

## **CONSTITUTION**

### **NAME**

1. The name of the association is WEST VANCOUVER DISTRICT PARENT ADVISORY COUNCIL (formerly West Vancouver Parents' Association, established in 1974).

### **PURPOSE**

2. The purposes of the West Vancouver District Parent Advisory Council are:
  - a. to encourage excellence in education in the School District of West Vancouver and ensure parents are involved as an integral part of the system;
  - b. to maintain an organization at the district level that represents the majority point of view of parents in the School District of West Vancouver to the local school board, to the Ministry of Education and to other district parent councils on any and all issues that affect the education of their children;
  - c. to provide the framework for continuous, cooperative communication among parents, trustees, teachers and administrators in West Vancouver School District #45 (WVS).

### **OBJECTIVES**

3. The objectives of the West Vancouver District Parent Advisory Council are:
  - a. to provide a link among parents, students, teachers, administrators, the Board of Education, the Ministry of Education and other community organizations with an interest in education;
  - b. to provide parents with as broad a perspective as possible on issues that affect the delivery of education to their children;
  - c. to provide leadership in developing and understanding the advisory role and the rights and responsibilities of parents within the public educational system;
  - d. to determine the point of view of the majority of parents in the district in order to present a well-informed opinion to the West Vancouver School District and the Ministry of Education;
  - e. to communicate by way of regular public meetings, digital communications and through school PAC representation any current issues being considered by the WVD PAC and inviting public response and discussion;
  - f. to assist parents in becoming more familiar with the facilities and services of WVS, thereby ensuring their children's maximum use of the school system;
  - g. to organize district-wide education and special interest forums for parents and other community members as necessary, in order to encourage a well-informed public;
  - h. to provide leadership in initiating, maintaining, encouraging and further developing Parent Advisory Councils at the individual school level with WVS;
  - i. to encourage the exchange of information and ideas among Parent Advisory Councils in WVS.

## **BYLAWS**

## **Section 1. INTERPRETATION**

- 1.01 In these Bylaws and in the Constitution, unless otherwise noted:
- (a) “West Vancouver District Parent Advisory Council” (WVDPAC) refers to the district council recognized by the Board of Education of West Vancouver School District #45 to be representative of all parents of students in the District of West Vancouver.
  - (b) “Parent Advisory Council” (PAC) refers to any organized group of parents recognized under the British Columbia School Act – Bill 67, Div. 2, Sec. 8.
  - (c) “Parents in West Vancouver” or “West Vancouver parents” refers to the parents or guardians of children currently enrolled in public school in WVS (West Vancouver, BC), which includes Lions Bay and Bowen Island.
  - (d) “British Columbia Confederation of Parent Advisory Councils” (BCCPAC) refers to the charitable organization established to represent the DPACs and PACs from every school district in the province OR parents of children attending the public schools in the province.
  - (e) WVS refers to West Vancouver School District #45.
  - (f) Schedule A refers to the Code of Conduct attached to the Bylaws

## **Section 2. GENERAL PROVISIONS**

- 2.01 Membership and activities of the association shall be free of commercial, partisan, sectarian, racial and gender bias.
- 2.02 A trustee or spouse of a trustee shall not have voting rights during the trustee's term of office.
- 2.03 A person employed by WVS or the Ministry of Education shall not have voting rights with WVDPAC.
- 2.04 It shall be incumbent upon any member to declare a conflict of interest if their own business interests could be seen to have an impact on the advice they may give to the WVDPAC, and that member, having declared such a conflict, shall abstain from voting on any issue or question where such conflict exists. In any event, the Executive may, on its own motion, declare such a conflict and suspend that member's right to vote with respect to the impugned issue or question.
- 2.05 Any member of the Executive, when representing the WVDPAC elsewhere, shall vote the point of view of the majority of parents of students enrolled in WVS.
- 2.06 No part of this Constitution shall be repealed or amended except by Special Resolution proposed in writing to the Secretary 15 days in advance of and passed by three-quarters (3/4) of the voting members in attendance at the Annual General Meeting.
- 2.07 In all matters of procedure not covered by these bylaws, *Robert's Rules of Order* shall apply.

## **Section 3. MEMBERSHIP**

- 3.01 Only parents or guardians of children currently enrolled in public schools in WVS (West Vancouver, BC) may be members of WVDPAC.
- 3.02 **Non-Voting Membership**  
All parents in West Vancouver School District are welcome to attend general meetings of the WVDPAC; however, only registered school representatives and Executive may vote.
- 3.03 **Voting Membership**  
The following members are eligible to vote:
- (a) two (2) parents elected by the Parent Advisory Council of each school in WVS to represent that school as members of WVDPAC.
  - (b) Voting members may hold more than one office but may not have more than one vote.
  - (c) the duly elected Executive shall vote as an executive member of the DPAC and cannot also vote as a representative of the Parent Advisory Council of a school in WVS.
- 3.04 Every member shall uphold the Constitution and comply with these Bylaws.
- 3.05 **Election of Executive Officers**
- (a) Nominations for Executive positions are to be opened by the DPAC Chair at the General Meeting prior to the Annual General Meeting in June, at which time a Nominations Committee is to be appointed. The Nominations Committee is to be comprised of at least 2 non-Executive members or non-returning members of the WVDPAC, but may be chaired by a single individual if there are no other volunteers.
  - (b) The Nominations Committee shall receive nominations for Executive positions until 10 days prior to the Annual General Meeting, at which time nominations shall be declared closed.
  - (c) All nominees must provide a signed Schedule A: Code of Conduct to the Nominations Committee at least 7 days prior to the Annual General Meeting.
  - (d) The Nominations Committee shall ensure that the list of nominees is distributed to all Members at least 7 days before the Annual General Meeting in June.
  - (e) Election is by simple majority of eligible votes cast by secret ballot or anonymous online poll.
  - (f) If only one nomination is received for an Executive position, that person is deemed elected by acclamation.
- 3.06 Any person shall be at liberty to resign from the association by giving 14 days notice to the Chair.
- 3.07 If an Executive member resigns or ceases to hold office for any other reason, or if a position needs to be filled mid-year, the remaining Executive members may appoint an eligible replacement to fill the vacancy until the next Annual General Meeting.
- 3.08 The members may, by a majority of not less than 2/3 of the votes cast, remove an Executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term. Written notice specifying the intention to make a motion to remove the Executive member must be provided to all members not less than 14 days before the meeting.

- 3.09 In case the immediate Past Chair has no child or ward in public school in WVS, he/she may still serve in this capacity by majority vote of the incoming Executive.

#### **Section 4. EXECUTIVE**

- 4.01 The Executive shall consist of the following:
- (a) **At minimum, officers:**
    - Chair
    - Secretary
    - Treasurer
  
  - (b) **Additional Officers:**
    - Additional Officers may include:
      - Vice-Chair
      - Immediate Past-Chair
  
  - (c) **Directors:**
    - up to 12 Directors
- 4.02 The Executive shall endeavor to include a wide variety of Directors to ensure appropriate representation from each area of the District in order that a wide variety of points of view shall be presented at Executive meetings.
- 4.03 The Executive shall be elected by the voting membership of WVDPAC at the Annual General Meeting.
- 4.04 The term of office for all executive members shall be for one year, from July 1 to June 30.
- 4.05 No person shall hold the same executive office for more than three (3) consecutive years.

#### **Section 5. DUTIES OF OFFICERS AND DIRECTORS**

- 5.01 **Chair**
- (a) shall preside at all meetings of the WVDPAC and the Executive;
  - (b) shall direct the affairs of the association;
  - (c) shall be one of three financial signing officers;
  - (d) shall be an ex officio member of all committees;
  - (e) shall vote only to make or break a tie vote;
  - (f) shall be the spokesperson for the WVDPAC;
  - (g) shall attend all Board of Education meetings, or ensure a designate attends;
  - (h) shall prepare a year-end report summarizing the activities of the past year for presentation to the Annual General Meeting;
  - (i) shall be responsible for the safe-keeping of all records of the association.
- 5.02 **Treasurer**
- (a) shall maintain an accurate record of all revenue and expenditures of the WVDPAC;
  - (b) shall disburse funds authorized by the WVDPAC;

- (c) shall give a report of all revenues and expenditures and a balance of each account at General Meetings;
- (d) shall deposit all monies collected on behalf of the WVD PAC in an account at a recognized financial institution approved by the Executive;
- (e) shall present financial statements for the past year at the Annual General Meeting, and shall prepare the final statements to the end of the school year (June 30) before leaving the position;
- (f) shall present a proposed budget of expenditures for the next school year as drawn up by the Executive for approval at the AGM.
- (g) In the event that a new Executive is elected, the Budget may be presented and voted on at the first Regular General Meeting of the new school year.
- (h) shall ensure that another Executive member that is not a financial signing officer has access to the books in the event of his/her absence;
- (i) shall be responsible for completing and filing the Annual Gaming Grant Application;
- (j) strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend.

**5.03 Secretary**

- (a) shall keep accurate and official minutes of the WVD PAC;
- (b) shall distribute minutes to WVD PAC voting members as soon as possible after the last meeting;
- (c) shall distribute such other notices of meetings, and bulletins of happenings within the District as is necessary;
- (d) shall keep an up-to-date copy of the Constitution and Bylaws throughout the year and prepare a final revised version, with amendments dated, for the Annual General Meeting;
- (e) may be one of three financial signing officers;
- (f) strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend.

**5.04 Vice-Chair**

- (a) shall carry out the duties of the Chair during his/her absence;
- (b) shall assist the Chair in the performance of his/her duties;
- (c) may be one of three financial signing officers;
- (d) strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend.

**5.05 Past Chair**

- (a) shall assist and advise the Chair and Executive Officers and Directors as needed;
- (b) may chair the Nominating Committee for the coming year;
- (c) strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend.

**5.06 Directors**

- (a) shall be members who have an interest in the district-wide nature of the business of WVDPAC
- (b) should expect to be involved in one or more committees as a member or as chairperson;
- (c) should be prepared to fulfill other special functions as necessary;
- (d) may be a representative of a school in the district, but must be prepared to represent the majority point of view of parents in the district when on WVDPAC business;
- (e) may be one of three financial signing officers;
- (f) strive to attend all Executive and General Meetings, giving notice ahead of time to the Chair if unable to attend.

**Section 6. COMMITTEES**  
**GENERAL**

- 6.01 Voting members may be called upon from time to time to serve on committees or task forces appointed by the Executive to deal with specific projects or tasks. The Chair or Vice-Chair shall be an ex-officio member of all such committees or task forces. Such committees or task forces may be suspended or shall be disbanded upon completion of their specified function.
- 6.02 The Chairperson of any WVDPAC Committee or Working Group shall be a member of the WVDPAC Executive.
- 6.03 The chair of any WVDPAC committee shall present their report in draft form to the WVDPAC executive in a timely manner before the final document is distributed to the membership
- 6.04 **Nominating Committee**
  - (a) The Nominating Committee shall consist of at least two non-executive or non-returning Executive members of the WVDPAC, but may be chaired by a single individual if there are no other volunteers. The Nominating Committee can not include a nominee.
  - (b) The Committee shall be formed at the meeting prior to the Annual General Meeting and shall present a list of qualified and willing candidates for election to Executive positions 7 days prior to at the Annual General Meeting.
  - (c) The Chair may then furnish the members with a copy of the Nominating Committee's report together with the notice of the Annual General Meeting.
  - (d) The Executive shall be elected at the Annual General Meeting from among the names submitted by the Nominating Committee.
  - (e) The Nominating Committee shall appoint an Elections Officer, who shall run the Election at the AGM. The Elections Officer shall be a non-voting member, and can be one of the members of the Nominating Committee.

**Section 7. MEETINGS**

**7.01 General Meetings**

- (a) The Chair, in consultation with the Executive, shall convene, at such time and place as he/she deems necessary or desirable
  - (i) Executive Meetings (minimum 2 per school year) and

- (ii) General Meetings (minimum 8 per school year) for all parents in the district.
- (b) Notice of regular meetings shall be established at the beginning of the school year and verbal or written reminder shall be given prior to each meeting to encourage participation.

#### 7.02 **Annual General Meeting**

- (a) An Annual General Meeting shall be held in May or June each year for the following purposes:
  - i. to receive a report from the Chair, financial statements for past year and a budget for the upcoming fiscal year from the Treasurer and a report from each Committee Chairperson of the activities during the previous year;
  - ii. to ratify changes to the Constitution and Bylaws, if any;
  - iii. to elect the Executive for the coming year;
  - iv. transact such other business as may be required.
- (b) Written notice of at least 15 days in advance of the Annual General Meeting, specifying time and place, shall be made available to each voting member.
- (c) All West Vancouver District Parents are welcome to attend but only registered members may vote.
- (d) **Resolutions**
  - i. Special Resolutions, including proposed changes to the Constitution and Bylaws, require advance notice in writing 15 days prior to the Annual General Meeting and must be passed by three-quarters (3/4) of the voting members attending the Annual General Meeting.
  - ii. Ordinary Resolutions require advance notice in writing 15 days prior to the Annual General Meeting and must be passed by a simple majority.

#### 7.03 **Special Meetings**

- (a) Special Meetings shall be called by the Chair with fifteen (15) days notice, including the purpose of the meeting.

### **Section 8. VOTING**

- 8.01 At an Annual General Meeting, General Meeting or Special Meeting, a quorum shall consist of the voting members in attendance.
- 8.02 Voting at any meeting may be by show of hands, by secret ballot or anonymous online poll at the discretion of the presiding officer.
- 8.03 Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
- 8.04 The presiding officer shall not vote except in the case of a tie. A majority position requires at least one more vote in favour of the motion, therefore, the presiding officer can vote to break or to cause a tie. In the event of a tie, a positive vote from the presiding officer will lead to adoption of

the motion; whereas, if the presiding officer abstains or votes in the negative, the motion is lost. When a three-quarters majority is necessary, the presiding officer can vote to cause or block the attainment of the necessary three-quarters.

- 8.05 Voting members may hold more than one office but may not have more than one vote. WVDPAC executive shall vote as WVDPAC executive.
- 8.06 Proxy voting shall not be allowed at WVDPAC meetings.
- 8.07 Declaration of candidacy for school trustee shall suspend a person's eligibility for voting membership for the duration of the campaign and/or term of office as school trustee.
- 8.08 At an Executive meeting a quorum shall consist of forty-five percent (45%) of the Executive members.

### **Section 9. FINANCES**

- 9.01 The Treasurer shall maintain an account at a recognized financial institution approved by the Executive. The financial signing authorities shall be vested in the Chair, Treasurer and Secretary, with two (2) of the three (3) signatures required.
- 9.02 Before the banking documents are signed, the section outlining financial liability for the signatories shall be struck out and initialled.
- 9.03 No member of the WVDPAC shall in his/her individual capacity be liable for any debt or liability incurred as a result of the authority of the WVDPAC. The WVDPAC will indemnify that member for any costs or losses incurred in conjunction with that expenditure.
- 9.04 Non-budgeted expenditures up to \$500 may be approved by a majority of the Executive. Non-budgeted expenditures over \$500 shall require the approval of the members at a general meeting.

### **Section 10. DISSOLUTION**

- 10.01 In the event of wind-up or dissolution of the association and following payment of all outstanding debts, the association shall transfer all of its property and assets to another organization having similar objectives or purposes. To affect this dissolution, a special general meeting must be called, with thirty (30) days advance notice.

These bylaws were adopted on June 13, 1996.

Revisions:

June 6, 2018

- Copy to WVS Board Office: June 6, 2018

June 2, 2021

- Copy to WVS Board Office: June 8, 2021



