Constitution and Bylaws of Dormick Park Elementary School Parent Advisory Council

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Section I – NAME

The name of this Council is Dormick Park Elementary School Parent Advisory Council.

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

4. To promote the interests of public education and, in particular, the interests of Dormick Park Elementary School

5. To provide leadership in the school community

6. To contribute to a sense of community within the school and between the school, home and neighbourhood

7. To provide parent education and professional development and a forum for discussion of educational issues

8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns

9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood

10. To organize and support activities for students and parents

11. To provide financial support for the goals of the Council, as determined by the membership

12. To advise and participate in the activities of Abbotsford District Parent Advisory Council (Abbotsford DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC)

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

"council" means Parent Advisory Council

"district" means British Columbia Abbotsford School District

"District Parent Advisory Council" or "DPAC" means the Abbotsford District Parent Advisory Council, which is organized according to the School Act and operating as a district parent advisory council in Abbotsford School District

"parent" is as defined in the British Columbia School Act and refers to:
(a) the guardian 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 Abbotsford School District

"Parent Advisory Council" or "PAC" refers to any organized group of parents recognized under the British Columbia School Act – Bill 67, Division 2, Section 8

"school" refers to any public educational institution as defined in the British Columbia School Act operating within Abbotsford School District

Section IV – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Dormick Park Elementary School are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Dormick Park Elementary School may be invited to become non-voting members of the Council.

    a. Occasionally administrators and staff at Dormick Park Elementary School are also parents of students registered at the school (hereafter referred to as a staff-parent). This presents a unique opportunity for the Council to gain an understanding of staff's perspective on Council issues, which is appreciated in our culture of co-operation
    b. Staff-parents will be prohibited from voting on Council financial issues
    c. A staff-parent will be expected to abstain from voting as a parent member of the Council on any Council issue in which they are in a position of conflict of interest as determined by the Chair.

3. Members of the school community who are not parents or guardians 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 V – 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 (6) 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 fourteen (14) days notice of general meetings.

Section VI – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be four (4) voting members, 3 which can be executive and 1 non-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.

3. If procedural problems should arise, "Robert's Rules of Order" (www.robertsrules.org) will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution

Voting

4. 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).

5. In the case of a tie vote, the President does not have a second or casting vote and the motion is defeated.

6. Members must vote in person on all matters. Voting by proxy will not be permitted. In the event of a virtual meeting, all attendees' screens must display their full name and cameras must be on. For verification, you may need to provide your child(ren)'s name and division.

7. 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. In the event of a virtual meeting, all voting will be conducted by an online poll, using licensed software.

8. Parents, who are also employees or elected officials of Abbotsford School District or the Ministry of Education and Child Care, with the exception of noon hour supervisors and crossing guards, must abstain from voting on all financial matters.

9. A vote will be taken to destroy the ballots after every election.

Section VII – EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the President, Vice President, Secretary, Treasurer, Immediate Past President 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 members of the same household, parents and/or guardians of the same student, relatives by blood or marriage, employees or elected officials of Abbotsford School District or the Ministry of Education and Child Care, with the exception of noon hour supervisors and crossing guards.

4. A Abbotsford School District employee may sit on the Council executive when there is no other Council member who is able, or willing, to take on roles of the executive, but will abstain from voting on financial matters as it may be a conflict of interest.

Election of executive

5. The executive will be elected at each Annual General Meeting.

6. Elections will be conducted by the Council President, except where the President has been nominated for a position and there is a conflict of interest.

7. A nomination committee may be formed at each April general meeting or as required by the Executive.

8. Nominations will open a minimum of three (3) weeks prior to the Annual General Meeting and will be received up to and during the Annual General Meeting until declared closed by the President or delegate.

9. Officers shall be elected from the slate of nominees by simple majority of those members present. Nominations may be accepted from the floor.

Term of office

10. The executive will hold office for a term of one (1) year from July 1 to June 30.

11. No person may hold the same executive position for more than four (4) consecutive years.

Vacancy

12. 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 the next Annual General Meeting.

Removal of executive

13. 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.

14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than fourteen (14) days before the meeting.

Remuneration of executive

15. 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 VIII – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the President. At least one meeting will be held before each 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.

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 President does not have a second or casting vote and the motion is defeated.

Section IX - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council representative

1. One representative to the Abbotsford DPAC may be elected annually from among the voting members who are not employees or elected officials of Abbotsford School District or the

Ministry of Education and Child Care, with the exception of lunch hour monitors and crossing guards.

Election of DPAC representative

2. The election of the representative to the Abbotsford DPAC may be by secret ballot.

Term of office

3. The Abbotsford DPAC representative will hold office for a term of one year from July 1 to June 30.

Vacancy

4. If the Abbotsford 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 may be by secret ballot.

External committees

5. The membership or executive may appoint a member (a representative of a Council member) who is not an employee or elected official of Abbotsford School District or the Ministry of Education and Child Care 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 X – 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 (Appendix A) acceptable to the membership.

Representing the Council

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

Privilege

3. 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

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 executive.

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

Section XI – DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. President

a. shall speak on behalf of the Council
b. shall consult with Council members
c. shall preside at membership and executive meetings
d. shall ensure that an agenda is prepared
e. shall appoint committees where authorized by the membership or executive
f. shall conduct the executive election at the Annual General Meeting
g. shall ensure that the Council is represented in school and district activities
h. shall ensure that Council activities are aimed at achieving the purposes set out in the Constitution
i. shall obtain a Gaming license through the province of British Columbia, when required
j. shall be a signing officer
k. shall submit an annual report

2. Vice President

a. shall support the President
b. shall assume the duties of the President in the President's absence or upon request
c. shall assist the President in the performance of his or her duties
d. shall accept extra duties as required
e. shall be a signing officer

3. Secretary

a. shall ensure that members are notified of meetings fourteen (14) days prior to the meeting
b. shall record and file minutes of all meetings in a timely manner
c. shall keep an accurate copy of the Constitution and Bylaws and make copies available to members upon request
d. shall prepare and maintain other documentation as requested by the membership or executive
e. shall issue and receive correspondence on behalf of the Council
f. shall ensure safekeeping of all records of the Council
g. may be a signing officer

4. Treasurer

a. shall ensure all funds of the Council are properly accounted for
b. shall disburse funds as authorized by the membership or executive
c. shall ensure that proper financial records and books of account are maintained
d. shall report on all receipts and disbursements at general and executive meetings
e. shall make financial records and books of account available to members upon request

f. shall have the financial records and books of account ready for inspection or audit annually
g. shall apply annually for the gaming grant through the Community Gaming Grants Branch of British Columbia and file the corresponding Gaming Account Summary Report at year end
h. shall, with the assistance of the executive, draft an annual budget
i. shall ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence
j. shall submit an annual financial statement at the Annual General Meeting
k. shall be a signing officer

5. Members-at-Large (Directors)

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

6. DPAC Representative

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

7. Immediate Past President

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

8. Fundraising Coordinator

a. shall present all fundraising campaign proposals and proposed budgets at a general meeting for membership approval
b. shall chair a fundraising subcommittee, if applicable
c. shall coordinate fundraising events with the assistance of the fundraising subcommittee and Hot Lunch Coordinator, if applicable
d. shall work in conjunction with the Treasurer to collect and process payments
e. shall communicate all fundraising campaigns to parents and students
f. shall submit a report at each general meeting

9. Hot Lunch Coordinator

a. shall set the hot lunch and popcorn day dates in coordination with the school calendar so as to avoid conflicts such as Non-Instructional days, fields trips and other school events
b. shall set up "ordering periods" outlined as Fall (September to December), Winter (January to March) and Spring (April to June)
c. shall implement ordering of lunch through an online ordering system

d. shall contact and coordinate suppliers and purchases related to hot lunch days
e. shall communicate with school parent community via social media and mass email to give notice and reminders of upcoming hot lunch dates, as well as ordering deadlines and procedures
f. shall work in conjunction with the Treasurer to collect and process payment for student accounts
g. shall organize volunteers and distribution of food to individual classrooms at Council sponsored student hot lunch days
h. shall hold a valid FoodSafe Level 1 certificate, which is funded by the Council
i. shall submit a report at each general meeting, as well as the Annual General Meeting

10. Book Fair Coordinator

a. shall plan a minimum of two Scholastic book fairs per year; one in the Fall term and one in the Spring term
b. shall organize volunteers to assist at the book fair
c. shall plan and organize any contests that will take place during the Scholastic book fair
d. shall work in conjunction with the Treasurer to process payment for Scholastic Canada
e. shall submit a report at a general meeting, when applicable

11. Family Fun Night Coordinator

a. shall form a planning subcommittee
b. shall schedule a date for Family Fun Night in conjunction with the executive and school Principal
c. works with the executive to plan a budget for Family Fun Night
d. shall oversee all bookings of rental equipment or vendors needed for event
e. shall coordinate with the Hot Lunch Coordinator to arrange food for purchase for the event
f. shall organize parent volunteers for the day of the event

Section XII – 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.

4. No other committees or parent groups are allowed to operate outside of the Council.

Section XIII – FINANCIAL MATTERS

Fiscal year

1. The fiscal 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.

3. No one other than elected executive members are allowed to apply for grants, sponsorships or any other funding opportunity on behalf of the Council. As stated in Section XIII, Subsection 5, all legal documents require two (2) signatures for execution.

Bank accounts

4. 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

5. The executive will name at least three (3) signing officers, to a maximum of four (4), for banking and legal documents, which must include the President, Vice President and Treasurer. Two (2) signatures will be required on all banking and legal documents. No two members of the same household, parents and/or guardians of the same student, relatives by blood or marriage are eligible to be signing officers.

Annual budget

6. The executive will prepare a budget and tentative plan of expenditures will be drawn up and presented for approval at a general meeting prior to the end of October of each year. The budget can be amended by a fifty percent plus one vote at any general meeting.

Non-budgeted expenditures

7. The executive shall present all proposed expenditures beyond the current budget for approval at the next general meeting. No expenditures shall be paid until they are approved at a general meeting. Failure to receive membership approval for expenditures may result in the amount not being eligible for reimbursement.

Treasurer's report

8. A Treasurer's report will be presented at each general meeting.

Auditor

9. Members, at a general meeting, may appoint an auditor.

Section XIV – 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 fourteen (14) days before the meeting.

3. Where the proposed amendments exceed one (1) 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 XV – PROPERTY IN DOCUMENTS

1. 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 Chair when the member, executive member, representative or committee member ceases to perform the task to which the papers relate.

Section XVI – DISSOLUTION

1. In the event of winding up or dissolution of the Council and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in Abbotsford School District having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

2. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of Dormick Park Elementary School and the Secretary-Treasurer of Abbotsford School District.

Adopted by Dormick Park Elementary School Parent Advisory Council at Abbotsford, British Columbia, on (date)_____.

Signatures of Chair and one other Executive Member

Name of Executive Member, Committee Member, or Representative
_____

Signature _____

Date _____

Name of Executive Member, Committee Member, or Representative
_____

Signature _____

Date _____

APPENDIX A

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or representative shall

1. uphold the Constitution and Bylaws and policies and procedures of the electing body
2. perform his or her duties with honesty and integrity and in the interests of the Council
3. work to ensure that the well-being of students is the primary focus of all decisions
4. respect the rights of all individuals
5. take direction from the Membership and Executive
6. encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward
7. work to ensure that issues are resolved through due process
8. strive to be informed and only pass on information that is reliable
9. respect all confidential information
10. support public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Dormick Park Elementary School Parent Advisory Council have read, understood and agreed to abide by this Code of Ethics. 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, Committee Member, or Representative

_____

Signature _____

Date _____ Phone number _____