Kootenay Discovery School Parent Advisory Council

Updated October 2026

Constitution

Section I - Kootenay Discovery School Parent Advisory Council (KDS PAC)

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

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

Section II - PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school and to provide a parent perspective on school-related matters.
4. To promote the interests of public education and, in particular, the interests of Kootenay Discovery School
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the Southeast Kootenay District Parental Advisory Council and the BC Confederation of Parent Advisory Councils

Section Ill -- INTERPRETATION OF TERMS

"community organizations" means groups that demonstrate an interest In education and are not already included in the scope of the Council's constitution and bylaws

"district" means School District No. 5

"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. 5

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in Kootenay Discovery School

"parent" is as defined in the School Act and means

the guardian of the person of the student or child,

the person legally entitled to custody of the student or child, or

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. 5

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 5

Bylaws

Section I-MEMBERSHIP

1. Voting members

1.1. All parents and guardians of students registered in Kootenay Discovery School are voting members of the Council.

2. Non-voting members

2.1. Administrators and staff (teaching and non-teaching) of Kootenay Discovery may be invited to become non-voting members of the Council.

2.2. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.

2.3. At no time will the Council have more non-voting than voting members.

2.4. Every member will uphold the constitution and comply with these bylaws.

3. MEMBERSHIP IN A DPAC

3.1. All parent advisory councils in School District No. 5 are voting members of the Council.

3.2. A member will be represented on the Council by the person elected annually by the member for that purpose.

3.3. There will be no other members of the Council.

3.4. DPACs are recognized in the School Act. Every PAC is entitled to elect one of its members to be its representative on the DPAC for a term of one year. The election must be by secret ballot.

Section II -MEETINGS OF MEMBERS

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held at least once per school term, including the annual general meeting. Meeting dates for the school year will be established by the membership at the annual general meeting.

3. Conduct

3.1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.

3.2. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

4. Notice of meetings

4.1. Members will be given reasonable notice of general meetings.

4.2. Notice of meetings can be sent in various ways-by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III - PROCEEDINGS AT GENERAL MEETINGS

1. Quorum

1.1. A quorum for general meetings will be 3 voting members (*the minimum number of voting members that can reasonably be expected to attend).

1.2. 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.

1.3. A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

2. Voting

2.1. 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).

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

2.3. Members must vote in person on all matters. Voting by proxy will not be permitted.

2.4. 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.

2.5. A vote will be taken to destroy the ballots after every election.

Section IV -- EXECUTIVE

1. Role of executive

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

2. Executive defined

2.1. The executive will include a Chairperson, Treasurer, Secretary, and any additional members-at-large or representatives elected by the membership. Executive roles may be combined when appropriate, provided that the Chairperson and Treasurer positions are held by different people.

3. Eligibility

3.1. Any voting member of the Council is eligible to serve on the executive, except employees of Kootenay Discovery School or elected officials of School District No. 5 or the Ministry of Education.

4. Election of executive

4.1. The executive will be elected at each annual general meeting.

4.2. Elections will be conducted by the sitting Chairperson and Executive.

5. Term of office

5.1. The executive will hold office for a term of one year beginning immediately following the election.

5.2. No person may hold the same executive position for more than four years.

6. Vacancy

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

7. Removal of executive

7.1. 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 member to complete the term.

7.2. 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.

8. Remuneration of executive

8.1. 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 Council's affairs.

Section V - EXECUTIVE MEETINGS

1. Meetings

Executive meetings will be held at the call of the Chairperson.

2. Quorum

A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

3. Notice

Executive members will be given reasonable notice of executive meetings.

4. Voting

4.1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

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

District Parent Advisory Council representative

One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 5 or the Ministry of Education.

1. Election of DPAC representatives

The election of representatives to the DPAC must be by secret ballot.

2. Term of office

The DPAC representative will hold office for a term of one year.

3. Vacancy

If the DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

4. External committees

4.1. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 5 or the Ministry of Education to represent the Council on an external committee or to an external organization.

4.2. The representative will report to the membership or executive as required.

Section VII - CONDUCT OF EXECUTIVE AND REPRESENTATIVES

1. Code of ethics

On election or appointment, every executive member and representative must sign and agree to adhere to the Code of Ethics attached to the end of this document.

2. Representing the PAC

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

3. 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 without permission of the person giving the information.

4. Disclosure of interest

4.1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her Interest to the membership and executive.

4.2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section VIII - DUTIES OF EXECUTIVE AND REPRESENTATIVES

The Chairperson 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 or executive
F. ensure that 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 Chairperson usually gives a report at each meeting outlining work done and issues considered since the last meeting.

The Vice-Chairperson, if elected, will;

A. support the Chairperson
B. assume the duties of the Chairperson in the Chairperson's absence or upon request
C. assist the Chairperson in the performance of his or her 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 copies available to members upon request
D. prepare and maintain other documentation as requested by the membership or executive
E. issue and receive correspondence on behalf of the Council
F. ensure safekeeping of all records of the Council
G. may be a signing officer
H. submit an annual report

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping.

Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

The Treasurer will;

A. be a signing officer
B. ensure all funds of the Council are properly accounted for
C. disburse funds as authorized by the membership or executive
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
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

The DPAC Representative will;

A. attend all meetings of the DPAC and represent, speak, and vote on behalf of the Council
B. maintain current registration of the Council
C. report regularly to the membership and executive on all matters relating to the DPAC
D. seek and give input to the DPAC on behalf of the Council
E. receive, circulate, and post DPAC newsletters, brochures, and announcements
F. receive and act on all other communications from the DPAC
G. liaise with other parents and DPAC representatives
H. submit an annual report

The District Associate (DA) to BCCPAC will;

A. act as the liaison between the Council and BCCPAC
B. encourage PACs in School District No. 5 to be members of BCCPAC
C. disseminate BCCPAC information to all PACs in School District No. 5
D. help identify interested and qualified parents for BCCPAC external committees
E. help PACs and the Council to process BCCPAC forms, proxies, and applications
F. assist PACs and the Council in responding to BCCPAC AGM resolutions
G. submit an annual report

Members-at-Large (Directors) will;

A. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
B. submit an annual report

The immediate Past Chairperson, if serving, will;

A. advise and support the membership and executive
B. provide information about resources, contacts, and other matters
C. submit an annual report

Section IX - COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A standing committee exists every year and may be described in the bylaws. Examples are budget, nominating, programs, hot lunch, special events, and fundraising.
5. An ad hoc committee is created to do a specific task within a certain time period.

Section X - FINANCIAL MATTERS

1. The financial year of the Council will be October 1 to September 3oth.

2. Power to raise money

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

3. Bank accounts

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

4. Signing authority

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

5. Annual budget

The executive will prepare a budget and present it to the membership for approval before the current budget expires.

The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year, usually the entire financial year. It must not extend over more than one financial year.

6. Non-budgeted expenditures

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

7. Treasurer's report

7.1. A treasurer's report will be presented at each general meeting. Auditor

7.2. Members at a general meeting may appoint an auditor.

Council 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.

Section XI - CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council'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. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII - PROPERTY IN DOCUMENTS

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

Section XIII - DISSOLUTION

1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. ( ) having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Kootenay Discovery School.

Adopted by Kootenay Discovery School Parent Advisory Council at Fernie, British Columbia, on Oct 26, 2020 (date)

Signatures of chairperson and one other executive member

Rachelle MacEachen

Renie Pothaar

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
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

Statement of Understanding

I, the undersigned, in accepting the position of _____ of *Kootenay Discovery School Parent Advisory Council* have read, understood, and agreed to abide by this Code of Ethics. 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, Committee Member, or Representative

_____ Signature

_____Date

_____Phone number

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

Summary of Governance Changes - October 2026

- Meeting frequency: change from a minimum of four general meetings per school year to one PAC meeting per school term, including the AGM. Meeting dates would be established at the AGM.
- Executive structure: retain Chairperson, Treasurer, and Secretary as the core roles, while allowing executive roles to be combined when appropriate. The Chairperson and Treasurer would remain separate.
- Optional roles: Vice-Chairperson and immediate Past Chairperson would be optional rather than required.
- School Planning Councils (SPCs): remove the outdated SPC definition, purpose, executive position, representative requirements, election provisions, and duties.
- DPAC: retain the existing DPAC representative provisions.
- Financial signing authority: change the minimum number of signing officers from three to two, with two signatures required.
- Records: update the outdated reference to turning documents over to the 'president' so that records are turned over to the Chairperson.