



LANGLEY DISTRICT PARENT ADVISORY COUNCIL SCHOOL DISTRICT No. 35

CONSTITUTION AND BYLAWS

Approved by Membership on
June 15, 2005

Amended by Membership on
February 22, 2006

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**LANGLEY DISTRICT
PARENT ADVISORY COUNCIL
SCHOOL DISTRICT No. 35**

CONSTITUTION

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CONSTITUTION

Section I –NAME

The name of this council is the Langley District Parent Advisory Council (DPAC), School District No. 35.

The Council will operate as a non-profit organization with no personal benefit accruing to members and/or executive.

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 be the collective voice of parents in Langley School District
2. To advise the school board on any matter relating to education in the district, including the district's Accountability Contract
3. To communicate with parents and parent advisory councils on educational matters
4. To promote the interests of public education and, in particular, the interests of Parent Advisory Councils in the Langley School District and the interests of Langley School District students.
5. To provide parent education and leadership development, and a forum for discussion of educational issues
6. To assist parents in forming a parent advisory council in every school
7. To assist members in obtaining information and communicating with district personnel
8. To provide and support a local advocacy project
9. To communicate with other organizations in the community and province on educational matters of common interest

Section III – 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 Langley School District No. 35

"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 Langley School District No. 35

"PAC" or "Parent Advisory Council" means the parents organized according to the School Act and operating as a parent advisory council in a school in Langley School District No. 35

"PAC Representative to DPAC" means the PAC member elected, or appointed, by their school PAC to represent that PAC at DPAC meetings

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“**Executive**” means the elected officers of Langley District Parent Advisory Council

“**Parent**” is as defined in the School Act and means

- a. The guardian of the person of the student or child
- b. The person legally entitled to custody of the student or child, or
- c. The person who usually has the care and control of the student or child; and
- d. for the purposes of these Constitutions and Bylaws, means a parent of a student enrolled in Langley School District No. 35

“**School**” means any public elementary or secondary educational institution as defined in the School Act operating within Langley School District No.35

Section IV - DISSOLUTION

1. Upon winding up or dissolution of the association, 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 within the Province of British Columbia having a similar charitable purpose.

This provision 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. 35

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**LANGLEY DISTRICT
PARENT ADVISORY COUNCIL
SCHOOL DISTRICT No. 35**

BYLAWS

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BYLAWS

Section I – MEMBERSHIP IN A DPAC

Voting Members

1. All parent advisory councils in Langley School District No. 35 are voting members of the Council.
2. A member Parent Advisory Council will be represented on the District Parent Advisory Council by the person elected, or appointed, annually by the member PAC for that purpose (PAC Representative to DPAC).
3. There will be no other members of the Council.

Compliance with bylaws

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

SECTION II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members. “Roberts Rules of Order, Newly Revised” will govern all matters of procedure not covered in by-laws.
2. General meetings will be held not less than eight (8) times during the school year.
3. Additional meetings will be called at the discretion of the executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting members.
4. The annual general meeting will be held in May or June of each year, at a time set by the executive.

Conduct

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 or other activities that do not serve the interests of public education and Langley Parent Advisory Councils and the interests of Langley School District students.

Notice of meetings

7. Members will be given 14 days notice of general meetings.

Quorum

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8. A quorum for general meetings will be twenty per cent (20%) of the voting members.
9. 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.

Voting

10. 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).
11. In the case of a tie vote the motion is defeated.
12. Members will vote through their appointed representatives. A representative must be present at a meeting to vote. Voting by proxy will not be permitted.
13. 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.

Section III – ANNUAL GENERAL MEETING

Meeting

1. The executive shall set the date for the Annual General Meeting for May or June of each year, with preference given to a May date.
2. Members will be given 30 days notice of the Annual General Meeting.

Attendance

3. The annual general meeting will be open only to the:
 - a. DPAC executive committee
 - b. PAC executive committees,
 - c. PAC Representatives to DPAC, and
 - d. superintendent of schools for the school district, a designate of the superintendent or a trustee of the school district as provided in Section 8.5 (3) of the School Act

Business at AGM

4. The following will constitute part of the Annual General Meeting:
 - a. Annual executive reports
 - b. Budget proposal for the following fiscal year
 - c. Election of new executive members for the next term
 - d. Discussion regarding the need for a lay financial review or audit
 - e. Review of membership fees

Quorum and Voting

5. Quorum for the Annual General Meeting will be twenty percent (20%) of the voting members.

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6. Only PAC Representatives to DPAC or their designates will have a vote.
7. Voting in the election of executive officers will be by secret ballot.
8. A vote will be taken to destroy the ballots after every election.

Section IV – EXECUTIVE

Role of the Executive

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

Executive Defined

2. The executive will include:
 - a. President/Chair
 - b. 1st Vice President
 - c. 2nd Vice President
 - d. Secretary
 - e. Treasurer
 - f. District Associate to BCCPAC
 - g. A minimum of (2) to a maximum of six(6) Members at large positions
 - h. Immediate Past President

Eligibility

3. Any member of a PAC in Langley School District No.35 is eligible to serve on the executive, except employees or elected officials of Langley School District No.35 or the Ministry of Education.

Election of Executive

4. The executive will be elected at the annual general meeting.
5. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

6. The executive will hold office for a term of one year from July 1 to June 30.
7. No person may hold the same executive position for more than three (3) consecutive years.

Vacancy

8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint a member of a PAC in Langley School District No. 35 to fill the vacancy until the next annual general meeting.

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Removal of Executive

9. The members may, by a majority of not less than seventy-five (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 of a PAC to complete the term.
10. 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.

Remuneration of the executive

11. 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

Meetings

1. Executive meetings will be held at the call of the president and executive. Such meetings should be held before a general meeting.

Quorum

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

Notice

3. Executive members will be given reasonable notice of executive meetings.

Section VI – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the council

2. Every executive member and representative must act in the interest of the parent membership of the Council.

Privilege

3. Any information received in confidence by an executive member or a representative; from school personnel, a student, a parent or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

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Disclosure of interest

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

Section VII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

A. The President 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 Council is represented in 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 to the membership

B. The 1st and 2nd Vice President will:

- a) support the president
- b) assume the duties of the president in the president's absence or upon request
- c) assist the president in the performance of his or her duties
- d) accept extra duties as required
- e) may be a signing officer
- f) submit an annual report to the membership.

C. The Secretary will:

- a) ensure that members are notified of meeting
- b) record and file minutes of all meetings
- c) ensure distribution of the minutes to council members
- d) keep an accurate copy of the constitution and the bylaws, and make copies available to members on request
- e) prepare and maintain other documentation as requested by the membership and the executive
- f) issue and receive correspondence on behalf of the council
- g) ensure safekeeping of all records of the council
- h) keep an accurate record of PAC representatives and DPAC executives
- i) assist the president in providing information for local news media
- j) may be a signing officer
- k) submit an annual report to the membership.

D. The Treasurer will:

- a) be a signing officer

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- b) ensure all funds of the council are properly accounted for
- c) disburse funds as authorized by the representatives or executive
- d) ensure that proper financial 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 readily available to members on request
- g) make 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 financial records and books of account in the treasurer's absence
- j) submit an annual financial report at the annual general meeting

E. The District Associate (DA) to BCCPAC will:

- a) act as liaison between the council and BCCPAC
- b) encourage PACs in Langley School District No.35 to be members of BCCPAC
- c) disseminate BCCPAC information to all PACs in Langley School District No.35
- 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 to the membership.

F. The Members-at-Large

- a) serve in a capacity to be determined by the council as the council requires
- b) submit an annual report to the membership.

G. The Immediate Past President will:

- a) advise and support the executive, as requested, for a period of up to one year;
- b) provide information about resources, contacts, and other matters.
- c) submit an annual report to the membership

Section VIII – COMMITTEES

Internal Committees

1. The membership or executive may appoint standing and ad hoc committees to further the Council's purposes and carry out 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 Nominating Committee will be appointed annually before the annual general meeting.

External Committees

5. The membership or executive may appoint a member of a PAC, who is not an employee or elected representative of Langley School District No.35 or the Ministry of Education, to represent the council on an external committee or to an external organization.

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

Section IX – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1 to June 30.

Power to raise money

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

Bank accounts

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

Signing authority

4. The executive will name at least three (3) signing officers for banking and legal documents. Two signatures will be required on all these documents.

Annual budget

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

Non-budgeted expenditures

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

Treasurer's report

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

Auditor

8. Members at any general meeting may request a lay financial review and, if found necessary, may make a motion to have an audit performed.

Section X – CONSTITUTION AND BYLAWS AMMENDMENT

1. Amendments to the Constitution and Bylaws of the Langley District Parent Advisory Council may be made at any general meeting where business is conducted.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

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3. The member may, by a majority of not less than seventy five per cent (75%) of the votes cast, amend the Council's constitution and bylaws.

Section XI – PROPERTY IN DOCUMENTS

1. All the documents, records, minutes, correspondence, or other papers kept by a 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 president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Adopted by Langley District Parent Advisory Council School District No. 35 at Langley, British Columbia, on June 15, 2005.

As certified by:

Executive Member: Susan Semonick Designation: President

Signing Officer

DATE: March 14

Executive member: Diana MacNeil Designation: 1st Vice President

Signing Officer

DATE: 14 March 06

AMENDED on February 22, 2006

As attested by;

Susan Semonick, President

Date:

Diana MacNeil, 1st Vice President

Date: 14 March 06

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