

**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 true partners in the education of their children”

CONSTITUTION

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, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

Section 2 – PURPOSES OF THE DPAC

The purposes of the DPAC will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33 (SD33).
2. To communicate with parents and school Parent Advisory Committees (PACs) in School District No. 33 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 SD33.
6. To provide parent education and skill development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the SD33.
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

“Bylaws” means the rules that govern the work of DPAC.

“Constitution” means the principles and purposes that govern DPAC.

“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.

“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.

“DPAC Representative” means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC.

“DPAC Representative Alternate” means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC in the absence of the DPAC Representative.

“Executive” means the Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative, Indigenous Representative and two (2) Members at Large as discussed in the bylaws.

“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. a parent or other person who has guardianship or custody of the student or child other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education.
- b. A person who usually has the care and control of the student or child.
- c. The parent must have a child enrolled in School District No. 33

“Quorum” means the minimum number of members that must be present to make the proceedings valid.

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

BYLAWS

Section 1 – MEMBERSHIP

1. All Parent Advisory Councils (PACs) in School District No. 33 are voting members of the DPAC through their elected DPAC Representative or DPAC Representative Alternate.
2. Each represented PAC is eligible for one vote per motion. One alternate voter, DPAC Representative Alternate, may be identified on the DPAC Representative registration form for each representative, if they are unable to attend a meeting.
3. DPAC Representatives and Alternates must submit a signed DPAC Code of Ethics for DPAC Representatives annually to have voting rights.
4. Representatives from students, district administration, principals, teachers, school support staff, individual parents and other community organizations may be invited to attend DPAC meetings as non-voting attendees. Non-voting attendees may ask questions and provide information regarding issues on the floor for discussion, at the discretion of the Chair.

Section 2 –GENERAL MEETINGS

5. General meetings will be held not less than 4 times during the school year. One of those meetings will be the annual general meeting.
6. 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.
7. Meetings may be conducted in person, online or a hybrid combination of the two types of meetings.
8. Business of a time sensitive nature may be conducted between general meetings via in person, e-mail or an online voting platform at the discretion of DPAC Executive.
9. There shall be an annual general meeting for the election of officers and motion the change of signing authority held in May, of each year.

Notice

10. Members will be given reasonable and no less than 48 hours' notice of general meetings.
11. Meeting notices will be provided electronically, at the discretion of the DPAC Executive.

Quorum

12. A quorum for general meetings will be six (6) voting members.
13. 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.
14. The quorum cannot be waived or suspended.

Voting

15. 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).
16. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
17. Members will vote through their elected DPAC Representatives. A DPAC Representative or designated DPAC Representative Alternate must be present at a meeting to vote. Voting by proxy will not be permitted.
18. 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.
19. A vote will be taken to destroy the ballots in the event of a secret ballot. Electronic ballots will be deleted, and physical ballots shall be destroyed.

Conduct

20. At general meetings, attendees will not discuss individual school personnel, students, parents, or other members of the school community.
21. DPAC will remain non-partisan and refrain from endorsing political parties or individuals or activities.
22. 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 – EXECUTIVE

Role of executive

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

Executive defined

24. The executive will include the Chair, Vice-chair, Secretary, Treasurer, Indigenous Liaison, BCCPAC Representative and three members at large. The immediate past chair may hold a non-voting, advisory role on the executive.

Eligibility

25. Any parent of a student registered in SD33 is eligible for nomination to the executive, except direct employees or elected officials of SD33 or the Ministry of Education and Child Care.
26. The Indigenous Liaison must self-identify as Indigenous.
27. An executive who runs for political office must request a leave of absence as soon as the nomination process begins.

Election of executive

28. The executive will be elected at each annual general meeting.
29. Call for nominations shall be made at a meeting not less than 30 days before the annual general meeting.
30. Elections will be conducted by the chair of the Nominations Committee or designated alternate.
31. Elections are held by secret ballot.

Election Procedure

32. Elections will be conducted by the Nominations Committee as appointed by the Chair.
33. The Nominations Committee will be struck no later than 60 days before the annual general meeting.
34. It shall include at least two parents or community members who are not accepting nominations for any executive position.
35. Notification for nomination will be made public to PACs at least one month prior to the Annual General Meeting.
36. Nominations and election for the following positions will be held in this order:
 1. Chairperson
 2. Vice Chairperson
 3. Treasurer
 4. Secretary
 5. Indigenous Liaison
 6. BCCPAC Rep
 7. Member at Large 1
 8. Member at Large 2
 9. Member at Large 3
37. All nominees must have a student registered for the following school year.
38. During the Annual General Meeting, the Nominations Committee will call for nominations to each position. The call will be repeated three times.
39. Voting will be conducted by secret ballot if there is more than one nominee for a position.
40. Ballots will be counted by the Nomination Committee.
41. A vote will be taken to destroy the ballots in the event of a secret ballot. Electronic ballots will be deleted and physical ballots will be destroyed.

Term of office

42. The executive will hold office for one year starting July 1st after the AGM they are elected in.
43. No person may hold the same executive position for more than four (4) consecutive years.
44. If an executive position remains vacant due to the lack of nominated members, a past executive member that has reached the limit of consecutive terms may be considered for the position if they are willing to continue.

Vacancy

45. If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC Representative or Alternate to fill the vacancy until the next annual general meeting.

Removal of executive

46. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of their term of office, and may elect an eligible DPAC Representative or DPAC Representative Alternate to complete the term.
47. 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

48. 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 DPAC's affairs.

Section 4 – EXECUTIVE MEETINGS

Meetings

49. An executive meeting will be held after the annual general meeting, after the election of the new executive, for the purpose of transitioning DPAC executive, reviewing next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead.
50. Additional executive meetings will be held at the call of the Chair or two executive members

Quorum

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

Notice

52. Executive members will be given reasonable notice of executive meetings

Voting

53. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.

54. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section 5 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

55. On election or appointment, every executive member, DPAC Representative and DPAC Representative Alternate must sign and agree to abide by a Code of Ethics as attached in the DPAC's Bylaws.

Representing the District Parent Advisory Council

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

Privilege

57. 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

58. Executive members or DPAC Representatives and Alternate interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of their interest to the membership and executive.
59. Executive members and DPAC Representatives and Alternates must avoid using their position on the DPAC for personal gain.

Administration of the Code of Ethics

60. 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 in 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 for Resolution

61. 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 complainant will be directed to the Vice-Chair. If the Chair and Vice-Chair are involved, any executive member may receive the complaint.
62. For the purpose of this process, the person acting on the complaint is named the Chairperson.
63. Upon receiving the complaint, the Chairperson will work to clarify the complaint, determine 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.
64. Every attempt will be made to resolve the concern in a timely manner.
65. 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.
66. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.
67. The Chairperson may request the participation of other executive members in the process.
68. 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.
69. Either party may appeal the decision of the Chairperson. The appeal must be in writing to the Executive within 30 days of being notified of the decision.

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) strive to ensure that DPAC is represented in district activities as appropriate;
- g) strive to ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution;
- h) oversees the main DPAC email account, ;
- i) be a signing officer;
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the Secretary;
- k) book venues, presentations and events as required with the assistance of the Secretary;
- l) maintain a positive working relationship with district partners;
- m) attend school board meetings when available;
- n) attend All Partner meetings when available; and
- o) represent DPAC on internal, external or district committee as needed

The Vice-Chair will:

- a) assume the duties of the Chair in the Chair's absence or upon request by the Chair or a majority of the executive;
- b) assist the Chair in the performance of the Chair's duties;
- c) accept extra duties as required;
- d) be a signing officer if needed;
- e) attend school board meetings when available;
- f) attend All Partner meetings when available; and
- g) represent DPAC on internal, external or district committee as needed

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 as requested;
- e) prepare and maintain other documentation as requested;
- f) ensure safekeeping of all records and assets of the DPAC, including up-to-date copies of signed Code of Ethics forms;
- g) keep an accurate record of DPAC Representatives and Alternates;
- h) be a signing officer if needed;
- i) assist the Chair with issuing and receiving correspondence on behalf of the DPAC;
- j) book venues, presentations and events as required with the assistance of the Chair;
- k) attend school board meetings when available; and
- l) represent DPAC on internal, external or district committee as needed

The Treasurer will:

- a) be a signing officer;
- b) ensure all funds of the DPAC are properly accounted for;
- c) ensure the BC Community Gaming Grant is applied for annually
- d) disburse funds as authorized by motion of the membership;
- e) ensure that proper financial records and books of account are maintained;
- f) report on all receipts and disbursements at general and executive meetings;
- g) make financial records and books of account available to members upon request;
- h) have the financial records and books of account ready for inspection or audit annually;
- i) with the assistance of the executive, draft an annual budget for the AGM;
- j) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence;
- k) submit an annual financial statement at the annual general meeting;
- l) represent DPAC on the district budget committee; and
- m) attend school board meetings when available.
- n) represent DPAC on internal, external or district committee as needed

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 PACs by providing a report in general meetings;
- d) help PACs process BCCPAC forms, proxies, and applications, as required;
- e) maintain DPACs membership with BCCPAC;
- f) attend school board meetings when available;
- g) represent DPAC on internal, external or district committee as needed

The Indigenous Liaison will

- a) support engagement between DPAC, Indigenous parents and caregivers, the greater Indigenous community and the Chilliwack SD33 School Board;
- b) attend school board meetings when available; and
- c) perform duties as assigned.
- d) represent DPAC on internal, external or district committee as needed

Members at Large will:

- a) perform duties as assigned;
- b) attend school board meetings when available; and
- c) represent DPAC on internal, external or district committee as needed

Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES

- 70. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
- 71. The terms of reference for each committee will be specified by the executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decides.
- 72. The committee will report to the executive as required.
- 73. A Nominations Committee will be appointed annually, not less than 60 days before the annual general meeting.

External Committees

- 74. The membership or DPAC executive may elect or appoint an individual who is not an employee or elected official of School District No. 33 or the Ministry of Education to represent the DPAC on an external committee or to an external organisation.

Section 9 – FINANCIAL MATTERS

Financial year

75. The financial year of the DPAC will be July 1st to June 30th.

Power to raise money

76. DPAC may raise and spend money to further its purposes.

Bank accounts

77. 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

78. The executive will name at least three signing officers for banking and legal documents. Two signatures or approvals will be required on all documents and transactions

Annual budget

79. 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 30th each year.

80. DPAC money can only be spent if authorized by a motion passed at a general meeting.

Non-budgeted expenditures

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

Treasurer's report

82. A treasurer's report will be presented at each general meeting which details all financial transactions that have occurred since the last treasurer's report.

Auditor

83. Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

Section 10 – CONSTITUTION AND BYLAW AMENDMENTS

84. 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.

85. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

86. Proposed amendments may be posted digitally for access to all members.

Section 11 – PROPERTY OF DOCUMENTS

87. 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.

Section 12 – DISSOLUTION

88. 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.
89. 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.
90. 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 for DPAC Representatives

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

1. upholds the constitution and bylaws, policies, and procedures of the electing body DPAC
2. performs their 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

I (print name) _____ having read the aforementioned Code of Ethics hereby agree to the terms and conditions set forth in this document and will abide by the decisions of the DPAC.

Code of Ethics for DPAC Executive

As a Member of the Executive, I will:

- Listen carefully to my fellow Executive members;
- Carefully consider and respect the opinions of my fellow Executive members;
- Respect and support all majority decisions of the Executive;
- Recognize the authority vested in the Executive;
- Keep well informed of developments relevant to issues that may come before the Executive;
- Participate actively in Executive meetings and actions and not discuss elsewhere what I am unwilling to discuss in Executive meetings;
- Bring to the attention of the Executive any issues I believe will have significant effect on our organization or those we serve;
- Attempt to communicate the needs of those we serve to the Executive;
- Bring complaints directly and promptly to the attention of the Executive;
- Recognize that my duty is to ensure that the organization is well-managed, not necessarily to manage the organization;
- Represent all those whom this organization serves vs. geographic or special interest groups;
- Consider myself a “trustee” of the organization and do my best to ensure it is well-maintained, financially secure, and always operating in accordance with our stated objectives;
- Work to learn how to undertake my role and responsibilities better; and
- Acknowledge conflicts of interest between my personal life and my position on the Executive, and abstain from voting or attempting to influence issues in which I am conflicted.

As a Member of the Executive, I will not:

- Criticize fellow Executive Members or their opinions, outside of the meeting;
- Use the organization or my position for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Executive outside the Executive Meeting;
- Promise how I will vote on an issue before hearing the discussion and becoming fully informed on that issue;
- Speak for or on behalf of the organization unless specifically authorized to do so.

I (print name) _____ having read the aforementioned Code of Ethics hereby agree to the terms and conditions set forth in this document and will abide by the decisions of the DPAC.