

Dorothea Walker

Parent Advisory Council

Constitution and Bylaws

The previous constitution and bylaws as revised April 19, 2004 are hereby repealed
and replaced with those herein.

Approved and accepted April 18, 2023.

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STATEMENT OF ACCEPTANCE

Constitution

Section I - Name

1. The name of this Council is Dorothea Walker Parent Advisory Council.
2. Dorothea Walker Parent Advisory Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of Dorothea Walker Parent Advisory Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
4. Dorothea Walker Parent Advisory Council acknowledges that our community is located on the traditional, ancestral, unceded territory of the Syilx/Okanagan people.

Section II - Purposes of the Dorothea Walker Parent Advisory Council

Not necessarily in order of priority, the purposes of the Dorothea Walker Parent Advisory 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 provide a forum for discussion of educational issues;
4. To advise the school board, principal, and staff on any matter relating to the school;
5. To promote the interests of public education and, in particular, the interests of École Dorothea Walker Elementary School;
6. To provide leadership in the school community;
7. To contribute to a sense of community within the school and between the school, home, and neighbourhood;
8. To provide parent education and professional development, and a forum for discussion of educational issues;
9. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns;

10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
11. To organize and support activities for students and parents;
12. To provide financial support for the goals of the École Dorothea Walker Elementary School Parent Advisory Council, as determined by the membership; and
13. To advise and participate in the activities of the Central Okanagan Parent Advisory Council 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 Dorothea Walker Parent Advisory Council’s constitution and bylaws.

“district” means School District No. 23.

“COPAC” or “Central Okanagan 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. 23.

“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.

“DWE” means Dorothea Walker Elementary School.

“PAC” or “parent advisory council” means the parents organized according to the *School Act* and operating as a parent advisory council in École Dorothea Walker Elementary School.

“parent” is as defined in the *School Act* and means

- (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 École Dorothea Walker Elementary School.

“school” means any public elementary or secondary educational institution as defined in the *School Act* operating within School District No. 23.

Bylaws

Section I – MEMBERSHIP

Voting Members

1. All parents and guardians of children registered as students at DWE, are voting members of the PAC.
 - a. All parents and guardians of children registered as students at DWE, regardless of I-2, are voting members of the PAC provided full disclosure is made to the PAC at a general meeting and is recorded in the minutes.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) employed by the district and working at DWE may be invited to become non-voting members of the PAC.
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 PAC.
4. At no time will the PAC 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

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, held within sixty (60) days of the start of the school year.
 - a. In the event that the incumbent president is no longer a voting member per I-1 at the start of the next school year, the next member of the executive as listed in VIII will be acting president for the annual general meeting at which time a new president shall be elected.

Conduct and compliance

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

5. The PAC will conduct its meetings and business with respect to the intent and authority as granted by these bylaws. In the event of ambiguity or disagreement, the PAC will follow *Robert's Rules of Order* (Twelfth Edition, 2020).

Notice of meetings

6. Members will be given reasonable notice of five (5) business days in advance of a general meeting.
7. Notice of a general meeting will be communicated via minimum two (2) of the following ways to invite the DWE parent community to participate:
 - a. Email;
 - b. Social media;
 - c. Hot Lunch Website; and
 - d. School message board.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be five (5) voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until at such time a quorum is present or the meeting must be adjourned or terminated until such time that a quorum is present.

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 motion is considered defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting shall be by a show of hands or, where requested by two voting members present, by secret ballot.
 - a. Ballots shall be counted twice.
 - b. Ballots shall be destroyed following every election.

Electronic Meetings under circumstances

7. In the event that meetings are unable to be held in person, the executive may deem them to be held electronically.
8. If a meeting is held electronically, all members present and accounted for are considered to be "in person" per III-5.

9. All rules found in these bylaws are to be upheld in the event of electronic meetings according to reasonable intent.

Meetings in Combination

10. In the event that an electronic attendance option is requested by a voting member of the PAC, the executive may permit same and make reasonable efforts to accommodate the request given available resources.
11. Any voting member attending an in-person meeting electronically forfeits their voting rights.
12. Any person attending an in-person meeting electronically may forfeit their right to speak. This will be at the sole discretion of the executive and may depend on the number of attendees in person, number of attendees electronically, and technological resources.

Section IV - EXECUTIVE

Role of executive

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

Executive defined

2. The executive will include the president, vice-president, secretary, treasurer, and such other members of the PAC as the membership decides.
 - a. The executive may include a co-treasurer and the immediate past president.

Eligibility

3. Any voting member of the PAC is eligible to serve on the executive.
 - a. Any voting member of the PAC who is an employee or elected official of the District or the Ministry of Education must make full disclosure to the PAC at a general meeting and this shall be recorded in the minutes prior to or at the time of election to the executive.

Election of executive

4. The executive will be elected at each annual general meeting.
5. Elections will be conducted by open nominations and chaired by the president or vice-president who may not call for elections for their own position.

Term of office

6. The executive will hold office for a term of one year beginning immediately following the election and following the term of the fiscal year.

7. No person may hold the same executive position for more than two (2) years. However, if there are no other candidates willing or able to fill said executive position the PAC may vote to extend that executive up to three (3) more terms. Any extension of term must be renewed annually.

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 PAC to fill the vacancy until the next annual general meeting.

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 of the PAC 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 fourteen (14) days before the meeting at which the motion will be made.

Remuneration of members

11. No member, be they executive or general, may be remunerated for service, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the PAC's affairs.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings may be held at the call of the president but are not required.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive and attendance will be considered, for the purposes of electronic meetings, to be made by a single comment, verbal or written.

Notice

3. Executive members will be given reasonable notice of in-person 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 motion is defeated.

6. Members must vote in person on all matters. Voting by proxy will not be permitted.
7. In-person meeting voting shall be by a show of hands.

Electronic Meetings under circumstances

8. In the event that meetings are unable to be held in person, the executive may deem them to be held electronically, in real time or via an electronic messaging platform.
9. If a meeting is held electronically, all members present and accounted for are considered to be “in person” per III-5.
10. Electronic meeting voting shall be by written comment or show of hands, depending on the platform employed.
 - a. In the event an electronic meeting is held via an electronic messaging platform, all votes shall be cast within two (2) business days.
11. All rules found in these bylaws are to be upheld in the event of electronic meetings according to reasonable intent.

Section VI - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES

District Parent Advisory Council Representative

1. One (1) representative to the DPAC may be elected annually from among the voting members.

Term of office

4. DPAC representatives will hold office for a term of one (1) year. However, if there are no other candidates willing or able to fill said executive position the PAC may vote to extend the DPAC representative up to three (3) more terms. Any extension of term must be renewed annually.

Vacancy

5. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the PAC to fill the vacancy for the remainder of the term.

External committees

6. The membership or executive may elect or appoint a member to represent the PAC 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 AND THE CODE OF ETHICS

1. On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics that is acceptable to the membership (attached as Schedule I).

Representing the PAC

2. Every executive member and representative must act in the best interests of the PAC.
 - a. If any executive member or representative has a conflict of interest and is unable to uphold VII-2 they must inform the executive as soon as is reasonable and in a reasonable fashion and remove themselves from the conflict.

Privacy

3. Any information received in confidence by an executive member or representative from school personnel, a student, a parent/guardian, or other member of the school community is private and confidential and must not be divulged without permission of the person(s) to whom the information is pertinent.

Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of their interest to the membership and executive and it shall be recorded in the minutes.
5. Such an executive member or representative must avoid using their position on the PAC for personal gain.

Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES

1. The President will
 - a. speak on behalf of the PAC.
 - b. consult with PAC members.
 - c. preside at membership and executive meetings.
 - d. ensure that an agenda is prepared and followed.
 - e. appoint committees where authorized by the membership or executive.
 - f. ensure that the PAC is represented in school and district activities.
 - g. ensure that PAC activities are aimed at achieving the purposes set out in the Constitution.
 - h. monitor and maintain the email address.

- i. be authorized to be a signing officer.
 - j. safekeep the PAC copy of *Robert's Rules of Order* and transport it to each meeting.
 - k. be familiar with these constitution and bylaws.
- 2. 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 authorized to be a signing officer.
 - f. be familiar with these constitution and bylaws.
 - g. monitor and maintain the current email address.
- 3. 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 any member(s) upon request within five (5) business days.
 - d. prepare and maintain other documentation as requested by the membership or executive.
 - e. issue and receive correspondence on behalf of the PAC.
 - f. ensure safekeeping of all records of the PAC.
 - g. be authorized to be a signing officer.
- 4. The Treasurer or Co-Treasurers will
 - a. be authorized to be a signing officer.
 - b. ensure all funds of the PAC 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 any member(s) upon request within five (5) business days.
 - 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 a minimum of one (1) 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.
 - k. submit and keep records for the gaming fund according to its regulations.
- 5. The DPAC Representative will
 - a. attend all meetings of COPAC and represent, speak, and vote on behalf

- of the PAC.
 - b. maintain current registration of the PAC.
 - 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 PAC.
 - 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.
6. Members-at-Large will
- a. serve in a capacity to be determined by the PAC at the time of election, and at other times as the PAC requires.
7. The Immediate Past President will
- a. advise and support the membership and executive to the extent that they are able.
 - b. make every effort to assist the executive by electronic communication as required if they are no longer a parent or guardian according to this Constitution as set out in Section III.
 - c. provide information about resources, contacts, and other matters as requested by the sitting executive.
 - d. provide the login information for the current email address to the sitting president.
8. The membership and executive may appoint committees to further the PAC's purposes and carry on its affairs.
9. 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.
10. Committees will report to the membership and executive as required.

Section X – FINANCIAL MATTERS

1. The financial year of the PAC will be from September 1 to August 31.

Power to raise money

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

Bank accounts

3. All funds of the PAC must be kept on deposit in the name of the PAC in a bank or financial institution registered under the *Bank Act*.

Signing authority

4. The executive will vote at least three (3) and not more than six (6) signing

officers for banking and legal documents as is permitted by Section VIII and may include any person who is coordinating the hot lunch program and is not a member of the executive.

- a. Two (2) signatures will be required on any and all documents which allow movement of monies out of the PAC's bank account(s).
- b. One (1) signature will be required on any and all documents which allow movement of monies into the PAC's bank account(s).
- c. Cheques shall not be signed prior to their issuing.

Annual budget

5. The executive will prepare a budget and present it to the membership for approval within the first 90 days of the fiscal year.

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. Any Member(s) at a general meeting may put forth a Motion to appoint an auditor.

Spending without express sanction

9. The executive has authority to spend up to \$300 on any one (1) event or item(s) that is in keeping with the PAC's purposes and these bylaws without having been put forward as a Motion to its Members.
10. In the event the executive exercises authority derived from Section X-9, a report either written or verbal must be made to its members at the following general meeting detailing which monies were spent and to what end.
11. In the event the members of the PAC decide that Section X-9 is being exercised too freely a motion may be made to suspend Section X-9 until the start of the following school year.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend these constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than fourteen (14) days prior to a 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 and made accessible to all members electronically in the same place(s) where members typically locate PAC meeting minutes or notice of general meetings.

Section XII – 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 PAC shall be deemed to be property of the PAC 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 PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be used to benefit Dorothea Walker Elementary. In the event Dorothea Walker Elementary is unable to receive said funds or there are funds remaining, these are to be distributed to another parent advisory council or councils in the district having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

Signature page follows.

Adopted by École Dorothea Walker Elementary School Parent Advisory Council at Kelowna, British Columbia, on the _____ day of the month of _____ in the year _____.

Signatures of president and two (2) other executive members:

Name _____, DWE PAC President

Signature _____

Name _____, DWE _____

Signature _____

Name _____, DWE _____

Signature _____

Schedule 1

CODE OF ETHICS

A parent or guardian who accepts a position as a PAC executive member, committee member, or representative

1. upholds the constitution and bylaws, policies, and procedures of the electing body.
2. performs their duties with honesty and integrity and in the interests of the PAC.
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 membership and executive.
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. works to ensure that 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 ACCEPTANCE

I, the undersigned, in accepting the position of

_____ 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

Name _____

Signature _____

Position _____

Date _____

Phone number _____