

Constitution

Section I –NAME

The name of this DPAC is Langley District Parent Advisory Council

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

The business of the DPAC 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 DPAC will be:

1. To be the collective voice of Parents in the 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 and the students in Langley School District No. 35.
5. To provide Parents 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 local advocacy.
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 Parents Advisory Councils organized according to the School Act and operating as a District Parent Advisory Council in Langley School District No. 35.

"DPAC Rep" means the PAC representative to DPAC elected by the Parent Advisory Council in a School in Langley School District No. 35.

"Executive" The duly elected officers as defined in Section IV, Paragraph 2, 3

“Member” is a PAC organized according to the School Act and operating as a Parent Advisory Council in a School 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.

“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 Constitution and Bylaws, means any 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 organizations 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 the District.

Bylaws

Section I – Membership in DPAC

1. All PACs in the District may be voting Members of the DPAC.
2. A PAC will be represented on the DPAC by the DPAC Rep, a person elected annually by the Member PAC.
3. There will be no other Members of the DPAC.

Compliance with bylaws

4. Every Member, its DPAC Rep and the Executive will uphold the constitution and bylaws of the DPAC.

Section II – MEETING OF MEMBERS

General Meetings

1. General Meetings will be conducted with fairness to all Members. “Roberts Rules of Order, Newly Revised” will govern all matter of procedure not covered in the by-laws.
2. General Meetings will be held not less than eight (8) times during the School year.
3. Additional General Meetings will be called at the discretion of the Executive, or upon 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.
5. The General Meetings will be open to the:
 - a. DPAC Executive
 - b. DPAC Executive committees
 - c. PAC Executive committees
 - d. DPAC Rep, and all other Langley PAC Members
 - e. Superintendent of Schools for the District, a designate of the Superintendent or their designate and any Trustees of the School District as provided in Section 8.5 (3) of the School Act.
 - f. Any other individual who has an interest in the purposes of the Council.

Conduct

6. At General Meetings, Members will not discuss individual School personnel, students, Parents, or other Members of the School community.
7. The DPAC will refrain from partisan political or other activities that do not serve the interests of public education, the PACs and the interests of the District students.
8. Any individual, except as provided in Section 8.5 (3) of the School Act, who disrupts, causes a disturbance or interferes with the conduct of the Meeting can be removed from the Meeting at the discretion of the chair.

Notice of Meetings

9. Members will be given 14 days notice of General Meetings.

Quorum

10. A quorum for General Meetings will be twenty per cent (20%) of the voting Members.
11. 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 the Meeting is adjourned.

Voting

12. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50%+1).
13. In the case of a tie vote, the motion is defeated.
14. Members will vote through their DPAC Rep, whom must be present at a Meeting to vote. Voting by proxy will not be permitted.
15. Except as provided elsewhere in these bylaws, voting is by 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 the 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
 - b. DPAC Executive committee
 - c. PAC Executive committees
 - d. DPAC Reps, and all other Langley PAC Members
 - e. Superintendent of Schools for the District or their designate and any trustees 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

Quorum

- 5 A quorum for Annual General Meeting will be twenty per cent (20%) of the voting Members.
- 6 Only DPAC Reps 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 Executive

1. The Executive will manage the Councils 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. A minimum of two (2) to a maximum of six (6) Members at Large positions
 - g. Immediate Past President

Eligibility

3. Any Parent in the District is eligible to serve on the Executive, except employees or elected officials of the District or the Ministry of Education.
4. The Parent must have a child enrolled in District during the term of office (see Section IV para.7), if the child leaves the system during the year, the Parent may continue to hold office for the duration of the term.

Election of Executive

5. The Executive will be elected at each Annual General Meeting.
6. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

7. The Executive will hold office for a term of one year from July 1st to June 30th.
8. No person may hold the same Executive position for more than three (3) consecutive years and any Executive Member who misses any combination of three (3) consecutive Executive and/or General Meetings will, at the discretion of the Executive, be deemed to have resigned their Executive position

Vacancy

9. If an Executive Member resigns or ceases to hold office for any reason, the remaining Executive may appoint a Member of a PAC in the District to fill the vacancy until the next Annual General Meeting.

Removal of Executive

10. 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.
11. Written notice specifying the intention to make a motion to remove the Executive Member must be given to all DPAC Reps not less than 14 days before the Meeting.

Remuneration of Executive

12. 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 DPAC affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive Meetings will be held at the call of the president or by receipt of a petition representing fifty per cent (50%) of the Executive such meetings should be held before each General Meeting.
2. Executive Meetings can be held in person or electronically, with proper notice, at the discretion of the Executive subject to Section V. Para. 1, if all persons participating or attending the meeting are able to communicate with each other. All Executive Members present in person or electronically are to be counted for the purpose of establishing a quorum.

Quorum

3. A quorum for Executive Meetings will be five (5) Members of the Executive.

Notice

4. Executive Members will be given reasonable notice (not less than 72 hours) of Executive Meetings.

Section VI – CONDUCT OF EXECUTIVE

Code of Ethics

1. On election or appointment, every Executive Member must sign and agree to abide by a code of ethics acceptable to the Membership

Representing the Council

2. Every Executive Member and DPAC Rep must act in the interest of the Parent Membership of the DPAC.

Privilege

3. Any information received in confidence by an Executive Member or a DPAC Rep; 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.

Disclosure of interest

4. An Executive Member or DPAC Rep who is interested, either directly or indirectly, in a proposed contract or transaction with the DPAC 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 DPAC for personal gain.

Section VII – DUTIES OF EXECUTIVE AND DPAC Reps

A. The President will:

- a. Speak on behalf of the DPAC
- b. Consult with DPAC 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 DPAC is represented in School and District activities

- g. Ensure that DPAC 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 Presidents 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 Meetings
- 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 bylaws, and make copies available to Members upon request.
- e. Prepare and maintain other documentation as requested by the Membership or Executive.
- f. Issue and receive correspondence on behalf of the DPAC
- g. Ensure safekeeping of all records of the DPAC
- h. Keep an accurate record of PAC representatives and DPAC Executives
- i. Assist the president in providing information to 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
- b. Ensure all funds of the DPAC are properly accounted for
- c. Disburse funds as authorized by the representatives 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 accounts 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 and annual financial statement 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 School District No. 35
 - d. Help identify interested and qualified Parents for BCCPAC external committees.
 - e. Help PACs and the DPAC to process BCCPAC forms, proxies, and applications
 - f. Assist PACs and the DPAC in responding to BCCPAC AGM resolutions
 - g. Submit an annual report to the Membership

- F. Members at Large (Directors) will**
 - a. Serve in a capacity to be determined by the DPAC, as the DPAC requires
 - b. Submit an annual report to the Membership

- G. 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 DPAC 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 decides.
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 DPAC will be July 1 to June 30.

Power to raise money

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

Bank Accounts

3. All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution, as defined, 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 or may make a motion to have an audit performed.

Section X – CONSTITUTION AND BYLAWS AMMENDMENT

1. Amendments to the Constitution and Bylaws of the DPAC may be made at any General Meeting where business is conducted.
2. Notice specifying the proposed amendments must be given to the Members not less than 14 days before the Meeting.
3. The Members may, by a majority of not less than seventy five per cent (75%) of the votes cast, amend the DPAC constitution and bylaws.

Section XI – PROPERTY IN DOCUMENTS

1. All original documents, records, minutes, correspondence, or other papers kept by a Member, representative, or committee Member in connection with the DPAC shall be deemed to be property of the DPAC 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.

Amended and approved, with proper notice, at AGM held May 2014,

Kristine Ketter
President

Neil Billows
Vice- President 1