



**SD33 DPAC GENERAL MEETING AGENDA**  
**for MAY 30<sup>th</sup>, 2024 at 7pm**  
**HELD HYBRID – NLC Alumni Room and on Zoom**

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**1. CALL TO ORDER**

- 1.1. Welcome
- 1.2. Adoption of Agenda
- 1.3. Approval of Minutes
  - Attached below

**2. REPORTS**

- 2.1. **Chair Report**
- 2.2. **Trustee Report**
- 2.3. **Treasurer Report**
- 2.4. **Committee Reports**
  - **Community Committees**
    - 2.4..1. **Chilliwack Healthier Communities Committee (CHC)**
    - 2.4..2. **Chilliwack Youth Committee (CYC)**
    - 2.4..3. **Sexuality and Gender Equality Committee (SAGE)**
  - **District Committees**
    - 2.4..4. **Advisory Committee for Inclusive Education (ACIE)**
    - 2.4..5. **Budget Committee**
    - 2.4..6. **Education Policy Advisory Committee (EPAC)**
    - 2.4..7. **Inclusion, Diversity, Equity and Accessibility Committee (IDEA)**
  - **DPAC Committees**
    - 2.4..8. **BCCPAC**
    - 2.4..9. **Emergency Preparedness Committee**

**3. UNFINISHED BUSINESS**

- 3.1. C&B Proposed Updates
  - Current C&Bs - [DPAC C&B \(sd33.bc.ca\)](https://sd33.bc.ca)
  - Red Letter copy with amendments attached below
  - Final proposed version with amendments attached below

**4. NEW BUSINESS**

- 4.1. 2024/2025 DPAC Meetings
  - Would parents like more presentations during DPAC meetings or keep it to business and host presentations separately?
- 4.2. DPAC Elections

**5. DATES OF UPCOMING MEETINGS**

- 5.1. September 26<sup>th</sup>, 2024 – DPAC General Meeting

**6. ADJOURNMENT**



**SD33 DPAC DRAFT GENERAL MEETING MINUTES**  
**for April 25<sup>th</sup>, 2024**  
**HELD at the Board Office and online via Zoom**

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<b>Members Present:</b>	<b>Katie Bartel</b> <b>Meghan Reid</b> <b>Jessica Clarke</b> <b>Stacey Gould</b> <b>Deirdre O'Connor</b>	<b>DPAC Chair &amp; ADR DPAC Rep</b> <b>DPAC Vice Chair &amp; SSS DPAC Rep (online)</b> <b>DPAC Secretary</b> <b>DPAC Secretary &amp; Sitos DPAC Rep (online)</b> <b>DPAC Member at Large &amp; Promontory DPAC Rep (online)</b>
	<b>Cary Moore</b> <b>Erin Enns</b> Matthew Stevenson Sher Grater Kristen Kelm Kara Vanleeuwen Tanya Cannon Kendy Michaloski Gina Phillips Jaime Kampman Karine Lemay	<b>DPAC Indigenous Rep</b> <b>DPAC BCCPAC Rep</b> McCammon DPAC Rep Cultus DPAC Rep (online) GW Graham DPAC Rep (online) DPAC Rep Tyson Cheam DPAC Rep (online) Sardis Elementary DPAC Rep Imagine DPAC Rep (online) Yarrow DPAC Rep Rosedale DPAC Rep

**Parents Present:** Bill Brooks (online), Meagan Heinrichs (online)

**Trustee Liaison:** Teri Westerby

**Guest:** Janine McMorran – Family Peer Support

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**1. CALL TO ORDER (@7:03)**

- 1.1. Welcome, Land acknowledgement and housekeeping.
  - Quorum met
- 1.2. Adoption of Agenda
  - Erin MOTIONS THAT the agenda be adopted as amended (added the IDEA committee).
    - Matt Stevenson seconded
    - PASSED
- 1.3. Approval of Minutes
  - Deirdre MOTIONS THAT the minutes of the Feb 29<sup>th</sup> general meeting be approved as amended (remove Matt Stevenson's name from participant list).
    - Katie seconded
    - PASSED



## 2. SPECIAL PRESENTATION

- 2.1. With well over 20 years of helping families, FamilySmart is committed to child and youth mental health. We help children and young people by helping their family and other caring adults. FamilySmart Family Peer Support is free, there are no waitlists, and your child or youth does not require a diagnosis. We serve families from 0-24, and can connect with you by phone, text, email or in person.
- 2.2. Janine is a mother of 3 and step-mom of 2. She has lived in Chilliwack for the past 12 years and knows what it's like to feel alone as our kids struggle with mental health and/or substance use. She comes to this work through her own lived experience and she is passionate about offering a safe and non-judgmental place for parents and caregivers to be heard and directed to resources and supports that may help things go better.
- 2.3. We know children and young people do better when the adults who care about them are supported. **We're here, and we want to help.**
- 2.4. [Journey to FamilySmart](#) - Our Origin Story (9min video)
- 2.5. Presentation slide deck is in APPENDIX I
- 2.6. Family Smart has a monthly events calendar. You can view it here - <https://familysmart.ca/monthly-events/>
- 2.7. The next event is on May 7<sup>th</sup> (6-8) and is about Connecting with Kids - We know that having caring, connected conversations can significantly impact the mental health of children and youth. To register for this free event, please visit [Connecting with Kids - FamilySmart](#)
- 2.8. Janine would be more than **happy to go to PACs** and provide the presentation to parents.

## 3. REPORTS

### 3.1. Chair Report

- Katie will be attending the BCCPAC Conference and AGM.
- Katie has also been invited to the BCTF Public Education Conference. I'm very excited to learn from Ivan Coyote and attend the parent advocacy workshops. (<https://opportunities.bctf.ca/2024-public-education-conference/>)
- DPAC has become aware of some potential changes to class composition coming in the 2025/2026 year. A ruling from 2019 has stated that class composition rules should follow definitions of diagnoses from 2002. Our District has been slow to make this shift but we are hearing that there is an implementation date of September 2025 and the District has begun evaluating support needs. This means a student with support needs who currently counts as two seats in an elementary or middle school class



may end up counting as one, filling our classes even more. BCTF will have their own concerns with this regarding workload and remedy but as parents, DPAC thinks this is something to flag as a potential concern for the well being of our education system. This will not affect funding that our kids bring to the district, only seats in the classroom.

3.2. **Trustee Report**

- The Chilliwack School District provides various early learning and child care options. Our vision is to expand and enhance our range of services, offering families a selection of inclusive, accessible, reliable, and universally available early learning and child care program.
- The website has moved. Check out the new link for programs and resources - [Home Page | Early Learning \(sd33.bc.ca\)](#)

3.3. **Treasurer Report**

- DPAC Budget is in Appendix II.
- **Gaming Grants are now open.** Make sure PACs apply by **JUNE 30, 2024!**
- [Parent Advisory Council \(PAC\) and District Parent Advisory Council \(DPAC\) Grants - Province of British Columbia \(gov.bc.ca\)](#)

3.4. **Committee Reports**

- **Community Committees**
  - **Chilliwack Healthier Communities Committee (CHC)**
    - Can post on PAC fb, provide to school admin for dissemination with Newsletters.
    - Bowls of Hope are looking for help – people to help pick up bread near Langley.
    - Community Gardens is still open and has plots – applications are open.
  - **Chilliwack Youth Committee (CYC)**
    - DPAC does not have a representative to sit on this currently. Volunteers are welcome.
  - **Sexuality and Gender Equality Committee (SAGE)**
    - Reviewed resource cards.
    - Came up with a couple different options. Got approval to have them sent to a designer.
    - Resource cards will be distributed upon completion.
    - Gender 101 and 201 are being updated.
      - Gender 101 and 201 programs in the past have been facilitated by Jackie. She puts these on for



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different community groups, businesses, lunch and learns.

- Targeted right now for the medical field. She is trying to adapt it to different groups.
- PACs can request these presentations.
- United way funding may be available to host Gender 101 and 201.

• **District Committees**

○ **Advisory Committee for Inclusive Education (ACIE)**

- Attendees received an overview of the training Principals, Vice-principals and support staff receive through a “family of schools” model. They pick a theme each year to focus their training on.
- There are a lot more training opportunities for staff than ever before but there is continued concern from partners around the ability to not participate in a meaningful way. School culture, self-directed learning with no accountability and low expectations all effects the participation in and quality of training.
- DPAC continues to have concerns about the lack of training for support staff. Only continuing staff are paid for ongoing training, not casual or interim staff. Contracts need to be better.

○ **Budget Committee**

- Met on April 4<sup>th</sup>.
- Focus was the budget presentation. You can view the presentation here - [PowerPoint Presentation \(sd33.bc.ca\)](https://sd33.bc.ca/PowerPointPresentation)
- Meet again at the beginning of May to talk about next year’s budget.

○ **Education Policy Advisory Committee (EPAC)**

- Policy review is done so this committee will be called as needed.

○ **IDEA committee**

- Website link - [Home | inclusiveschools.sd33.bc.ca](https://sd33.bc.ca/inclusiveschools)
- New information has been added about parental rights.

• **DPAC Committees**

○ **BCCPAC**



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- DPAC Chair and Imagine DPAC rep are attending the BCCPAC Conference and AGM on May 3-5.
  - Proxy forms due today or emailed directly to [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca) by April 28<sup>th</sup>.
  - Link: <https://bccpac.bc.ca/index.php/events/conference-agm/agm>
- Treasurer 101 Workshop
  - Online May 21st. Pre-registration required.
  - Link: <https://bccpac.bc.ca/index.php/events/2024-05-workshop>
- **Emergency Preparedness Committee**
  - Due to capacity there has been no work on this. A volunteer to chair this committee is welcomed.

#### **4. UNFINISHED BUSINESS**

- 4.1. Feeding Futures Check in
  - How are things going at schools this month?
    - Food carts are being purchased and will be unrestricted. Anyone can grab food from it at any time.
    - Many schools are starting to bulk purchase food.
    - Process to get a food cart – up to admin to have a meeting with Roseanne as well as Michelle from Bowls of Hope. They then connect with the superintendent and secretary treasurer. Then they look at what the needs are for that school.
    - DPAC to follow-up with superintendent and secretary treasurer to discuss how to support schools who don't have capacity to offer more food.
  - Refrigerated van is back ordered.
  - DPAC hopes by September things are running very smoothly.
  - \$300K Affordability Fund – Email sent to Simone for clarity.
- 4.2. Bussing Check in
  - Is there anything specific that DPAC should be advocating for or monitoring as we move forward?
  - Pressure for equity ([Centre For Family Equity \(centreforequity.ca\)](http://centreforequity.ca)) - The Transit for Teens Youth Coalition, a youth-driven leadership group within



the Centre for Family Equity, has published a persuasive editorial in The Tyee to make the case for free transit for all youth on Earth Day 2024.

- City bus 71 turns into 72 that goes to Hope. You have to buy two different bus passes now.
  - Maybe students can always be considered one zone so they don't have to purchase two fares.
  - Katie will follow-up with Chris and will bring it up with the superintendent.

4.3. Air Conditioning Check in

- Nobody was aware of a portable that doesn't have AC now.
- Please contact [dpac@sd33.bc.ca](mailto:dpac@sd33.bc.ca) if there are portables still not equipped with AC.

4.4. DPAC/PAC Admin Procedure Discussion

- DPAC is working on an Admin Procedure with the District for the DPAC/PAC AP.
- Is there anything specific you'd like to see included in this?
- Admin Procedure for Insurance Extension to PACs and DPACs (revised and enhanced – draft is currently still in process and sent to legal)

4.5. C&B Proposed Updates

- Current C&Bs - [DPAC C&B \(sd33.bc.ca\)](https://sd33.bc.ca/DPAC-C&B)
- Red Letter: [Red lined Proposed C&B 2024.pdf](#)
- Changes capture e-meetings in with general meetings and fixed Indigenous Rep duties and title.

## 5. NEW BUSINESS

5.1. AGM (May30th)

- MOTION that we strike a nomination committee
  - Matt Stevenson
  - Gina seconded
- Gina and Karine put their names forward.
- Come for **pizza** dinner at 6:30pm.

## 6. Round Table

6.1. What would you like to see DPAC focus on next year?

- Substance use in high schools
  - Educating parent and kids – what do symptoms look like. Resources available.



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- Student code of conduct is required for every school. Principals are supposed to bring this to PACs every September.
  - What are the standards for bullying?
  - Variety in disciplinary measures.
  - What happens when a student violates a school policy?
  - Policy 310 – Student Expectations, Rights, and Responsibilities
    - Link to Policy 310 - [Chilliwack School District \(sd33.bc.ca\)](https://sd33.bc.ca)
- How to support students at home who are being bullied
- IEPs
- Formal complaint process for parents

## **7. DATES OF UPCOMING MEETINGS**

- 7.1. May 9<sup>th</sup> [Len Pierre at 7pm](#) - Online
- Dynamic and engaging speaker who explores Indigenous Cultural Safety, Reconciliation, Decolonization, & Anti-Racism.
  - Will be recorded.
- LUNCH AND LEARN - May 16<sup>th</sup> [Hazel Woodrow from Canadian Anti-Hate Network at 12pm](#) – Online
- Hallmarks of hate and how it is interwoven into the parent rights movement and the segregation history.
  - Will be recorded.
- 7.2. May 30<sup>th</sup> [DPAC AGM and DPAC Elections](#) - Board Office and Online

## **8. ADJOURNMENT (@8:42)**

*x Stacey Gould*  
Stacey Gould  
DPAC Secretary

*x Katie Bartel*  
Katie Bartel  
DPAC Chair



## **APPENDIX I – FAMILY SMART PRESENTATION**



**Family Peer Support Workers help children and young people by helping their family and other caring adults.**

We know children and young people do better when the adults who care about them are supported.



## The Journey to FamilySmart



**Family Peer Support Workers** use their own lived experience of parenting a child or young person with mental health and/or substance use challenge to provide peer support to other parents and caregivers.



## Parent Peer Support

We provide emotional support, information, resources, and help in navigating services for parents & caregivers of a child, youth or young adult with a mental health and/or substance use challenge.

Our Peer Support services are free. No waitlist. We get it.

**95%** of parents and caregivers felt validated, supported and less alone after connecting with a FamilySmart Parent Peer Support Worker.

**90%** of parents and caregivers felt that they could manage a bit better after connecting with a FamilySmart Parent Peer Support Worker.

**87%** of parents and caregivers said, "I feel more confident and better able to support my child/youth/young adult with their mental health" after connecting with a FamilySmart Parent Peer Support Worker.

**Impact Report  
2022 - 2023**

### PARENTS AND CAREGIVERS SAID...

"The Parent Peer Support Worker was a great source of parent information and help. Her help and support made a difference to where we are now. Her knowledge and skill was very effective in guiding us to navigate the complex mental health difficulties of our son."

**TOTAL INTERACTIONS 11,486** (7,513 Total Interactions w/Parent/Caregiver + 3,973 Total Interactions w/Service Providers)



## FamilySmart Family Peer Support



Community	32 BC Communities			
Provincial Programs	Hospitals	Fraser Region Programs	Foundry Centres	ICY Teams
Maples Adolescent Treatment Centre	BC Children's Hospital's Kelty Mental Health Resource Centre  Surrey Memorial Hospital's CAPSU, and APU	ADTP Fraser East and South  Short Term Assessment Response Team (START) Fraser	Foundry Prince George  Foundry Richmond	BC's ICY Teams
Alberta	CASA Mental Health, Edmonton			



### **Family Peer Support Workers provide:**

1. Emotional support
2. Information & resources
3. Help in understanding and navigating services
4. Attend meetings with families or caregivers

We serve parents & caregivers of a child, youth or young adult (0 to 24+) with a mental and/or substance use challenge

### **Family Peer Support Workers** can meet with families:

- In Person
- Video Chat
- Email
- Phone

We are a **confidential, free** service, and we don't have **waitlists**. No **diagnosis** is needed.

## Referring to us

- We can support any family at any point in their journey working alongside you, as you support them
- We can offer as much or as little, for as long as a family needs
- You can now refer to us with a family's consent:
  - on line
  - share our contact details: [familysmart.ca](https://familysmart.ca)

The logo for 'intheknow' features the word 'intheknow' in a mix of teal, orange, and purple colors. Below it, the tagline 'connect + learn' is written in a smaller, dark font. The logo is set against a light blue background with a white curved shape at the bottom.

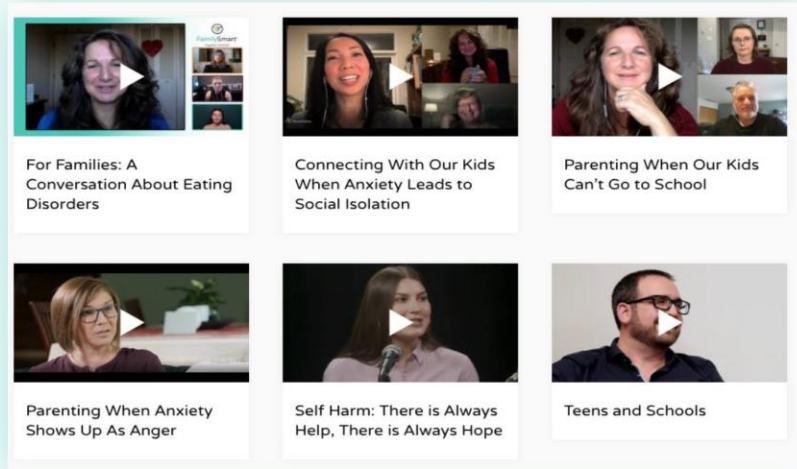
## Monthly Events - 'in the know'

Every month, we host events called 'in the know.' We watch a video and share experiences and strategies that help in the hard moments and focus **on strengthening our understanding & connection with our kids.**

Events are facilitated by FamilySmart Family Peer Support Workers. Currently offered **online.**

[familysmart.ca/events](https://familysmart.ca/events)

## Video Library



## Help for the Hard Times Workshops

These online workshops are intended to offer a framework for parents and caregivers to consider as they support their child or youth after a hospital stay or ER visit for mental health.

The suggestions, tips and strategies discussed are intended to support caring, connected relationships.

[familysmart.ca/workshops](https://familysmart.ca/workshops)





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**We want to work with you and the families  
you support to help things go better for  
everyone.**

**Janine McMorran**  
**Family Peer Support Worker:**  
**Email: [janine.mcmorran@familysmart.ca](mailto:janine.mcmorran@familysmart.ca)**

**Call: 604-426-2383**

**[www.familysmart.ca](http://www.familysmart.ca)**





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[FamilySmart.ca](https://familysmart.ca)





APPENDIX II – DPAC Budget (March 2024)

			Gaming Account 1465970		General Account 1465954	
			Budget	Actual	Budget	Actual
Bank Balance as at July 1st, 2023			1955.38	1,955.38	4,852.82	4,852.82
2023/24 Province of BC DPAC Grant			2,500.00	2,500.00		
Donation						
DPAC Summit Mileage Reimbursement						136.64
BCCPAC Conference Mileage Reimbursement						
SD33 Funding					5,000.00	5,000.00
Total Funds Available			4,455.38	4,455.38	9,852.82	9,989.46
Expenditures Paid						
BCCPAC Membership Fees			150			
Jessica Clarke - BCCPAC Membership chq#104				150		
Miscellaneous Office Supplies & Printing Costs			500			
Miscellaneous Software Costs			500			
BCCPAC Conference					2,000.00	
BCCPAC Conference Travel Expenses			500			
BCCPAC DPAC Summit					1,170.00	
Katie Bartel - DPAC Summit Additional chq#70						970
Katie Bartel - Per Diem DPAC Summit chq#71						50
Deirdre O'Connor - Per Diem DPAC Sur chq#73						50
Hybrid Meeting Equipment			300			
Katie Bartel - Hybrid Meeting Equipme chq#105				218.13		
Katie Bartel - Webcam for Hybrid Mee chq#107				80.7		
Guest Speakers and Guest Speaker Recordings			2,000.00		2,000.00	
Suzanne Perreault - Language and IEP chq#108				300		
Workshops/Training Seminars for DPAC/PACs			500		500	
Katie Bartel - Blanket Exercise Refresh chq#67						66.6
Vrushali Khot - PAC Café Food chq#69						67.62
Katie Bartel - PAC Café Food chq#70						25
Stacey Gould - PAC Café Supplies chq#106				81.36		
Stacey Gould - PAC Café Food chq#68						400
Deirdre O'Connor - PAC Café prize chq#73						25
Honorariums for Indigenous Elders and Knowledge Keepers					250	
Refreshments for Meetings					750	
Katie Bartel - Sep 28 DPAC Meeting Re chq#67						24.02
Katie Bartel - Refreshments for DPAC I chq#76						10.27
Bursaries/Gifts					300	
Social Media Marketing					50	
Deirdre O'Connor - Facebook Advertisi chq#73						25.61
Katie Bartel - Suzanne Perreault Adver chq#76						3.15
Total Expenditures			4,450.00	830.19	7,020.00	1,717.27
Closing Bank Balance March 31, 2024				\$3,625.19		\$8,272.19
Expenditures Committed:						
Erin Enns - Per Diem DPAC Summit chq#74						50
Vrushali Khot - Per Diem DPAC Summi chq#72						50
Erin Enns - DPAC Summit Mileage chq#75						136.64
Total Commitments on Account				-		236.64
NET Adjusted Bank Balance				\$3,625.19		\$8,035.55

School District No. 33 Chilliwack  
District Parent Advisory Council  
Constitution & Bylaws

The British Columbia *School Act* provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

*...the district parents' advisory council may advise the board on any matter relating to education in the school district.*

Thus, it is our mission;

“To educate, inform, and empower parents to be true partners in the education of their children”

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# CONSTITUTION

## Section 1 – NAME

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

The DPAC will operate as a non-profit organization with no personal financial benefit.

The business of DPAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

## Section 2 – PURPOSES OF THE DPAC

The purposes of the DPAC will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33 (SD33).
2. To communicate with parents and school Parent Advisory Committes (PACs) in School District No. 33 on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of SD33.
6. To provide parent education and skill development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the SD33.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

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### Section 3 -- INTERPRETATION OF TERMS

**“Bylaws”** means the rules that govern the work of DPAC.

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**“Constitution”** means the principles and purposes that govern DPAC.

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**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

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**“district”** means School District No. 33

**“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. 33.

**“DPAC Representative”** means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC.

**“DPAC Representative Alternate”** means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC in the absence of the DPAC Representative.

**Executive** means the Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative, Indigenous Representative and two (2) Members at Large as discussed in the bylaws.

**“PAC” or “parent advisory council”** refers to any organized group of parents recognized under the British Columbia *School Act*.

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

- a. a parent or other person who has guardianship or custody of the student or child other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education.
- b. A person who usually has the care and control of the student or child.
- c. The parent must have a child enrolled in School District No. 33

**“Quorum”** means the minimum number of members that must be present to make the proceedings valid.

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“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

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## BYLAWS

### Section 1 – MEMBERSHIP

1. One DPAC Representative or DPAC Representative Alternate elected annually from each individual school's PACs will make up the voting membership of the DPAC.
2. One alternate voter may be identified on the DPAC Representative registration form for each representative if they are unable to attend a meeting.
3. If the Code of Conduct has been signed each PAC may have one representative with one vote through their DPAC Representative of Alternate.
4. Representatives from students, the school board, district administration, principals, teachers, school support staff, individual parents and other community organizations may be invited to attend DPAC meetings as non-voting attendees.
5. Non-voting attendees may ask questions and provide information regarding issues on the floor for discussion, at the discretion of the Chair.

### Section 2 –GENERAL MEETINGS

1. There shall be an annual general meeting for election of officers held in May of each year. The new executive will present to the membership the budget proposal for approval, and Constitution & Bylaw amendments for review, at the first meeting of each new school year.
2. Additional general meetings may be held during the school year to conduct current business.
3. The executive meetings and additional general meetings shall be held at the discretion of the executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
4. Meetings will be conducted efficiently and with fairness to the members.
5. Meetings may be conducted in person, online or a hybrid combination of the two types of meetings.
6. Business of a time sensitive nature may be conducted between general meetings via in person, e-mail or an online voting platform at the discretion of DPAC Executive.

### Notice

1. Members will be given reasonable and no less than 48 hours notice of general meetings.

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2. Meeting notices will be provided on the SD33 website.

3. Additional routes of notification will be utilized by the DPAC executive to notify DPAC Representatives and Alternates.

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## Quorum

1. A quorum for general meetings will be six (6) 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 there is a quorum present or until the meeting is adjourned or terminated.
3. The quorum cannot be waived or suspended, even by unanimous consent.  
~~The quorum cannot be waived or suspended, even by unanimous consent.~~

## Voting

1. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
- 2.

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

3. PAC Members will vote through their elected DPAC representatives. A DPAC representative or designated DPAC alternate must be present at a meeting to vote. Proxy voting is not allowed.

4. 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.
5. A vote will be taken to destroy the ballots in the event of a secret ballot.

## Conduct

1. At general meetings, attendees will not discuss individual school personnel, students, parents, or other members of the school community.
2. DPAC will refrain from endorsing political parties or individuals, or activities that do not serve the interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws.

## ~~Section 3 - ELECTRONIC (E) MEETINGS~~

1. ~~Business of a time sensitive nature may be conducted between general meetings via e-mail. All other business should be conducted in person, at general meetings.~~
2. ~~E meetings will be called by the Chair, or upon the receipt of a petition representing fifty~~

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percent (50%) of the voting delegates.

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3. The Chair will send out an invite to ALL official DPAC Representatives, including details of the time sensitive business to be discussed, and set a reasonable response time of no less than 24 hours.

4. The Chair will summarize all transactions of the e-meeting, including any decisions made, at the next general meeting to ensure all electronic meeting business is included in the official minutes of the Council.

### Quorum

Quorum for e-meetings will be fifty percent (50%) of the total voting membership. Once established, a quorum is always presumed “present”.

### Voting

Voting at e-meetings will never be done by secret ballot. Votes cast by a type-written yes or no or, where requested by two or more voting members present, submitted to the Chair and Secretary only.

## Section 4 – EXECUTIVE

### Role of executive

The executive will manage the DPAC’s affairs between general meetings.

### Eligibility

1. Any parent of a student registered in SD33 is eligible for nomination to the executive, except direct employees or elected officials of SD33 or the Ministry of Education and Child Care.
2. The Indigenous Liaison must self-identify as Indigenous.
3. An executive who runs for political office must request a leave of absence as soon as the nomination process begins.

### Election of executive

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1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee or designated alternate.
4. Elections are held by secret ballot.

#### Term of office

1. The executive will hold office for one year after the AGM they are elected in.
2. No person may hold the same executive position for more than four (4) consecutive years.
3. If an executive position remains vacant due to the lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

#### Vacancy

1. If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC Representative or Alternate to fill the vacancy until the next annual general meeting.

#### Removal of executive

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 an eligible DPAC representative to complete the term.
2. 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

1. No executive member may be remunerated for serving on the executive.

### Section 5 – EXECUTIVE MEETINGS

#### Meetings

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead.

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2. Past executives may attend this meeting to pass on relevant information.

3. Additional executive meetings will be held at the call of the chair.

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## Quorum

1. A quorum for executive meetings will be a simple majority of the members of the executive.

## Notice

1. Executive members will be given reasonable notice of executive meetings.

## Voting

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

## Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

### Code of Ethics

1. On election or appointment, every executive member, ~~DPAC Representative, and DPAC Representative Alternate~~ must sign and agree to abide by a code of ethics acceptable to the membership.

### Representing the District Parent Advisory Council

1. Every executive member and representative must act solely in the interests of the DPAC.
2. DPAC represents the voice of parents and must protect the integrity of their membership.

### Privilege

1. 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.

### Disclosure of interest

1. Executive members or DPAC Representatives and Alternates interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of their interest to the membership and executive.
2. Executive members and DPAC Representatives and Alternates must avoid using their position on the DPAC for personal gain.

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## Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES

### The Chair will:

- a) Speak on behalf of the DPAC;
- b) consult with DPAC 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) strive to ensure that DPAC is represented in district activities as appropriate;
- g) strive to ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution;
- h) oversees the main DPAC email account,;
- i) be a signing officer;
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the Secretary;
- k) book venues, presentations and events as required with the assistance of the Secretary;
- l) maintain a positive working relationship with district partners;
- m) attend school board meetings when available;
- n) attend All Partner meetings when available; and
- o) chair one committee and/or be an external representative as needed.

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### The Vice-Chair will:

- a) assume the duties of the Chair in the Chair's absence or upon request by the Chair or a majority of the executive;
- b) assist the Chair in the performance of the Chair's duties;
- c) accept extra duties as required;
- d) be a signing officer if needed;
- e) attend school board meetings when available;
- f) attend All Partner meetings when available; and
- g) chair one committee and/or be an external representative as needed.

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### The Secretary will:

- a) ensure that members are notified of meetings;
- b) record and file minutes of all meetings;
- c) submit minutes to Board office to be posted on the District website for the DPAC members as soon as possible after the last meeting;
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available as requested;
- e) prepare and maintain other documentation as requested;
- f) ensure safekeeping of all records of the DPAC;

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g) keep an accurate record of DPAC Representatives and Alternates:

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h) be a signing officer if needed;  
 i) assist the Chair with issuing and receiving correspondence on behalf of the DPAC;  
 j) book venues, presentations and events as required with the assistance of the Chair;  
 attend school board meetings when available; and  
 k)  
 l)  
 chair one committee and/or be an external representative as needed.

#### The Treasurer will:

- a) be a signing officer;
- b) ensure all funds of the DPAC are properly accounted for;
- c) disburse funds as authorized by motion of the membership;
- 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 for the AGM;
- 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;
- k) represent DPAC on the district budget committee; and
- l) attend school board meetings when available.

#### The BCCPAC Representative will:

- a) act as the liaison between the DPAC and BCCPAC;
- b) encourage PACs in School District No. 33 to be members of BCCPAC;
- c) disseminate BCCPAC information to all PACs in School District No. 33;
- d) help identify interested and qualified parents for BCCPAC external committees;
- e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications;
- f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions;
- g) maintain DPACs membership with BCCPAC;
- h) attend school board meetings when available;
- i) chair one committee and/or be an external representative as needed;
- j) host BCCPAC Resolutions meeting as needed.

#### The Indigenous Liaison will

- a) support engagement between DPAC, Indigenous parents and caregivers, the greater Indigenous community and the Chilliwack SD33 School Board;
- b) attend school board meetings when available; and
- c) perform duties as assigned.

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### Members at Large will:

- a) perform duties as assigned;
- b) attend school board meetings when available; and
- c) chair one committee and/or be an external representative as needed.

## Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES

1. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
2. The terms of reference for each committee will be specified by the executive at the time the committee is established.
3. The committee will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
5. Other committees may include, but are not limited to: DPAC Newsletter; DPAC Year End Report; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including budget and the educational policy advisory committee (EPAC)

## Section 9 – FINANCIAL MATTERS

### Financial year

1. The financial year of the DPAC will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### Power to raise money

1. DPAC may raise and spend money to further its purposes.

### Bank accounts

1. All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution registered under the Bank Act or governed under the Credit Union Incorporation Act.

### Signing authority

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1. 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

1. The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30<sup>th</sup> each year.
2. DPAC money can only be spent if authorized by a motion passed at a general meeting.  
~~DPAC money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.~~

#### Non-budgeted expenditures

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

#### Treasurer's report

1. A treasurer's report will be presented at each general meeting which details all financial transactions that have occurred since the last treasurer's report.

#### Auditor

1. Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

### Section 10 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend DPAC'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. Proposed amendments may be posted digitally for access to all members.

### Section 11 – PROPERTY OF DOCUMENTS

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC and shall be turned over to the president when the member, executive member, representative, or committee member ceases to

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perform the task to which the papers relate. All documents and records will be kept at the School Board Office.

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## Section 12 – DISSOLUTION

1. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the DPAC shall be held in trust by School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.

Adopted by Chilliwack District Parents Advisory Council at the Chilliwack School Board Office, Chilliwack, BC, on September 30, 2016.

Updated and amended on October 26, 2017.

Updated and amended on October 25, 2018.

Updated and amended on October 24, 2019.

Updated and amended on April 21, 2022.

X 

Chairperson

X 

Secretary

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## CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs their duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) 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
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone number \_\_\_\_\_

*This page can be photocopied and used annually for all executive members and representatives.*

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# **School District No. 33 Chilliwack District Parent Advisory Council Constitution & Bylaws**

The British Columbia *School Act* provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

*...the district parents' advisory council may advise the board on any matter relating to education in the school district.*

Thus, it is our mission;

“To educate, inform, and empower parents to be true partners in the education of their children”

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# **CONSTITUTION**

## **Section 1 – NAME**

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

The DPAC will operate as a non-profit organization with no personal financial benefit.

The business of DPAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

## **Section 2 – PURPOSES OF THE DPAC**

The purposes of the DPAC will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33 (SD33).
2. To communicate with parents and school Parent Advisory Committees (PACs) in School District No. 33 on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of SD33.
6. To provide parent education and skill development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the SD33.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

### Section 3 -- INTERPRETATION OF TERMS

**“Bylaws”** means the rules that govern the work of DPAC.

**“Constitution”** means the principles and purposes that govern DPAC.

**“community organizations”** means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

**“district”** means School District No. 33

**“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. 33.

**“DPAC Representative”** means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC.

**“DPAC Representative Alternate”** means the parent or guardian from the school parent advisory council they are authorized and elected to represent within DPAC in the absence of the DPAC Representative.

**Executive** means the Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative, Indigenous Representative and two (2) Members at Large as discussed in the bylaws.

**“PAC” or “parent advisory council”** refers to any organized group of parents recognized under the British Columbia *School Act*.

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

- a. a parent or other person who has guardianship or custody of the student or child other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education.
- b. A person who usually has the care and control of the student or child.
- c. The parent must have a child enrolled in School District No. 33

**“Quorum”** means the minimum number of members that must be present to make the proceedings valid.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

# **BYLAWS**

## **Section 1 – MEMBERSHIP**

1. One DPAC Representative or DPAC Representative Alternate elected annually from each individual school's PACs will make up the voting membership of the DPAC.
2. One alternate voter may be identified on the DPAC Representative registration form for each representative if they are unable to attend a meeting.
3. If the Code of Conduct has been signed each PAC may have one representative with one vote through their DPAC Representative or Alternate
4. Representatives from students, the school board, district administration, principals, teachers, school support staff, individual parents and other community organizations may be invited to attend DPAC meetings as non-voting attendees.
5. Non-voting attendees may ask questions and provide information regarding issues on the floor for discussion, at the discretion of the Chair.

## **Section 2 –GENERAL MEETINGS**

1. There shall be an annual general meeting for the election of officers held in May of each year. The new executive will present to the membership the budget proposal for approval, and Constitution & Bylaw amendments for review, at the first meeting of each new school year.
2. Additional general meetings may be held during the school year to conduct current business.
3. The executive meetings and additional general meetings shall be held at the discretion of the executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.
4. Meetings will be conducted efficiently and with fairness to the members.
5. Meetings may be conducted in person, online or a hybrid combination of the two types of meetings
6. Business of a time sensitive nature may be conducted between general meetings via in person, e-mail or an online voting platform at the discretion of DPAC Executive.

### **Notice**

1. Members will be given reasonable and no less than 48 hours notice of general meetings.
2. Meeting notices will be provided on the SD33 website.
3. Additional routes of notification will be utilized by the DPAC executive to notify DPAC Representatives and Alternates.



## **Quorum**

1. A quorum for general meetings will be six (6) 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 there is a quorum present or until the meeting is adjourned or terminated.
3. The quorum cannot be waived or suspended, even by unanimous consent.

## **Voting**

1. Except as provided elsewhere in these Bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. PAC Members will vote through their elected DPAC representatives. A DPAC representative or designated DPAC alternate must be present at a meeting to vote. Proxy voting is not allowed.
4. 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.
5. A vote will be taken to destroy the ballots in the event of a secret ballot.

## **Conduct**

1. At general meetings, attendees will not discuss individual school personnel, students, parents, or other members of the school community.
2. DPAC will refrain from endorsing political parties or individuals or activities that do not serve the interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws.

## **Section 4 – EXECUTIVE**

### **Role of executive**

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

### **Eligibility**

1. Any parent of a student registered in SD33 is eligible for nomination to the executive, except direct employees or elected officials of SD33 or the Ministry of Education and Child Care.
2. The Indigenous Liaison must self-identify as Indigenous.
3. An executive who runs for political office must request a leave of absence as soon as the nomination process begins.

### **Election of executive**

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee or designated alternate.
4. Elections are held by secret ballot.

### **Term of office**

1. The executive will hold office for one year after the AGM they are elected in.
2. No person may hold the same executive position for more than four (4) consecutive years.
3. If an executive position remains vacant due to the lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.

### **Vacancy**

1. If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC Representative or Alternate to fill the vacancy until the next annual general meeting.

### **Removal of executive**

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 an eligible DPAC representative to complete the term.
2. 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**

1. No executive member may be remunerated for serving on the executive.

## **Section 5 – EXECUTIVE MEETINGS**

### **Meetings**

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead.
2. Past executives may attend this meeting to pass on relevant information.
3. Additional executive meetings will be held at the call of the chair.

### **Quorum**

1. A quorum for executive meetings will be a simple majority of the members of the executive.

### **Notice**

1. Executive members will be given reasonable notice of executive meetings.

### **Voting**

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

## **Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES**

### **Code of Ethics**

1. On election or appointment, every executive member, DPAC Representative and DPAC Representative Alternate must sign and agree to abide by a code of ethics acceptable to the membership.

### **Representing the District Parent Advisory Council**

1. Every executive member and representative must act solely in the interests of the DPAC.
2. DPAC represents the voice of parents and must protect the integrity of their membership.

### **Privilege**

1. 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.

### **Disclosure of interest**

1. Executive members or DPAC Representatives and Alternate interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of their interest to the membership and executive.
2. Executive members and DPAC Representatives and Alternates must avoid using their position on the DPAC for personal gain.

## **Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### **The Chair will:**

- a) Speak on behalf of the DPAC;
- b) consult with DPAC 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) strive to ensure that DPAC is represented in district activities as appropriate;
- g) strive to ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution;
- h) oversees the main DPAC email account, ;
- i) be a signing officer;
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the Secretary;
- k) book venues, presentations and events as required with the assistance of the Secretary;
- l) maintain a positive working relationship with district partners;

- m) attend school board meetings when available;
- n) attend All Partner meetings when available; and
- o) chair one committee and/or be an external representative as needed.

**The Vice-Chair will:**

- a) assume the duties of the Chair in the Chair's absence or upon request by the Chair or a majority of the executive;
- b) assist the Chair in the performance of the Chair's duties;
- c) accept extra duties as required;
- d) be a signing officer if needed;
- e) attend school board meetings when available;
- f) attend All Partner meetings when available; and
- g) chair one committee and/or be an external representative as needed.

**The Secretary will:**

- a) ensure that members are notified of meetings;
- b) record and file minutes of all meetings;
- c) submit minutes to Board office to be posted on the District website for the DPAC members as soon as possible after the last meeting;
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available as requested;
- e) prepare and maintain other documentation as requested;
- f) ensure safekeeping of all records of the DPAC;
- g) keep an accurate record of DPAC Representatives and Alternates;
- h) be a signing officer if needed;
- i) assist the Chair with issuing and receiving correspondence on behalf of the DPAC;
- j) book venues, presentations and events as required with the assistance of the Chair;
- k) attend school board meetings when available; and
- l) chair one committee and/or be an external representative as needed

**The Treasurer will:**

- a) be a signing officer;
- b) ensure all funds of the DPAC are properly accounted for;
- c) disburse funds as authorized by motion of the membership;
- 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 for the AGM;
- 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;
- k) represent DPAC on the district budget committee; and
- l) attend school board meetings when available.

**The BCCPAC Representative will:**

- a) act as the liaison between the DPAC and BCCPAC;
- b) encourage PACs in School District No. 33 to be members of BCCPAC;
- c) disseminate BCCPAC information to all PACs in School District No. 33;
- d) help identify interested and qualified parents for BCCPAC external committees;
- e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications;
- f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions;
- g) maintain DPACs membership with BCCPAC;
- h) attend school board meetings when available;
- i) chair one committee and/or be an external representative as needed;
- j) host BCCPAC Resolutions meeting as needed.

**The Indigenous Liaison will**

- a) support engagement between DPAC, Indigenous parents and caregivers, the greater Indigenous community and the Chilliwack SD33 School Board;
- b) attend school board meetings when available; and
- c) perform duties as assigned.

**Members at Large will:**

- a) perform duties as assigned;
- b) attend school board meetings when available; and
- c) chair one committee and/or be an external representative as needed.

**Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES**

1. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
2. The terms of reference for each committee will be specified by the executive at the time the committee is established.
3. The committee will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
5. Other committees may include, but are not limited to: DPAC Newsletter; DPAC Year End Report; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including budget and the educational policy advisory committee (EPAC)

## **Section 9 – FINANCIAL MATTERS**

### **Financial year**

1. The financial year of the DPAC will be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Power to raise money**

1. DPAC may raise and spend money to further its purposes.

### **Bank accounts**

1. All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution registered under the Bank Act or governed under the Credit Union Incorporation Act.

### **Signing authority**

1. 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**

1. The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30<sup>th</sup> each year.
2. DPAC money can only be spent if authorized by a motion passed at a general meeting.

### **Non-budgeted expenditures**

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

### **Treasurer's report**

1. A treasurer's report will be presented at each general meeting which details all financial transactions that have occurred since the last treasurer's report.

### **Auditor**

1. Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

## **Section 10 – CONSTITUTION AND BYLAW AMENDMENTS**

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend DPAC'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. Proposed amendments may be posted digitally for access to all members.

## **Section 11 – PROPERTY OF DOCUMENTS**

1. All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC 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. All documents and records will be kept at the School Board Office.

## **Section 12 – DISSOLUTION**

1. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the DPAC shall be held in trust by School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.

Adopted by Chilliwack District Parents Advisory Council at the Chilliwack School Board Office, Chilliwack, BC, on September 30, 2016.



Updated and amended on October 26, 2017.  
Updated and amended on October 25, 2018.  
Updated and amended on October 24, 2019.  
Updated and amended on April 21, 2022.

## CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs their duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) 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
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

### Statement of Understanding

I, the undersigned, in accepting the position of \_\_\_\_\_ on the  
Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of  
Ethics.

Name of Executive Member, Committee Member, or Representative

Signature

Date

Phone number

*This page can be photocopied and used annually for all executive members and representatives.*









