

Board of Education  
**School District #33 (Chilliwack)**

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**903.1**  
**ADMINISTRATIVE REGULATION**  
**District Parent Advisory Council**

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**Annual Budget Allocation:**

The Board will provide as part of the annual budget an annual grant to support the activities of the district parent's advisory council.

The Board will annually support members of DPAC in attending the BCCPAC conference to a maximum of \$2,000.00.

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Cross Refs:

Adopted: February 19, 2016  
Reviewed:  
Revised: October 2017, June 21, 2018

**School District No. 33**  
**Chilliwack District Parent Advisory Council**  
**Constitution & Bylaws**

The British Columbia School Act provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

*...the district parents' advisory council may advise the board on any matter relating to education in the school district.*

Thus, it is our mission;

“To educate, inform, and empower parents to be partners in the education of their children”.

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# CONSTITUTION

Adopted: J Hodge Date: October 26<sup>th</sup>, 2017

## Section 1 – NAME

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

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

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

## Section 2 – PURPOSES OF THE DPAC

The purposes of the District Parent Advisory Council will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33.
2. To communicate with parents and PACs on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of School District #33.
6. To provide parent education and professional development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the Chilliwack school district.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

### **Section 3 -- INTERPRETATION OF TERMS**

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

**“district”** means School District No. 33

**“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. 33.

**“PAC” or “parent advisory council”** refers to any organized group of parents recognized under the British Columbia School Act

**“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. 33.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

# **BYLAWS**

## **Section 1 – MEMBERSHIP**

1. One delegate elected annually from each individual school’s Parent Advisory Council will make up the voting membership of the District Parent Advisory Council.
2. Each such delegate will have one vote.
3. Representatives from students, the school board, district administration, principals, teachers, school support staff, and other community organizations may be invited to attend Council meetings as non-voting attendees. Parents who are not PAC Representatives may also attend as non-voting attendees.
4. Non-voting attendees may provide information, regarding issues on the floor for discussion, at the discretion of the Chair.

## **Section 2 –GENERAL MEETINGS**

1. There shall be an **Annual General Meeting** for the purpose of election of officers held in May of each year. The new executive will present the budget proposal for approval, and Constitution & Bylaw amendments for review, to the membership at the first general meeting of each following school year. Additional general meetings may be held at least once a month during the school year to conduct current business.
2. The executive meetings and 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 delegates.
3. Meetings will be conducted efficiently and with fairness to the members.

### **Notice**

1. Members will be given reasonable notice of general meetings.
2. Notice will be given via District website.

### **Quorum**

1. A quorum for general meetings will be five (5) 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.

*The quorum cannot be waived or suspended, even by unanimous consent.*

### **Voting**

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members will vote through their elected representatives. A representative must be present at a meeting to vote. Voting by proxy will not be permitted.
4. 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.
5. A vote will be taken to destroy the ballots.

### **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 interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws

### **Section 3 - ELECTRONIC (E) MEETINGS**

1. Business of a time sensitive nature may be conducted between general meetings via e-mail. All other business should be conducted in person, at general meetings.
2. E-meetings will be called by the Chair, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
3. The Chair will send out an invite to ALL official DPAC Reps, including details of the time sensitive business to be discussed, and set a reasonable response time of no less than 24 hours.

4. The Chair will summarize all transactions of the e-meeting, including any decisions made, at the next general meeting to ensure all electronic meeting business is included in the official minutes of the Council.

### **Quorum**

Quorum for e-meetings will be fifty per cent (50%) of the total voting membership. Once established, a quorum is always presumed “present”.

### **Voting**

Voting at e-meetings will never be done by secret ballot. Votes are cast by a type-written yes or no or, where requested by two voting members present, submitted to the Chair and Secretary only.

## **Section 4 – EXECUTIVE**

### **Role of executive**

The executive will manage the DPAC’s affairs between general meetings.

### **Executive defined**

The executive will include the Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative, and two (2) Members at Large.

### **Eligibility**

Any parent of a student registered in SD 33 is eligible for nomination to the executive, except employees, elected officials of School District No. 33 or the Ministry of Education.

*Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.*

### **Election of executive**

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the general meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee.
4. Elections are held by secret ballot.

### **Term of office**

1. The executive will hold office for a term of one year after the AGM in which they are elected.
2. No person may hold the same executive position for more than four (4) consecutive years.

### **Vacancy**

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

### **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 DPAC representative 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.

### **Remuneration of executive**

No executive member may be remunerated for serving on the executive.

## **Section 5 – EXECUTIVE MEETINGS**

### **Meetings**

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting the next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead. Immediate past executives may attend this meeting for the purpose of passing on relevant information.
2. Additional executive meetings will be held at the call of the Chair.

### **Quorum**

A quorum for executive meetings will be a simple majority of the members of the executive.

### **Notice**

Executive members will be given reasonable notice of executive meetings.

## **Voting**

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

## **Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of Ethics**

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

### **Representing the District Parent Advisory Council**

Every executive member and representative must act solely in the interests of the DPAC.

### **Privilege**

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.

### **Disclosure of interest**

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent 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.

## **Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **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 DPAC is represented in district activities as appropriate

- g) ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution
- h) oversee the DPAC email account, list serve and Facebook Page
- i) be a signing officer
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the Secretary
- k) maintain a professional working relationship with district staff, school board trustees, the Chilliwack Teachers' Association, and the local CUPE
- l) attend school board meetings when available
- m) attend All Leaders meetings when available
- n) chair one committee and/or be an external representative

**The Vice-Chair will**

- a) assume the duties of the chair in the chair's absence or upon request
- b) assist the chair in the performance of his or her duties
- c) accept extra duties as required
- d) attend school board meetings when available
- e) attend All Leaders meetings when available
- f) chair one committee and/or be an external representative

**The Secretary will**

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) submit minutes to board office to be posted on the district website for the DPAC members as soon as possible after the last meeting
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available to members; prepare and maintain other documentation as requested
- e) ensure safekeeping of all records of the Council
- f) keep an accurate record of DPAC representatives
- g) be a signing officer
- h) assist the Chair with issuing and receiving correspondence on behalf of the DPAC
- i) attend school board meetings when available
- j) book venues for events
- k) chair one committee and/or be an external representative

**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 motion of the membership
- 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 for the AGM

- 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
- k) represent DPAC on the district budget committee
- l) attend school board meetings when available

**The BCCPAC Representative will**

- a) act as the liaison between the DPAC and BCCPAC
- b) encourage PACs in School District No. 33 to be members of BCCPAC
- c) disseminate BCCPAC information to all PACs in School District No. 33
- 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) maintain DPAC's membership with BCCPAC
- h) attend school board meetings when available
- i) chair one committee and/or be an external representative

**Members at Large will**

- a) perform duties as assigned
- b) attend school board meetings when available
- c) chair one committee and/or be an external representative

**Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES**

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 executive at the time the committee is established.
3. Will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position, and conduct the election.
5. Other committees and external organizations may include, but are not limited to: DPAC Newsletter; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Policies and Procedures; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including, but not limited to: budget; educational policy advisory (EPAC).

## **Section 9 – FINANCIAL MATTERS**

### **Financial year**

The financial year of the DPAC will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Power to raise money**

DPAC may raise and spend money to further its purposes.

### **Bank accounts**

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 or governed under the Credit Union Incorporation Act.

### **Signing authority**

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

### **Annual budget**

The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30<sup>th</sup> each year.

*DPAC money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.*

### **Non-budgeted expenditures**

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

### **Treasurer's report**

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

### **Auditor**

Members at a general meeting will appoint an auditor who is not a member of the DPAC executive.

## **Section 10 – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend 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. Proposed amendments may be posted digitally for access to all members.

## **Section 11 – PROPERTY OF 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 Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. All documents and records will be kept at the School Board office.

## **Section 12 – 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 from the **General Account** of the DPAC shall be held in trust by School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.



# CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs his or her duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) 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
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

## Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_

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