

**CONSTITUTION AND BYLAWS OF THE  
VANCOUVER SCHOOL DISTRICT PARENT ADVISORY COUNCIL  
JUNE 22, 2017**

**Article I. Name**

The name of this organization shall be the Vancouver School District Parent Advisory Council.

**Article II. Object**

The purpose of the Council is to represent parents/guardians of children in Vancouver (School District #39) schools at the district level. Pursuant to the *School Act*, the Vancouver School District Parent Advisory Council, hereafter referred to as DPAC, may advise the Board on any matter relating to education in the School District.

**Article III. Dissolution**

Section 3.01 In the event of the dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to a Parent Advisory Council of Councils within School District #39 (Vancouver), having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission. This clause shall be unalterable

Section 3.02 In the event of the dissolution or winding up of the Council, all records of the organization shall be placed under the jurisdiction of the Secretary-Treasurer of School District # 39 (Vancouver).

**Article IV. Definitions of Terms**

Section 4.01 Definitions

- (a) "Vancouver School District Parent Advisory Council" is the official name of the body, hereafter "Vancouver DPAC", or "DPAC".
- (b) "Executive Council", means the elected body to Vancouver DPAC, also "Council".
- (c) "Members", or "Membership", means all Vancouver School Parent Advisory Councils administered by School District #39, also known as "PACs".
- (d) "DPAC representative" means the single official representative of each PAC, or the elected chair of the PAC if no such representative has been appointed. Also "PAC representative".
- (e) "Executives" means those elected to the Council, as elected by the Members through the DPAC representatives.

- (f) “Officers” means the elected leadership positions on the Council, also known as the “Table Officers”.
- (g) “Annual General Meeting” means the designated meeting of the school year, normally the last, when elections of Executives and Officers by the Membership takes place. Abbreviated as “AGM”.

## **Article V. Membership**

Section 5.01 The membership of the Vancouver DPAC shall consist of all the PACs in the Vancouver School District.

- (a) Each PAC may designate one of its members to be its official representative to DPAC, provided they are not an elected public official.
- (b) Each PAC shall endeavour to provide the name and contact information of its representative to the DPAC Secretary annually.
- (c) The DPAC Secretary is responsible for maintaining an up-to-date list of schools in the Vancouver School District along with contact information for each PAC.

Section 5.02 The operation and governance of the Vancouver DPAC is assigned to the Executive Council.

- (a) The Executive Council shall consist of a maximum of twelve (12) Executives who are elected by the PACs:
  - (i) A Chair;
  - (ii) A Vice Chair;
  - (iii) A Treasurer;
  - (iv) A Secretary; and
  - (v) Up to eight (8) Executives at large.
- (b) The Chair, Vice Chair, Treasurer, and Secretary shall collectively constitute the organization’s Officers.

## **Article VI. Roles and Responsibilities**

Section 6.01 The Chair shall:

- (a) Convene and preside at all regular and special meetings;
- (b) Ensure that an agenda is prepared and presented;
- (c) Be an ex-officio member to all committees;
- (d) Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;

- (e) Be the official spokesperson for DPAC.
- Section 6.02 The Vice-Chair shall:
- (a) Assume the chair's responsibilities in their absence;
  - (b) Assist the chair in the performance of their duties;
  - (c) The secretary and treasurer shall share responsibility with the chair and vice-chair for managing DPAC gaming fund receipts and associated banking and reporting responsibilities.
- Section 6.03 Executives-at-Large shall perform such duties as are determined by the Council.
- Section 6.04 Executive Council Executives who fail to attend three consecutive Council meetings may have their membership terminated.
- Section 6.05 Membership on the DPAC Executive Council shall be terminated for the following reasons:
- (a) Ceasing to be a parent/guardian of a child in grades K-12 in School District 39;
  - (b) Failure to meet Executive Council attendance requirements;
  - (c) Breach of the Executive Council Code of Conduct.
- Section 6.06 Executive Council may form special committees to deal with ongoing DPAC projects. Membership shall include representation from each area as agreed upon by a majority of Executive Council members. Special committees may invite representatives of other stakeholder groups to join, as participants or observers, when agreed to by a majority of Executive Council.
- Section 6.07 Executive Council may form working committees (e.g., bylaws development) from time to time. Membership shall include interested DPAC representatives and school PAC members approved by a majority of Executive Council. Working committees may invite VSB staff to join such committees as non-voting members.
- Section 6.08 By majority vote, Executive Council shall appoint Executives to the Vancouver School Board's five standing committees. Preference will be given to Executives with at least one year's experience on the Executive Council.
- Section 6.09 By majority vote, Executive Council shall appoint DPAC representatives to VSB representational committees for a one-year term. All DPAC representatives and PAC members are eligible for appointment.
- Section 6.10 By majority vote, Executive Council shall appoint Executive Council members to serve on administrator selection committees.
- Section 6.11 If the appointment needs to be made between meetings, the chair shall make the appointment and notify the Executive Council at its next regular meeting.

## **Article VII. Elections**

- Section 7.01 To be eligible for election to the DPAC Executive Council, an individual must:
- (a) Be a parent or guardian of a child in grades K-12 attending public school in the Vancouver School District;
  - (b) May not be an elected public official;
  - (c) Be nominated by a PAC in the Vancouver School District of which they are a member.
- Section 7.02 DPAC Executives who are continuing for the second or third year of their term must provide a signed letter of endorsement from a PAC of which they are a current member.
- (a) The PAC providing the endorsement may be a different PAC than the one that originally nominated the executive.
  - (b) The endorsement must be presented at least 24 hours prior to the start of the DPAC AGM.
- Section 7.03 An individual may not serve more than two consecutive terms as a DPAC Executive.
- (a) Leaves of absence granted under Article XI (Leave of Absence) do not extend an DPAC Executive's term of office.
- Section 7.04 The election for new DPAC Executives shall take place at the AGM.
- (a) Voting for DPAC Executives shall be by PAC representatives.
  - (b) Nominations must be received at least 24 hours prior to the start of the DPAC AGM to allow for ballots to be prepared.
  - (c) A multi-selection ballot shall be used which will also indicate the maximum number of selections that can be made.
    - (i) PAC representatives may vote for less than the maximum number of available positions.
    - (ii) Ballots for which more than the maximum number of selections have been made shall be considered spoiled.
  - (d) To be successfully elected to the Executive Council, a candidate must:
    - (i) Be among the top vote-getters up until the maximum number of available position.
    - (ii) Receive support from more than 50% of participating voters.
- Section 7.05 The election of Officers shall take place at the AGM after the election of new DPAC Executives.
- (a) Voting for officers shall be by the DPAC representatives.

- (b) Any executive of the incoming Executive Council is eligible to be nominated to any officer position, except:
  - (i) Where it is prohibited under Article X (Perception of Bias); and
  - (ii) No person shall hold the position of Chair or Vice Chair for more than two consecutive years.
- (c) If there are more than two nominees for an officer position, a two-round voting system shall be used.
- (d) Officers shall be elected in the following order:
  - (i) Chair;
  - (ii) Vice Chair;
  - (iii) Treasurer;
  - (iv) Secretary.

Section 7.06 Individuals may be nominated for election to the Executive Council if there are vacancies between AGMs.

- (a) Nominations will be formally accepted at Executive Meetings between September and March, inclusive.
  - (i) Nominations may be submitted before the meeting at which they will be accepted or in person at such meeting.
- (b) An electronic ballot shall be sent to PACs to vote on candidates.
- (c) Voting shall end 24 hours prior to the following Executive Meeting.
- (d) Quorum for voting shall be 20% of the PACs in the Vancouver School District.
- (e) Successful candidates must receive a majority of votes cast in favour of their election.

Section 7.07 If an Officer position is vacated between AGMs, the Executive Council may fill the position by majority vote provided that at least two (2) weeks notice for the vote is given by the Chair.

- (a) Notice may be given in person at any meeting or electronically.
- (b) Notice of such a vote must be communicated to the membership within 24 hours of it being given.

## **Article VIII. Meetings**

Section 8.01 The Vancouver DPAC shall meet on the second and fourth Thursday of every month from September through June, except:

- (a) In December and March when there shall only be one meeting; and

- (b) When a meeting date would coincide with a statutory holiday in which case the meeting shall be held either one week earlier or one week later.
- Section 8.02 A calendar of meetings for the following year shall be agreed upon by the Executive Council, presented at the AGM and posted on the Vancouver DPAC website.
- Section 8.03 The first meeting in any month shall normally be an Executive Meeting to conduct the regular business of the organization.
- (a) At the first meeting of the year, permission shall be sought from an Elder of the Coast Salish peoples to undertake the work of the organization on their territory.
  - (b) Quorum for an Executive Meeting shall consist of a majority of Executive Council members.
  - (c) The voting members at an Executive Meeting shall be those members of the Executive Council present in person, or, by advance permission of the Chair, electronically.
    - (i) PAC representatives shall be given opportunities to speak and ask questions at Executive Meetings.
  - (d) The business of an Executive Meeting shall include, but not be limited to:
    - (i) Receiving delegations;
    - (ii) Approve meeting minutes;
    - (iii) Receiving officer reports, including the Chair's and Treasurer's reports;
    - (iv) Receiving reports from the Superintendent's office;
    - (v) Receiving reports related to VSB committees;
    - (vi) Receiving reports related to internal DPAC committees;
    - (vii) Accepting nominations for vacant Executive Council positions.
  - (e) Additional Executive Meetings may be called:
    - (i) By the Chair or a majority of Executive Council members with at least one week's notice;
    - (ii) By the Chair with less than one week's notice if agreed to by email by at least two thirds of the Executive Council.
- Section 8.04 The second meeting in September, October, November, January, February, April, and May shall normally be a General Meeting.
- (a) Quorum for a General Meeting shall consist of a majority of PAC representatives present when the meeting is called to order.
  - (b) If quorum consists of representative of less than 20% of PACs in the Vancouver School District, then any motions passed are automatically subject to reconsideration at the following General Meeting.

- (c) The activities of a General Meeting may include:
  - (i) Presentations to parents by parents, VSB staff, or outside speakers;
  - (ii) Discussions on topical matters to generate input to submit to the VSB.
- (d) PAC representatives representing at least 10% of all PACs in the Vancouver School District may present a motion to be considered at a General Meeting.
  - (i) Such a motion shall be presented to the DPAC Chair, either in person or electronically.
  - (ii) The DPAC Chair is responsible for notifying the rest of the Executive Council within 24 hours of receiving such a motion.
  - (iii) At least two (2) weeks' notice must be given for such a motion to be considered.

Section 8.05 The timing of Executive and General meetings may be changed to match external timelines and community need, though normally there will be one of each per month that school is in session.

Section 8.06 The second meeting in June shall be the Annual General Meeting.

- (a) Quorum for the Annual General Meeting shall consist of a majority of PAC representatives present when the meeting is called to order.
- (b) The business of the Annual General Meeting shall include, but shall not be limited to:
  - (i) Presenting year-end officer reports;
  - (ii) Presenting and voting on the budget for the following year;
  - (iii) Presenting the meeting schedule for the following year;
  - (iv) Holding Executive Council and officer elections.

Section 8.07 Any parent or guardian of a child in grades K-12 attending a public school in the Vancouver School District may attend any DPAC meeting.

Section 8.08 Requests by individuals or groups wishing to appear as a delegation to DPAC meeting shall be directed to the Chair and must be received at least 48 hours prior to the meeting they wish to appear at.

## **Article IX. Perception of Bias**

Section 9.01 Perception of bias refers to a situation that may exist if an individual who represents DPAC Executive Council to the Vancouver School Board, an external organization or the general public is also an employee or elected official of any school board. There may be a perception that they are not speaking solely in the interest of parents and this may diminish the power of what is said.

Section 9.02 The chairperson or vice-chairperson of DPAC Executive Council may not be an employee or an elected official of School District #39. This restriction does not apply to other Executive members of the DPAC, but no Executive may represent parents on any administrator selection committee or on any VSB standing or representational committee on which their employee group is entitled to representation.

## **Article X. Code of Conduct**

Section 10.01 All Executives have a duty to put the Council's interests ahead of their own. They should not act primarily in the interests of a special group or in their own self-interest. The executive, as a group and as individuals, is responsible to the membership for everything they do.

Section 10.02 All Executives have a duty to;

- (a) to understand and abide by the Council's constitution, bylaws, and code of ethics;
- (b) to understand and carry out the responsibilities of their office set out in the bylaws;
- (c) to ensure that the Council is involved only in activities it is authorized to do under its constitution;
- (d) to consult with the membership, to manage the council's affairs by:
  - (i) establishing direction, policy, and procedure;
  - (ii) being involved in planning;
  - (iii) delegating tasks and responsibilities, with supervision, to committees;
- (e) to report to the membership and abide by the membership's direction.

Section 10.03 Executive Council members direct any criticism of the action of another Executive Council member to that member first, and then if necessary, after informing that individual, may direct the criticism in confidence to the chair and/or vice-chair.

Section 10.04 A DPAC representative or Executive Council member who is approached by a parent with a concern is in a privileged position and should treat such discussion with discretion, respecting the confidentiality of the people involved.

Section 10.05 Executive Council members may indicate that they are speaking as a district parent to VSB and community committees and the media only when they are reflecting an opinion adopted by a majority of Executive Council members at an Executive Council meeting. If an Executive Council member is writing a letter to the editor, they may only sign it with their title if they are stating an official Executive Council position.



Section 10.06 As terms of their leave of absence, the district parent/candidate shall:

- (a) Turn over to the DPAC coordinator their list of PAC chairs/addresses. They will not use information from this confidential list in any way in their campaign.
- (b) Withdraw from all DPAC functions during their leave (e.g., attendance at PAC meetings as an area district parent, attendance at DPAC meetings, etc.). The district parent will refer any phone requests from area PAC chairs to fellow area district parents.
- (c) Refrain from using their title as DPAC member in any way during the campaign; they may only indicate as background information that they are a district parent on leave.

Section 10.07 The DPAC shall be non-partisan politically, as shall its members when speaking/acting on its behalf.

Section 10.08 Any complaint about the functioning of DPAC should be made to the Council through the chair and/or vice-chair.

Section 10.09 Any complaint regarding another DPAC Executive Member shall be first made directly to that person. If the complaint cannot be resolved through discussion between the two Executive Members, then it shall be brought to the attention of the Chair, or another officer if the Chair is party to the complaint, and the Conflict Resolution Process shall be invoked.

## **Article XI. Leave of Absence**

Section 11.01 An Executive may request a leave of absence for a maximum of two (2) months at most once per school year.

Section 11.02 An Executive who runs for political office must request a leave of absence as soon as the nomination process begins.

- (a) If elected, the Executive's resignation shall take effect immediately.

Section 11.03 A request for a leave of absence must be approved by a majority vote of the Executive Council.

- (a) The expected duration of, and/or the return date from, the leave must be specified in the request.
- (b) The Executive requesting the leave may not participate in the vote.
- (c) If approved, the leave of absence shall be made public by the Chair.
- (d) If approved and the Executive going on leave is an officer, the remaining Executives may choose to elect someone else to fill that position on either an interim basis for the duration of the leave or until the end of the term.

Section 11.04 An Executive on leave:

- (a) May not act or speak on behalf of DPAC;

- (b) May identify themselves only as an Executive on leave;
  - (i) If the member on leave is an officer, they may not identify themselves as an officer on leave;
- (c) Shall have their access to DPAC email and other electronic properties suspended for the duration of the leave;
- (d) Shall withdraw from all DPAC functions including, but not limited to:
  - (i) Attendance at DPAC meetings;
  - (ii) Attendance at VSB committee meetings as a representative of DPAC;
  - (iii) Attendance at PAC meetings as a representative of DPAC.
- (e) Shall refer any inquiries and requests made to them as an Executive to other Executives.

Section 11.05 Demonstrable failure to adhere to Section (4) shall result in the immediate termination of the on-leave Executive Member's membership on the Executive Council.

## **Article XII. Indemnification**

Section 12.01 Executive Council members shall be indemnified for any costs, expenses or liabilities necessarily incurred in connection with the defense of any action, suit or proceeding in which they are made a party by reason of being or having been a member serving in an elected or appointed capacity. No Executive Council member shall be indemnified when judged in the action or suit to be liable for negligence or misconduct in the performance of duty.

## **Article XIII. Parliamentary Authority**

Section 13.01 The rules contained in 21st Century Robert's Rules of Order shall govern the organization in all instances when they are applicable and not inconsistent with these bylaws and any other special rules the organization shall adopt.

## **Article XIV. Amendment of Bylaws**

These bylaws may be amended by a two-thirds vote of Executive Council members, providing that the notice of amendment was given at a previous Executive Council meeting and printed/circulated in the minutes of that meeting. All bylaw amendments are subject to ratification by a 2/3 vote of school DPAC representatives present and voting at the area meeting following the DPAC executive decision. If not so ratified, the amendment is deemed rescinded.

Adopted June, 1997

Revised December, 1997

Revised June, 1999

Revised February, 2003

Revised May, 2003

Revised December, 2004

Revised March 7, 2007

Revised October 25, 2007

Revised June 22, 2017

## **Appendix A: Conflict Resolution Process**

When the need arises to formally resolve a conflict or dispute within the DPAC Executive that cannot be resolved directly by the parties involved, the process described below shall be followed. The purpose of this process is to build community within the organization and repair relationships between individuals, as well as to arrive at the truth of a situation. We therefore look to Indigenous ways of knowing to guide us.

1. An Elder, Knowledge Keeper, or Respected Person shall be invited to facilitate the discussion and recommend a resolution.
  - (a) The Chair, or another officer if the Chair is involved in the dispute, shall be responsible for extending the invitation to the Elder.
2. The practices invoked by the Elder shall be followed, including but not limited to:
  - (a) Cleansing the space and/or participants;
  - (b) Sitting in a particular configuration;
  - (c) Respecting the speaking order.
3. A resolution may take more than one discussion to arrive at, and the Elder shall be trusted to know when that is.
4. As per the DPAC Code of Conduct, all Executive Members are required to fully participate in the Conflict Resolution Process and abide by any resolution. Refusal to participate in the Conflict Resolution Process or abide by any resolution shall be considered a breach of the DPAC Code of Conduct.
5. Conflict Resolution Process discussions shall be treated as in camera discussions and are only to include the DPAC Executive Members and the Elder.