

# Delta DPAC Constitution and Bylaws

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# **Delta DPAC Constitution and Bylaws**

## **CONSTITUTION**

### **SECTION I – NAME**

The name of the Organization shall be the DELTA DISTRICT PARENT ADVISORY COUNCIL. 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 or politics.

### **SECTION II – PURPOSES OF THE DPAC**

The purposes of the Council shall be:

- to assist individual parents and Parent Advisory Councils in expressing concerns and gaining appropriate access to the Education system;
- to promote effective communications between Parent Advisory Councils;
- to serve as an advisory council to the Board of School Trustees, the District Administration and the Parent Advisory Councils;
- to encourage the formation and continued operation of Parent Advisory Councils throughout the District;
- to provide resources, other than financial, at the request of any Parent Advisory Council;
- to provide liaison between the B.C. Confederation of Parent Advisory Councils, Board of School Trustees, District Administration, Principals' and Vice-Principals' Association and Delta Teachers' Association;
- to provide and promote leadership in developing and understanding the rights and responsibilities Education System.

### **SECTION III – DISSOLUTION**

In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 37 in the person of the Secretary-Treasurer of the school district.

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## BYLAWS

### SECTION IV-- MEMBERSHIP IN A DPAC

The voting membership of the Delta District Parent Advisory Council shall be one designated representative from each school's Parent Advisory Council. A designated representative may appoint an alternate voting representative for a meeting.

### SECTION V – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. General meetings shall be held not less than eight times per year, one of those being the AGM. The General Meeting shall set the date for the next General Meeting. The General Meetings are open to all parents. The term "parent" as defined by the School Act (July 1989).
3. A Special Meeting may be called by the Chairperson, with the approval of the Executive Committee, but shall be called at the written request of 7 or more voting members. A Special Meeting requires 7 days notice to members.
4. The Annual General Meeting shall be held in May of each year.
5. The Executive Committee shall meet at the call of the Chair or may be held at any time as deemed necessary. The purpose of Executive Meetings is to carry on business between general meetings.
6. The rules contained in Roberts' Rules of Order shall govern the Delta District Parent Advisory Council in all cases to which they are applicable, and in which they are not consistent with the By-Law of the Council. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individuals of the school community.

### SECTION VI – QUORUM AND VOTING

#### A. QUORUM

A quorum for a General and Annual Meeting shall be a majority of the membership. A quorum for an Executive Meeting shall be a majority of its members.

#### B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

### SECTION VII -- ELECTION OF EXECUTIVE OFFICERS

1. An Executive Committee shall be elected at the Annual General Meeting held in May each year from amongst the voting membership. No executive officer may be an employee or elected official of any school district or of the Ministry of Education.
2. The Executive Committee shall consist of a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, a Parent Education Co-Ordinator, a BCCPAC District Associate, and two Members At Large. In addition, the immediate Past

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Chairperson may serve as non-voting member of the Executive Committee. The Executive Committee may appoint one or more Special Advisor(s) who may attend and speak at, but not vote at, Executive and General Meetings.

3. Call for nominations shall be made at least two meetings before the Annual General Meeting.
4. Elections shall be by ballot, except when there is but one nominee for an office, at which time the vote for that office may be by voice. A plurality of votes shall elect.
5. A vacancy in the Executive Committee shall be filled by election at the General Meeting following the vacancy.

### **SECTION VIII -- TERM OF OFFICE**

6. The term of office for Executive Officers shall be May 1st to April 30th, or until their successors are elected.
7. No officer shall serve more than four consecutive terms in the same office.
8. The Past Chairperson's role shall be advisory – he/she shall be a non-voting member of the Executive Committee. The Past Chairperson shall hold that office for one year.

### **SECTION IX -- EXECUTIVE OFFICERS**

9. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson when applicable.
10. The Executive Officers may be as follows:
  - A. Chairperson
  - B. Vice-Chairperson(s)
  - C. Treasurer
  - D. Secretary
  - E. District Associate to BCCPAC
  - F. Parent Education Co-Ordinator
  - G. Two Members-At-Large
  - H. Past Chairperson

### **SECTION X -- DUTIES OF OFFICERS**

#### **A. THE CHAIRPERSON SHALL:**

1. convene and preside at membership, special, and executive meetings
2. ensure that an agenda is prepared and presented
3. know the constitution and bylaws and meeting rules
4. know where to find resources to assist members
5. be an ex-officio member of all committees and shall oversee and delegate responsibility to the committees
6. appoint members to committees in consultation with other Executive Committee members
7. consult DPAC members regularly
8. ensure that the DPAC is represented in school and school district activities
9. ensure that DPAC activities are aimed at achieving the objectives and purposes of the organization
10. be the official spokesperson for the organization
11. be a signing officer
12. submit an annual report
13. will commit to holding a minimum of 3 executive meetings each year

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## B. THE VICE-CHAIRPERSON SHALL:

1. assume the responsibilities of the Chairperson in the Chairperson's absence or upon request.
2. assist the Chairperson in the performance of his/her duties
3. accept extra duties as required
4. be a signing officer
5. submit an annual report

## C. THE SECRETARY SHALL:

1. ensure that members are notified of meetings
2. record the minutes of general, special, and executive meetings
3. keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
4. shall keep an up-to-date record of DPAC representatives
5. shall cooperate with the Chairperson in providing information to the local news media
6. issue and receive correspondence on behalf of the organization
7. may be a signing officer
8. safely keep all records of the Council
9. submit an annual report.

## D. THE TREASURER SHALL:

1. be one of the signing officers of the executive
2. receive all funds for the Council
3. disburse funds authorized by the executive or members
4. maintain an accurate record of all expenditures of the Council
5. give a report of all receipts and expenditures at all general meetings
6. deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the DPAC
7. make books available for viewing by members upon request
8. have the books ready for inspection or audit annually with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIII
9. ensure that another signing officer has access to the books in the event of his/her absence
10. submit an annual financial statement at the Annual General Meeting of the Council

## E. THE DISTRICT ASSOCIATE (DA) TO BCCPAC SHALL:

1. act as the liaison between the DPAC and BCCPAC
2. encourage PACs to be members of BCCPAC
3. disseminate BCCPAC information to all PACs
4. help identify parents for BCCPAC external committees
5. help PACs and DPAC process BCCPAC forms, proxies, and application.
6. assist PACs in responding to BCCPAC AGM resolutions
7. submit an annual report.

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### **F. PARENT EDUCATION COORDINATOR SHALL:**

- research and co-ordinate presentations of pertinent information regarding educational topics of concern to parents.

### **G. MEMBERS AT LARGE (DIRECTORS) SHALL:**

- 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 require

### **H. THE PAST CHAIRPERSON SHALL:**

1. help smooth the transition between Chairpersons
2. assist, advise and support the Council
3. provide information about resources, contacts, and other essential information to the Council
4. act as a consultant for the Chairperson
5. chair the nominating committee

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## SECTION XI – CODE OF ETHICS

A parent who accepts a position as a DPAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs her/his duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. 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.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Delta District Parent Advisory Council 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: \_\_\_\_\_

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## SECTION XII – COMMITTEES

### A) INTERNAL COMMITTEES

1. a. The Executive Committee may delegate any, but not all, of their powers to internal committees consisting of Executive Committee members or representatives of Parent Advisory Councils to undertake specific responsibilities and duties.
- b. An internal committee so formed in the exercise of powers so delegated shall conform to any rules imposed on it by the Executive Committee, and shall promptly report to the Executive Committee every act or thing done in exercise of those powers.
- c. The terms of reference and privileges of each internal committee shall be specified by the Executive Committee at the time it is established.
2. Appointment of chairpersons and internal committee members shall be made by motion of the Executive Committee.
3. The members of an internal committee may meet and adjourn as they think proper and the procedure at internal committee meetings shall be specified in Robert's Rules of Order.

### B. EXTERNAL COMMITTEES

1. The Executive Committee may appoint representatives of Delta School District committees or in liaison positions to external organizations.
2. Persons so appointed shall conform to any directions or instructions imposed on them by the Executive Committee and shall promptly report to the Executive Committee every act and thing done in exercise of those powers.

## SECTION XIII -- FINANCES

A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.

1. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
2. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
3. The executive shall name at least three signing officers for banking and legal documents. All expenditures will be paid by cheque that must be signed by any 2 of the following: Chairperson, Vice-Chairperson, Secretary or Treasurer.
4. The Executive has the authority to spend up to and including \$150.00 for DDPAC general business expenditures without a motion of approval from members.
5. For expenditures exceeding \$150.00 there must be a motion placed before members at a General Meeting outlining the amount and the intended use. There then must be a vote of approval by the members for acceptance of the expenditure.
6. A Treasurer's Report shall be presented at each general meeting.
7. Members at a general meeting may appoint an auditor.

## SECTION XIV -- CONSTITUTION & BYLAW AMENDMENTS

The Constitution and By-Laws of the Delta District Parent Advisory Council may be amended at any General Meeting. Notice of Motion related to the proposed amendments to the Constitution or By-Laws shall be circulated 2 months prior to the meeting. A 2/3 vote of the members in attendance at the General Meeting shall be required to amend the Constitution or By-Laws. A copy of the Constitution and By-Laws shall be forwarded to Delta School District in the person of the Superintendent for safekeeping purposes.



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### SECTION XV -- 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.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

### SECTION XVI -- PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate. Adopted as amended by Delta District Parents Advisory Council at Delta, British Columbia, on January 17, 2005.

*Jennifer Rak*  
\_\_\_\_\_  
President – Jennifer Rak

*Kelly Bains*  
\_\_\_\_\_  
Secretary – Kelly Bains

Adopted June 19, 1984  
Amended November 1985  
Amended September 1986  
Amended January 1990  
Amended November 1992  
Amended March 1995  
Amended April 1996  
Amended February 1997  
Amended February 1998  
Amended November 2002  
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