

NEW WESTMINSTER DISTRICT PARENT ADVISORY COUNCIL
CONSTITUTION: REVISED JUNE 15, 2015

New Westminister District Parent Advisory Council – DPAC

i). The Council will facilitate a forum for local P.A.C.'s to voice concerns and ideas for networking of common issues. The Council is a united voice, which can bring ideas and matters of concern to the Board and other agencies (Parks, City Hall, etc.). The Council is an organization dedicated to the education and well being of the child and the parent or guardian.

ii). The purpose of the New Westminister District Parent Advisory Council is to:

1. Enhance communications between the parents, the students, and the community with the school staff and administration.
2. Exchange ideas, networking.
3. Co-ordinate the work of local P.A.C.'s
4. Promote Confederation Programs.
5. Act as a liaison with other community organizations.
6. Give leadership and to train executive officers.

iii). The operations of the Council are to be carried out chiefly in the City of New Westminister in the Province of British Columbia.

iv). Dissolution:

a) Upon winding up or dissolution of the DPAC, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

b) All records of the organization shall be placed under the jurisdiction of the school District #40 Superintendent.

**NEW WESTMINSTER DISTRICT PARENT ADVISORY COUNCIL BYLAWS
REVISED OCTOBER 15, 2001**

Article I. Definitions

In these by-laws, unless the context otherwise requires:

- a) Education is a lifelong process (it encompasses schooling, as a planned, organized and structured element). Education reaches beyond the limits associated with schooling to all things we learn in life which produce intellectual, social, human and vocational development.
- b) Confederation means The B.C. Confederation of Parent Advisory Councils, a Provincial organization, which is an alliance of organizations with a common purpose and local autonomy.
- c) Member means any
 - 1) parent or guardian
 - 2) P.A.C.
- 3) student or interested citizen who joins the Council, pays the required fee, and conforms to the Council's Constitution and By-laws and Purposes.
- d) P.A.C. means Parent Advisory Council as per the School Act Bill 67, Division 2 – Section 8(1). P.A.C.'s represent parents or guardians of students of a school.
- e) District P.A.C. means an extension of the school P.A.C. and as such serves the needs of those P.A.C.'s. D.P.A.C.'s represent parents at a district level.
- f) General Meeting means a meeting of which all members of the Council are duly notified.
- g) Annual General Meeting means the general meeting held yearly in the month of May or June in which the Executive is elected, and changes to the Constitution and By-laws are proposed.
- h) Executive means the table of officers for the Council, namely the Chairperson, Past-Chairperson, Vice-Chairperson, Secretary and Treasurer.
- i) Canadian Home and School & Parent-Teacher Federation means that it is a Federation composed of representatives from provincial public school parent organizations.

Article II. Membership

Membership in the Council may be granted in accordance with the following guidelines:

a) Voting

The Executive and one representative from each local school P.A.C. shall be recognized as voting members. A voting member is the parent or guardian of a student in SD40.

b) Non-voting

- 1) A representative from the District Teachers Union
- 2) A representative from the District Administration Officers
- 3) A representative from the Board of School Trustees
- 4) A representative from the Superintendent's Office
- 5) Representatives from other community organizations who may wish to liaise.
- 6) Honorary Life and Life Membership

The Council may, at its Annual General Meeting, confer an Honorary Life Membership upon an individual for an outstanding contribution to the objectives of the Council. Membership shall be for life, and shall require no fees. This membership entitles the bearer to a voice but no vote at general meetings.

c) Membership Guidelines

- 1) At no time shall the Council have more Non-voting members than Voting members.
- 2) No member of the Council shall, in his/her individual capacity be liable for any debt or liability of the Council.
- 3) Any individual has the right, at any time, to terminate his/her membership in the Council.
- 4) Any member or P.A.C. may disband or terminate its affiliation with the Council provided that 30 days written notice is given to its constituent members and to the Council, and providing that the motion to disband or disaffiliate is supported by the majority at a general meeting.

5) Notwithstanding any of the following, all members are considered in good standing until failure to comply with the following:

The Executive shall have the power to terminate membership for non-payment of fees or failure to observe the Constitution and By-laws and Purposes of the Council. The decision to terminate a membership will be decided at an Extraordinary Meeting, to be attended by a minimum of 80% of the total of the Executive. Such action to terminate membership shall require 14 days written notice to the member/member group in question prior to the Extraordinary Meeting.

Article III. Meetings

- a) The number of general meetings will be set by the Executive. For all general meetings a written notice and tentative agenda shall be delivered to all members before the meetings.
- b) Extraordinary meetings may be called by the Executive with a minimum of 7 days notice.
- c) The Executive shall meet at the call of the President as deemed necessary.
- d) There shall be an Annual General Meeting of the Council to be convened in May or June of each year:
 - 1) To receive from the Executive a report of its activities during the previous year including a reviewed financial statement;
 - 2) To update the policies and establish the priorities for the coming year;
 - 3) To adopt a budget for the coming year including any change of fees if necessary;
 - 4) To receive reports from P.A.C.'s;
 - 5) To consider and act upon any policies from the Confederation;
 - 6) To elect an Executive;
 - 7) To vote upon individuals for life or honorary membership;
 - 8) To consider appeals regarding termination of membership;
 - 9) To transact such other business as may require the attention of the membership.
- e) There shall be proxy voting permitted at a general meeting. The proxy vote can be received from each P.A.C. who are members in good standing with the Council. A proxy

vote must be in writing and signed by a minimum of two members of the P.A.C. executive. The proxy vote must be carried by a duly assigned parent of the school in question, giving him/her the right to exercise the proxy vote.

f) For purposes of determining policy, amending by-laws, amending the constitution, adopting a budget and electing officers, a quorum is required consisting of the duly recognized voting members registered at the meeting, but never less than 50% of the total voting membership subject to the Societies Act.

Article IV. Nominations

a) A Nominations Committee will be formed prior to the Annual General Meeting or as required by the Executive.

b) Nominations may be received up to and during the Annual General Meeting until declared closed by the Nominations Officer.

c) A letter of notice of nominations should be distributed to all voting members in good standing at least 30 days prior to the Annual General Meeting.

Procedure

a) Meetings will be conducted efficiently and with fairness to all members present.

b) If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guide-lines in the Constitution and By-laws of the Council.

Article V. Elections

a) Only voting members nominated by their P.A.C.'s or D.P.A.C. will be eligible to seek election to the Executive of the Council.

b) Members of the executive shall be elected for a one year term at the Annual General Meeting.

c) Candidates for the Office of Chairperson shall preferably have served for a minimum of two years on the Executive. The position of Chairperson may be held jointly by up to two persons (to be known as Co-chairpersons) as long as the arrangement is mutually agreeable to both individuals and is agreed to by more than 50% of the voting members.

d) No officer shall hold the same office for more than two consecutive terms except for extraordinary circumstances.

Article VI. Election Procedures

- a) The election of the Executive of the Council shall take place during the Annual General Meeting which will be held each May or June.
- b) Vacancies occurring between Annual General Meetings shall be filled by appointment by the Executive from the voting members in good standing with the Council. Persons so appointed shall serve the balance of the term of office until the next Annual General Meeting.

Article VII. Quorum

The Voting Members at any duly called General Meeting shall constitute a quorum but never less than 50% of the total voting membership.

Article VIII. Executive

- a) The Council shall have an Executive composed as follows:
Chairperson, Immediate Past Chairperson, Vice Chairperson, Secretary, Treasurer.
- b) The responsibilities of the Executive shall be as follows:
 - 1) To carry out the policies and programs adopted by the membership at general meetings, setting up whatever standing and select committees are required and monitoring and facilitating;
 - 2) To transact the business of the Council between general meetings;
 - 3) To keep members of the Council informed of its activities on their behalf;
 - 4) To declare vacant the position of any member of the Executive who, without valid cause misses two consecutive meetings of said Executive, or for failure to observe the Constitution, By-laws, Purposes or Policies of the Council. The decision to terminate the Executive member's position will be decided at a Meeting of the Executive, by a minimum of 80% of the total of the Executive, not including the member in dispute. Such action to terminate shall require 14 days written notice to the Executive member in question, prior to the Executive meeting;

5) To accept resignations and make appointments to fill vacancies on the Executive that occur between general meetings. Persons so appointed shall serve until the next Annual General Meeting.

6) To consider applications for all memberships;

7) To terminate membership for non-payment of fees or failure to observe the Constitution and By-laws of the Council.

c) Job Descriptions

1) The Chairperson

- Shall convene and preside at all membership, special, and Executive meetings;
- Shall in consultation with the school staff and administration, ensure that an agenda is prepared and presented;
- Shall appoint committees where authorized to do so by the Executive or membership;
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization;
- Shall be the only spokesperson for DPAC to the media and press, or may designate a representative to the media

Where the position of Chairperson is shared by two individuals, the above duties will be divided as mutually agreed upon by the Co-chairpersons in consultation with the executive.

2) The Vice Chairperson

- Will assume the responsibilities of the Chairperson in the Chairperson's absence and learn the Chairperson's role.

3) The Secretary

- Will record the minutes of membership, special and Executive meetings;
- Will produce minutes, keep record of minutes and carry out delegated responsibilities;
- Will issue and receive correspondence on behalf of the organization.

4) The Treasurer

- Will be responsible for and report on the accounts of the organization, will be one of the three signing officers of the Executive;
- Will prepare a financial report for year end;
- Will assist the Executive with a draft budget and tentative plan for expenditures;
- Will keep accurate books, assess all financial undertakings to ensure that they are within the parameters of the annual budget.

5) The Immediate Past Chairperson

- Will provide advice and support;
- Will provide information about resources/contact, etc. and other essential information and carry out delegated responsibilities.

Article IX. Committees

As deemed necessary, special committees (including the Nomination Committee) shall be established by the Executive or upon recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each committee:

- Committees are responsible to the Executive;
- Members may be appointed to special committees by the Chairperson (after consultation with the Executive). Representatives to committees and outside organizations shall be appointed annually by the Executive.

Article X. Finances

- a) The financial year shall be from July 1st through June 30th.
- b) All financial records are the property of the DPAC and must be kept for a minimum period of seven (7) years and turned over to the Executive on demand.
- c) All funds of the Council will be on deposit in a Chartered Bank or Credit Union or any other financial establishment registered under the Bank Act or the Credit Union Incorporation Act.
- d) The Executive shall name three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required on these documents.

- e) All monies paid out from the DPAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the payee is left blank, nor for payments to self. All cheques must bear the signatures of two of the three authorized signatories.
- f) A draft budget shall be drawn up by the Treasurer/Executive for discussion at the AGM in May or June. A finalized budget will be presented for approval by the membership at the first General Meeting of the fiscal year.
- g) The general membership must approve all expenditures by the Executive or Committee members that go over the budget.
- h) The Executive shall have the authority to pay accounts as approved in the annual budget. The Executive shall have the authority to spend up to \$100.00 for items not allocated in the budget, provided that the projects or items support the Purpose of the New Westminster DPAC. Following the expenditure, a report must be presented to the DPAC and recorded in the minutes of the next general meeting convened.
- i) For programs that have been approved by the membership but cannot be financed through the annual budget, the Executive shall have authority to:
 - a. initiate specific fundraising projects;
 - b. seek grants that may be available from governments, charitable foundations and similar sources, provided only that neither constitutes or implies support of a political party or endorsement of a commercial product
- j) The Executive will set aside at least \$500.00 for start-up operating costs for the following fiscal year.

Article XI. Constitution and By-law Amendments

- a) This Constitution may be amended only at a General Meeting of the Council. Thirty days written notice of motion to amend must be given to all members in good standing of Council, a two-thirds majority of accredited voters registered at the General Meeting is required to carry the amendment. Proxy votes are allowed.
- b) These By-laws may be amended only at a General Meeting of the Council, with the same requirements for the Constitution noted above in (a).

Code of Conduct

Policies of the Council shall be determined by their membership. Resolutions, briefs and policy statements may be initiated by members, committees, or the Executive. However,

such policies shall be submitted to all members in good standing either in writing or at a general meeting and approved by a majority before action may be taken to publicize or implement them.

- 1) We keep our Organization educational.
- 2) We avoid commercialism.
- 3) We are non-partisan politically.
- 4) We cooperate with others whose goals are consistent with our own.
- 5) We do not try to run the schools.
- 6) We are not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- 7) An Executive member who is approached by a parent with a concern relating to the above statement is in a privileged position and must treat such discussion as confidential.
- 8) The names of the members of the Council shall not be accessible to any outside organization, except that lists of officers may be made available to educational agencies upon approval of the Executive.