



CHILLIWACK DISTRICT PARENT ADVISORY COUNCIL SCHOOL DISTRICT NO.33

CONSTITUTION

I.

1. The name of the Association shall be the "Chilliwack Parent Advisory Council (School District No. 33)". Known within School District No. 33 as the District Parent Advisory Council.
2. This Association will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender or politics.
4. The purpose of the Council is to support, encourage and improve the quality of education and the well-being of the child in School District No. 33 (Chilliwack) by:
 - a. Exchange ideas and information among Parent Advisory Councils in the School District.
 - b. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
 - c. Providing a parental voice to educational decision making organizations affecting the School District.

II. AIMS AND OBJECTIVES

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

1. To provide a link between parents, educators, administrators, the Board of Education, the Ministry of Education and community organizations with an interest in education.
2. To have a voice in the development of new and revised educational programs within School District No. 33.

3. To provide leadership in developing and understanding the rights and responsibilities of parents within the educational system.
4. To help parents become more familiar with the facilities and services of School District No. 33, thereby ensuring their children's maximum usage of the school system.
5. To provide leadership in initiating, maintaining, encouraging and further developing Parent Advisory Councils at the individual school level within School District No. 33.
6. To support and provide parent education through annual workshops/forums.

III. DEFINITIONS

1. The "Council" refers to the Chilliwack District Parent Advisory Council; which is recognized by the Board of Education of School District No. 33 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.
2. "Parent" is (as defined in Section I of the School Act) the person (s) who usually has the care and control of a student, a court-appointed guardian of a student, or the person legally entitled to custody of a student in School District No. 33.
3. "District" refers to School District No. 33 (Chilliwack).
4. "School (s)" refers to any public elementary, middle or secondary education institution within School District No. 33 (Chilliwack).
5. "S.D. No. 33" refers to School District No. 33 (Chilliwack).
6. "Parent Advisory Council" refers to any organized group of parents recognized under the British Columbia School Act – Bill 67, Div. 2, Sec. 8.
7. "Community Organizations" refers to groups which demonstrate by their attendance an interest in education, particularly the educational operations of School District No. 33, and are not already included in the scope of this constitution.
8. "Conflict of Interest" refers to a situation in which an individual of his/her immediate family could benefit monetarily from a decision of the DPAC which that individual can influence or vote upon.

9. "Perception of Bias" refers to a situation which may exist if an individual who represents DPAC to a District committee or external organization or to the community in general, is also an employee or elected official of District No. 33 or the Ministry of Education. There may be a perception that he or she is not speaking solely in the interest of parents and this may diminish the power of what is said.

IV. POLICY

1. Conflict of Interest – That individual refrain from discussing, influencing and voting upon any matter before DPAC in which they or their families have a pecuniary interest.
2. Perceived Bias – That the voice of DPAC must clearly be, and must be perceived to be, that of the parents of this District.
3. Concerns – That members who have concerns regarding conflict of interest or perceived bias refer to those concerns to committee.

V. PROCEDURES

1. Concerns regarding conflict of interest and perceived bias will be referred to the Conflict of Interest Committee.
2. The Conflict of Interest Committee will be composed of the President and two other executive members, and will deal with questions of conflict of interest and perceived bias.
3. The Conflict of Interest Committee will review any concerns that an individual is in a conflict of interest situation, and make recommendations as to how the situation may be addressed.
4. The Committee will review any concerns that a perception of bias exists. If the Committee determines that a perception of bias does exist, this will be brought to the individual's attention, with a suggestion that the individual request reassignment to another committee or position as appropriate.
5. If the Committee does not resolve the matter with the individual, the Committee will report to the DPAC Executive.

VI. MEMBERSHIP

1. Voting membership of the District Parent Advisory Council comprises delegates appointed by individual school Parent Advisory Councils, with

one vote per Parent Advisory Council.

2. 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. 33, shall be invited as non-voting members of the District Parent Advisory Council.
3. No member of the council shall in his/her individual capacity be liable for any debt or liability of the council.

VII MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of Officers held in May of each year and 7 additional general meetings shall be held during the 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 percent (50%) of the voting delegates.
3. All proceedings of any meetings held within the Council shall be governed by "Robert's Rules of Order".
4. For the purposes of determining policy, amending the Bylaws or the Constitution, electing the Executive officers, a quorum shall be not less than forty percent (40%) of the regular members represented by delegates.

VIII VOTING

1. A "quorum" shall be the voting members present at any duly called general meeting.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.

4. For the purpose of recording the opinion of the Council, a majority of seventy-five percent (75%) must be reached. Failing this, the minority opinion must also be recorded.
5. Voting members on all matters must be given personally; voting by proxy shall not be permitted.
6. Voting shall be done by the show of hands with the exception of the election of officers which shall be done by secret ballot.

IX ELECTION OF EXECUTIVE OFFICERS

1. The executive shall be elected by the delegates from among the delegates in May of each year.
2. Call for nominations shall be made at the first meeting in April.
3. In the event of a vacancy in the executive during the year the Council shall elect a new officer.
4. Elections shall be conducted by the Nominating Committee Chairperson.
5. Scrutinizers shall be appointed as required by the Nominations Committee Chairperson at the time of elections.
6. Only persons nominated by their member PAC will be eligible to be elected to Executive positions. Nomination forms shall be signed by two members of the member PAC executive. In the case that a formal PAC executive does not exist, nomination forms may be signed by two non-executive members of the DPAC.

X LENGTH OF TERM OF OFFICE

1. The term of office shall commence in June 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 position for more than four consecutive years.
3. No person may hold more than one elected Executive position at any one time.
4. The Past-President shall hold that office for one year.

XI EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a Board of elected officers and the immediate Past President. The Executive officers will be as follows:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Secretary
 - e) Committee Liaison Officer
 - f) B.C.C.P.A.C. Parent Representative
 - g) Correspondence Secretary
 - h) Past President

XII DUTIES OF THE OFFICERS

1. PRESIDENT

- a. Shall preside at all meetings of the Council and the Executive Board.
- b. Shall be one of the financial signing officers.
- c. Shall be an ex-officio member to all committees except the Nominating Committee.
- d. Shall appoint chairpersons to all committees when the occasion arises.
- e. Shall not vote on any matters except in the case of a secret ballot.
- f. Shall be the spokesperson of the District Parent Advisory Council.

2. VICE-PRESIDENT

- a. Shall act in the President's position in his/her absence.
- b. Shall assist the President in the performance of his/her duties.
- c. Shall contact executive members to inform them of executive meetings.

3. TREASURER

- a. Shall maintain an accurate record of all expenditures of the Council.
- b. Shall receive all monies for the Council.
- c. Shall disburse funds authorized by the Executive
- d. Shall give a report of all receipts and expenditures at all General Meetings.
- e. Shall be one of the financial signing officers.
- f. Shall deposit all monies collected on behalf of the Council in an account at a recognized financial institution approved by the Executive.

- g. Shall have the books ready for inspection annually
- h. Shall present an annual financial statement at the Annual General Meeting of the Council.
- i. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.

4. SECRETARY

- a. Shall keep accurate and official minutes of the Council.
- b. Shall distribute minutes to the Council members as soon as possible after the last meeting.
- c. Shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done in red and the copy amended shall be dated and initialed.

5. COMMITTEE LIAISON OFFICER

- a. Shall co-ordinate District Committee Parent Representatives.
- b. Shall compile reports and/or minutes from District Committee meetings provided by the Parent Representatives.
- c. Shall keep DPAC updated with what is going on in District Committees at DPAC meetings or via DPAC newsletters.

6. B.C.C.P.A.C. PARENT REPRESENTATIVE

- a. Shall be the contact person between Council and the B.C.C.P.A.C.

7. CORRESPONDENCE SECRETARY

- a. Ensure that members are notified of special events
- b. Produce and distribute DPAC newsletters
- c. Solicit members to volunteer during special events
- d. Compile email and phone number list of members
- e. Administer DPAC email account and list serve

8. PAST PRESIDENT

- a. Shall assist and advise the Executive officers in all matters concerning the Council.

XIII NOMINATING COMMITTEE

- 1. There shall be a Nominating committee consisting of person (s) selected by the Council.
- 2. Shall be formed by April of each year.
- 3. Shall strive to present at least one name for open Executive positions.

XIV FINANCES

1. The installation of and amount of annual fees from member Parent Advisory Councils shall be set at the June meetings, and shall be remitted to the Council by the following October 31.
2. Expenditures over \$100.00 require the approval of the Council.
3. The Treasurer shall maintain an account at a recognized financial institution approved by the Executive. The financial institution signing authorities shall be vested in the President, Treasurer and one other Executive member with two of three signatures required.
4. In the event of dissolution of the Council, the funds remaining after all outstanding debts shall be disbursed as indicated by a vote of the delegates of the Council.

XV CODE OF ETHICS

1. A Parent who accepts a position as a DPAC Executive member shall:
 - a. Uphold the constitution and bylaws, policies and procedures of the electing body.
 - b. Perform his/her duties with honesty and integrity.
 - c. Work to ensure the well being of students is the primary focus of all decisions.
 - d. Respect the right of all individuals.
 - e. Take direction from the members, ensuring representation processes are in place.
 - f. Provide information on the process for taking forward concerns and work to ensure those issues are resolved through due process.
 - g. Strive to be informed and only pass on information that is reliable.
 - h. Respect all confidential information.
 - i. Support public education.

XVI CHANGING THE CONSTITUTION

1. Shall require written notice to the Council members at least 30 days prior to the meeting at which the vote will be taken.
2. All motions to amend shall require a two-thirds majority vote of the delegates present.

DATED: June 9, 2008

SIGNED: [Signature]

WITNESS: [Signature]