



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

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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”

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 3 – EXECUTIVE

Role of executive

1. 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. A 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 4 – 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 5 – 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.

Section 6 – 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 7 – 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 8 – FINANCIAL MATTERS

Financial year

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

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 30th 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 9 – 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 10 – 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 11 – 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

Updated and amended on May 30, 2024



Stacey Gould

DPAC Secretary

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.

Record name of Executive Member, Committee Member, or Representative and signature in a format approved by the Council