

Surrey District 36 Parent Advisory Council

District 36 Parent Advisory Council (DPAC) is a registered non-profit society formed in 1977 to represent the interests of Surrey parents in the education system.

It is parents helping parents learn more about our education system and how they can contribute to it.

Mission

Our mission is to facilitate meaningful parent involvement in the public school system and to empower parents to speak on behalf of their children.

We are committed to:

- Promoting the interests of public education in the Surrey School District
- Encouraging membership in and providing assistance to Parent Advisory Councils
- Assisting parents to enhance skills needed to nurture and educate their children
- Working in partnership with the stakeholders who make decisions affecting children
- Fostering communication and cooperation among all the participants in the education system.

DISTRICT 36 PARENT ADVISORY COUNCIL

Incorporated under the Society Act, R.S.B.C. 1979, c. 390

CONSTITUTION

PART I - NAME

The name of this society shall be **District 36 Parent Advisory Council** ("DPAC").

PART II -- PURPOSE

The purpose of this society shall be:

(1) To promote the interests of public education in School District #36 (Surrey) and, to that end, to foster co-operation and communication among parents, students, educators and school district representatives;

(2) To advise the school district of parents' views on district and provincial policies and programs, and to make recommendations where appropriate;

(3) To communicate with parents and Parent Advisory Councils on district and provincial policies and programs, and to provide a forum for discussion of policies, programs and educational issues;

(4) To assist parents in forming Parent Advisory Councils in their schools, and to encourage their membership in them;

(5) To assist its members in obtaining information about school, district and provincial programs and policies and in communicating with district representatives;

(6) To communicate with other organizations in the community and the province on educational matters of common concern;

(7) To promote a positive image of the public school system within the district.

Adopted April 21, 1993

**Certificate of Change in Constitution issued
by Registrar of Companies June 23, 1993**

Bylaws amended: May 29, 1996

May 27, 1998

November 24, 2004

SOCIETY ACT
BYLAWS OF DISTRICT 36 PARENT ADVISORY COUNCIL

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PART 1 - MEMBERSHIP

Entitlement to membership

1. All Parent Advisory Councils established pursuant to School District #36 (Surrey) Policy No. 10300, as amended, are entitled to be members of District 36 Parent Advisory Council (“DPAC”).

Application for membership

2. (1) A Parent Advisory Council (“PAC”) may apply to DPAC for membership, and shall upon application be a member.
 (2) The application shall designate a person elected or appointed by the PAC to be its registered representative on DPAC.
 (3) The application may also designate an alternate representative to represent the PAC in the absence of the registered representative.

Compliance with bylaws

3. Every member shall uphold the constitution and comply with these bylaws.

Cessation of membership

4. A PAC ceases to be a member of DPAC
 (a) on delivering its resignation in writing to the secretary of DPAC, or on mailing or delivering it to the address of DPAC;
 (b) on having been a member not in good standing for 12 consecutive months.

Good standing

5. All members are in good standing except
 (a) a member who has not registered with DPAC for the current school year;
 (b) a member who has ceased to be established pursuant to School District #36 (Surrey) Policy No. 10300.

PART 2 - MEETINGS OF MEMBERS

General meetings

6. General meetings of DPAC shall be held not less than four times during each school

year at the time and place, in accordance with the Society Act, that the directors decide. One of those meetings shall be the annual general meeting.

Notice

7. (1) Members shall be given not less than 14 days’ written notice of a general meeting.
 (2) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

Right to attend and vote

8. (1) Every parent or guardian of a student attending a public school in School District #36 (Surrey) has the right to attend general meetings.
 (2) On request made to the directors, a student representative of a student council in a public school in School District #36 (Surrey) has the right to attend general meetings.
 (3) Only members of DPAC in good standing have the right to vote on matters before the meeting.
 (4) Other persons, at the discretion of the directors, may attend meetings, but are not eligible to vote.

Request by member

9. Any member may request the calling of a general meeting. The request shall be in writing delivered to the president and shall state the reason for the request.

PART 3 - PROCEEDINGS AT GENERAL MEETINGS

Quorum

10. A quorum for general meetings is ten members present for the meeting.

Appointment of a chair

11. Subject to bylaw 12, the president of DPAC, the vice-president or, in the absence

of both, one of the other directors present, shall preside as chair of a general meeting.

12. If, at a general meeting

(a) there is no president, vice-president or other director present within 20 minutes after the time appointed for holding the meeting; or

(b) the president and all the other directors present are unwilling to preside, the members present shall choose one of their number to chair the meeting.

Voting

13. A member in good standing present at a meeting of members is entitled to one vote.

14. A member exercises its vote through its registered representative or, in his or her absence, its alternate representative designated in its application for membership.

15. (1) Where a member has not designated an alternate representative in its application for membership, the member may designate an alternate to vote on its behalf at a meeting.

(2) The designation shall be in writing, specifying the date of the meeting at which the alternate representative is authorized to vote, and signed by the registered representative and the president of the member PAC.

(3) No other proxies are permitted.

16. Voting is by a show of hands or, where requested by two members present, by secret ballot.

17. Except as provided elsewhere in these bylaws, or required by the Society Act, all matters requiring a vote shall be decided by a simple majority of the votes cast.

No casting vote by chair

18. In the case of an equality of votes, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution shall not pass.

PART 4 - DIRECTORS AND OFFICERS

Eligibility

19. Any parent or guardian of a student attending a public school in School District #36 (Surrey) and nominated by a member is eligible to be a director of DPAC. *(Amended May 1996)*

Directors' powers

20. (1) The directors may do all the things that DPAC can do, subject to

(a) these bylaws or any law affecting DPAC;

(b) any rule, consistent with these bylaws, made from time to time by DPAC in general meeting.

(2) No rule made by DPAC in general meeting invalidates an act of the directors done before the rule was made.

Number of directors

21. There shall be a minimum of nine directors and a maximum of eleven. *(Amended November 2004)*

Election of directors and officers

22. (1) The directors shall be elected at each annual general meeting, to hold office for a term of one year from July 1st to June 30th.

(2) At the first meeting of the newly elected directors following the annual general meeting, they shall elect from among themselves a president or co-presidents, a vice-president or co-vice-presidents, a secretary and a treasurer who shall be the officers for the ensuing term. *(Amended November 2004)*

(3) Candidates for the office of president shall have served a minimum of one term as a director of DPAC or a minimum of six months as a registered representative of a member. *(Amended May 1996)*

Nominating committee

22A. (1) The directors may, in accordance with these bylaws, appoint a nominating committee to set standards and rules for nominating candidates for directorship at the annual general meeting.

(2) Any standards or rules set by the nominating committee shall be approved at the annual general meeting prior to nominations.

Term of office

23. (1) No officer may hold the same office for more than two consecutive terms.

(2) A part term of six months or more served by an officer shall be counted as a full term. A part term of less than six months shall not be counted.

Immediate past president

23A. The immediate past president or co-presidents shall be an ex officio member of the board of directors, and at the discretion of the board, receive notice of, attend and speak at, but not vote at, directors' meetings, and the term of office shall not exceed one year. *(Amended November 2004)*

Vacancy

24. (1) The directors may from time to time appoint an eligible person as a director to fill a vacancy.

(2) A director so appointed holds office only until the next annual general meeting, but is eligible for re-election at that meeting.

Resignation of directors

25. (1) If a director resigns or otherwise ceases to hold office, the remaining directors

may appoint an eligible person to take the place of the former director.

(2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.

Removal of directors and executive officers

26. (1) The members may, by a majority of not less than 75% of the votes cast, remove a director before the expiration of his or her term of office, and may elect a successor to complete the term of office.

(2) The board of directors, with a minimum of 75% of the directors present, may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration date of his or her term of office, and may elect a successor to complete the term. *(Added November 2004)*

Remuneration of directors

27. No director shall be remunerated for being or acting as a director, but may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of DPAC.

PART 5 - PROCEEDINGS OF DIRECTORS

Meetings

28. (1) The directors shall meet not less than six times during each school year at the time and place they see fit.

(2) Any two directors may request the calling of a board meeting. The request shall be in writing delivered to the president stating the reason for the meeting. On receiving the request, the president shall call the meeting. Directors shall be given not less than seven (7) days notice of a meeting called under this section. *(Amended November 2004)*

(3) Any board member who is absent for three (3) consecutive meetings without leave of absence from the board, or without satisfactory reason, shall forthwith cease to be a member of the board (director). Directors are required to attend board meetings, general meetings, liaison meetings and all other meetings called at the discretion of the board or president. *(Amended November 2004)*

Quorum

29. A quorum for directors' meetings is five directors.

Chair

30. The president shall preside at all directors' meetings, but if the president is unable or unwilling to preside, the vice-president shall chair the meeting. If neither is able or willing, the directors present may choose one of themselves to preside at the meeting. *(Amended November 2004)*

Notice

31. (1) Verbal or written notice of a directors' meeting to each director shall be sufficient. *(Amended November 2004)*
 (2) The inadvertent omission to give notice to a director, or the failure of a director to receive notice, does not invalidate the proceedings at the meeting.

Voting

32. (1) Questions arising at a directors' meeting shall be decided by a simple majority of the votes cast.
 (2) In the case of an equality of votes, the chair does not have a second or casting vote and the proposed resolution shall not pass.

Resolution in writing

33. A resolution in writing, signed by all the directors and placed with the directors' minutes, is valid and effective as if regularly passed at a directors' meeting.

Communications

34. (1) Newsletter: The directors shall produce and circulate a newsletter to the members and others as the directors decide, with the objective of keeping the members informed of DPAC's activities.
 (2) Website: The directors shall maintain and effectively manage a website with the objective of keeping the members informed of DPAC's activities. *(Added November 2004)*

Internal committees

35. (1) The directors may establish committees as they think necessary or useful to meet DPAC's objectives, and shall do so if required by motion of the members in general meeting.
 (2) Each committee shall be chaired by a director. The DPAC board may appoint as many of the following persons to the committee as they require:
 (a) other directors;
 (b) any parent or guardian of a student attending a public school in School District #36 (Surrey); and
 (c) other persons to act in an advisory capacity only, without a vote. *(Amended November 2004)*
 (3) The terms of reference of each committee shall be specified by the directors at the time it is established, or by the committee at its first meeting, as the directors decide.
 (4) Committees shall report to the directors as the directors require.

36. Committees may meet and adjourn as they think fit. *(Amended November 2004)*

External committees

36A. (1) The directors may appoint representatives to external committees or in liaison positions to external organizations.
 (2) Whenever possible, the directors shall involve members in the selection process.

(3) Persons so appointed shall report to the directors as the directors require. *(Added May 1998)*

Disclosure of interest

37. A director who is, directly or indirectly, interested in a proposed contract or transaction with the society shall disclose fully and promptly the nature and extent of his or her interest to every other director.

PART 6 - DUTIES OF OFFICERS

President

38. (1) Except as provided elsewhere in these bylaws, the president shall preside at all members' and directors' meetings of DPAC.

(2) The president is the chief officer of DPAC and shall supervise the other officers in the execution of their duties.

(3) The president is an ex officio member of all committees established by the directors.

39. Except as the directors decide from time to time, the president is the spokesperson on behalf of DPAC.

Vice-president

40. The vice-president or co-vice-presidents shall assume the duties of the president in his or her absence. When not carrying out the president's duties, the vice-president co-vice-presidents shall assist the president as needed and perform such special duties as the directors decide.

Secretary

41. (1) The recording secretary shall

(a) keep minutes of all members' and directors' meetings; and

(b) maintain and ensure the safekeeping of all records and documents of DPAC, except those required to be kept by the treasurer.

(2) The corresponding secretary shall conduct the correspondence of DPAC

(3) The positions of recording and corresponding secretary may be held by one person.

Treasurer

42. The treasurer shall

(a) keep the financial records, including books of account, necessary to comply with the Society Act;

(b) render financial statements to the directors, members and others when required; and

(c) assist the directors in preparing an annual budget.

Secretary-treasurer

43. The offices of secretary and treasurer may be held by one person who shall be known as the secretary-treasurer.

Absence of secretary

44. In the absence of a secretary from a members' or directors' meeting, the chair shall appoint another person to act as secretary at the meeting.

Immediate past president

44A. The immediate past president or co-presidents shall act as a special advisor and shall provide advice and support. *(Added May 1998)*

PART 7 - FINANCIAL MATTERS

Financial year

45. The financial year shall be March 1st to the last day of February.

Power to raise money

46. In order to further the purpose and objectives of DPAC, the directors may, on behalf of and in the name of DPAC, raise money in the manner they decide.

47. The members may restrict the directors' power to raise money, but a restriction

imposed expires at the next annual general meeting.

Bank accounts

48. DPAC may establish and maintain such bank accounts as the directors decide. All funds of DPAC shall be kept on deposit in a chartered bank or credit union.

Signing authority

49. The president, vice-president, secretary and treasurer shall have signing authority on all banking and legal documents. At least two signatures shall be required on all these documents. (*Amended May 1996*)

Spending

50. (1) Subject to subsection (2), the directors may spend money as approved by the members in general meeting.
(2) The directors may spend up to \$500.00 without prior approval of the membership.

Appointment or auditor

51. DPAC may appoint an auditor.

PART 8 - AMENDMENTS TO BYLAWS

52. These bylaws may be amended in accordance with the Society Act.

PART 9 - GENERAL

Written Notices

53. (1) Any written notice required by these bylaws or the Society Act to be given to a member is deemed to have been sufficiently given if delivered to the mail room at the offices of School District #36 (Surrey) and labeled with the member's name.
(2) Any written notice required to be given to a director is deemed to have been sufficiently given if mailed by regular pre-paid post to the director at the most recent address recorded in DPAC's records.

Property in documents

54. All documents, records, minutes, correspondence or other papers of any kind kept by a member, director, or committee member in connection with DPAC shall be deemed to be property of DPAC, and shall be turned over to the president when the member, director, or committee member ceases to perform the task to which the papers relate.

Dated at Surrey, British Columbia, the 21st day of April, 1993.

Amended: May 29, 1996

May 27, 1998

November 24, 2004