

SOUTHEAST KOOTENAY DPAC CONSTITUTION

SECTION I: NAME

The name of the Association shall be Southeast Kootenay District Parent Advisory Council (SD#5).

The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall support inclusivity within our district without bias towards race, religion, gender or politics.

SECTION II: PURPOSES OF THE DPAC

The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in School District #5 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.

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

1. To promote the interests of public education by fostering cooperation 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 its parents and PACs in accessing avenues, of the education system, that are relevant to their concerns or questions.
6. To assist its parents and PACs 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.

SECTION III: DISSOLUTION

1. In the event of dissolution of the Council, and after payment of all debts and costs of dissolution, the assets and remaining funds of the Council shall be distributed evenly among all PACs in the district. 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 5. In the person of the Secretary-Treasurer of the school district.

SOUTHEAST KOOTENAY DPAC BYLAWS

SECTION V: MEMBERSHIP IN A DPAC

1. The voting membership of the District Parent Advisory council is 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 Principals Association, Teacher's 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 in October of each year.
3. General meetings shall be held not less than 8 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 member of the community.

SECTION VII

A: QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

B: VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
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, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. In the case where a decision on a motion is needed between monthly meetings, email voting may take place.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the members at the Annual General Meeting. At the discretion of the current voting DPAC members, an employee or elected official of the school district or Ministry of Education may hold an executive position if they are a parent of a current student of School District 5.
2. Call for nominations shall be made at the two meetings before the Annual General Meeting.
3. In the event of a vacancy of the executive during the year, the executive shall appoint a new officer (an individual who has been nominated by a PAC or an attending PAC member who receives a majority vote, of not less than 75% of the votes cast, by the voting membership) who shall hold office until the next election.

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 four consecutive years, unless they receive a majority vote, of not less than 75% of the votes cast, by the voting membership.
3. A person may temporarily hold up to two executive positions to cover responsibilities, while the DPAC Executive members canvas for another candidate for one of the member's positions.

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
 - c. Treasurer
 - d. Secretary

SECTION XI: DUTIES OF THE OFFICERS

A. The Chairperson shall:

- a) Convene and preside at membership, special, and executive meetings
- b) Ensure that an agenda is prepared and presented
- c) Ensure that members are notified of meetings
- d) Know the constitution and bylaws and meeting rules
- e) Know where to find resources to assist members
- f) Appoint committees where authorized to do so by the executive or membership

- g) Consult DPAC members regularly
- h) Ensure that the DPAC is represented in school district activities
- i) Ensure that the DPAC activities are aimed at achieving the objectives and purposes of the organization
- j) Be the official spokesperson for the organization
- k) Be a signing officer
- l) Submit an annual report

B. The Vice-Chairperson shall:

- a) Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) Assist the Chairperson in the performance of their duties
- c) Accept extra duties as required

C. The Secretary shall:

- a) Ensure that the members are notified of meetings
- b) Record the minutes of general, special and executive meetings
- c) Keep an accurate and up-to-date copy of the Constitution and Bylaws
- d) Shall keep an up-to-date record of PAC representatives
- e) May be a signing officer
- f) Safely keep all records of the council

D. The Treasurer shall:

- a) Be one of the signing officers of the executive
- b) Receive all the funds for the council
- c) Disburse funds authorized by the executive and DPAC representatives

- d) Maintain an accurate record of all expenditures of the council
- e) Give a report of all receipts and expenditures at all general meetings
- f) Deposit all funds collected on behalf of the council in an account at a recognized financial institution approved by the DPAC
- g) Make financial ledgers available for viewing by members upon request
- h) Have financial ledgers inspected or audited annually in September as year-end is August 31, by two non-Executive DPAC members/representatives who have not held the treasurers position.
- i) With the assistance of the executive, draft a budget and tentative plan of expenditures as per section XIV
- j) Ensure that another signing officer has access to the books in the event of their absence
- k) Submit an annual financial statement at the Annual General Meeting of the Council.

SECTION XII: CODE OF ETHICS

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

- Upholds the constitution and bylaws, policies and procedures of the electing body (DPAC)
- Performs their duties with honesty and integrity
- Works to ensure that the well-being of the students is the primary focus of all decisions
- Respects the rights of all individuals
- Takes direction from the members, ensuring representation processes are in place
- Encourages and supports parents and students with individual concerns to advocate on their own behalf and provides information on the process for voicing their concerns to the appropriate parties
- Works to ensure those issues are resolved through due process
- Strives to be informed and only passes on information that is accurate

- Respects and protects all confidential information

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Southeast Kootenay DPAC Executive, have read, understood, and agree 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: _____

Adopted: April 14, 2010

Amended: October 12, 2012

Amended: February 12, 2014

Amended: May 14, 2014

SECTION XIII: COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary.
2. Committees are responsible to the executive and members.
3. The DPAC executive may appoint members to committees annually.

SECTION XIV: FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
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. This constitution and bylaws may be amended by a Special Resolution passed by at least seventy-five (75%) of the members present at any General meeting, given the Notice of proposed amendments has been provided to the membership at least fourteen (14) days prior to the meeting at which they are to be considered.
2. A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only and to be posted on the SD5 website on the DPAC page.

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.
3. Financial indiscretions, will result in immediate temporary removal of a member, an investigation and potentially the permanent removal of that member from the DPAC Executive.

SECTION XVII: PROPERTY IN DOCUMENTS

Any documents, records, minutes or correspondence kept by a member, executive member, or committee member in connection with the organization shall be deemed to be the property of the Southeast Kootenay DPAC, and shall be turned over to the Chairperson (or Vice-Chairperson) when the member, executive member, or committee member ceases to perform the task to which the papers relate.

Adopted by Southeast Kootenay DPAC at _____, British Columbia, on

_____.

Chairperson/Secretary

Adopted: April 14, 2010

Amended: October 12, 2012

Amended: February 12, 2014

Amended: May 14, 2014