

DISTRICT PARENT ADVISORY COUNCIL (DPAC)  
SCHOOL DISTRICT #67 OKANAGAN SKAHA

CONSTITUTION AND BYLAWS

AMENDED JUNE 2023

This version supersedes all other versions.

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## **Constitution**

The name of the Council shall be the District Parent Advisory Council (DPAC, School District #67 Okanagan Skaha.

The purposes of the Council are:

1. To advise the Board of Education and partner groups on parental views about education programs, policies, and activities;
2. To communication with parents, and to promote cooperation between PAC's and the School District in providing for the education of children;
3. To promote cooperation with other DPAC's and to address educational issues of interest to parents through the Province of British Columbia;
4. To assist parents in accessing the public education system and to advise on behalf of parents and students;
5. To promote equal opportunity for all students in School District #67;
6. To contribute to the effectiveness of schools by promoting the involvement of parents and other community members.

## **Bylaws**

### **Section 1 - Interpretation of Terms**

*Council or DPAC* refers to District Parent Advisory Council (DPAC), School District #67 Okanagan Skaha, which is recognized by the Board of Education of School District #67 to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

*Parent* refers to the parent(s) or guardian(s) of a child registered in a public school in the Province of British Columbia as defined in the School Act.

*Student* refers to the child registered in a public school in the Province of British Columbia as defined in the School Act.

*District* refers to School District #67 Okanagan Skaha.

*School(s)* refers to any public education institution within School District #67 Okanagan Skaha as defined by the School Act.

*PAC or Parent Advisory Council* refers to any organized group of parents recognized under the School Act of the Province of British Columbia.

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*BCCPAC* refers to the BC Confederation of Parent Advisory Councils, a charitable non-profit organization that advocates for the best possible education for all children in British Columbia through the active involvement of parents.

*School Act* refers to the School Act of the Province of British Columbia and all its amendments.

## **Section 2 - Membership**

1. The members of the Council are Parent Advisory Councils in the District in accordance with the Bylaws.
2. Each member has the right to appoint one official representative to represent it and cast its vote.
3. Each member school shall have one vote through their representative.
4. A person may vote on behalf of more than one school, provided they are the designated representative for each school for which they cast a vote.
5. Every member shall uphold the constitution and comply with these bylaws.
6. No member of the Council will receive remuneration, beyond out-of-pocket expenses, for services regardless of their nature.

## **Section 3 - Meetings**

1. There shall be an Annual General Meeting (AGM) for the purpose of election of Officers held each year. Additional general meetings shall be held regularly during the school year to conduct current business.
2. Executive meetings may be held at any time or place as deemed necessary. The purpose of executive meetings is to carry out business between general meetings.
3. Meetings will be conducted efficiently and with fairness to the members present.
4. If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines of the Constitution.
5. General meetings shall be open to all members including invited guests or PAC members attending but not being the representative of their PAC.

## **Section 4 - Voting**

1. The voting members at any duly called general meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion is lost.
4. Voting by the members on all matters must be done by the PAC representatives in attendance. Voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands. (See 5.1 – *Election of Executive Officers* for more information.)

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**Section 5 - Executive Officers**

The affairs of the Council shall be managed by a board of elected Officers and the immediate Past Chair.

The Executive Officers may be as follows:

- A. Chair(s)
- B. Vice-Chair(s)
- C. Secretary (or Secretary-Treasurer)
- D. Treasurer
- E. Past Chair (immediate)

Other Roles:

- F. Social Media Coordinator
- G. Member at Large

**5.1 - Election of Executive Officers**

1. The executive offices shall be elected by the voting members at the Annual General Meeting. No employee or elected official of the District of Ministry of Education shall hold an executive position.
2. Call for nomination shall be made 30 days before the Annual General Meeting. The executive may strike a Nominations Committee.
3. In the event of an Executive position vacancy during a term of office, or if an office is not filled, the Executive at its discretion may appoint someone to fill the vacancy until the next election.
4. In the event of a vacant position where there are no nominees and where the previous officer has fulfilled the three term maximum, the members may offer the position to the outgoing holder for the next term.
5. No person may hold more than one elected executive position at any one time.
6. Elections may be conducted by the Nomination Committee.
7. Voting shall be done by the show of hands unless there is a tie-vote. In the case of a tie-vote, secret ballots will be used. Scrutineers may be appointed as required by the Chairperson or Nomination Committee Chairperson if a committee is in place .
8. A vote shall be taken to destroy the ballots.

**5.2 - Term of Office**

1. The length of term for executive positions is one year.
2. Any one person may hold the same elected position for a maximum of three consecutive terms.
3. The Past Chair shall hold that office for one year.

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**5.3 - Duties of Officers**

**Chair**

- a. Shall convene and preside at all general, special, and executive meetings;
- b. Shall ensure that an agenda is prepared and presented;
- c. May dispense with formal voting procedures on internal matters, after discussion with the executive;
- d. Shall appoint committees where authorized to do so by the executive or membership;
- e. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Council;
- f. Shall be a signing officer;
- g. Shall speak on behalf of the Council;
- h. Shall attend Board of Education meetings or ensure attendance of an alternative representative.

**Vice Chair**

- a. Shall assume the responsibilities of the Chair in the Chair's absence;
- b. Shall deal with community based requests;
- c. Shall assist the Chair in the performance of their duties.
- d. Shall assist the Chair in keeping the Executive and members informed;
- e. May be a signing officer.

**Secretary**

- a. Shall record the minutes of General, Special, and Executive meetings;
- b. Shall distribute minutes to Council members as soon as possible after the last meeting;
- c. Shall issue and receive correspondence on behalf of the Council;
- d. Shall be responsible for maintaining files;
- e. Shall keep an accurate copy of the Constitution and Bylaws and, if and when changes are made, ensure that amended copy is signed, dated and submitted to the District office for keeping.

**Treasurer**

- a. Shall be responsible for and report on financial activity of the Council;
- b. Shall be a signing officer;
- c. Shall prepare a financial report for all DPAC meetings.
- d. Shall, with the assistance of the executive, draft a budget and tentative plan of expenditures for approval at the Annual General Meeting.
- e. Shall ensure that another signing officer has access to the books in the event of their absence;
- f. Shall prepare and submit the Community Gaming Grant application by the deadline each year;
- g. Shall submit an annual Gaming Account Summary Report to the BC Community Gaming Grants Branch by the deadlines defined by the Community Gaming Grants Program.

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**Past Chair**

- a. Shall assist and advice the Council;
- b. Shall act as a consultant for the Chair;
- c. Shall chair the Nominations Committee;
- d. Will be treated as an invited guest if they no longer have a child in the public school system.

**Social Media Coordinator**

- a. Shall be responsible for updating and maintaining Okanagan Skaha DPAC Social Media account(s) and website;
- b. Shall forward any parental or community inquiries to the Chair;
- c. The Social Media Coordinator role can be held in unison by an existing executive member;
- d. If the Social Media Coordinator role is held by a Member at Large, they are not eligible to be a signing officer.

**Member At Large**

- a. Shall serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council might require.

**Section 6 - Committees**

1. Committees are responsible to the executive.
2. The executive shall establish specific guidelines for each committee.
3. Representatives to committees and outside organizations shall be appointed by the executive.
4. Non-voting members may be afforded representation on committees when considered appropriate by the executive.
5. Committees shall be established by the executive, or upon the recommendation of the general membership, and shall be established for defined purposes.

**Section 7- Finances**

1. A tentative budget of expenditures for the following year shall be drawn up by the executive and presented for approval at the AGM.
2. All funds of the Council will be on deposit in a bank or financial institution registered under the Bank Act.
3. Gaming funds must be handled as stipulated by the Gaming Policy and Enforcement Branch.
4. The Executive shall name not less than two and no more than three signees, one of whom will be the Treasurer, for banking and legal documents. Any two of these signatures will be required for all banking and legal documentation. No two signing offices shall be members of the same household.
5. A Treasurer's report shall be published in the minutes at each general meeting.
6. If there is a need for an audit as determined by a majority vote at any general meeting, said audit shall be conducted by the Secretary-Treasurer of the district.
7. The fiscal year shall run from July 1 to June 30 inclusive.

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**Section 8 - Constitution and Bylaw Amendments**

1. Amendments to the Constitution and Bylaws of the District Parent Advisory Council (DPAC, School District #67 Okanagan Skaha may be adopted at the Annual General Meeting to which the election of offices is slated to be held, provided:
  - a. Written notice of the meeting has been given to all members at least thirty (30) days prior to the meeting;
  - b. The notice of the meeting included all proposed amendments.
  - c. A two-thirds ( $\frac{2}{3}$ ) majority vote of those voting members present is required to amend the Constitution or Bylaws.
2. The Constitution and Bylaws shall be filed with the Board of Education of School District #67 Okanagan Skaha for safe keeping purposes only.

**Section 9 - Code of Ethics**

1. The Council shall operate as a non-profit organization with no personal financial benefit to any individual.
2. The business of the Council shall be unbiased towards race, religion, gender, nation of origin, sexual orientation or politics.
3. The Council will not be a forum for the discussion of confidential information or concerns pertaining to individual school personnel, students, parents or other members of the education community.
4. An executive officer who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
5. A parent who accepts a position as an Executive Officer will:
  - a. upholds the Constitution and Bylaws, and the Policies and Procedures;
  - b. performs their duties with honesty and integrity;
  - c. 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 members and ensures that representation processes are in place;
  - f. encourages and supports parents and students with individual concerns to act on their own behalf and provides information on taking forward concerns;
  - g. works to ensure that issues are resolved through due process;
  - h. strives to be informed and only pass on information that is reliable and correct;
  - i. respects all confidential information;
  - j. supports public education.

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**Section 10 - Dissolution**

1. In the event of dissolution and following payment of all outstanding debts, dispersal of remaining funds will be decided upon by the membership at the final general meeting.
2. All records of the Council shall be placed under the jurisdiction of the Board of Education of the District in the person of the Secretary-Treasurer.

Adopted at the Annual General Meeting on June 20th, 2023 in Penticton, BC



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Katie Weitz, Chair

*L Chandler*

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Lindsay Chandler, Vice Chair