

Constitution of Davidson Road Elementary Parent Advisory Council (DRE PAC)

Section I – Name:

The name of this Council is Davidson Road Elementary Parent Advisory Council (DRE PAC).

Section II – Mission Statement

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 III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students at Davidson Road Elementary.
2. To encourage parent involvement in the school and support programs that promote parent involvement.
3. To promote the interests of public education and the interests of Davidson Road Elementary.
4. To provide leadership in the school community.
5. To contribute to a sense of community within the school and between the school, home, and neighborhood.
6. To provide parent education and professional development and a forum for discussion of educational issues.
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
9. To organize and support activities for students and parents.
10. To provide financial support for the goals of the Council, as determined by the membership.
11. To advise and participate in the activities of the DRE PAC and the BC Confederation of Parent Advisory Councils.

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. 23.

- “DRE PAC” or “Davidson Road Elementary Parent Advisory Council” means the parents organized according to the School Act and operating as a parent advisory council in Davidson Road Elementary.
- “Parent” is as defined in the School Act and means the parent or guardian of a child or children enrolled in School District No. 23.
- “School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 23.
- “COPAC” Central Okanagan Parent Advisory Council

Bylaws of Davidson Road Elementary Parent Advisory Council (DRE PAC)

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in Davidson Road Elementary are voting members of the Council.

Non-voting members

2. Administrators and staff (teaching and non-teaching) of Davidson Road Elementary 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 four 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 reasonable notice of general meetings – next meeting date will be confirmed at prior meeting with general schedule provided at the beginning of the year.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

A quorum for general meetings will be 5 PAC members.

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

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).

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

Members must vote in person or by video conference on all matters.

Section IV – EXECUTIVE MEMBERS

Role of executive membership

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

Executive members defined

The executive members will include the president, vice-president, secretary, treasurer, hot lunch coordinator, COPAC representative and such other members of the Council as the membership decides. One member may hold up to two positions; with the exception of president, vice president and treasurer who may hold only one of these three positions.

Eligibility

Any voting member of the Council is eligible to serve on the executive.

Election of executive members

The executive members will be elected at each annual general meeting by secret ballot.

Elections will be conducted by the past/current executive members and voting members of the PAC

Term of office

The executive members will hold office for a term of one year beginning immediately following the election:

No person may hold the same executive position for more than four years. In the case of treasurer the maximum term will be two years.

Vacancy

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

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. Vote must be by secret ballot.

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

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

Executive meetings will be held at the call of the president.

Quorum

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

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

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

Section VI – CENTRAL OKANAGAN PARENT ADVISORY COUNCIL, AND EXTERNAL COMMITTEE REPRESENTATIVES

Central Okanagan Parent Advisory Council representative

One representative to the Central Okanagan Parent Advisory Council (COPAC) may be elected annually from among the voting members who are not employees or elected officials of School District No. 23 or the Ministry of Education.

Term of office

COPAC representatives can hold office for a term of one year. The same council member can hold this position for four years consecutively.

Vacancy

5. If a COPAC 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 majority vote.

External committees

The membership or executive may elect or appoint a member (a representative of a Council member) who is not an employee or elected official of School District No. 23 or the Ministry of Education to represent the Council on an external committee or to an external organization.

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

Section VII – 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

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

Privilege

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

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.

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 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 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

B. The 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) be a signing officer

C. The Secretary will

(a) ensure that members are notified of meetings

(b) help prepare the agenda for meetings, 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) Keep an accurate record of PAC representatives

(h) Assist the President in providing information to local news media

(i) may be a signing officer

D. The Treasurer will

(a) be a signing officer

(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 a budget and an annual financial statement at the annual general meeting

E. The COPAC Representative will

(a) attend all meetings of the Central Okanagan Parent Advisory Council (COPAC) 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 COPAC

(d) seek and give input to the COPAC on behalf of the Council

(e) receive, circulate, and post COPAC newsletters, brochures, and announcements

(f) receive and act on all other communications from the COPAC

(g) liaise with other parents and COPAC representatives

F. The Hot Lunch Coordinator will

(a) shall coordinate with the Principal as to convenient dates to offer special lunch service to students and staff

(b) shall coordinate the ordering and delivery of preparation of any food

(C) shall ensure special lunch events are self supporting

(d) shall maintain a record of supplier contacts and suggestions for the smooth operation of this task

(e) shall ensure current health and safety standards are met

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

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

Power to raise money

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

Bank accounts

All funds of the Council must be kept on deposit in the name of the Council in a registered bank or registered financial institution.

Signing authority

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

Annual budget

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

Non-budgeted expenditures

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

Treasurer's report

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

Auditor

Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.

Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

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 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 School District No. 23 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 Davidson Road Elementary, the Secretary-Treasurer of School District No. 23. Adopted by Davidson Road Elementary PAC at Lake Country British Columbia, on (date). Signatures of president and one other executive member.

CODE OF ETHICS

As a parent accepting a position as a Council executive member, committee member, or representative, I commit to:

1. **Uphold the Constitution and Bylaws:**
 - Adhere to the constitution, bylaws, policies, and procedures of the electing body.
2. **Perform with Honesty and Integrity:**
 - Carry out duties with honesty and integrity, always acting in the best interests of the Council.
3. **Prioritize Student Well-being:**
 - Ensure that decisions prioritize the well-being of students as the primary focus.
4. **Respect for Individual Rights:**
 - Respect the rights of all individuals within the Council community.
5. **Follow Membership and Executive Direction:**
 - Take direction from both the membership and the executive body.
6. **Encourage and Support Parent and Student Initiatives:**
 - Support and encourage parents and students with individual concerns to act on their own behalf, providing information on the process for addressing concerns.
7. **Promote Due Process:**
 - Work diligently to ensure that issues are resolved through due process.
8. **Strive for Informed Decision-Making:**
 - Strive to be well-informed and only pass on reliable information.
9. **Respect Confidentiality:**
 - Uphold the confidentiality of all information received during the course of duties.
10. **Support Public Education:**
 - Demonstrate support for public education in all actions and decisions.

Statement of Understanding

I, the undersigned, in accepting the position of [Position Title] of [Name of Your Council], have read, understood, and agreed to abide by this Code of Ethics. I also commit to participating in the dispute resolution process established by the electing body should concerns arise about my work.

- **Name of Executive Member, Committee Member, or Representative:**

- **Signature:**

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- **Date:**

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- **Phone Number:**