

David Cameron  
Parent Advisory Council  
Constitution and Bylaws

Revised: November 2005

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A copy of the Constitution and Bylaws must be submitted to the Sooke Parent Educational Advisory Council (SPEAC) and the School District No. 62 board office for informational purposes only.

# CONSTITUTION

## **SECTION I            NAME**

The name of the Association shall be the David Cameron Parent Advisory Council herein known as DCPAC.

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

The business of the Council shall be unbiased towards race, religion, gender disability or politics.

## **SECTION II            MISSION STATEMENT**

In our role as an advisory council, the DCPAC is committed to fostering a sense of community and student well being within the school. By supporting, listening, nurturing and advising, the DCPAC acts as a liaison for the students, their families and the school in order to enrich the learning experience through teamwork and parental involvement.

## **SECTION III            PURPOSES OF THE PAC**

1. To act as a liaison in developing and understanding the rights of parents within the educational system.
2. To provide a liaison to advise the principal and staff on parent's views on any matter relating to the school.
3. To promote and enhance school spirit and enrichment of the student's physical, intellectual and social experiences by organizing special events and fundraising activities in support of the school's, the parents and DCPAC goals.
4. To communicate with parents and encourage parental involvement in curricular and financial decisions, where appropriate within the school.

## **SECTION IV            DISSOLUTION**

1. In the event of dissolution or winding up of the DCPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the DCPAC shall be distributed to another parent advisory council or councils in School District No. 62 having similar purposes and objectives as the DCPAC and which meet all requirements of the BC Gaming Commission. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 62 in the person of the principal of the school or the person of the Secretary-Treasurer of the school district.

# **BYLAWS**

## **SECTION IV MEMBERSHIP IN A PAC**

1. All parents and guardians of students registered at David Cameron Elementary School are voting members of the DCPAC.
2. Administration and staff (teaching and non-teaching) of David Cameron Elementary School may be non-voting members of the DCPAC.

## **SECTION V MEETINGS**

1. The DCPAC shall meet one evening each month or as the executive deems necessary during the school year.
2. The executive can call Executive meetings if and when necessary.
3. There shall be an Annual General Meeting (AGM) for the purpose of election of executive officers and committee coordinators held in May of each year.
4. There shall be a meeting held in August of each year for the purposes of the closure of the budget from the last school year and a working meeting to develop a proposed budget for the next school year. The proposed budget is passed at the first DCPAC meeting in September.
5. The Transition/Budget meeting in August is a transition meeting between incoming and outgoing executive officers and the committee coordinators. The transition includes any books and documentation required to perform the duties to change over at that time.
6. Between meetings, of the DCPAC, the executive officers and committee coordinators shall be responsible to carry on the business of the DCPAC.
7. In the event that an executive officer/committee chairperson or representative is unable to attend a meeting, he/she must submit their reporting information to the president, vice president or secretary of the DCPAC prior to the meeting.

## **SECTION VI QUORUM**

A quorum shall be five voting members holding a position as either executive officers or committee coordinators.

A quorum for executive meetings shall be 60% of the current executive officers.

## **SECTION VII VOTING**

1. All motions presented by a voting member at a meeting must be seconded by another voting member and decided by a simple majority vote – 50% plus 1.
2. Voting shall be done by a show of hands. A secret ballot is not necessary unless requested.
3. In the case of a tie vote, the motion is defeated.

## **SECTION VIII ELECTIONS**

1. The executive officers and committee coordinators shall be elected from the voting members at the May AGM. No employee or elected official of the school district or Ministry of Education shall hold a position.
2. Call for nominations shall be made at the two meetings prior to the AGM. Parents/Guardians shall be notified via newsletter of the date of the AGM and the positions open for nominations.
3. During the AGM, two (2) calls for any more nominations from the floor shall be made before nominations are closed and voting begins.
4. Voting shall be by secret ballot.
5. If only one candidate is standing for election to any position, the candidate is therefore elected by acclamation.
6. In the event of a vacancy in any position, an individual who shall hold office until the next election may be appointed by the DCPAC.
7. The transition of duties and documentation to newly elected members is done at the Transition/Budget meeting in August.

## **SECTION IX TERM OF OFFICE**

1. The term of office commences immediately following the Transition/Budget meeting in August.
2. The Past-President shall serve for one (1) year only, immediately following his/her term as President.
3. No person shall hold the same position for more than three (3) consecutive years.
4. No person can hold more than one (1) executive position at any one time.

## **SECTION X EXECUTIVE AND COMMITTEE COORDINATORS**

The affairs of the DCPAC shall be managed by the elected executive officers, committee coordinators and immediate Past President. All positions are eligible for job sharing.

1. The executive shall consist of no less than the President, Treasurer and Secretary.
2. The executive shall consist of the following positions:
  - President
  - Past President – for one year only
  - Vice President
  - Secretary
  - General/School Betterment Account Treasurer
  - Gaming Account Treasurer
  - Fundraising Coordinator
  - SPEAC Representative
3. The committees shall consist of the following positions:
  - Safe Arrival Coordinator
  - DRP Representative
  - Hot Lunch Coordinator
  - Treat Day Coordinator
  - Social Convener
  - Emergency Preparedness Coordinator
  - Year End Celebration Coordinator
  - Newsletter Editor
  - Webmaster

David Cameron also has staff and children in a Deaf Resource Program (DRP). This program requires parent representation on the DCPAC. This is not an elected position but is a parent whose child is in the DRP and this parent acts as a representative/liaison on behalf of the staff and children in the DRP.

## **SECTION XI DUTIES**

### **Executive: President**

- Oversees the DCPAC monthly meetings;
- Prepares the DCPAC Meeting agendas;
- Knows the constitution, bylaws and meeting rules and ensures other DCPAC members are aware and familiar with them as it pertains to their positions;
- Serves as spokesperson or representative for the DCPAC at extracurricular functions for school and school district events;
- If unable to attend the DCPAC or school functions where the President is required, the Vice President normally fills in;
- Attend the Transition/Budget meeting which takes place in August;

- Ensure crossing guards are contracted for each school year and appropriate contracts are in place.
- Ensure the financial records for all DCPAC accounts are reviewed annually.

**Executive: Vice President**

- Backup for the DCPAC President;
- Know the constitution, bylaws and meeting rules;
- Normally reviews all correspondence forwarded to the DCPAC;
- If the President is unable to attend the DCPAC or school functions where the President is required, the Vice President normally fills in;
- Responsible for chairing the monthly DCPAC meetings in the President's absence;
- Attend the Transition/Budget meeting which takes place in August.

**Executive: Secretary**

- Responsible for recording minutes for each DCPAC meeting, typing them up and making them available to DCPAC members within two weeks following the meeting. Ensure copies are given to the Webmaster for publishing and copies are filed in the DCPAC Minute book with any relevant handouts/reports from that meeting;
- Help with other correspondence as requested by the DCPAC;
- Attend the Transition/Budget meeting which takes place in August;
- Some typing and secretarial skills are required, as is access to a computer.

**Executive: General/School Betterment Account Treasurer**

- Responsible for maintaining the General Account and School Betterment books during the school year, and presenting an updated financial statement at each of the monthly DCPAC meetings;
- Responsible for organizing and preparing a proposed budget for the new school year for presentation at the August meeting. The proposed budget is based on year-end funds available in the General DCPAC account at the end of the fiscal school year;
- Attend the Transition/Budget meeting which takes place in August;
- Some general accounting knowledge and access to a computer capable of running the DCPAC accounting program is required.

**Executive: Gaming Account Treasurer**

- Responsible for maintaining the Gaming Commission account books during the school year, and presenting an updated financial statement at each of the monthly DCPAC meetings;
- Responsible for preparing a budget, with specific requests for funds;
- Prepares financial statements for the fiscal year end;
- Submit annual Direct Access Application to the BC Gaming Policy Enforcement Branch on behalf of DCPAC and ensure all reporting requirements are met;

- Ensure all BC Gaming Policy Enforcement Branch policies are adhered to while conducting licensed gaming events and in spending of gaming funds;
- Attend the Transition/Budget meeting which takes place in August;
- Some general accounting knowledge and access to a computer capable of running the DCPAC accounting program is required.

**Executive: Sooke Parent Education Advisory Council Representative (SPEAC)**

- Serves as spokesperson or representative for the DCPAC at SPEAC. SPEAC is the district Sooke Parent Education Advisory Council which each PAC sends a representative to;
- Attend monthly SPEAC meeting, usually held at the School Board Office;
- Attend monthly DCPAC meeting and report to the DCPAC any information gathered at the SPEAC meetings;

**Executive: Fundraising Coordinator**

- This position will oversee all fundraising events, actual coordination of events can be done by any parent.
- Assist event coordinators in preparing and proposing fundraising events/projects to DCPAC for approval of the event or project and associated budget.
- Responsible for assisting where necessary for fundraising events to ensure they run smoothly and in a manner approved by the school and the DCPAC;
- Responsible for ensuring fundraising reports are accurate and completed and revenues are passed to the Treasurer for deposit. Responsible to keep a file of all fundraising reports and related information.

**Committee Representatives:**

**Safe Arrival Coordinator**

- Ensure the school has an active "Early Warning" system which effectively monitors all student absentees;
- Responsible to have Safe Arrival in place as quickly in September as possible;
- Responsible for recruiting and scheduling volunteers to check on student absentees every morning throughout the school year.

**Hot Lunch Coordinator**

- Must have Food Safe training or be willing to take training;
- Involves planning and coordinating a Hot Lunch meal once a month as a special event for students and fundraiser for DCPAC.
- Coordinating parent and student volunteers to fill and deliver lunch orders for students on Hot Lunch Day.

**Treat Day Coordinator**

- Must have Food Safe training or be willing to take training;
- Once a month, two classrooms are selected to bake and bring cupcakes/muffins/cookies for sale at recess;
- Actual participation time is minimal, but the kids really look forward to their monthly Treat Day!

### **Social Convener**

- Responsible for organizing DCPAC sponsored school events;
- Examples: Halloween pumpkin carving, Christmas Santa visit, annual Staff Appreciation Luncheon and anything else we think might be fun.

### **Emergency Preparedness Coordinator**

- Responsible for working with the school administration to ensure the school has adequate supplies in the Earthquake/Emergency kits, as dictated by funds available.

### **Year-end Celebration Coordinator**

- Responsible for coordinating a group of volunteers to put together the Year-End Celebration, whether it be a family dance, fun fair, or other activity as voted on by the DCPAC;
- Keep records from previous years' events for suggestions and recommendations for future events.

### **Newsletter Editor**

- Responsible for gathering and editing any information that should be part of the DCPAC monthly newsletter, including gathering dates and information for the calendar of events;
- Ensure the newsletter is reviewed by the Principal prior to distribution;
- Ensure the newsletter is sent to the Webmaster in an agreed upon format for publishing the DCPAC website.
- Newsletter should be distributed around the 1<sup>st</sup> of every month;
- Responsible for ensuring the copying is complete and ready for distribution;
- Attend the monthly DCPAC meetings and ensure articles are contributed by the various other DCPAC positions if/when required.

### **Webmaster**

- Responsible for gathering and editing any information that should be part of the DCPAC website;
- Work with the Newsletter Editor to keep the calendar of events up-to-date, post meeting minutes, monthly newsletters and add changing information as required;
- The School Planning Council web page must also be kept up-to-date with direction from an SPC member;

- All significant changes to web content should be reviewed by the Principal and PAC President before publishing;
- Attend the monthly PAC meetings and ensure current information is published on the website.

## **SECTION XII      CODE OF ETHICS**

1. All elected executive and coordinators to the DCPAC are expected to uphold the constitution and bylaws.
2. All elected executive and coordinators shall make every effort to attend all DCPAC monthly meetings, the AGM and Transition/Budget meeting, or others as they may arise.
3. If for any reason an elected member of the DCPAC does not fulfill his/her duties, he/she can be removed and a new member appointed as per Section XV.
4. Performs his/her duties to the best of their abilities with honesty and integrity and in the interests of the DCPAC.
5. Ensure that the well-being of students is the primary focus of all decisions.
6. All actions taken for the enhancement or on behalf of David Cameron Elementary School by elected executive and coordinators must have the approval of the DCPAC and Staff. Each member must be willing to take direction from the membership and executive.
7. Respects all confidential information.
8. Respects the rights and opinions of all individuals.
9. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
10. Works to ensure that issues are resolved through due process.
11. Strives to be informed and only passes on information that is reliable.
12. Supports public education.

## **SECTION XIII      FINANCES**

1. The financial year of the Parent Advisory Council will be July 1 to June 30.
2. The executive will name at least 4 signing officers for banking and legal documents. Two signatures will be required on all of these documents.

3. There are three bank accounts DCPAC is responsible for.
  - a. General Account
  - b. Gaming Account
  - c. School Betterment Account
4. Signatures on the Gaming and General Accounts must have two signatures of the following: Treasurer of the account, President, Vice-President, Secretary
5. Signatures on the School Betterment Account must have two signatures of the following: Principal or Vice Principal plus one of either the President or Treasurer of the School Betterment Account.
6. A Treasurer's Report will be presented at each general meeting. A Treasurer's report will consist of a monthly and year-to-date income and expense statement accompanied by a bank statement.

NOTE: See section on Financial Management of David Cameron Parent Advisory Council and attached examples of financial reports.

#### **SECTION XIV      CONSTITUTION AND BYLAW AMENDMENTS**

1. The constitution and bylaws may be amended by members of the DCPAC by a majority of not less than 75% of the votes cast.
2. A constitution or bylaw amendment shall be dated, signed, filed at the school and a copy forwarded to SPEAC and the School District No. 62 board office for informational purposes only.

#### **SECTION XV      REMOVAL OF AN EXECUTIVE OFFICER**

The DCPAC members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term of office, and may elect a successor to complete the term.

If extenuating circumstances arise, the removal of a member by a majority of not less than 75% of the votes cast, can be performed during an executive meeting.

#### **SECTION XVI      PROPERTY IN DOCUMENTS**

All documents, records, minutes, correspondence or other papers kept by a member in connection with the DCPAC shall be deemed to be the property of the DCPAC. All shall be turned over to the President when the member ceases to perform the task to which the papers relate or when the member is no longer acting on behalf of the DCPAC.

## **SECTION XVII SCHOOL PLANNING COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### **School Planning Council representatives**

Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these representatives must be an elected member of the DCPAC executive.

### **Election of SPC representatives**

The election of representatives to the SPC must be by secret ballot.

### **Term of office**

SPC representatives will hold office for a term of one year.

### **Vacancy**

If an SPC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the DCPAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

### **External committees**

The DCPAC or executive may elect or appoint a member (a representative of a Council member) who is not an employee or elected official of School District No. 62 or the Ministry of Education to represent the DCPAC on an external committee or to an external organization.

The representative will report to the membership or executive as required