

DUNSMUIR MIDDLE SCHOOL PARENTS'
ADVISORY COUNCIL

(DMSPAC)

Constitution
And
By-Laws

Revised October 2011

CONSTITUTION

SECTION I. NAME

The name of the organization shall be the Dunsmuir Middle School Parents' Advisory Council (DMSPAC), School District No. 62. DMSPAC shall operate as a non-profit organization. The businesses of DMSPAC shall be unbiased towards race, religion, gender, sexual orientation, politics or persons with disabilities.

SECTION II. PURPOSE

- A.* DMSPAC mission is to advocate for excellence in education, the safety and well being of all students and the effective and meaningful involvement of parents as partners.
- B.* The business of DMSPAC shall be carried on without purpose of financial gain for its members and any profit or accretions to the DMSPAC shall be used for promoting its purposes.

SECTION III. AIMS AND OBJECTIVES

- A.* To enhance communication between parents, students, community, school staff and administration, and the School Planning Council.
- B.* To advise parents about programs and service available in both school and community, using a variety of methods including the DMSPAC newsletter, web site, and auto dialer messages.
- C.* To encourage parent involvement in school activities.
- D.* To support, encourage and improve the quality of education and the well being of all students registered at Dunsmuir Middle School.
- E.* To encourage informed parent contributions to discussions leading to decisions being made at the school, district and provincial levels.
- F.* To organize, in conjunction with the principal, volunteer programs and activities which support the school.
- G.* To work with the principal, staff, parents and community organizations to provide a healthy, safe and supportive environment.
- H.* To provide a forum for the discussion of educational programs, resource service and topics of interest to parents.
- I.* To promote a spirit of tolerance, cooperation and school spirit within the school community.
- J.* To communicate with parents and promote cooperation between home and the school providing for the education of students.
- K.* To assist parents in accessing the system, in advocating for their own students.
- L.* To advocate on behalf of the parent body.
- M.* DMSPAC shall be empowered to enact bylaws governing its conduct and operations.

BYLAWS

SECTION I. MEMBERSHIP

- A. All parents and guardians of students registered at Dunsmuir Middle School are considered members and are eligible to vote. This includes administration and staff (teaching and non-teaching) who are parents and guardians of students registered at Dunsmuir Middle School.
- B. Administrators and staff (teaching and non-teaching) who do not have children attending Dunsmuir Middle School, shall be considered non-voting members of the DMSPAC.
- C. No voting member of the Executive shall receive remuneration or other financial benefits for their service to the organization, regardless of the type of service performed.
- D. The Executives are elected from the voting membership.

SECTION II. EXECUTIVE OFFICERS

The DMSPAC shall elect an Executive from the voting members for each school year.

Executive Positions

- To encourage involvement in DMSPAC, especially of new members, it is recommended that no members shall hold more than one (1) office at a time, except by authority of the membership for special circumstances.
- All Executive members shall sign the Statement of Understanding as presented at the end of this document.
- Number and positions of Executive should be determined by local organizational needs, but should include the following.
- Shall be familiar with the constitution and bylaws, including the policies and recommendations:

A. Chair

- Shall, in consultation with the Executive, ensure that an agenda is prepared and published prior to each meeting.
- Shall ensure that the aims and objectives of the organization are upheld.
- Shall chair all meetings and vote only to break a tie.
- Shall appoint committees where authorized to do so by the Executive or membership.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall be the official spokesperson for the organization.
- Shall attend yearly SPEAC Presidents and Vice Presidents Meeting.
- Shall be one of the signing officers for the organization.

B. Past Chair

- Shall be available to the Current Chair to support and aid in the transition of office.
- May be one of the signing officers for the organization.

C. Co Chair

- Shall assume responsibilities of the Chair in the Chair's absence.
- Shall attend yearly SPEAC President and Vice President Meeting.
- Shall assist other committee coordinators as needed.

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- May be one of the signing officers for the organization.
- Official BCCPAC liaison, reviewing & distributing of BCCPAC correspondence.

D. Secretary

- Shall record the minutes of membership, Executive and special meetings.
- Shall document all correspondence issued and received upon behalf of the organization.
- Shall keep an accurate copy of the Constitution and Bylaws.
- Shall issue and keep correspondence on behalf of the organization.
- Shall read or distribute minutes at all general and Executive meetings.
- Shall submit a summary of the minutes to be included in the next DMSPAC Newsletter and/or the webpage following a meeting.

E. Treasurer

- Shall be responsible for and report monthly on the financial accounts of the DMSPAC.
- Shall receive and deposit all DMSPAC revenue.
- Shall ensure that another signing officer has access to the financial records in his/her absence.
- Shall present the treasury books for an annual review.
- Shall disburse funds as approved by the Executive or by a decision of a general meeting.
- Shall ensure that required filings are made in a manner consistent with applicable legislative and regulatory provisions.
- Shall be one of the signing officers for the organization.

F. SPEAC Representative

- Shall represent the DMSPAC at all monthly and special SPEAC meetings and when necessary will seek direction from the DMSPAC as to voting instructions.
- Shall keep the SPEAC handbook up to date.
- Shall report back the DMSPAC information from the SPEAC meetings.
- Shall ensure replacement representation in the event the delegate cannot attend the SPEAC meeting.
- May be one of the signing officers for the organization.

G. School Planning Council (SPC) Representative

- Represent and speak on behalf of the PAC at the SPC meetings.
- Take direction from the general PAC membership.
- Report to the DMSPAC at general meetings.

H. Communications Officer

- Shall send DMSPAC minutes and information to the appropriate Administration staff to have posted to the web in a timely manner.
- Provide an information package regarding the DMSPAC for parents and staff at meet-the-teacher / open house night.
- Seek out information to provide to the DMSPAC regarding events in the school (i.e. leadership events, etc.)
- Shall be responsible for the publishing of the DMSPAC Newsletter.
- May be one of the signing officers for the organization.
- In the event this position is not filled the job requirements will be given to the Co Chair.

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SECTION III. MEETINGS

- A.* There shall be a minimum of seven (7) general meetings each school year.
- B.* The first general meeting of the school year, will be the annual general meeting (AGM)
- C.* The schedule of meetings will be included in the school calendar and posted on the PAC website
- D.* Executive meetings can be held to set the agenda prior to each general meeting and to prepare the newsletter and/or webpage.
- E.* Special Council meetings may be called by the Chair or at the written request of three to five (3-5) members. In either case, the reasons for the meeting must be stated and only that business may be dealt with at the meeting. At least one week's notice must be given.

SECTION IV. PROCEDURE OF MEETINGS

- A.* All proceedings of any meetings held by the DMSPAC will be governed by "Robert's Rules of Order" where they do not contravene the constitution of the DMSPAC.
- B.* Minutes shall document all movers and seconders of motions and a vote count must be recorded when requested by any member of the DMSPAC.
- C.* All agendas shall allow space for the following:
 - i.* Minutes / correspondence
 - ii.* Old Business
 - iii.* New Business
 - iv.* Treasurers Report
 - v.* Communications Report
 - vi.* SPEAC Report
 - vii.* Administrative Report
 - viii.* Staff input as requested
 - ix.* Committee reports
 - x.* Special reports
 - xi.* Round Table / Open Discussion

SECTION V. COMMITTEES

- A.* Standing and ad-hoc committees shall be formed when necessary
- B.* Committees are responsible to the Executive and members
- C.* School staff will be afforded representation on committees.
- D.* Committees shall report to the DMSPAC meetings
- E.* Committees shall follow basic cash management guidelines as advised by the Treasurer.
- F.* Nominating Committee:
 - i.* Shall be comprised of the Co Chair as Chairperson and two (2) volunteers from the general membership.
 - ii.* Shall be struck at or before the last PAC meeting of the previous year, for the upcoming school year
 - iii.* Shall publicize the offices requiring candidates.
 - iv.* Shall be activated during the year if so required.

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SECTION VI. TERMS OF OFFICE

- A.* The term of office for each member of the Executive commences immediately following the AGM and ceases following the next AGM.
- B.* The length of term for Executive positions shall be one (1) year; however, retiring officers are eligible for nomination and re-election. No Executive position shall be held by one individual for more than three (3) consecutive terms.
- C.* When possible the position of Chair should not be held by a member in their last year as a DMSPAC member. This allows for the member to serve in the position of Past Chair and aid in the transition process of the incoming Chair.

SECTION VII. ELECTION PROCEDURES

- A.* Election of the Executive positions will take place during the AGM.
- B.* AGM elections will be chaired by the Principal, if available.
- C.* Each member of the DMSPAC shall be entitled to one (1) vote.
- D.* Voting shall be done by secret ballot. The election of the parent representatives to the School Planning Council (SPC) must be by secret ballot (School Act, s.8 (6)).
- E.* All ballots shall be destroyed after the results have been recorded.

SECTION VIII. NOMINATIONS

- A.* A nomination committee will be formed at the general meeting two (2) months prior to the annual general meeting or as required by the Executive.
- B.* Nominations may be received up to and during the annual general meeting until declared closed by the election chair.
- C.* A letter of notice for nominations should be distributed to all families in the school via the DMSPAC or school newsletter and/or webpage at least thirty (30) days prior to the annual general meeting.

SECTION IX. QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

SECTION X. VOTING

- A.* Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one).
- B.* In the case of a tie vote, the chair shall call secret ballot, if still a tie the vote will be tabled to the next meeting unless it is time sensitive, at which time the Chair will cast a second and deciding vote.
- C.* Members must be present to vote on all matters at the time of vote, voting by proxy shall not be permitted, with the exception of elections for the SPC Representatives.
- D.* Voting shall be done by a show of hands with the exception of the election of officers.
- E.* The ballots shall be destroyed after the secret ballot votes.
- F.* For record purposes, the outcome of the vote will be recorded.

SECTION XI. CONSTITUTIONAL AMMENDMENTS

- A.* Amendments to the Constitution of the DMSPAC may be made at any general meeting at which business is conducted providing:
- B.* Written notice of the meeting has been given to all members ten (10) days earlier
- C.* Samples of the specific amendments proposed are made available in the school office ten (10) days before the meeting
- D.* A two thirds (2/3) majority of those voting members present at the meeting will be required to amend the constitution
- E.* Amendment(s) to the constitution should be submitted to the Board of Trustees of the School District for such amendments to have effect
- F.* The Constitution shall be reviewed annually

SECTION XII. FINANCES

- A.* DMSPAC may establish and maintain such bank accounts as the Executive decides. All funds of the DMSPAC shall be kept on deposit in the name of the DMSPAC in a chartered bank or credit union.
- B.* The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
- C.* All money spent will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.
- D.* The financial year for the DMSPAC shall be July 1 – June 30.
- E.* A review of the DMSPAC's books shall be done within sixty (60) days of the end of the fiscal year and shall be reported to the Council at the first general meeting of the fall term.

SECTION XIII. CODE OF CONDUCT

- A.* The DMSPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- B.* An Executive member who is approached by a parent with a concern is in a privileged position and must treat such discussion as confidential.
- C.* When representing the DMSPAC the documented position of the DMSPAC shall prevail. Any personal opinion must be clearly stated as such.
- D.* Breaching of the Code of Conduct may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
 - i.* A two-thirds (2/3) vote of the DMSPAC Executive attended by three quarter (3/4) of the Executive (excluding the Executive member in question). The Executive member in question shall receive seven (7) days written notice of the motion prior to the meeting

OR

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- ii. A majority vote of voting member at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda and distributed to the membership at least seven (7) days prior to the meeting.
- iii. Where the election of the Executive officer was rescinded at a meeting of the DMSPAC Executive, the officer may appeal this action at the next general meeting. To carry the appeal, a majority vote of two-thirds (2/3) of voting members present must be achieved.

SECTION XIV. DISSOLUTION

- A. The Council may be dissolved by a two-thirds (2/3) majority vote at any general meeting of the Council
- B. The Notice of Dissolution of the Council shall be given at least ten (10) days prior to the general meeting and every effort shall be made to contact the parents/guardians of all students attending Dunsmuir Middle School.
- C. In the event of the Dissolution of the Council, should the Council be in possession of any funds, they shall be dispersed, after all outstanding debts have been paid, to Dunsmuir Middle School for the benefit of the students. No council members shall benefit personally from the disbursement.
- D. Paragraphs XIV A, B, C shall not be altered or amended and shall continue to be binding on the DMSPAC.

POLICIES of Dunsmuir Middle School Parent Advisory Council

- █ Copies of the DMSPAC Constitution and By-Laws shall be given to all Executive at the elections
- █ Copies of the DMSPAC Constitution and By-Laws shall be made available at the DMSPAC general meetings, through the school office, and at the "Meet the Teachers" nights.
- █ A copy of the DMSPAC Constitution and By-laws shall be posted to the school website
- █ All funds received by the DMSPAC shall be used solely for the direct benefit of the students at Dunsmuir Middle School.

RECOMMENDATIONS of Dunsmuir Middle School Parent Advisory Council

- █ DMSPAC focus should be on the mission statement.
- █ Notice of general meetings should be advertised at least one (1) week prior to the meeting date.
- █ A clear agenda will be published to the DMSPAC website at least one (1) week prior to the meeting date.

A parent who accepts a position as a DMSPAC Executive member:

- █ Upholds the Constitution and By-Laws, policies and procedures of the School District No. 62 Parent Advisory Council.
- █ Performs their duties with honesty and integrity
- █ Works to ensure that the well being of students is the primary focus for all decisions.
- █ Respects the rights of all individuals.
- █ Takes direction from the members, ensuring representation processes are in place.

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- █ Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the appropriate process for taking concerns forward.
- █ Works to ensure that issues are resolved through due process.
- █ Strives to be informed and passes on only reliable information.
- █ Respects all confidential information.
- █ Supports public education

Members may be liable if:

- █ They exceed their authority as defined by the Constitution and By-Laws, or
- █ The member is involved in any criminal or other illegal activity, or
- █ The organization suffers any losses caused by breach of duty; or for payment of the organizations debt.

STATEMENT OF UNDERSTANDING

I, the undersigned in accepting the position of _____
on the Dunsmuir Middle School Parent Advisory Council Executive for the school year of _____, have read, understood and agree to abide by the Code of Conduct set out in this document.

Name of Executive Member: _____

Contact Information:

_____ Phone

_____ Email

_____ Date

_____ Signature

To be completed and signed by the DMSPAC member and retained with current DMSPAC minutes by the DMSPAC Secretary.