

## Table of Contents

### CONSTITUTION

<a href="#">SECTION I</a>	<a href="#">Name</a>
<a href="#">SECTION II</a>	<a href="#">PAC Purposes</a>
<a href="#">SECTION II</a>	<a href="#">DPAC Purposes</a>
<a href="#">SECTION III</a>	<a href="#">Interpretation of Terms</a>

### BYLAWS

<a href="#">Section I</a>	<a href="#">Membership</a>
<a href="#">Section I</a>	<a href="#">Membership in a DPAC</a>
<a href="#">Section II</a>	<a href="#">Meetings of Members</a>
<a href="#">Section III</a>	<a href="#">Proceedings at General Meetings</a>
<a href="#">Section IV</a>	<a href="#">Executive</a>
<a href="#">Section V</a>	<a href="#">Executive Meetings</a>
<a href="#">Section VI</a>	<a href="#">School Planning Council, District Parent Advisory Council, and External Committee Representatives</a>
<a href="#">Section VII</a>	<a href="#">Conduct of Executive and Representatives</a>
<a href="#">Section VIII</a>	<a href="#">Duties of Executive and Representatives</a>
<a href="#">Section IX</a>	<a href="#">Committees</a>
<a href="#">Section X</a>	<a href="#">Financial Matters</a>
<a href="#">Section XI</a>	<a href="#">Constitution and Bylaws Amendments</a>
<a href="#">Section XII</a>	<a href="#">Property in Documents</a>
<a href="#">Section XIII</a>	<a href="#">Dissolution</a>

# Constitution

## SECTION I – NAME

The name of this Council is Parents' Advisory Council of the David Thompson Elementary School. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

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 promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
4. To advise regarding:
  - Aesthetic and Artistic Development
  - Emotional and Social Development
  - Intellectual Development
  - Physical Development
  - Social Responsibility
5. To participate in the work of the school planning council through the Council's elected representatives
6. To promote the interests of public education and, in particular, the interests of David Thompson Elementary School
7. To provide leadership in the school community
8. To collaborate with the community and cooperate with organizations other than schools which concern themselves with the care, protection and training of students in the home, school, and community.
9. To provide parent education and professional development, and a forum for discussion of educational issues
10. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
11. To cooperate with the organization and support of activities for students and parents
12. To provide financial support for the goals of the Council, as determined by the membership

## 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 School District No. 73

**“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 School District No. 73

**“PAC” or “parent advisory council”** means the parents organized according to the School Act and operating as a parent advisory council in David Thompson Elementary School

**“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, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 73

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

**“SPC”** means the school planning council created for David Thompson Elementary School according to the School Act

---

## **Bylaws**

### **SECTION I – MEMBERSHIP**

#### **Voting members**

1. All parents and guardians of students registered in David Thompson Elementary School are entitled to be voting members of the Council.

#### **Non-voting members**

2. Administrators and staff (teaching and non-teaching) of David Thompson Elementary School may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

#### **Compliance with bylaws**

5. 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.
2. General meetings will be held not less than six times during the school year. One of those meetings will be the annual general meeting.

#### **Conduct**

3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

#### **Notice of meetings**

5. Members will be given at least fourteen (14) days notice of general meetings.

## **Section III – PROCEEDINGS AT GENERAL MEETINGS**

### **Quorum**

1. A quorum for general meetings will be six voting members two of which must be members of the executive.
2. 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**

3. 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).
4. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
5. Voting by proxy will be permitted only in special cases where a request for funds and a deadline for funds for the same item occur in between PAC meeting times or if a requested PAC sponsored event occurs in between PAC meeting times. All proxy voting will be carried out via email, in which, each voting member's vote will be added to the PAC's minutes. The only members eligible to participate in a proxy vote will be those members who attended at least one of the past two PAC meetings in which a quorum was present.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by a voting member present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.

## **Section IV -- EXECUTIVE**

### **Role of executive**

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

### **Executive defined**

2. The executive will include the chair, vice-chair, secretary, treasurer, immediate past chair, and such other members of the Council as the membership decides.

### **Eligibility**

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 73 or the Ministry of Education.

### **Election of executive**

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

### **Term of office**

The following positions will become vacant in even years (i.e. 2004, 2006 etc.):

- (i) Chairperson;
- (ii) Treasurer;
- (iii) Member(s) at Large (as designated);

The following positions will become vacant in odd years (i.e. 2005, 2007 etc.):

- (i) Vice-Chairperson;
- (ii) Recording Secretary
- (iii) Member(s) at Large (as designated).

6. The executive will hold office beginning immediately following the election.
7. No person may hold the same executive position for more than four years.

#### **Vacancy**

8. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until completion of that term.

#### **Removal of executive**

9. 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 an eligible member 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 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 chair.

#### **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.

#### **Voting**

4. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

### **Section VI - SCHOOL PLANNING COUNCIL, DISTRICT PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES**

#### **School Planning Council representatives**

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the Council executive.

#### **District Parent Advisory Council representative**

2. Two representative to the Kamloops District PAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 73 or the Ministry of Education.

#### **Election of SPC and DPAC representatives**

3. The election of representatives to the SPC and DPAC must be by secret ballot.

#### **Term of office**

4. DPAC representatives will hold office for a term of two years. SPC representatives will hold office for a term of one year.

#### **Vacancy**

5. If an SPC or DPAC representative resigns or ceases to hold office for any other reason, the

membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

#### **External committees**

6. The membership or executive may elect or appoint a member who is not an employee or elected official of School District No. 73 or the Ministry of Education to represent the Council on an external committee or to an external organization.
7. The representative will report to the membership or executive as required.

### **Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

#### **Code of ethics**

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**

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

#### **Privilege**

2. Any information received in confidence by an executive member or representative 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**

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

### **Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

#### **A. The Chair 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 the Council is represented in school and 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

#### **B. The Vice-Chair 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. be a signing officer

**C. The Secretary will**

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all records of the Council
- g. be a signing officer

**D. The Treasurer will**

- a. be one of the signing officers
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership 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 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 the financial records and books of account in the treasurer's absence
- j. submit an annual financial statement at the annual general meeting

**E. The DPAC Representative will**

- a. attend all meetings of Kamloops District PAC and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. submit an annual report

**F. Members-at-Large will**

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

**G. The immediate Past Chair will**

- a. advise and support the membership and executive as requested
- b. provide information about resources, contacts, and other matters

**H. The School Planning Council (SPC) representatives will**

- a. attend all meetings of the school planning council (SPC)
- b. represent, speak, and vote on behalf of the Council at SPC meetings
- c. request and take direction from the membership and executive

- d. be strong advocates for meaningful parent involvement in the school and school planning
- e. provide a report to all general meetings
- f. attend general and executive meetings as directed by the membership or executive

### **Section IX – COMMITTEES**

1. The membership and executive may appoint committees to further the Council's purposes and carry on 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.

### **Section X – FINANCIAL MATTERS**

#### **Financial year**

1. The financial year of the Council will be September 1 – August 31.

#### **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 registered under the Bank Act.

#### **Signing authority**

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of 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 a general meeting may appoint an auditor.

### **Section XI – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

### **Section XII – PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence, or other papers kept by a member, executive 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.



**Section XIII – DISSOLUTION**

1. In the event of a dissolution of the PAC – DT, any assets remaining after payment of debts and liabilities shall be placed in the trust of the principal of the DT Elementary School and the secretary treasurer for the school district. Any disbursement of assets by the school principal and district secretary treasurer shall be done in accordance with the purposes of this society. This constitutional clause cannot be altered or amended in any way.

Adopted by \_\_\_\_\_ Parents' Advisory Council of the David

Thompson Elementary School at \_\_\_\_\_, British Columbia, on  
\_\_\_\_\_, 20\_\_\_\_.

---

Signed by President and Secretary