

Rocky Mountain DPAC Constitution and Bylaws

Vision Statement

DPAC encourages and enables the parent voice in partnership with families, students, educators, and School District No. 6 representatives to achieve the best educational outcomes for every child.

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CONSTITUTION

SECTION I – NAME and PARAMETERS

1. The name of the Association shall be the **ROCKY MOUNTAIN SCHOOL DISTRICT PARENT ADVISORY COUNCIL (SD No. 6)**.
2. The Council will operate as a non-profit organization with no personal financial benefit to its members.
3. The business of the Council shall be unbiased towards race, ethnic origin, religion, gender, sexual orientation, 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 students in School District No. 6 (Rocky Mountain) by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
3. Providing the parental voice to education decision-making organizations affecting the School District.

SECTION III – AIMS and OBJECTIVES

The aims and objectives of the Rocky Mountain District Parent Advisory Council shall be:

1. To promote the interests of public education by fostering co-operation and communication among parents, students, educators and school district representatives.
2. To advise the school board on parental views about the school district's programs and policies.
3. To communicate with PACs about school district policies, programs, and activities.
4. To provide leadership in developing and understanding the rights and responsibilities of parents within the education system.
5. To assist parents and PACs in accessing the system.
6. To assist its members in obtaining information about school, district and provincial programs and policies, and in communicating with district representatives.
7. To liaise with partner groups and community organizations.
8. To promote a positive image of the public school system within the district.

SECTION III - DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.6 (Rocky Mountain) having purposes and objectives similar to those of the Council, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 6 in the person of the Secretary-Treasurer of the school district.

SECTION IV - INTERPRETATION OF TERMS

- **Parent(s)** - “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
- **Parent Advisory Council** - any organized group of parents recognized under the British Columbia School Act.
- **School** - any public elementary or secondary educational institution within School District No. 6 (Rocky Mountain).
- **District** - School District No. 6 (Rocky Mountain).
- **SD 6** - School District No. 6 (Rocky Mountain).
- **DPAC** - the Rocky Mountain District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 6, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
- **Community Organizations** - groups, which demonstrate an interest in education and are not already included in the scope of this constitution.
- **The Council** – refers to the District Parent Advisory Council (DPAC)
- **Voting member** – a member of the DPAC as elected as such by their local school PAC
- **Non-voting member** – members of DPAC who are not elected as a DPAC representative by their school PAC

BYLAWS

SECTION V - MEMBERSHIP IN A DPAC

1. The voting membership of the District Parent Advisory Council are delegates appointed or elected by individual school Parent Advisory Councils, with one vote per Parent Advisory Council.
2. Representatives from the School Board, District Administration, School Administrators' Association, Teachers' Association, Support Staff and other Community Organizations with an interest in education, may be invited to attend as non-voting members of the District Parent Advisory Council.
3. At no time shall the Council have more non-voting members than voting members.

SECTION VI- MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held at the end of October of each year.
3. General meetings shall be held not less than three times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION VII -A. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum as long as at minimum there are three voting members present.

SECTION VII - B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands.
5. PAC's will vote through their elected representatives, one vote per PAC.
6. When time is limited, a response using email can be utilized. This provides a faster option for responses and reflects ways to communicate with more parents. A full report will be reported to the members at the next general meeting. Votes taking place via mail require a 75% response rate and a unanimous (100%) vote in favor.

SECTION VIII - ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee, or elected official of the school district or Ministry of Education shall hold an executive position.
2. Notification of the AGM shall be provided, at minimum, two months in advance to all school PAC's and current DPAC members.
3. Call for nominations shall be made at the meeting in October. Nominations shall be voluntary.
4. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC) who shall hold office until the next election.
5. The Chairperson shall conduct elections.

SECTION IX - TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than five consecutive years.
3. A member may be permitted to stand for re-election to a position beyond the designated period allowable, by a 75% majority vote at an AGM attended by at least 20% of the membership, or 3 school DPAC representatives (at the time of adoption)

SECTION X - EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers.
2. The Executive Officers shall be as follows:
 - a. Chairperson
 - b. Vice-Chairperson(s)
 - c. Treasurer
 - d. Secretary
 - e. District Associate (DA) to BCCPAC

SECTION XI - DUTIES OF OFFICERS

A. The Chairperson shall:

1. convene and preside at membership, special, and executive meetings
2. ensure that an agenda is prepared and presented
3. know the constitution and bylaws and meeting rules
4. know where to find resources to assist members
5. appoint committees where authorized to do so by the executive or membership
6. consult PAC members regularly
7. ensure that the PAC is represented in school and school district activities
8. ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
9. be the official spokesperson for the organization
10. be a signing officer

B. The Vice-Chairperson shall:

1. assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
2. assist the Chairperson in the performance of his/her duties
3. accept extra duties as required
4. be a signing officer
5. submit an annual report of all DPAC activities of the year.

C. The Secretary shall:

1. ensure that members are notified of meetings
2. record the minutes of general, special, and executive meetings
3. keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
4. DPAC - shall keep an up-to-date record of PAC representatives
5. DPAC – shall cooperate with the Chairperson in providing information to the local news media
6. issue and receive correspondence on behalf of the organization
7. may be a signing officer
8. safely keep all records of the Council

The Treasurer shall:

1. be one of the signing officers of the executive
2. receive all funds for the Council
3. disburse funds authorized by the executive or council
4. maintain an accurate record of all expenditures of the Council
5. give a report of all receipts and expenditures at all general meetings
6. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the DPAC
7. make books available for viewing by members upon request
8. have the books ready for inspection or audit annually
9. with the executive, draft a budget and tentative plan of expenditures as per Section XIII
10. ensure that another signing officer has access to the books in the event of his/her absence
11. submit an annual financial statement at the AGM

The District Associate (DA) to BCCPAC shall:

1. act as the liaison between the DPAC and BCCPAC
2. encourage PACs to be members of BCCPAC
3. disseminate BCCPAC information to all PACs
4. help identify parents for BCCPAC external committees
5. help PACs and DPAC process BCCPAC forms, proxies, and applications.
6. assist PACs in responding to BCCPAC AGM resolutions
7. submit an annual report

SECTION XII - CODE OF ETHICS

A parent who accepts a position as a DPAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the DPAC.
2. Performs her/his duties with honesty and integrity.
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 members, ensuring representation processes are in place.
6. 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.
7. Works to ensure those 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

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the _____ 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 Member: _____

Signature: _____

Date: _____ Phone number: _____

Note: This section should be photocopied and used yearly for the new executive to sign.

SECTION XIII - COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary, upon request by the Chairperson.
2. Committees are responsible to the executive and members.
3. Such terms shall take effect from appointment date until the following AGM.

SECTION XIV - FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive annually.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.

SECTION XV - CONSTITUTION & BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XVI - REMOVAL OF AN EXECUTIVE MEMBER

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 a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION XVII - PROPERTY IN DOCUMENTS

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

Adopted by Rocky Mountain DPAC at _____ British Columbia,

on _____

Executive Member

Position

Executive Member

Position