

The following information has been pulled from District 43 Parent Advisory Council's Constitution & Bylaws. The changes to the "Executive Terms of Office – Limitations" that were passed at the April 28/10 DPAC GM have been applied to this information, and then some updates (*written in italics*) have been made to the "Duties of the Executive" to more accurately reflect the duties as performed by this past years executive members (*the section on duties is being looked at & will be updated as part of the changes to the DPAC C & B that are currently in progress*). You can view our Constitution & Bylaws in its entirety (will be prior to just recently passed changes) by going to our website (www.dpac43.org) and clicking on "About DPAC" & then "DPAC Constitution/Bylaws".

ARTICLE III ELECTION OF EXECUTIVE OFFICERS

Section 1. Eligibility

1. The Executive officers shall be elected from the School District 43 parents at the Annual General Meeting. No current or past employee or elected official of any school district or Ministry of Education in the province of British Columbia shall hold an Executive position.

Section 2. Nominations

1. Two months before each Annual General Meeting, the general members shall appoint a Nominating Committee Chairperson and at least one more committee member. The President may not be a member of this committee.
2. The Chair of the Nominating Committee shall not be eligible for election.
3. This committee shall send nomination and disclosure forms (as per Policy #106) to each member; from these forms, which shall be returned at least two (2) weeks before the Annual General Meeting, the committee shall prepare a list of candidates who have signified their willingness, in writing, to stand for election.
4. Nominations shall be called for and may be made from the floor at the Annual General Meeting provided the candidate submits to the Secretary, written intent and completed nomination and disclosure forms (as per Policy #106).

Section 3. Procedure of Elections

1. The Executive officers shall be elected by the voting membership at the Annual General Meeting.
2. The Chairperson of the Nominating Committee shall conduct elections.
3. Each candidate shall disclose to the membership, before election, the particulars required by Policy #106 regarding experience, qualifications, and educational affiliations.
4. In the event that only one candidate is standing for election to an office, the rule of the secret ballot shall continue to apply.
5. Newly elected members shall be installed at the end of the fiscal year.

ARTICLE IV

EXECUTIVE OFFICERS

Composition of the Executive shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

And as many other Executive positions as required as listed below:

- a) Newsletter Editor
- b) Parent Education Coordinator
- c) Health and Safety Coordinator
- d) School Zone Representatives (as per District zone organization)
- e) Member(s)-at-Large (maximum of two)
- f) Immediate Past President

ARTICLE V

DUTIES OF THE EXECUTIVE OFFICERS

1. The affairs of the council shall be managed by a board of elected officers and the immediate Past President (who has served a full term during the immediate preceding year as President).
2. The elected Executive shall consult with, take direction from, and represent all PACs in the District. The Executive shall work as a team to ensure DPAC purposes are achieved.
3. All officers are expected to attend all Executive, General, and Special meetings (*such as Orientation, some parent education sessions/workshops, etc.*); to be familiar with the Constitution, Bylaws, Policies and Procedures of the Council; to carry out their duties as described; and to follow the DPAC Code of Ethics (Bylaw Article XII).
4. *Approximate time requirements (some positions will have additional time spent in preparation for meetings):*
 - *Monthly - 2.5 hours – General Meeting, 2.5 hours – Executive Meeting;*
 - *Special Meetings – includes DPAC Orientation (approx. 4 hours), maybe parent education sessions/workshops (usually only 1.5 – 2.5 hours), etc*
 - *Occasional School Board Meeting – 2.5 hours on chosen months;*
 - *District Committees – strictly by your choice & availability – varies by committee*
 - *An important duty with any of the positions is checking & responding to emails in a timely manner, between DPAC executive members & the DPAC Office*
5. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.

Section 1. President

Shall:

- a) preside at all General and Executive meetings of the Council and of the Executive and shall ensure that an agenda is prepared and presented;
- b) be a member, ex officio, of all committees except the Nominating Committee;

- c) be a signing authority on behalf of the Council;
- d) present a report, approved by the Executive, of the year's proceedings, at the Annual General Meeting;
- e) be the only Executive member to approach and respond to the media and issue press releases on behalf of DPAC. She/he may appoint a designate when necessary, but will be accountable to the Executive on opinions expressed on behalf of the organization.
- f) be responsible for the hiring and supervision of office staff, if required;
- g) facilitate an orientation/retreat once a year for all continuing and new Executive members.

Section 2. Vice-President

Shall:

- a) assume the responsibilities of the President, as per Bylaw Article V Section 1, in the President's absence or upon request;
- b) assist the President in the performance of his/her duties;
- c) be a signing authority on behalf of the Council;
- d) co-ordinate the Scholarship Fund as required;
- e) submit an annual report;
- f) ensure that a Nominating Committee is struck annually as per Bylaw Article III Section 2;
- g) organize volunteers on internal and external committees;
- h) keep an up-to-date record of DPAC representatives sitting on District committees and attempt to ensure that there is a DPAC representative on all relevant committees;
- i) maintain contact with volunteer representatives regarding scheduled committee meetings and their attendance at meetings;
- j) collect minutes of each committee meeting and volunteer reports and keep them in a minutes book and report to the DPAC Executive.

Section 3. Secretary

Shall:

- a) keep full and accurate minutes of all meetings of the Council and of the Executive and provide same to the Executive on a timely basis;
- b) be a signing authority on behalf of the Council;
- c) keep an accurate and up-to-date copy of the Constitution, Bylaws, Policies & Procedures and DPAC Code of Ethics, and distribute these documents to all external and internal committee members as well as have copies available for any member PAC upon request;
- d) issue and receive correspondence on behalf of the organization;
- e) safely keep all records of the Council;
- f) be responsible for notification of members regarding a proposed expulsion;
- g) shall complete and file any Society Act forms or documents as required.

Section 4. Treasurer

Shall:

- a) receive, collect and deposit in a bank or financial establishment, registered under the Bank Act and approved by the Executive, all funds of the Council;

- b) keep an accurate, up-to-date, record of all receipts and expenditures and report regularly at Executive and General meetings;
- c) prepare financial statements for General meetings;
- d) ensure another financial signing officer has access to the books in case of her/his absence;
- e) pay by cheque, all bills and accounts which have been approved by the Council or Executive;
- f) be a signing authority on behalf of the Council;
- g) make all arrangements for the year-end financial statements review;
- h) present a reviewed annual report and budget for the ensuing year at the first General meeting of the fiscal year.

Section 5. Newsletter Editor

Shall:

- a) prepare and distribute newsletters/bulletins to PACs as directed by the Executive.;
- b) *approximate time commitment required to put a newsletter together:*
 - *gathering of information takes about 2 hours over a two week period (it's basically getting on various web sites gathering information, condensing it & putting it all together in a short point format*
 - *about 1 hour spent typing it up (depends on how fast you type)*

Section 6. School Zone Representative

Shall:

- a) be responsible for maintaining the lines of communication between PACs and DPAC – *including any questions, concerns, suggestions, etc.* Ideally there should be one representative per District school zone;
- b) be responsible for: greeting and signing-in PACs at the door of General meetings; communication regarding meetings, speakers, and zone specific information; any other communication required as approved by the President;
- c) *emailing per month - approximately 8 hours (includes handling emails between the DPAC Executive, the DPAC Office, and emails to PACs and DPAC Reps.*

Section 7. Parent Education Coordinator

Shall:

- a) co-ordinate speakers for DPAC meetings and arrange information sessions/workshops for parent education activities;
- b) inform members at General meetings of any speakers, workshops, or conferences which may be of interest to PACs or parents;
- c) maintain a complete record of speakers, their topics, handouts and associated costs;
- d) maintain the District Parent Library: circulate to members a list of materials; purchase parent education materials with the approval of the membership; and ensure that all materials are kept organized and accounted for.

Section 8. Health and Safety Coordinator

Shall:

- a) monitor PAC concerns and student safety issues such as traffic, emergency preparedness, first aid coverage and field trip safety within District 43;
- b) establish and co-ordinate activities of parent safety committees for safety or health enhancement projects within the District;
- c) liaise with municipal governments, local police, ICBC, and the Fraser Health Authority, as necessary;
- d) liaise with District staff and/or partner groups as required and participate in any relevant District committees;
- e) support PAC initiatives, as required, in the areas of health and safety;
- f) *Co-ordinate safety events between schools;*
- g) *Organize Health and Safety events;*
- h) *Inform parents of Emergency Preparedness or Personal Safety events within the tri-cities;*
- i) *Advise schools of relevant changes from the District.*

Section 9. Member(s)-at-Large

No more that two members-at-large shall serve on the Executive during one term.

Shall:

- a) be responsible for duties assigned by the Executive;
- b) *Take on various tasks/duties to help out where necessary & able to (might include such things as organizing food & beverages for meetings, assisting other executive members when required).*

Section 10. Past President

Shall:

- a) be an ex-officio member of the Executive, entitled to receive notice of, attend and speak at, but not vote at, Executive meetings;
- b) help smooth the transition between Presidents;
- c) assist, advise and support the Council;
- d) provide information about resources, contacts, and other essential information to the Council;
- e) act as a consultant to the President.

This next section – Executive Terms of Office – amendments to this section were passed by a special resolution at the April 28/10 DPAC General Meeting and are included below (wording in italics).

ARTICLE VI EXECUTIVE TERMS OF OFFICE

Section 1. Terms of Office

1. The Executive shall be elected each year at the Annual General Meeting.
2. All terms of office for members of the Executive, with the exception of the President, shall be one (1) year or until a successor is elected; the term covers the twelve (12) month period from July 1st to June 30th;
3. The term of office for the position of President is for two (2) years;

Section 2. Limitations

1. No member of the executive committee shall be elected to more than one office at any one time, unless their nomination is approved by a majority vote of the membership present at a General meeting, attended by at least 20% of the membership.
2. In the event that DPAC cannot fill all Executive positions, a position may be appended to another position after discussion and agreement by the majority of the membership.
3. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) vote.
4. *No person may hold the same office for more than two {2} consecutive terms without a 75% vote at a General meeting attended by at least 20% of the membership. For the purposes of determining eligibility to continue in office, an officer who has served more than half a term since elected is considered to have served a full term in the position.*
5. *In regards to one year terms for elected positions with a maximum of 2 consecutive terms {2 years}, this one year position must come up for election at the end of each year.*
6. *A member may be permitted to stand for Re-election for the same position beyond the designated period allowable, by a 75% vote at a General meeting attended by at least 20% of the membership. This stands for all positions, except for the President, who is only up for Re-election after 2 years with a maximum of 2 terms served {4 years}. Should the vote not meet the required percentage and no new candidate steps forward; then the position is left vacant.*