

## **District Parent Advisory Council of School District 91 Nechako Lakes**

### **Constitution**

Section I Name

Section II Purpose

Name:

The name of this council is to be the District Parent Advisory Council of School District 91 Nechako Lakes.

The council will operate as a non-profit organization and no member will accrue personal financial gain.

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

Purpose:

The purpose of the Council will be:

- To promote the interests of public education by fostering co-operation and communication among parents, students, educators and school district representatives.
- To advise the school board on collective parental views about the school district's programs and policies.
- To communicate with (PACs) parents through PACs and Aboriginal Parent Clubs about school district policies, programs, and activities.
- To provide leadership in developing and understanding the rights and responsibilities of parents within the education system.
- To assist its members in obtaining information about school, district and provincial programs and policies, and in communicating with district representatives.
- To liaise with partner groups and community organizations on matters of educational interest.
- To (provide and) support (a local) the BCCPAC advocacy project.

**District Parent Advisory Council of School District 91**  
**Nechako Lakes**  
**Bylaws**

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## **BYLAWS**

### **Section 1                    Definitions**

Aboriginal Parent Club - Aboriginal parent group of a school belonging to School District 91

AGM - Annual General Meeting where executive elections take place and year end reports are submitted

BCCPAC- British Columbia Confederation of Parent Advisory Councils

Council - District Parent Advisory Council of School District 91 Nechako Lakes

DPAC - District Parent Advisory Council of School District 91 Nechako Lakes

Executive Meeting - A meeting of the members of the Executive of the Council

General Meeting - A meeting of all members

Member - A PAC or Aboriginal Parent Club of District 91 Nechako Lakes

PAC - Parent Advisory Council of School District 91

Quorum - Minimum number of members required to perform functions of the Council at a meeting

## Voting Members

- i) All parents through -4-h.eir Parent Advisory Council(s) (PAC('s)) and/or/Aboriginal Parent Club of a school in School District 91 are voting members.
- ii) A member will be represented on the District Parent Advisory Council (DPAC) by the person elected annually by their member PAC or Aboriginal Parent Club for that purpose.
- iii) Each PAC or Aboriginal Parent Club has one vote. No school shall carry more than two votes. There will be no other voting member of the Council.
- iv) PAC's are recognized in the School Act. Every PAC and Aboriginal Parent Club is entitled to elect one member to serve on the DPAC for a term of one year. The election must be by secret ballot.
- v) Administrators and staff of School District 91 may be invited to be non-voting members of the Council.
- vi) Members of the school community who are not parents of the District may be invited to become non-voting members of the Council.
- vii) At no time will the Council have more non-voting members than voting members.

## Compliance with Bylaws

viii) Every member will uphold the Constitution and comply with these Bylaws.

### **Section 3**

### **Meetings of Members**

#### **General Meetings**

- i) General meetings will be conducted with fairness to all members.
- ii) General Meetings will be held in a virtual format monthly either by teleconferencing or online.
- iii) There will be two general meetings held “=onsite” yearly, one in spring, and one in the fall. They will occur at each end of the district (Vanderhoof and Burns Lake).
- iv) The spring meeting will also serve as the AGM.

#### **Conduct**

- v) Members will not discuss individual school personnel, students, parents or other members of the school community at general meetings.
- vi) The council will refrain from partisan political action or other activities that do not serve the interest of the students and parents of the school district.

#### **Notice of Meetings**

- vii) Members will be given reasonable notice of general meetings by newsletter, email or website posting.

## **Section 4**

### **Proceedings at General Meetings**

#### **Quorum**

- i) A quorum for general meetings will be 10% of the voting members.
- ii) If at any time during a general meeting a quorum ceases to be present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

#### **Voting**

- iii) 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)
- iv) In the case of a tie vote, the Chair does not have an additional or tie breaking vote and the motion is defeated.
- v) Members will vote through their elected representative. A representative must be present to vote. Voting by proxy will not be permitted. Voting by signed proxy will only be permitted for elections at the AGM.
- vi) Except as provided elsewhere in these bylaws, voting is by show of hands or electronic message, or where requested by two voting members present, a secret ballot.
- vii) A vote will be taken to destroy the ballots after each election.

## Section 5 Executive

## Role of Executive

- i) The executive will manage the Council's affairs between general meetings.

## Executive Defined

- ii) The executive will include the Chair, Co-Chair, Secretary, Treasurer, Immediate Past President and other members of the Council as the membership determines.

## Eligibility

- iii) Teaching and non-teaching staff as well as school board officials may hold non-voting seats.
- iv) In the circumstance that a staff member of the District is also a parent, the status of parent shall prevail.
- v) No elected official of the Office of School Trustee District 91 shall be a director of the DPAC.
- vi) All members will agree to uphold the code of ethics in writing, putting the parental role first and disclosing potential conflicts of interest on individual matters.

## Election of Executive

- vii) The executive will be elected at the AGM.
- viii) Elections will be conducted by the Chair of the Nominations Committee.

## Term of Office

- ix) The executive will hold the position for a term of one calendar year immediately following the election.
- x) No person shall hold the same elected position for more than four consecutive years.

## Vacancy

xi) If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible representative of a Council member to fill the vacancy until the next AGM.

## Removal of Executive

- xii) The members may, by a majority of not less than 75% of the votes cast, remove an executive member prior to the completion of their term, and may elect an eligible representative of a council member to complete the term.
- xiii) 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 prior to the meeting.

**Remuneration of Executive**

- xiv) No member of the executive shall be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably incurred while conducting the business of the Council.

## **Section 6**

### **Executive Meetings**

#### Meetings

- i) Executive meetings will be held at the call of the Chair. At least one meeting will be held before each general meeting.

#### Quorum

- ii) A quorum will be 50% plus one of the members of the executive.

#### Notice

- iii) Executive members will be given reasonable notice of the meetings.

#### Voting

- iv) All votes will be decided by a simple majority of the votes cast. (50% plus 1)
- v) In the case of a tie, the Chair does not have a second or casting vote and the motion is defeated.

## **Section 7**

## **Conduct of Executive and Representatives**

### **Code of Ethics**

- i) Upon election or appointment, every executive member and representative must read, agree to and sign a Code of Ethics acceptable to the membership.

### **Representing the Council**

- ii) Every executive and representative member must act solely in the interests of the parent membership of the Council

### **Privilege**

- iii) Any information received in confidence by an executive member or representative of the Council from school personnel, student, parent, or other member of the school community is to be considered privileged and must not be divulged without the permission of the person providing the information.

### **Disclosure of Interest**

- iv) An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council, must promptly disclose fully the nature and extent of their interest to the membership and executive.
- v) Such an executive member or representative must avoid using their position on the Council for personal gain

## **Section 8**

## **Duties of Executive and Representatives**

The Chair 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 and executive
- f) Ensure 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

The Co-Chair will

- a) Support the Chair
- b) Assume the duties of the Chair in their absence or upon request
- c) Assist the Chair in the performance of their duties
- d) Accept extra duties as required
- e) Be a signing officer
- f) Submit an annual report

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 a copy available to members who request it.
- d) Prepare and maintain other documentation as required by the executive or membership.
- e) Issue or 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 Chair in providing information to the news media
- i) May be a signing officer
- j) Submit an annual report

The Treasurer will

- a) Be a signing officer
- b) Be sure all funds of the Council will be properly accounted for
- c) Disburse funds as authorized by the executive or membership
- d) Ensure that proper financial records and books of accounts 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 on request
- g) Have the financial records and books of accounts 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 records and books of account in the Treasurer's absence
- j) Submit an annual financial statement at the AGM

The Immediate Past Chair will

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

The District Associate (DA) to BCCPAC will

- a) Act as a liaison between DPAC SD 91 Nchako Lakes and BCCPAC
- b) Encourage PACs in SD No. 91 to become members of BCCPAC
- c) Disseminate BCCPAC information to all PAC's in SD No. 91
- d) Help identify interested and qualified parents to serve on BCCPAC external committees
- e) Help PAC's and the Council to process BCCPAC forms, proxies and applications
- f) Assist PAC's and the Council in responding to BCCPAC AGM resolutions
- g) Submit an annual report

Directors will

- a) Serve in a capacity as determined by the Council at the time of election, or other times as the Council requires
- b) Submit an annual report

Director – Advocacy Project

- a) Liaise with BCCPAC Advocacy Project
- b) Familiarize themselves with advocacy related materials
- c) Give input to the DPAC and PAC's relating to advocacy issues
- d) Be available to individual parents to deal with advocacy concerns
- e) Attend all DPAC meetings
- f) Receive, circulate and post related communications
- g) Submit an annual report

Director – Distributed Learning

- a) Liaise with Distributed Learning parents
- b) Give input to DPAC relating to distributed learning issues
- c) Receive, circulate and post DPAC information
- d) Attend all virtual meetings
- e) Submit a report to be read at all physical meetings not attended in person
- f) Submit an(d) annual report

The DPAC Representative will

- a) Attend all meetings of DPAC of SD No. 91 Nchako Lakes and speak, represent, and vote on behalf of their PAC or Aboriginal Parent Club.
- b) Maintain current registration of the PAC or Aboriginal Parent Club.

- c) Report regularly to the membership and executive all matters relating to the DPAC
- d) Speak and give input to the DPAC on behalf of their PAC or Aboriginal Parent Club
- e) Receive, circulate and post DPAC notices, announcements and brochures
- f) Receive and act on all communications from DPAC
- g) Liaise with other parents and DPAC representatives
- h) Submit an annual report

## Section 9 Committees

- i) The membership and executive may appoint committees to further the Council's purposes and conduct its affairs.
- ii) The terms of reference of each committee will be determined by the membership or executive at the time of its formation, or at the first meeting of the committee, as the membership or executive decide.
- iii) Committees will report to the membership and executive as required.
- iv) A nominating Committee will be appointed annually before each AGM.

## **Section 10**

## **Financial Matters**

### **Financial Year**

- i) The financial year of the Council will be July 1st to June 30th each year

### **Power to Raise Money**

- ii) The Council may raise and spend money to further its purposes.

### **Bank Accounts**

- iii) All funds must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

### **Signing Authority**

- iv) The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all these documents.

### **Annual Budget**

- v) The executive will prepare a budget and present it to the membership for approval prior to the expiration of the current budget.

### **Non-Budgeted Expenditures**

- vi) The executive will present all expenditures beyond the current budget over the amount of \$500 for approval at the next general meeting.

### **Treasurer's Report**

- vii) A Treasurer's report will be presented at each general meeting.

### **Auditor**

- viii) Members at a general meeting may appoint an auditor.

**Section 11****Constitution and Bylaw Amendments**

- i) The members may, by a vote of not less than 75% votes cast, make amendments to the Council's constitution and bylaws.
- ii) Written notice of the proposed amendments must be given to all members not less than 14 days prior to the meeting.
- iii) Where the proposed amendments exceed one page, they need not be given to each member, but may be posted in a conspicuous place or made available to members online.

**Section 12****Property in Documents**

All documents, records, minutes, correspondence or other records kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be the property of the Council and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform a task to which the documents relate.

**Section 13****Dissolution**

- i) In event of winding up or dissolution of the Council, and after payment of all debts and the costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed amongst the PAC councils of School District No. 91 as the members determine at the time of dissolution.
- ii) In the event of winding up or dissolution, the records of the Council must be passed over to the Secretary Treasurer of School District No. 91.

Adopted by the District Parent Advisory Council of School District 91 Nechako Lakes in Fraser Lake, British Columbia.

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, Chair

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Date

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, Secretary/Treasurer

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Date

Revised and accepted by the membership on May 24, 2008 in Burns Lake, British Columbia.

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, Chair

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Date

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, Secretary/Treasurer

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Date