

**MISSION DISTRICT
PARENT ADVISORY COUNCIL
CONSTITUTION
AND
BYLAWS**

**Date of Adoption
January 15, 2001**

**Revised: December 5th, 2011
Revised: October 24, 2016**

CONSTITUTION

SECTION I – Name

The name of the Council shall be the Mission District Parent Advisory Council (School District No. 75(Mission)) (Known within School District No. 75 (Mission) as the District Parent Advisory Council, [DPAC])

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

The business of the Council shall be unbiased towards race, religion, gender, sexual orientation, mental or physical ability, 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 the students in School District No. 75 (Mission) by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Being the collective parental voice to education decision making organizations affecting the School District, and in particular the School Board.
3. Providing parent education and professional development, and a forum for discussion of educational issues.
4. Being a voice in the development of new and revised educational programs within School District No. 75 (Mission).
5. Providing leadership in developing and understanding the rights and responsibilities of parents within the education system.

6. Helping parents become more familiar with the facilities and services of School District No. 75 (Mission), thereby ensuring their child(ren)'s maximum usage of the school system.
7. Providing and supporting a local advocacy project and assisting members in obtaining information and communicating with district personnel
8. Providing leadership in initiating, maintaining, encouraging, and further developing Parent Advisory Councils at the individual school level within School District No. 75 (Mission).

SECTION III – INTERPRETATION OF TERMS

The Council refers to the Mission District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 75 (Mission), to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Parent refers to the Parent/Parents or Guardian of a child or children in School District No. 75 (Mission).

District refers to School District No. 75 (Mission).

School(s) refers to any public elementary, middle, or secondary educational institution within School District No. 75 (Mission).

SD. No. 75 refers to School District No. 75 (Mission).

Parent Advisory Council refers to any organized group of parents recognized under the British Columbia School Act – Bill 67. , Div. 2, Sec. 8.

Community organizations refers to groups which demonstrate an interest in education, particularly the educational operations of School District No. 75 (Mission) and are not already included in the scope of this constitution.

Standing Committee working under the Mission District Parent Advisory Council of District No. 75 (Mission) refers to a committee which exists on a yearly basis, and at the end of the year, an evaluation may be done to determine the continuation of this committee for the next year.

Ad Hoc Committees refers to committees created for the specific task or area of responsibility as the need arises. Such Committees will automatically dissolve when their duties are completed.

BYLAWS

SECTION IV – MEMBERSHIP

1. Voting membership of the District Parent Advisory Council shall be comprised of delegates appointed by individual school Parent Advisory Councils, with two votes per Parent Advisory Council.
2. A delegate representing more than one (1) school may only vote on behalf of one (1) school.
3. Representatives from the School Board, District Administration, school administrators association, teacher's association, support staff and other community organizations with an interest in education, especially the educational work of School District No. 75 (Mission), shall be invited to attend as non-voting members of the District Parent Advisory Council.
4. At no time shall the Council have more non-voting members than voting members.

SECTION V - MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of Officers held in May or June of each year and additional general meetings shall be held at least once a month during the school year to conduct current business.
2. The 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.
3. Meetings will be conducted efficiently and with fairness to the members present.

4. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.
5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. The Council will refrain from partisan political action or other activities that do not serve the interests of the public school system.
7. Members will be given reasonable notice of general meetings.

(Note: 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 VI – VOTING

1. A quorum shall be a minimum of five (5) voting members.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote (50%+1) .
3. In the case of a tie vote, the motion will be lost.
4. Voting of delegates on all matters must be given personally; voting by proxy shall not be permitted.
5. 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.
6. Voting for Executive positions shall be by secret ballot.
7. A vote will be taken to destroy the ballots after every election.
8. Voting members are only those two elected DPAC Reps, **or, in their absence, the elected PAC Chair/ Co-Chair / President,** from each School PAC within the district. Executive members

do not have a vote unless they are also a DPAC Rep for their respective PAC.

9. DPAC Reps are to vote the wishes of their PAC to the best of their ability and refrain from voting their personal views.

SECTION VII – LENGTH OF TERM OF OFFICE

1. The term of office shall be one (1) year commencing in July of each year.
2. Any elected member of the Council may serve on the Executive for as many years as he/she is elected to a position but no person may hold any one(1) position for more than two (2) Consecutive years
3. The Past President (or Past Co-Chair) shall hold that office for one (1) year.

SECTION VIII – EXECUTIVE OFFICERS

The affairs of the Council shall be managed by a Board of elected officers and the immediate Past President. (or Past Co-Chair)

The Executive officers will be as follows:

- A. President (or Co-Chairs)
- B. Vice –President(s) (or Co-Chairs)
- C. Secretary
- D. Treasurer (or Secretary/Treasurer)
- E. Communications Director
- F. Two or more Members at Large
- G. Past president (or Past Co-Chair)

SECTION IX – DUTIES OF THE OFFICERS

A. PRESIDENT (or Co-Chairs) shall:

- 1) convene and preside at all general, special, and executive meetings
- 2) ensure that an agenda is prepared and presented
- 3) appoint committees where authorized to do so by the Executive or membership
- 4) be an ex-officio member to all committees except the Nominating Committee
- 5) take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- 6) be the official spokesperson for the District Parent Advisory Council
- 7) be one (1) of the financial signing officers
- 8) submit an annual report
- 9) ensure that all activities of the Council are regularly reported to the members
- 10) arrange meeting with Trustees and District personnel whenever necessary
- 11) appoint replacement to Council if a position becomes vacant

B) VICE-PRESIDENT (or Co-Chairs) shall:

- 1) assume the president's responsibilities in his/her absence
- 2) assist the president in the performance of his/her duties
- 3) be one (1) of the financial signing officers
- 4) accept extra duties as required
- 5) submit an annual report

C) SECRETARY shall:

- 1) keep accurate and official minutes of the Council
- 2) distribute minutes to Council members as soon as possible after the last meeting

- 3) keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed
- 4) Make available on request, to any member of the Council, a copy of the Constitution and Bylaws
- 5) Be responsible for maintaining files
- 6) Conduct the outgoing correspondence of the Council under the direction of the President (or Co-Chairs) and the Executive
- 7) Cooperate with the President (or Co-Chairs) in providing information to the local news media
- 8) Submit an annual report
- 9) Take attendance at all meetings
- 10) Mail to members of the Council, any material approved by the President(or Co-Chairs) and the Executive

D) TREASURER shall:

- 1) maintain an accurate record of all expenditures of the Council
- 2) receive all funds for the Council
- 3) disburse funds authorized by the Executive and/or delegates
- 4) give a report of all receipts and expenditures at all general meetings
- 5) be one (1) of the financial signing officers
- 6) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the Executive
- 7) have the books ready for inspection/review annually
- 8) submit an annual financial statement at the Annual General Meetings of the Council
- 9) ensure that another financial signing officer has access to the books in the event of his/her absence

SECRETARY/TREASURER shall:

See responsibilities for both Secretary and Treasurer

E) COMMUNICATIONS DIRECTOR shall:

- 1) compile, distribute, and update the list of all DPAC delegates Distribution shall be to each school, the Chairperson of the Board of School Trustees, and the Superintendent of Schools
- 2) Liaison with the President to send out through email, phone, or paper, event information and meeting reminders.
- 3) Act as the liaison between the DPAC and BCCPAC
- 4) Ensure that BCCPAC information is received by member PAC's
- 5) Help identify district parents for BCCPAC committees
- 6) Process BCCPAC forms and applications
- 7) Assist PAC's in responding to BCCPAC AGM resolutions
- 8) Submit an annual report

F) MEMBERS AT LARGE shall:

- 1) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require
- 2) submit an annual report

G) PAST PRESIDENT (or Past Co-Chair) shall:

- 1) help smooth transition between Presidents (or Co-Chairs)
- 2) assist and advise the Council
- 3) act as a consultant for the President (or Co-Chairs)
- 4) chair the nominating committee
- 5) submit an annual report

SECTION X- ELIGIBILITY FOR DPAC EXECUTIVE OFFICERS

1. Any member of a District 75 (Mission) School PAC is eligible to run for any executive position except elected officials of School District No.(75) or the Ministry of Education.

SECTION XI– COMMITTEES

1. Standing and Ad Hoc committees shall be formed when necessary.
2. A Nominating Committee may be appointed annually before the Annual General Meeting.
3. Committees are responsible to the Executive and Council.
4. Members may be appointed annually to committees by the President (or Co-Chairs) (after consultation with the Executive).

SECTION XII – FINANCES

1. The annual fees (if any) from Parent Advisory Councils shall be set at the Annual General Meeting.
2. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
3. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
4. The Treasurer shall maintain an account at a recognized financial institution approved by the Executive
5. The financial signing authorities shall be vested in the President, Vice-President(Co-Chairs), and Treasurer, with two(2) of the three(3) signatures required.
6. The Executive has the authority to make expenditures up to \$100.

SECTION XIII – CHANGING THE CONSTITUTION & BYLAWS

Amendments to the Constitution and Bylaws of the Mission District Parent Advisory Council may be made at any general meeting at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.

3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XIV- CODE OF ETHICS

1. Upon election to any position of the DPAC Executive, that person elected must read, agree to, and sign the code of ethics statement in appendix A of these bylaws in order to serve on the Executive. These signed forms shall be held by the secretary for the term of office and destroyed at the end of the term.
2. The dispute resolution process referred to in Appendix A “Code of Ethics” is that laid out in the BCCPAC “Administration of the Code of Ethics” found in the 2004 Leadership Manual Section 8 “Code of Ethics.” (See Appendix B)

SECTION XV – DISSOLUTION

1. In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the delegates at the final General Meeting.
2. In the events of dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District No. 75 (Mission).

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.

Appendix A- Code of Ethics Statement

1. The Mission District Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. Declarations of candidacy for school trustee shall suspend a person's voting privileges for the duration of the campaign and term of office as school trustee.
4. If a conflict of interest occurs, a delegate must excuse themselves from voting
5. A parent who accepts a position as a DPAC Executive Member:
 - a) Follows the constitution and bylaws, policies and procedures of the DPAC
 - b) Performs his/her duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the members, ensuring that representation processes are in place.
 - f) 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.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.

Statement of Understanding

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

**Appendix B- Dispute Resolution Process
from BCCPAC Leadership Manual (2004), Section 8**

Administration of the Code of Ethics

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

1. All complaints, verbal and written, will be received by the president. The president 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 president, the complainant will be directed to the vice-president. If the president and vice-president are involved, any executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the chairperson.
3. Upon receiving the complaint, the chairperson will work to clarify the complaint, determine if and 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.
4. Every attempt will be made to resolve the concern in a timely manner.
5. 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.
6. If resolution is not reached between the parties, the chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The chairperson may request the participation of other executive members in the process.
8. 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.
9. Either party may appeal the decision of the chairperson. The appeal must be in writing to the council executive within 30 days of being notified of the decision.