of new and revised educational programs within School District No. 75 (Mission).
5. Providing leadership in developing and understanding the rights and responsibilities of parents within the education system.
6. Helping parents become more familiar with the facilities and services of School District No. 75 (Mission), thereby ensuring their child(ren)'s maximum usage of the school system.
7. Providing and supporting a local advocacy project and assisting members in obtaining information and communicating with district personnel.
8. Providing leadership in initiating, maintaining, encouraging, and further developing Parent Advisory Councils at the individual school level within School District No. 75 (Mission).

### **SECTION III – INTERPRETATION OF TERMINOLOGY**

1. *District* refers to School District No. 75, hereby known as SD75.
2. The *Executive Council* refers to the elected executive of Mission District Parent Advisory Council, hereby known as DPAC.
3. *DPAC* is recognized by the Board of Trustees of SD75, to be the umbrella group of Parent Advisory Councils formed or to be formed in each ~~local~~ school.
4. *Parent* refers to the Parent or Guardian of a student/s enrolled in SD75.
5. *School(s)* refers to any public elementary, middle, or secondary educational institution within SD75.
6. *Parent Advisory Executive Council* refers to any organized group of parents recognized under the British Columbia School Act – Bill 67. , Div. 2, Sec. 8, hereby known as PAC.
7. *Community* organizations refers to groups which demonstrate an interest in education, particularly the educational operations of SD75 and are not already included in the scope of this constitution.
8. *Ad Hoc Committees* refers to committees created for the specific task or area of responsibility as the need arises. Such Committees will automatically dissolve when their duties are completed.

# **BYLAWS**

## **SECTION IV – MEMBERSHIP**

1. Voting membership of the DPAC shall be comprised of elected DPAC representatives of each PAC, or in their absence the PAC Chair/Co-Chair, with two votes per PAC. In addition, all Executive Council members will have a vote.
2. Each voting member will ast only one vote regardless of the number of positions held.
3. Non-voting members are all parents and guardians of a student currently enrolled in SD75.
4. Representatives from the School Board, District Administration, school administrators ~~association~~, teacher's association, support staff association and other community organizations; shall be invited to attend as non-voting guests of the DPAC.

## **SECTION V - MEETINGS**

1. There shall be an Annual General Meeting for the purpose of election of DPAC Executive held in October of each year and additional general meetings shall be held at least once a month with the option to exclude December or March during the school year.
2. DPAC executive meetings and additional general meetings shall be held at the discretion of the **Executive** Council, or upon the receipt of a petition representing fifty per cent (50%) of the voting members.
3. Meetings will be conducted efficiently and with fairness to those present.
4. 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.
5. At general meetings, those in attendance will not discuss individual school personnel, students, parents, or other members of the school community.
6. DPAC will refrain from partisan political action or other activities that do not serve the interests of the public school system.
7. **The Executive** Council will give notice of general meetings. Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

## **SECTION VI – VOTING**

1. A quorum shall be a minimum of five (5) voting members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50%+1) .
3. In the case of a tie vote, the motion will be lost.
4. Voting on all matters must be given personally; voting by proxy shall not be permitted.
5. 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.
6. Voting for Executive positions shall be by secret ballot if more than one (1) member stands.
7. A vote will be taken to destroy the ballots after every election.
- ~~8. Voting members are only those two elected DPAC Reps, or, in their absence, the elected PAC Chair/ Co Chair / President, from each School PAC within the district. Executive members do not have a vote unless they are also a DPAC Rep for their respective PAC.~~  

8. Voting membership of the DPAC shall be comprised of elected DPAC representatives of each PAC, or in their absence the PAC Chair/Co-Chair, with two votes per PAC. In addition, all Executive council members will have a vote.
9. DPAC Reps are to vote the wishes of their PAC to the best of their ability and refrain from voting their personal views.

## **SECTION VII – LENGTH OF TERM OF OFFICE**

1. The term of office shall be one (1) year commencing in October of each year.
2. Any elected member of the **Executive** Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one(1) position for more than two (2) consecutive years
3. The Past Chair or Past Co-Chair shall hold that office for one (1) year.
4. In the event of a vacancy on the Executive Council, DPAC may hold a nomination and vote to fill the vacant position.



**SECTION VIII – EXECUTIVE OFFICERS**

(Delete the and Council from the below)

The affairs of the **DPAC** Council shall be managed by a Board of elected officers and the immediate Past Chair. (or Past Co-Chair)

The Executive officers will be as follows:

- A. Chair (or Co-Chairs)
- B. Vice Chair(s) (or Co-Chairs)
- C. Secretary
- D. Treasurer (or Secretary/Treasurer)
- E. Communications Director
- F. Two or more Members at Large
- G. Past Chair(or Past Co-Chair)

## **SECTION IX – DUTIES OF THE OFFICERS**

### **A. CHAIR(or Co-Chairs) shall:**

1. convene and preside at all general, special, and executive meetings
2. ensure that an agenda is prepared and presented
3. appoint committees where authorized to do so by the Executive or membership
4. be an ex-officio member to all committees ~~except the Nominating Committee~~
5. ~~Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization~~

To ensure that actions are taken by DPAC to achieve its objectives & purpose

6. be the official spokesperson for the ~~District Parent Advisory Council~~ **DPAC**
7. be one (1) of the financial signing officers
8. ensure that all activities of **DPAC** ( delete the Council) are regularly reported to the members
9. arrange meeting with Trustees and District personnel whenever necessary
10. ~~appoint replacement to Council if a position becomes vacant~~

Receive from the secretary the previous meeting minutes and approve for distribution among the membership.

11. Process BCCPAC forms and applications
12. submit an annual report (moved from prev #8)

### **B. VICE CHAIR (or Co-Chairs) shall:**

1. Collect, or assign to be collected, all proxies of eligible BCCPAC member PAC's in preparation of the BCCPAC AGM Vote.
2. assume the chair's responsibilities in his/her absence
3. assist the chair in the performance of his/her duties
4. be one (1) of the financial signing officers
5. accept extra duties as required
6. submit an annual report

C. SECRETARY shall:

1. keep accurate and official minutes of **all meetings** (delete the Council)
2. ~~Distribute~~ **forward** minutes to ~~Council members~~ **Chair** as soon as possible after the last meeting
3. keep and **make available upon request an** accurate copy of the Constitution & Bylaws, and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed **dating any changes.**
4. ~~Make available on request, to any member of the Council, a copy of the Constitution and Bylaws (moved to merge with #3)~~
4. be responsible for maintaining files
5. ~~Conduct the outgoing correspondence of the Council under the direction of the Chair (or Co-Chairs) and the Executive~~
6. ~~Cooperate with the Chair (or Co-Chairs) in providing information to the local news media~~
7. Take attendance at all meetings
8. ~~Mail~~ **Distribute** to members of **DPAC**(delete the Council), any material approved by the Chair( or Co-Chairs) and the Executive
9. Submit an annual report (moved to bottom)

D. TREASURER shall:

1. maintain an accurate record of all expenditures of **DPAC**(delete the Council)
2. receive all funds for **DPAC** (delete the Council)
3. ~~Disburse~~ **distribute** funds authorized by the Executive and/or delegates **in accordance to approved budget.**
4. give a report of all receipts and expenditures at all general meetings
5. be one (1) of the financial signing officers
6. deposit all funds collected on behalf of **DPAC**(delete the Council) in an account at a recognized financial institution approved by the (keep ~~Executive~~ )**Council**
7. have the books ready for inspection/review annually

8. ensure that another financial signing officer has access to the books in the event of his/her absence
9. Apply for gaming grant under L&G file #113412 before the deadline.
10. Submit the gaming grant report no later than 90 days after DPAC Fiscal year end: June 30th of each year.
11. submit an annual financial statement & annual report at the Annual General Meeting of DPAC (delete the Council) (moved from #8)

SECRETARY/TREASURER shall:

See responsibilities for both Secretary and Treasurer

E. COMMUNICATIONS DIRECTOR shall:

1. compile, ~~distribute~~, and update the list of all DPAC ~~delegates~~ representatives. ~~Distribution shall be to each school, the Chairperson of the Board of School Trustees, and the Superintendent of Schools~~
2. Liaison with the Chair to send out through email, ~~phone~~, social media or paper, event information ~~and meeting reminders~~.
3. Maintain website & social media accounts.
4. ~~Act as the liaison between the DPAC and BCCPAC~~
5. ~~Ensure that BCCPAC information is received by member PAC's~~
6. ~~Help identify district parents for BCCPAC committees~~
7. ~~Process BCCPAC forms and application~~
8. ~~Assist PAC's in responding to BCCPAC AGM resolutions~~
9. Submit an annual report

F. MEMBERS AT LARGE shall:

1. serve in a capacity to be determined by the Executive Council at the time of their election, and at other times throughout their tenure as the needs of DPAC (delete the Council) might require

2. submit an annual report

G. PAST CHAIR (or Past Co-Chair) shall:

1. help smooth transition & act as a consultant between Chair (or Co-Chairs)
2. assist and advise the Executive Council
3. ~~act as a consultant for the Chair (or Co-Chairs)~~ (combined with #1)
4. ~~chair the nominating committee~~
5. submit an annual report

**SECTION X- ELIGIBILITY FOR DPAC EXECUTIVE OFFICERS**

Any member of a District 75 (Mission) School PAC is eligible to run for any executive position except elected officials of School District No.(75 ) or the Ministry of Education.

## **SECTION XI- COMMITTEES**

1. Standing and Ad Hoc committees shall be formed when necessary.
2. ~~A Nominating Committee may be appointed annually before the Annual General Meeting.~~
3. Committees are responsible to the ~~Executive and~~ Council.
4. ~~Members may be appointed annually to committees by the Chair (or Co Chairs) (after consultation with the Executive).~~

## **SECTION XII – FINANCES**

- ~~1. The annual fees (if any) from Parent Advisory Councils shall be set at the Annual General Meeting.~~
2. The (keep ~~executive~~) **council** will prepare a budget and present it to the membership for approval before the current budget expires.
3. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
4. The Treasurer shall maintain an account at a recognized financial institution approved by the Executive
5. The financial signing authorities shall be vested in the Chair, Vice-Chair (Co-Chairs), and Treasurer, with two(2) of the three(3) signatures required.
6. The Executive has the authority to make expenditures up to \$100.
7. **No two family members living in the same household shall be permitted to sign the same cheque**
8. **All cheques must be signed by a signing authority other than the recipient.**



### **SECTION XIII – CHANGING THE CONSTITUTION & BYLAWS**

Amendments to the Constitution and Bylaws of the Mission ~~DPAC District Parent Advisory Council~~ may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting **includes** ~~included notice of~~ the specific amendments proposed.
3. A two-thirds (2/3) majority vote of ~~those~~ voting members present at the meeting will be required to amend the Constitution and Bylaws.
4. A Constitution & Bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping ~~only~~.
5. A Constitution and Bylaw amendment must be filed with the corporate registry at [BCRegistries@gov.bc.ca](mailto:BCRegistries@gov.bc.ca)

**SECTION XIV- CODE OF ETHICS**

1. Upon election to any position of the DPAC Executive, that person elected must read, agree to, and sign the code of ethics statement in appendix A of these bylaws in order to serve on the Executive. These signed forms shall be held by the secretary for the term of office and destroyed at the end of the term.
  
2. The dispute resolution process referred to in Appendix A “Code of Ethics” is that laid out in the BCCPAC “Administration of the Code of Ethics” found in the 2004 Leadership Manual Section 8 “Code of Ethics.” (See Appendix B)

## **SECTION XV – DISSOLUTION**

1. In the event of dissolution of **DPAC**(delete the Council), and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the ~~delegates~~ **membership** at the final General Meeting, **in accordance with gaming grant rules & guidelines**.
2. In the events of dissolution of **DPAC** (delete the Council) all records of the organization shall be placed under the jurisdiction of School District No. 75 (Mission).

**SECTION XVI – REMOVAL OF AN EXECUTIVE MEMBER OFFICER**

1. The members may, by a majority of not less than 75 % of the votes cast, remove an executive member **officer** before the expiration of ~~his or her~~ **their** term of office, and may elect a successor to complete the term.
  
2. Written notice specifying the intention to make a motion to remove the executive member **officer** shall be given to the members**hip** not less than 14 days before the meeting.

## **SECTION XVII – PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept ~~by an~~ **by a member,** executive ~~member~~ **officer,** or committee member ~~in connection with the organization~~ shall be deemed to be property of the organization, and shall be turned over to the chair when ~~a~~ **they** ~~member, executive member, or committee member~~ ceases to perform the task to which the papers relate. **All documents shall be stored/kept at the school board office for a term of seven years.**

Adopted by **Mission SD75** DPAC at \_\_\_\_\_

British Columbia, on \_\_\_\_\_

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary

## Appendix A- Code of Ethics Statement

1. The Mission District Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. Declarations of candidacy for school trustee shall suspend a person's voting privileges for the duration of the campaign and term of office as school trustee.
4. If a conflict of interest occurs, a delegate must excuse themselves from voting
5. A parent who accepts a position as a DPAC Executive Member:
  - a. Follows the constitution and bylaws, policies and procedures of the DPAC
  - b. Performs his/her duties with honesty and integrity.
  - c. Works to ensure that the well-being of students is the primary focus of all decisions.
  - d. Respect the rights of all individuals.
  - e. Takes direction from the members, ensuring that representation processes are in place.
  - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - g. Works to ensure that issues are resolved through due process.
  - h. Strives to be informed and only passes on information that is reliable and correct.
  - i. Respect all confidential information.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the DPAC Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. 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 Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Appendix B- Dispute Resolution Process

from BCCPAC Leadership Manual (2004), Section 8

### **Administration of the Code of Ethics**

The following is a process for dealing with a concern that an executive member, committee member, or representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

1. Any person bringing forward a concern will be advised of this process.
2. All complaints and information surrounding complaints will be dealt with confidence.
3. Those directly involved in the complaint will be given access to all relevant information.
4. All parties will be dealt with respectfully.
5. Any person involved may have a support person.
6. There will be a fair review of the concern to protect volunteers, executive members, and representatives from vexatious and mischievous complaints.

### **PROCESS**

1. All complaints, verbal and written, will be received by the chair. The chair may appoint another executive member to act as chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the chair, the complainer will be directed to the vice-chair. If the chair and vice-chair are involved, any executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is called the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.



6. If resolution is not reached between the parties, the chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive members in the process.
8. If the parties cannot agree on a resolution, the chairperson will make a recommendation to the parties. The chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the **executive** council (delete executive) within 30 days of being notified of the decision.