



CONSTITUTION AND BYLAWS OF THE VANCOUVER SCHOOL DISTRICT PARENT ADVISORY COUNCIL

June 20, 2019

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Article 1: Name

1.01 The name of the organization is The Vancouver School District Parent Advisory Council, hereinafter also referred to as “Vancouver DPAC” or “DPAC”.

Article 2: Purposes

2.01 The purposes of the organization are:

- (a) To officially represent the parents of the school district at the district level;
- (b) To foster and facilitate strong communication between parents, PACs, and the Vancouver School Board; and
- (c) To promote and support parent leadership and effective PAC governance.

2.02 Pursuant to the School Act, Vancouver DPAC may advise the board on any matter relating to education in the school district.

Article 3: Dissolution

3.01 In the event of the dissolution or winding up of the organization, and after payment of all debts and costs of dissolution or winding up, all records, assets, and remaining funds of



the organization shall be placed under the jurisdiction of the Secretary-Treasurer of the Vancouver School Board.

Article 4: Definition of Terms

4.01 In these bylaws, unless the context otherwise requires:

- (a) “DPAC Representative” means the elected official representative of a PAC to DPAC as specified in the School Act;
- (b) “Executive” or “DPAC Executive” means the elected, governing body of Vancouver DPAC;
- (c) “Executive Member” means an elected member of the DPAC Executive;
- (d) “Member Representative” means either the DPAC Representative or the Chair or Co-Chair of a PAC who is representing the PAC at a DPAC meeting;
- (e) “Membership” means the collective body of all PACs as defined in these bylaws which comprises the membership of Vancouver DPAC;
- (f) “officer” means an Executive Member in one of the elected leadership positions on the Executive;
- (g) “parent” means a parent as defined in the School Act of a child enrolled in a K-12 educational program in the school district;
- (h) “parents’ advisory council” or “PAC” means a parents’ advisory council as defined in the School Act in the school district;
- (i) “school district” means the Vancouver School District;
- (j) “Vancouver School Board” or “VSB” is the corporate entity responsible for delivering K-12 educational programs in the school district.

Article 5: Membership

5.01 Each PAC, as defined in these bylaws, is a member of Vancouver DPAC and entitled to representation to DPAC.

- (a) Each PAC may, pursuant to the School Act, elect one of its members to be its official representative to DPAC.
 - (i) If a PAC has not elected a DPAC Representative, or if the DPAC Representative is unable to attend a DPAC meeting, the PAC Chair or Co-Chair may represent the PAC to DPAC.
- (b) Each PAC is requested to provide the DPAC Secretary with a general contact email address and the name and contact information of its DPAC representative and its Chair or Co-Chairs when they change.

5.02 Operation and governance of Vancouver DPAC resides with the DPAC Executive.



- (a) The Executive consists of a maximum of twelve (12) members who are elected by the Membership.
- (b) One (1) position on the Executive shall be designated for the Indigenous Parent Representative.
- (c) The organization's officers comprise the Executive's leadership and are elected from the Executive to the following positions:
 - (i) Chair;
 - (ii) Vice-Chair;
 - (iii) Treasurer; and
 - (iv) Secretary.
- (d) Executive Members who are not officers or the Indigenous Parent Representative shall be referred to as at-large Executive Members.

Article 6: Roles and Responsibilities

6.01 No Executive Member is entitled to remuneration from DPAC.

- (a) Only pre-approved expenses incurred for the purpose of carrying out DPAC business, or expenses specified in VSB Administrative Procedures, will be reimbursed by DPAC.

6.02 All Executive Members shall:

- (a) Advocate for public education and student success and well-being;
- (b) Attend all Executive meetings, planning meetings, training sessions, and the end-of-year transition meeting;
- (c) Become familiar with these bylaws and any policies and procedures developed by DPAC;
- (d) Become familiar with meeting procedures;
- (e) Contribute to agendas for all meetings;
- (f) Be the liaison for DPAC to a subset of PACs, if assigned;
- (g) Read VSB standing committee agendas and reports and have a working knowledge of ongoing issues at the VSB;
- (h) Participate in internal DPAC discussions using official communication channels;
- (i) Contribute to shared documents and presentations;
- (j) At their invitation, work with PACs to improve their leadership and governance practices.

6.03 All officers shall:



- (a) Provide leadership and direction to the Executive;
- (b) Be signing authorities on all bank accounts and the VSB DPAC account;
- (c) Participate in regular meetings with VSB senior management;
- (d) Manage DPAC digital assets;
- (e) Manage DPAC official social media accounts;
- (f) Administer DPAC official communication channels.

6.04 The Chair shall:

- (a) Be the official spokesperson for DPAC;
- (b) Preside at all DPAC meetings;
- (c) Ensure that an agenda is prepared for and presented at all meetings and that input for agendas is solicited from all Executive Members;
- (d) Be an ex-officio member of all DPAC committees;
- (e) Provide a report at all Executive meetings and at the Annual General Meeting;
- (f) Take such actions, or ensure that such actions are taken by others, to achieve the objectives and purposes of the organization.

6.05 The Vice-Chair shall:

- (a) Assume the Chair's responsibilities in their absence;
- (b) Assist the other officers in the performance of their duties.

6.06 The Treasurer shall:

- (a) Receive monthly reports on the VSB DPAC account;
- (b) Present financial reports at all Executive meetings;
- (c) Ensure that all financial reports are published to the DPAC website as part of the minutes of the meeting they were presented at;
- (d) Prepare an annual budget to be approved by the Executive in May and voted on by the Membership at the AGM in June;
- (e) Submit the annual budget to the VSB by June 30 if was approved by the Membership at the AGM;
- (f) Prepare and submit applications and reports for gaming grants on behalf of the organization;
- (g) Chair any finance-related DPAC committees;
- (h) Ensure that expense reimbursement forms are correctly completed and submitted to the VSB or reimbursed from DPAC's gaming bank account as appropriate.



- 6.07 The Secretary shall:
- (a) Ensure that minutes are taken at all meetings;
 - (b) Ensure that minutes for all regular meetings are made available for review before the meeting at which they need to be approved;
 - (c) Ensure that minutes for all regular meetings are published to the DPAC website after they have been approved;
 - (d) Ensure that attendance records are collected for all meetings, including records of eligible voters at all regular meetings;
 - (e) Maintain official membership records, including contact information for PACs, PAC Chairs and/or Co-chairs, and DPAC Representatives.
- 6.08 The Indigenous Parent Representative shall:
- (a) Self-identify as Indigenous;
 - (b) Support engagement between DPAC, Indigenous parents, the greater Indigenous community, and the VSB;
 - (c) Represent DPAC on VSB committees that are primarily focused on matters relating to Indigenous education.
- 6.09 At-large Executive Members shall assume duties and responsibilities at the discretion and direction of the Executive.
- 6.10 The Executive shall appoint Executive Members to represent DPAC on VSB standing committees.
- (a) Preference will generally be given to Executive Members with at least one year's experience on the Executive.
 - (b) Following a committee meeting, DPAC representatives to that committee will provide a written report for the following Executive meeting.
- 6.11 The Executive shall appoint Executive Members to represent DPAC on VSB hiring committees.
- 6.12 The Executive shall appoint parents to represent DPAC on other VSB committees and working groups.
- (a) Preference will generally be given to parents who are not DPAC Executive Members.
 - (b) Following a committee or working group meeting, DPAC representatives to that committee or working group will provide a written report for the following Executive meeting.



- 6.13 If an appointment to a committee or working group is time sensitive and needs to be made between Executive Meetings, the Chair may make a temporary appointment lasting until the next Executive Meeting.
- 6.14 The Executive may rescind an appointment to a VSB committee or working group at any time.

Article 7: Elections

- 7.01 To be eligible for election to the DPAC Executive, an individual must:
- (a) Be a parent as defined in these bylaws;
 - (b) Be nominated by a PAC of which they are a member; and
 - (c) Not be an elected public official.
- 7.02 The annual term for the Executive runs from July 1 to June 30.
- 7.03 DPAC Executives elected at the AGM shall serve for one year with the option of serving two additional years.
- 7.04 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 Member.
 - (b) The endorsement must be emailed to the DPAC Chair at least 24 hours prior to the start of the DPAC AGM.
- 7.05 A parent may serve a maximum of six (6) consecutive years as a DPAC Executive Member and a maximum of three (3) consecutive years in any particular officer role.
- (a) Leaves of absence granted under these bylaws do not extend a DPAC Executive's term of office.
 - (b) Partial years served following elections between AGMs are not included in consecutive year calculations.
- 7.06 The election of new DPAC Executives shall take place at the AGM.
- (a) Voting for DPAC Executives shall be by the Membership.
 - (b) Nominations must be emailed to the DPAC Chair at least 24 hours prior to the start of the AGM.
 - (c) A multi-selection ballot shall be used which will 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, a candidate must:
 - (i) Be among the top vote-getters for the number of available positions; and
 - (ii) Receive support from more than a majority of participating voters.
 - (e) If the position is open, voting for the Indigenous Parent Representative shall precede voting for other open positions.
 - (i) Unsuccessful candidates for the Indigenous Parent Representative position may be considered for general election to the Executive without a separate nomination.
- 7.07 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 Membership.
 - (b) Any continuing or incoming Executive Member is eligible to be nominated to any officer position except for reasons specified in these bylaws.
 - (c) If there are more than two nominees for an officer position, a multi-round voting system shall be used.
 - (d) Officers shall be elected in the following order:
 - (i) Chair;
 - (ii) Vice-Chair;
 - (iii) Treasurer;
 - (iv) Secretary.
- 7.08 A transition meeting will be scheduled between the AGM and June 30 for all outgoing, continuing, and incoming Executive Members.
- (a) The agenda for the transition meeting shall include, but shall not be limited to:
 - (i) Conducting an overview of DPAC and VSB policies and procedures;
 - (ii) Reviewing DPAC work in progress;
 - (iii) Arranging for the transfer of digital assets;
 - (iv) Arranging for the transfer of banking authority;
 - (v) Arranging a planning meeting for the new Executive before the beginning of the next school year.
- 7.09 Individuals may be nominated for election to the Executive between AGMs if there are open positions.



- (a) Nominations will be formally accepted at Executive Meetings between September and March, inclusive.
 - (i) Nominations must be emailed to the DPAC Chair at least 24 hours before the meeting at which they will be accepted.
 - (b) An electronic ballot will be sent to the Membership to vote on candidates.
 - (i) Each PAC may return a single ballot.
 - (ii) If more than one ballot is returned from a PAC then all ballots returned by that PAC shall be considered spoiled.
 - (c) Voting will end 24 hours prior to the following Executive Meeting.
 - (d) A vote shall be considered valid if at least 20% of the Membership returns a ballot.
 - (e) Candidates must receive a majority of votes cast in favour of their nomination to be successfully elected.
- 7.10 If an officer position is vacated between AGMs, the Executive may fill the position by majority vote provided that at least one (1) week's notice for the vote is given by the Chair to the rest of the Executive.
- (a) Notice may be given in person at any regular DPAC meeting or via official communication channels.
 - (b) Notice of such a vote must be communicated to the Membership within 24 hours of it being given.

Article 8: Meetings

- 8.01 Regular meetings of Vancouver DPAC shall be on the second and fourth Thursday of every month from September through June.
- (a) A regular meeting is either an Executing Meeting or a General Meeting.
 - (b) In December and March there will only be one regular meeting which will be an Executive Meeting.
 - (c) When a regular meeting date would coincide with a holiday, the meeting will be held either one week earlier or one week later at the discretion of the Executive.
 - (d) When a regular meeting date would fall after the school year has ended, the meeting will be held one week earlier.
- 8.02 A calendar of regular meeting dates for the following year will be approved by the DPAC Executive, presented at the AGM, and posted on the Vancouver DPAC website by June 30.
- 8.03 At the first regular 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.



- 8.04 The first regular meeting in any month shall be an Executive Meeting to conduct the regular business of the organization.
- (a) Quorum for Executive Meetings is a majority of Executive Members.
 - (b) Voting at an Executive Meeting will be by Executive Members present in person, or, by advance permission of the Chair, electronically.
 - (i) Proxies are not permitted for Executive Meetings.
 - (ii)
 - (c) The business of an Executive Meeting may include, but will not be limited to:
 - (i) Receiving delegations;
 - (ii) Approving the meeting agenda;
 - (iii) Approving the minutes of previous meetings;
 - (iv) Receiving officer reports;
 - (v) Receiving District reports from the Superintendent's office or the Board;
 - (vi) Receiving reports on VSB committees and working groups;
 - (vii) Receiving reports on DPAC committees;
 - (viii) Accepting nominations for open Executive positions.
 - (d) Additional Executive Meetings may be called:
 - (i) By the Chair or a majority of Executive Members with at least one (1) week's notice;
 - (ii) By the Chair with less than one (1) week's notice if agreed to by official communication channels by at least two-thirds (2/3) of the Executive.
- 8.05 The second regular meeting in a month from September through May shall be a General Meeting.
- (a) Quorum for General Meetings is a majority of Member Representatives present when the meeting is called to order.
 - (b) If less than 20% of the Membership is represented at a General Meeting, then any motions passed at that meeting are automatically subject to reconsideration at the following General Meeting.
 - (c) The activities of a General Meeting may include, but are not limited to:
 - (i) Presentations by parents, VSB staff, or outside speakers;
 - (ii) Discussions on topical matters or concerns of a District nature;
 - (iii) Motions to generate official DPAC positions or impel action by the DPAC Executive.



- (d) The DPAC Executive may present motions to be considered at a General Meeting.
 - (i) Notice of least one (1) week must be provided to the Membership of such motions.
- (e) A petition signed by at least 10% of the Membership and containing a motion may be presented to be considered at a General Meeting.
 - (i) Such a petition shall be submitted by email to the DPAC Chair and must identify the PACs supporting it.
 - (ii) The DPAC Chair is responsible for notifying both the Executive and Membership within 24 hours of receiving such a petition.
 - (iii) At least one (1) week's notice must be given for such a motion to be considered.
 - (iv) Such a motion must be brought to the next General Meeting respecting the notice period in the previous subsection.
 - (v) Such a motion cannot be denied from being considered provided that it is within the scope of these bylaws and the purpose of the organization.
- 8.06 The timing of regular meetings may be changed to match external timelines and community need.
- 8.07 The second regular meeting in June shall be an Executive Meeting that dissolves into the AGM.
 - (a) Quorum for the AGM is a majority of Member Representatives present when the meeting is called to order.
 - (b) The business of the AGM shall include, but shall not be limited to:
 - (i) Acknowledging DPAC parent volunteers;
 - (ii) Presenting year-end officer reports including an end-of-year financial report;
 - (iii) Presenting and voting on the budget for the following year;
 - (iv) Presenting the meeting schedule for the following year;
 - (v) Holding Executive and officer elections.
- 8.08 Any parent as defined in these bylaws may attend and participate in any regular DPAC meeting.
- 8.09 Requests by individuals or groups wishing to attend an Executive Meeting as a delegation must email their request to the Chair at least 48 hours prior to the start of the meeting they wish to attend.
 - (a) Approving a request to attend as a delegation is at the discretion of the Chair.



Article 9: Perception of Bias

- 9.01 Executive Members may not purport to represent the organization in any situation in which a perception of bias might exist.
- 9.02 The Chair or Vice-Chair may not be an employee or an elected official of the Vancouver School Board or the Ministry of Education, or any organization that is acknowledged as an official stakeholder of either.
- 9.03 No parent may represent the organization on any Vancouver School Board committee or working group if they are employed by, elected to, or serve in a leadership or advisory capacity within an organization which is also entitled to representation on that committee or working group.

Article 10: Code of Conduct

- 10.01 All parents have a duty to put the interests of DPAC ahead of their own when acting on behalf of DPAC.
- 10.02 DPAC shall be non-partisan politically, as shall all parents when acting on behalf of DPAC.
- 10.03 Any privileged information received by an Executive Member while acting on behalf of DPAC shall be kept confidential.
- 10.04 Executive Members may only indicate that they are speaking on behalf of DPAC when they are expressing an official DPAC position.
- 10.05 Any concern or criticism about DPAC operations or governance shall be directed to the Chair or to another officer if the concern or criticism involves the Chair.
 - (a) Any officer who receives such a concern or criticism has an obligation to evaluate the concern or criticism and, if a resolution is required, to see it through to resolution.
- 10.06 Any concern or criticism about the behaviour or actions of an Executive Member by a parent who is not an Executive Member shall be directed to the Chair in private or by email or to another officer if the concern or criticism involves the Chair.
 - (a) Any officer who receives such a concern or criticism has an obligation to evaluate the concern or criticism and, if a resolution is required, to see it through to resolution.
 - (b) The identity of the parent making the concern or criticism shall be kept confidential by the officer receiving the concern or criticism.
- 10.07 Any concern or criticism about the behaviour or actions of an Executive Member by another Executive Member shall first be directed to that person and then, if necessary, to the Chair or to another officer if the concern or criticism involves the Chair.



- (a) If the Executive Member bringing the concern or criticism does not feel safe approaching the other Executive Member directly, they may bring the concern or criticism directly to the Chair or to another officer if the concern or criticism involves the Chair.
 - (b) If a dispute between Executive Members cannot be resolved through discussion between those members or through discussion between those members and the Chair or another officer if the dispute involves the Chair, then the Conflict Resolution Process shall be invoked.
- 10.08 Failure of an Executive Member to adhere to the DPAC Code of Conduct can result in a motion to remove that Executive Member being brought to the next General Meeting to be voted on by the Membership, provided that notice requirements have been met.
- (a) If a breach of the Code of Conduct is reported, the officers, except for any officers named, shall investigate the claim and, if it is warranted, shall bring a motion to the next Executive Meeting to bring a motion to the following General Meeting, respecting the notice period, to remove the Executive Member(s) found in breach.

Article 11: Leaves of Absence

- 11.01 Once per twelve (12) month period, an Executive Member may request a leave of absence for a maximum of two (2) months.
- 11.02 An Executive Member who runs for political office must request a leave of absence as soon as they publicly declare their intent to seek nomination.
- (a) The Executive Member's resignation shall take effect immediately if elected.
- 11.03 A request for a leave of absence must be approved by a majority vote of the Executive.
- (a) The expected duration of, and/or the return date from, the leave must be specified in the request.
 - (b) The Executive Member requesting the leave may not participate in the vote.
 - (c) If approved, the leave of absence shall be made public by the Chair and posted on the Vancouver DPAC website.
 - (d) If approved and the Executive Member going on leave is an officer, the remaining Executive Members may choose to elect someone else from the Executive to fill that position on either an interim basis for the duration of the leave or until the end of the term.
- 11.04 An Executive Member on leave:
- (a) May not act or speak on behalf of DPAC, or represent DPAC in any capacity;
 - (b) May identify themselves as an Executive Member on leave, but may not identify their position on the Executive;



- (c) Shall have their access to DPAC email and other electronic properties suspended for the duration of the leave;
- (d) Shall refer all inquiries and requests made to them as an Executive Member to other Executive Members.

11.05 Failure to adhere to Section 11.04 shall be considered a breach of the DPAC Code of Conduct.

Article 12: Indemnification

12.01 Executive 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 Member shall be indemnified when judged in the action or suit to be liable for negligence or misconduct in the performance of their duties.

Article 13: Rules of Order

13.01 The rules contained in the latest edition of Robert's Rules of Order shall govern all matters of procedure not covered in these bylaws or any adopted policies or procedures.

Article 14: Amendment of Bylaws

14.01 These bylaws may be amended by a two-thirds (2/3) vote of the Executive providing that notice of the amendment was given at a previous Executive Meeting. All bylaw amendments are subject to ratification by a two-thirds (2/3) vote of the Membership present at a General Meeting or the AGM. The amendment must be emailed to the Membership at least 14 days prior to the General Meeting. The amendment is without effect until it is ratified, and, if not ratified within sixty (60) days of being approved, the amendment is deemed rescinded.



Appendix A: Revision History

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

Revised June 20, 2019



Appendix B: 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.

- B.01 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.
- B.02 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.
- B.03 A resolution may take more than one discussion to be arrived at, and the Elder shall be trusted to know when the process is complete.
- B.04 All Executive Members are required to fully participate in the Conflict Resolution Process and must abide by any resolution arrived at.
 - (a) An Executive Member may be excused from participating in the Conflict Resolution Process at the discretion of the Chair if sufficient reason is provided.
 - (b) Refusal to participate in the Conflict Resolution Process or abide by any resolution shall be considered a breach of the DPAC Code of Conduct.
- B.05 Conflict Resolution Process discussions shall be treated as in camera discussions and are only to include the DPAC Executive and the Elder.