



## Kamloops Thompson District Parent Advisory Council Constitutions and Bylaws

# Table of Contents

### CONSTITUTION

- SECTION I: NAME
- SECTION II: PURPOSES
- SECTION III: DISSOLUTION
- SECTION IV: INTERPRETATION OF TERMS

### BYLAWS

- SECTION V: MEMBERSHIP IN A DPAC
- SECTION VI: MEETINGS
- SECTION VII: QUORUM AND VOTING
- SECTION VIII: ELECTION OF EXECUTIVE OFFICERS
- SECTION IX: LEAVE OF ABSENCE
- SECTION X: TERM OF OFFICE
- SECTION XI: EXECUTIVE OFFICERS
- SECTION XII: DUTIES OF OFFICERS
- SECTION XIII: CODE OF ETHICS
- SECTION XIV: COMMITTEES
- SECTION XV: FINANCES
- SECTION XVI: CONSTITUTION AND BYLAW AMENDMENTS
- SECTION XVII: REMOVAL OF AN EXECUTIVE OFFICER
- SECTION XVIII: PROPERTY IN DOCUMENTS
- SECTION XIX: LIABILITY OF EXECUTIVE MEMBERS

## Constitution

The KAMLOOPS THOMPSON DISTRICT PARENT ADVISORY COUNCIL (“DPAC”) recognizes that we are fortunate to live, work, learn, and play on the traditional and unceded lands of the Tk’emlúps te Secwépemc peoples.

### SECTION I: NAME

The name of the Association shall be the KAMLOOPS THOMPSON DISTRICT PARENT ADVISORY COUNCIL for SD #73.

The DPAC will operate as a non-profit organization with no personal financial benefit.

The activities, organization and operation of the DPAC shall be carried on without purpose of gain for its members and any profits or other accretions to the DPAC shall be used solely in promoting its objectives.

DPAC is a charitable organization and acknowledges that all investments and property thereof including the income there from, is and will be held in trust pursuant to the Constitution and By-Laws of the DPAC to further the objectives of DPAC.



The business of DPAC shall be unbiased towards race, religion, gender, politics, sexual orientation and physical or mental abilities.

The provisions of these paragraphs are unalterable.

## **SECTION II: PURPOSES OF THE DPAC**

The purpose of the DPAC is to support, encourage and improve the quality of education and the well-being of students in School District No. 73 by:

1. Exchanging ideas and information among Parent Advisory Councils in the School District.
2. Providing information regarding educational and community matters to parents and Parent Advisory Councils.
3. Providing the parental voice to education decision-making organizations affecting the School District.

The aims and objectives of the DPAC shall be:

1. To promote the interests of public education by fostering co-operation and communication among parents, students, educators, administrators, school district representatives, the Board of Education, the Ministry of Education, BCCPAC, and community organizations with an interest in education.
2. To advise the school board as a collective parental voice on parental views about the school district's programs and policies.
3. To communicate with Parent Advisory Councils ("PAC") about school district policies, programs, and activities.
4. To provide leadership and support in developing and understanding the rights and responsibilities of parents within the education system.
5. To assist parents and PACs in accessing the system.
6. To assist its members in obtaining information about school, district, and provincial programs and policies and in communicating with district representatives.
7. To liaise with partner groups and community organizations.
8. To promote a positive image of the public-school system within the district and to participate in the development and achievement of the goals of SD#73 as a true education partner.
9. To encourage parent involvement in the school system and to support programs that promote parent involvement.
10. To provide parent education and professional development and provide a forum for discussion of educational issues.

## **SECTION III: DISSOLUTION**

1. In the event of dissolution or winding up of the DPAC, and after a payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the DPAC shall be distributed to another PAC or PACs in School District No. 73 Kamloops Thompson District having purposes and objectives similar to those of the DPAC and which meet all requirements of the British Columbia Gaming Commission as the members of the DPAC may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the DPAC, all records of the organization shall be placed under the jurisdiction of School District No 73 in the person of the Secretary-Treasurer of the school district.



## **SECTION IV: INTERPRETATION OF TERMS**

**“Parents”** – in respect of a student or a child registered under section 13 of the School Act,

- a. The guardian of the person of the student or child,
- b. The person legally entitled to custody of the student or child, or
- c. The person who usually has the care and control of the student or child

**“PAC” – Parent Advisory Council**, any organized group of parents recognized under the British Columbia *School Act*.

**“School”** – any public elementary or secondary educational institution of School District No. 73 Kamloops Thompson.

**“District” or “SD73”** – School District No. 73 Kamloops Thompson.

**“DPAC” - the Kamloops Thompson District Parent Advisory Council** for School District No. 73, organized according to the British Columbia *School Act*. Recognized by the Board of Trustees of School District No.73 to be the umbrella group of Parent Advisory Councils (PAC's) of each local school.

**Community Organizations** – groups which demonstrate an interest in education and are not already included in the scope of this constitution.

**Executive(s)** –those persons as elected by the Members, through the DPAC representatives, to perform the Executive Officer positions as detailed in Section VIII.

## **BYLAWS**

### **SECTION V: MEMBERSHIP IN A DPAC**

1. All PACs in SD#73 are eligible to be voting members of the DPAC.
2. The voting membership of the DPAC are delegates appointed or elected by individual school PACs in School District #73, with two representatives per PAC. Each PAC is entitled to one vote per school on DPAC matters.
3. PAC representatives are considered to be its voting members provided they are not elected representatives from the Board of Education or Ministry of Education and Child Care. Any person who is covered by the above criteria will not be permitted to act as a District Parent Advisory Council representative from their respective PAC.
4. At no time shall the DPAC have more non-voting members than voting members.

### **SECTION VI: MEETINGS**

1. Meetings will be conducted efficiently and with fairness to the members present.
2. While attending meetings, either in person or virtually, member representatives and guests are expected to adhere to the DPAC Code of Ethics or, at the discretion of the Chair, they will be asked to leave.
3. If procedural problems arise on an issue not covered in these Bylaws, the most recent edition of “Robert’s Rules of Order Newly Revised” shall be used to resolve the issue.
4. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in the fall of each year.
5. General meetings shall be held not less than seven times per year, one of those being the AGM.



6. Executive meetings may be held any time or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings. Special meetings can be called to deal with specific issues that cannot be dealt with at a general meeting.
7. A DPAC meeting shall not be a forum for the discussion of individual school personnel, students, parents or individual members of the school community.
8. The DPAC will refrain from partisan political action or other activities that do not serve the interest of the district or the public school system.
9. Attendees who are particularly representing the School Board, District Administration, School Principals' and Vice Principals' Association, Teachers' Association, Support Staff and other Community Organizations with an interest in education may be invited to attend as non-voting members of the District Parent Advisory Council.
10. Non-voting members may provide information, regarding issues on the floor for discussion, at the discretion of the Chairperson.
11. Notice of meetings may be given to a member by electronic mail delivered to the member's registered electronic mail address, official DPAC Social Media post, by other agreed upon system delivered to the school, to the attention of the Parent Advisory Council.
12. Failure to give or receive notice by inadvertent omission to give notice to a meeting, or the failure to receive a notice by a PAC will not invalidate proceedings at that meeting.
13. In the event of a Force Majeure that prevents the AGM from occurring at its scheduled time, the Executive Committee will be asked to continue in their current roles and to arrange for the AGM to be held at the soonest possible time.

## **SECTION VII: QUORUM AND VOTING**

- A. QUORUM. A quorum shall be four (4) voting PAC representatives present.
- B. If within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present, in the case of a meeting convened on the requisition of members the meeting is terminated, in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place (if possible), and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting. If at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **VOTING.**

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. Members will vote through their elected/appointed representatives. A representative must be present at a meeting to vote. There is only one vote per member (PAC).
3. In the event of a perceived or actual conflict of interest, the person in that perceived or actual conflict of interest will be asked to abstain from making comments and voting. In extreme cases, upon a majority vote at a General Meeting, the person in that perceived or actual conflict of interest will be asked to resign from his or her position (see Section XII and Section XVI)
4. In the case of a tie vote, the motion is defeated. In the case of a tie vote the chairperson does not have a second or casting vote and the motion is defeated.
5. Members must vote personally on all matters; voting by proxy shall not be permitted except in circumstances where time is of the essence or where weather is such that travel by voting representatives is difficult. In such cases all voting representatives must agree upon the proxy vote. Proxy voting under these circumstances shall take place by one of the following ways: email (reply all) or conference call.
6. Voting shall be done by a show of hands. A secret ballot will be completed upon request by a voting member providing the current meeting format can accommodate such a request.



7. The Chairperson or any voting member may ask for a vote of the DPAC representatives on any question or decision on the floor.

### **SECTION VIII: ELECTION OF EXECUTIVE OFFICERS**

1. The executive officers shall be elected from the voting members at the Annual General Meeting, with the exception of the Past Chair.

The following positions will become vacant in even years (2026, 2028, etc.):

- a. Chairperson
- b. Treasurer
- c. Member(s) at Large (as designated)
- d. Indigenous Director at Large

The following positions will become vacant in odd years (i.e. 2025, 2027, etc.)

- a. Vice-Chairperson
  - b. Recording Secretary
  - c. Member(s) at Large (as designated)
2. Voting may be done by a show of hands. A secret ballot will be completed upon requested by a voting member providing the current meeting format can accommodate such a request. A vote shall be taken to destroy any ballots after the election.
  3. Only members who are official DPAC representatives of a SD73 PAC are eligible to cast a vote on behalf of their school PAC. However, any PAC member is eligible to become a DPAC Executive Officer, as long as they meet other criteria outlined herein.
  4. The Executive shall be elected from the PAC membership in attendance at the Annual General Meeting. A PAC member nominated for election but unable to attend the AGM, shall be accepted as a candidate if the nomination is presented with confirmed acceptance from the candidate prior to commencement of the election and they meet all criteria outlined herein.
  5. No elected official of School District 73 or the Ministry of Education shall hold an executive position on the DPAC. An employee of School District 73 may hold a DPAC Executive position. SD73 Employees may not make up more than 40% of the total DPAC Executive.
  6. A nominations committee may be struck in advance of the Annual General Meeting to assist with succession planning.
  7. Two months before each Annual General Meeting, nominations for the Executive shall be called for. Nominations may be made from the floor at the AGM provided other criteria herein are met.
  8. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
  9. No person may hold more than two Executive positions at the same time. The positions of Chair and Treasurer shall not be held by the same individual.
  10. All Executive members shall be required to sign a copy of the Code of Ethics, thereby agreeing to adhere to it.

### **SECTION IX: LEAVE OF ABSENCE**

1. An Executive member may request a leave of absence for a maximum of two (2) months at most, once per school year.
2. An Executive member who runs for political office must request a leave of absence as soon as the nomination process begins. If elected, the Executive members' resignation shall take effect immediately.
3. A request for a leave of absence must be approved by a majority vote of the DPAC Executive. The expected duration of, and/or the return date from, the leave must be specified in the request. The Executive member requesting the leave may not participate in the vote.



4. If approved, the leave of absence shall be made public by the Chairperson.
5. If approved and the Executive member going on leave is an officer, the remaining Executives members 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.
6. An Executive member on leave may not act or speak on behalf of DPAC or identify themselves as anything but an Executive on leave. Access to DPAC email and other electronic properties may be suspended for the duration of the leave and they may be excused from attending DPAC meetings or committee functions.
7. Demonstrable failure to adhere to that stated in #6 above shall result in the immediate termination of the on-leave Executive Member's membership on the DPAC Executive.

#### **SECTION X: TERM OF OFFICE**

1. The term of office shall commence immediately following election at the AGM and shall be for two years, unless otherwise noted.
2. No person may hold any one position for more than four consecutive years.
3. No person may hold more than one elected executive position at any one time with the exception of a Secretary-Treasurer.
4. The Past Chairperson must have immediately completed their tenure as Chair, and may hold that office for one year, as long as they meet membership criteria as set out elsewhere in these bylaws.
5. In the event of a vacancy in the DPAC Executive during the year, the DPAC shall elect/appoint the new officer from among the eligible PAC representatives who shall hold office until the next AGM
6. An Executive officer who has served more than half a term in an office is considered to have served a full term.

#### **SECTION XI: EXECUTIVE OFFICERS**

1. The affairs of the DPAC shall be managed by an Executive of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
  - a. Chairperson
  - b. Vice-Chairperson(s)
  - c. Treasurer
  - d. Secretary
  - e. Two or more Members-At-Large to a maximum of 10
  - f. Indigenous Director at Large
  - g. Past Chairperson

#### **SECTION XII: DUTIES OF OFFICERS**

##### **A. THE CHAIRPERSON SHALL:**

- a. Convene and preside at membership, special, and executive meetings
- b. ensure that an agenda is prepared and presented
- c. know the constitution and bylaws and meeting rules
- d. know where to find resources to assist members
- e. appoint committees where authorized to do so by the executive or membership
- f. consult DPAC members regularly
- g. ensure that the DPAC is represented in school and school district activities
- h. ensure that DPAC activities are aimed at achieving the objectives and purposes of the organization
- i. be the official spokesperson for the organization after consultation with the Executive when possible.



- j. be one of the signing officers
- k. submit an annual report

**B. THE VICE-CHAIRPERSON SHALL:**

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b. Assist the Chairperson in the performance of his/her duties
- c. Accept extra duties as required
- d. Be a signing officer
- e. Submit an annual report if requested by the membership
- f. Be current with all DPAC business

**C. THE SECRETARY SHALL:**

- a. Ensure that members are notified of meetings
- b. Record the minutes of general, special, and executive meetings and distribute them as soon as possible after last meeting
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d. Keep an up-to-date record of PAC representatives and executives
- e. Cooperate with the Chairperson in providing information to the local news media
- f. Issue and receive correspondence on behalf of the organization
- g. May be a signing officer
- h. Safely keep all records of the DPAC and be responsible for maintaining the files
- i. Submit an annual report if requested by membership

**D. THE TREASURER SHALL:**

- a. Be one of the signing officers of the executive
- b. Receive all funds of the DPAC
- c. Disburse funds authorized by the executive or members at a duly constituted meeting
- d. Maintain an accurate record of all expenditures of the DPAC
- e. Give a report of all receipts and expenditures, bank reconciliations and schedule of payables and receivables at all general meetings
- f. Deposit all funds collected on behalf of the DPAC in an account at a recognized financial institution approved by DPAC
- g. Make books available for viewing by members upon request
- h. Have books ready for inspection or audit annually
- i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- j. Ensure that another signing officer has access to the books in the event of his/her absence
- k. Submit an annual financial statement at the Annual General Meeting of the DPAC

**E. INDIGENOUS DIRECTOR SHALL:**

- a. Be self-identified as having Indigenous ancestry;
- b. Shall serve in a capacity to be determined over the course of their tenure as needs require.

**E. MEMBERS AT LARGE (DIRECTORS) SHALL:**

- a. Serve in a capacity to be determined by the DPAC at the time of their election, and at other times throughout their tenure as the needs of the DPAC require.
- b. Submit an annual report if requested by the membership.



## **F. THE PAST CHAIRPERSON SHALL:**

- a. Help smooth the transition between Chairpersons.
- b. Assist, advise and support the DPAC.
- c. Provide information about resources, contacts, and other essential information to the DPAC.
- d. Act as a consultant for all Executive Officers

## **SECTION XIII: CODE OF ETHICS**

A parent who accepts a position as a SD73 DPAC Executive Member agrees that they shall:

1. Uphold the current Constitution and Bylaws, policies and procedures of the electing body and any amendments thereto.
2. Performs their duties with honesty and integrity.
3. Work to ensure that the well-being of students is the primary focus of all decisions
4. Respect the rights of all individuals.
5. Take direction from the members, ensuring representation processes are in place.
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
7. Work to ensure those issues are resolved through due process
8. Strive to be informed and only pass on information that is reliable.
9. Support public education.
10. Understand that any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information, except as required by law or a court of competent jurisdiction.
11. An Executive member or representative who is interested either directly or indirectly in a proposed contract or transaction with the DPAC must disclose fully and promptly the nature and extent of their interest to the membership and executive.
12. Individuals will refrain from discussing, influencing and voting upon any matter before DPAC in which they or their families have a pecuniary interest.
13. Understand that the voice of DPAC must clearly be perceived to be, that of the parents of the district. The Chairperson is the official spokesperson for DPAC and all requests for statements of behalf of DPAC must be directed to the Chairperson.
14. DPAC Executive Members who have concerns regarding a potential, perceived or actual conflict of interest or perceived bias will refer those concerns to a review committee. The review committee will be composed of three (3) executive members who shall review any concerns regarding an individual SD73 DPAC Executive Member and make recommendations as to how the situation will be addressed.
15. As a SD73 DPAC representative and/or Executive Member, you are obligated to uphold the decisions of the DPAC Executive and membership. You are entitled to try and persuade others to change their views, decisions, or policies, but once a decision is made, you must act and speak in accordance with the DPAC Executive's and membership's decisions.



*Code of Ethics: Statement of Understanding*

*I, the undersigned, in accepting a position on the SD73 DPAC Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document as well as all related governing documents (e.g. Constitution, Bylaws, Policies and Procedures). I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.*

*Name of Executive Member:*

*Email Address:*

*Cell phone number:*

*Signature:*

*Date:*



#### **SECTION XIV: COMMITTEES**

1. Standing and ad hoc committees shall be formed when necessary. The terms of reference of each committee will be specified at the time the committee is established, or by the committee at its first meeting as the membership or executive decide. These shall include the committee's responsibilities, reporting procedures and any delegated decision authority.
2. A nominating committee may ~~shall~~ be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members and will report to them as required. The DPAC executive may appoint members to committees annually.
4. Parent representatives for external committees shall be selected from delegates or from a list of interested members submitted by PACs. Members who are elected officials of SD#73 or the Ministry of Education and Child Care are not eligible to represent the DPAC on external committees or to an external organization.

#### **SECTION XV: FINANCES**

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented annually at the AGM.
2. Non-budgeted Expenditures:
  - a. Outside of regular general meetings, the Executive may approve extraordinary expenditures up to the amount of \$500. These must be communicated back to the General Membership at the next regular meeting.
  - b. Any proposed extraordinary expenditures of greater than \$500 that are not included in the current budget must be presented to the membership for approval at the next general meeting.
  - c. The budget/amended budget shall be made available to the membership as part of the monthly Treasurer's Report.
3. The DPAC may raise money to further its own purposes
4. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
5. The executive shall name at least three signing officers for banking and legal documents neither of whom shall be related. Two signatures will be required on all of these documents.
6. A Treasurer's Report shall be presented at each general meeting.
7. Members at a general meeting may appoint an auditor.
8. The DPAC shall not exercise borrowing powers.
9. Executive officers shall not be remunerated for being or acting in their elected position but must be reimbursed for all expenses necessarily and reasonably incurred by the officer while engaged in the affairs of the DPAC.

#### **SECTION XVI: CONSTITUTION & BYLAW AMENDMENTS**

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the constitution or bylaws shall be given to all members in writing at least thirty (30) days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

#### **SECTION XVII: REMOVAL OF AN EXECUTIVE MEMBER**

1. Membership on the DPAC Executive shall be terminated if the member ceases to be a parent/guardian of a child/student in grades K-12 in SD#73.
2. Membership on the DPAC Executive shall be terminated if the member is in breach of the Executive Code of Ethics.
3. Membership on the DPAC Executive shall be terminated for failure to meet the attendance



requirements (3 consecutive meetings).

4. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office and elect a successor to complete the term.
5. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

#### **SECTION XVIII: PROPERTY IN DOCUMENTS**

All Documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be property of the organization and shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

#### **SECTION XIX: LIABILITY OF EXECUTIVE MEMBERS**

Except for such costs, charges or expenses are occasioned by their own wilful neglect or default, each Executive member of the DPAC shall be indemnified and saved harmless out of the funds of the DPAC from and against all expenses incurred or lawsuits brought against them in their capacity as an Executive member of the DPAC.

Adopted by Kamloops Thompson SD73 DPAC at Kamloops, BC on October 14, 2025.

