

Dunsmuir Middle School
Parent Advisory Committee
(DMSPAC)

Constitution and Bylaws

Last Revised February 2025

CONSTITUTION

Name

The name of the organization will be Dunsmuir Middle School Parent Advisory Council (School District No. 62), otherwise referred to as DMSPAC. DMSPAC will operate as a non-profit organization with no personal financial benefit accruing to the members. The businesses of DMSPAC will be unbiased towards race, religion, gender, sexual orientation, politics, and physical or mental ability.

Mission Statement

The PAC is dedicated to the education and well-being of our students. The PAC's primary mandate is to promote effective communication between home and school. The PAC will encourage family participation in school community activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

Purpose of the PAC

1. To promote and enhance school spirit and enrichment of the student's physical, intellectual and social experiences.
2. To encourage family involvement in the school and support any programs that promote family involvement.
3. To advise the school board, principal, and staff on matters relating to the school.
4. To act as a liaison in developing and understanding the rights of parents within the educational system.
5. To promote the interests of public education and, in particular, the interests of Dunsmuir Middle School.
6. To communicate with families and encourage family involvement in curricular and financial decisions, where appropriate within the school.
7. To provide leadership in the school community.
8. To contribute to the sense of community within the school and between the school, home, and neighborhood.
9. To provide family education and professional development, and a forum for discussion of educational issues.
10. To assist families in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
11. To help maintain the highest safety standards in the greater school community.
12. To advise and participate in the activities of Sooke Parents' Education Advisory Council (SPEAC) and the BC Confederation of Parent Advisory PACs (BCCPAC).

Bylaws

Section 1 - Membership

1. All parents and guardians of school students registered at Dunsmuir Middle School are considered members of the PAC and as such, are voting members.
2. Voting members who are also Dunsmuir Middle School administration or staff (teaching or non-teaching) must abstain from voting on any items that would directly affect the person's position at the school.
3. Administration and staff (teaching and non-teaching), who are not parents/guardians of students currently enrolled in Dunsmuir Middle School may be members of the PAC organization but will be considered non-voting members.
4. Members of the school community who are not parents/guardians of students currently enrolled in Dunsmuir Middle School may also be non-voting members of the PAC organization.
5. Any voting member of DMSPAC is eligible to serve on the executive; however, employees of Dunsmuir Middle School must abstain from voting on motions that will directly benefit them in their role with the district.
6. Any voting member of DMSPAC is eligible to serve on the executive, except elected officials of Sooke School District No. 62 or the Ministry of Education.
7. Every member will uphold the constitution and comply with these bylaws of DMSPAC.

Section 2 – Meetings

1. There will be an Annual General Meeting (AGM) in May of each year for the purpose of election of the President and Treasurer. All incoming families to Dunsmuir Middle School [for the following school year] will be invited to attend this AGM and encouraged to get involved.
2. At the general meeting in September of each year, elections will happen for any remaining, unfilled Executive Officers and any Directors at Large positions that are to be filled for the year.
3. At the general meeting in October, the annual budget will be approved by the DMSPAC members.
4. General meetings will be held once (1) a month during the school year to conduct current business, typically the fourth (4th) Tuesday of each month. The schedule of meetings will be included in the school calendar and posted on the school website under the Parents – PAC – information section.
5. Additional general meetings will be held at the discretion of the Executive.
6. Executive meetings will be held at the discretion of the Executive.
7. A special meeting will be held in the event of a recall of the Executive.
8. Meetings will be conducted efficiently with fairness and transparency.
9. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation.

Section 3 - Quorum and Voting

1. A minimum of four (4) voting members present at any general meeting will constitute a quorum.
2. The quorum for Executive meetings will be 60% of the current elected Executive Officers.
3. Motions arising at any meeting will be decided upon by a simple majority vote.
4. In the case of a tie vote, the motion is considered defeated.
5. Members must be in attendance at meetings to vote.
6. Voting will be done by a show of hands unless a secret ballot is requested.

Section 4 - Executive Officers

1. The affairs of DMSPAC will be managed by a Board of Elected Executive Officers.
2. To encourage involvement in DMSPAC, especially of new members, no members will hold more than

- one (1) office at a time.
3. All Executive Officers will sign the Statement of Understanding as presented at the end of this document.
 4. The Executive Officers will be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Sooke Parents Education Advisory Council (SPEAC) Representative
 - f. Communications Representative
 5. The term of each Executive Officer position will be one (1) year; however, current Officers are eligible for nomination and re-election. The President role will have a two (2) year term. No executive position will be held by one (1) individual for more than three (3) consecutive terms, with the exception of the SPEAC Representative.
 6. In the event an executive position is not filled by election at AGM, that position may be left vacant until the first general meeting of the next school year.
 7. Additional individuals invited to attend Executive Meetings (in a non-voting capacity) include:
 - a. Immediate past President (if available)
 - b. School Administrators
 - c. PAC Program Committees/Coordinators
 - d. Any parent or guardian of students registered at Dunsmuir Middle School

Section 5 - Duties

All elected officers will attend all general and executive meetings. All elected officers should be familiar with Robert's Rules of Order.

1. President
 - a. Will convene and preside at all general, special and executive meetings.
 - b. Will ensure that an agenda is prepared and published, in advance, prior to each meeting.
 - c. Will appoint committees where authorized to do so by the Executive or membership.
 - d. Will be an ex officio member of all committees.
 - e. Will take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the organization.
 - f. Will be the official spokesperson for the organization.
 - g. Will liaise with the school administration.
 - h. Will be a signing officer.
 - i. Will present an annual summary of activities at the AGM.
2. Vice President
 - a. Will assume the responsibility of the President in the President's absence.
 - b. Will open the call for nominations for elected officers.
 - c. Will accept extra duties as required.
 - d. May be a signing officer.
3. Secretary
 - a. Will record the minutes of the general, special and executive meetings.
 - b. In the absence of the Secretary from a meeting, the Executive shall appoint another person to act as Secretary for the meeting.

- c. Will post minutes, once approved, where they will be available to all DMSPAC members.
- d. Will keep an accurate copy of the Constitution and Bylaws. If and when amendments are made, a copy of the new document dated and initialed will be submitted to SPEAC.
- e. Will issue and receive correspondence on behalf of the organization.
- f. Will keep electronic copies of all records of DMSPAC in cloud storage.

4. Treasurer

- a. Will maintain accurate records and accounts for all PAC financial transactions.
- b. Will receive and deposit all DMSPAC revenue.
- c. Will be responsible for monthly reports on the accounts of the organization.
- d. Will, in consultation with the Executive and school staff, draft the budget and a tentative plan of expenditures.
- e. Will ensure that other Executive Officers have access to the financial records in the event of their absence.
- f. Will be a signing officer.
- g. Will submit an Annual Financial Report at the September general meeting.
- h. Will store a copy of all financial records in the Dunsmuir PAC Treasurer Gmail account. Financial records must be kept for 7 years.

5. SPEAC representative

- a. Will attend all SPEAC meetings to the best of their ability. If unable to attend, will attempt to find a replacement on their behalf.
- b. Will represent DMSPAC views at SPEAC meetings and when necessary, will seek direction from the DMSPAC as to voting instructions.
- c. Will report back to DMSPAC.

6. Communications Representative

- a. Will work with the school secretary to update the Dunsmuir PAC section on the weekly school newsletter.
- b. Seek out information to provide to the DMSPAC regarding events in the school (i.e. leadership events, special events, etc.).
- c. Will follow-up with the school administration staff in April, prior to the AGM, to confirm that all incoming families in September will receive an email invitation to attend the AGM in May.
- d. May be a signing officer.
- e. In the event this position is not filled, the job requirements will be given to the Vice President.

7. Directors at Large

- a. Will serve in the capacity to be determined by DMSPAC at the time of their election, and at other times throughout their tenure, as the needs of DMSPAC might require.
- b. Will be limited to four (4) positions.

8. Immediate Past President (if available)

- a. Will help smooth transition between Presidents.
- b. Will assist and advise DMSPAC.
- c. Will act as a Consultant for the President.
- d. Will not have a vote at executive meetings.

Section 6 - Election of Executive Officers

1. There will be an Annual General Meeting (AGM) in May of each year for the purpose of election of the President and Treasurer. All incoming families to Dunsmuir Middle School [for the following school year] will be invited to attend this AGM and encouraged to get involved.
2. At the general meeting in September of each year, elections will happen for any remaining, unfilled Executive Officers and any Directors at Large positions that are to be filled for the year.
3. No employee of Dunsmuir Middle School or elected official of School District No. 62 will hold an executive position.
4. In the event of a vacancy on the Executive during the year, the remaining Executive Officers will appoint a member who will fill the vacancy until the next election.
5. In the event of multiple nominations for the same Executive Officer position, a secret ballot will be held and ballots will be destroyed afterwards.

Section 7 - Term of Office

1. The term of office for all Executive Officers and Directors at Large will commence August 1st until July 31st of the following year and will be for one (1) school year.
2. The President role has a term of two (2) years. If the President is re-elected for a second term, that term can only be one (1) year. The President role may not be held for longer than three (3) consecutive years.
3. The position of President, Vice President, Secretary and Treasurer must be filled by a minimum of four (4) separate individuals.

Section 8 - Finances

1. A budget and tentative plan of expenditures will be drawn up by the Treasurer (in consultation with the Executive and school staff) and presented for approval at the general meeting prior to the end of October of each year. The budget will be shared with parents/guardians publicly.
2. Any non-budgeted expenditure(s) must be approved first at a general meeting.
3. All funds of DMSPAC will be on deposit in a bank or financial establishment registered under the *Bank Act*.
4. The Executive will name at least three signing officers, including the President for banking and legal documents. Two (2) signatures will be required for these documents.
5. A monthly Treasurer's report will be presented to all members present and will be made available publicly. The Treasurer will also prepare an Annual Financial Statement at the fiscal year-end, to be presented at the September general meeting.
6. The fiscal year of DMSPAC will be from August 1st to July 31st.
7. All monies raised at events need to be counted by two (2) people together within four (4) days of the event and then counted a second time by the Treasurer before deposit.
8. Any executive member should familiarize themselves with the bank policies prior to accepting a position.
9. If the PAC chooses to seek corporate sponsorship for any major project they must follow the School District No. 62 guidelines.
10. An annual review of DMSPAC's financial books will be done at the beginning of each school year by two (2) parents who do not have signing authority. Should no parents be available, two (2) SPEAC executives may volunteer. If needed, an external auditing company may be used at the discretion of the majority of the DMSPAC Executive.

Section 9 - Committees/Coordinators

1. A Committee or Coordinator Chair will be appointed by the President, in consultation with the Executive as the need arises, including, but not limited to:
 - a. Hot Lunch
 - b. Emergency Preparedness
 - c. Fundraising
2. Committees/Coordinators are responsible to the Executive.
3. The appointed Coordinator will then put a general call out to the school community for volunteers/committee members based on the needs of the committee.
4. The acting Coordinator of each Committee will work in conjunction with the Executive, attending Executive meetings as necessary.
5. Each Coordinator will present a summary to the Executive upon completion of the program or event or upon transfer of duties.
6. All Committees/Coordinator roles will be dissolved when their duties are completed or when recommended by the Executive.
7. See **Appendix A** for a description of duties of the recommended Standing Committees and Coordinators.

Section 10 - Constitution and Bylaws amendments

Amendments to the Constitution and Bylaws of DMSPAC may be made at any general meeting at which business is conducted, providing:

- a. Prior written notice of the meeting has been given to all members (fourteen (14) calendar days minimum); and
- b. The notice of the meeting includes notice of the specific amendments proposed; and
- c. A two-thirds (2/3) majority vote of those voting members present at the meeting approve the amendments.

Section 11 - Code of Conduct

1. DMSPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive member who is approached by a parent with concerns relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts an executive position within DMSPAC must:
 - a. Uphold the constitution and bylaws, policies and procedures of DMSPAC.
 - b. Perform their duties with honesty and integrity.
 - c. Work to ensure the well-being of students is the primary focus of all decisions.
 - d. Respect the rights of all individuals.
 - e. Take direction from the members, ensuring the representation processes are in place.
 - f. Empower parents and students with individual concerns to advocate for themselves, and to provide assistance with due process.
 - g. Work to ensure that issues are resolved through due process.
 - h. Strive to be informed and pass on information that is reliable and correct.
 - i. Respect all confidential information.
 - j. Respect the integrity and values of DMSPAC on all social media platforms.
 - k. Support public education.
 - l. Upon acceptance of an executive position, the incumbent will be required to read the

Constitution and Bylaws document and acknowledge that this document has been read and understood.

4. Conduct by participants (voting and non-voting) at all meetings:
 - a. Respect the rights of all individuals attending the meeting.
 - b. Be respectful of others' points of view, comments, and concerns.
 - c. Ensure that all the information that is being shared is reliable and accurate.
 - d. Respect all confidential information.

Section 12 - Removal of Executive Officers by Members

The members may remove any Executive Officer by majority consensus of the Executive before the expiration of their term of office. A successor may be elected to complete the year. Grounds for removal will include: failure to abide by this Constitution and Bylaws (including the code of conduct) or three (3) unexcused absences from meetings. An unexcused absence is one where the missing Executive Officer has not informed another member of the executive of the absence prior to the start of the meeting.

Dissolution

1. Should DMSPAC at any time dissolve or cease to exist:
 - a. All gaming monies or assets purchased with gaming funds held at the date of dissolution will be dealt with according to the most current rules of the Gaming Policy and Enforcement Branch.
 - b. In the event of winding up or dissolution of the DMSPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the DMSPAC shall be distributed to another parent advisory council or councils in School District No. 62 having purposes similar to those of the DMSPAC, as the members of the DMSPAC may determine at the time of winding up or dissolution.
 - c. In the event of winding up or dissolution, all records of the DMSPAC shall be given to the principal of Dunsmuir Middle School (the Secretary-Treasurer of School District No. 62).

Definitions

1. EX OFFICIO: Automatic entitlement due to one's position.
2. EXECUTIVE MEETING: Business meeting that can be conducted in-person, virtually or a hybrid of the two at which only Executive Officers have a vote.
3. GENERAL MEETING: All members of the PAC are invited and have a vote; meeting can be conducted in-person, virtually or a hybrid of the two.
4. MOTION (to make a motion): To propose or suggest; especially, to propose formally, as in a meeting.
5. QUORUM: The minimum number of members required to be present at a meeting before it can validly proceed to conduct business.
6. ROBERT'S RULES OF ORDER: A standard manual of parliamentary procedure.
7. SCRUTINEER: A person who checks ballots and counts votes.
8. SPEAC: Sooke Parents Education Advisory Council, district level PAC.
9. SPECIAL RESOLUTION/SPECIAL GENERAL MEETING: An extraordinary motion raised by the membership (e.g. removal of an Executive Officer, dissolution of the PAC, etc.). This process requires written notice, signed by at least 2/3 of voting members. The notice must include a brief explanation of the proposed motion; and must be circulated to the Principal and all Executive Officers. The special resolution is voted upon at a Special General Meeting, held within 8 days after the notice is circulated.

Appendix A

Committees and Coordinators

Hot Lunch Coordinator

1. Appoint Hot Lunch Committee members as needed.
2. Establishes a hot lunch schedule approved by the Principal and PAC members.
3. Liaise with PAC Executives regarding hot lunch options and pricing.
4. Provide projected expenditures/revenues to PAC Treasurer.
5. Maintain inventory and coordinate with volunteers to purchase hot lunch supplies as needed.
 - Wherever possible, food and supplies related to hot lunch and any other food-related fun days should be kept at the school.
6. Coordinate with vendors/parent volunteers to ensure food is on-site each hot lunch day.
7. Coordinate with the Treasurer to ensure vendors are paid via PAC Cheque or PAC e-transfer.
 - Ensure the invoice from vendor is sent to Treasurer with advanced notice (at least 3 days) so that a cheque can be written or an e-transfer initiated.
8. Coordinate with parent volunteers on hot lunch days to ensure food is prepared, organized, and delivered to students on time.
9. Organize and maintain the online hot lunch ordering system.
10. Maintain the Hot Lunch Gmail account.
11. Obtain a Food Safe certificate (at the PAC's expense) and ensure at least one (1) food-safe certified person is on-site on each hot lunch day.

Emergency Preparedness Coordinator

1. Attend meetings of the School/District PAC (SPEAC) Emergency Preparedness Committee.
2. Ensure emergency backpacks are up to date.
3. Monitor expiration dates of emergency supplies and replace them as necessary.
4. Maintain a record of emergency preparedness materials/equipment stored in the C-Can at the school, on the school grounds, and that it has all the necessary supplies.
5. Collaborate with the school administration and the PAC to research, plan, and order materials (when approved) to maintain the school's Emergency Preparedness equipment and materials.

Fundraising Coordinator

1. Appoint committee members as needed.
2. Collaborate with the Communications Representative for special school functions.
3. Present fundraising proposals to the PAC executive for approval.
4. Maintain the Fundraising Gmail account.
5. Work with the Treasurer to apply for any gaming licenses for 50/50 draws and other events as necessary.
6. Provide an update at monthly PAC meetings on fundraising results and planning.

Appendix B

Volunteer Code of Conduct

1. A volunteer will act in a professional and civil manner in their relations with students, staff, and other volunteers.
2. A volunteer will find out how they can best serve the activity for which they have volunteered and will commit to doing only what they can actually fulfill.
3. A volunteer will remember that they are a helper in the school and will work cooperatively and under the direction of those in charge.
4. A volunteer will contact the coordinator or the President or Vice President to seek direction if they are unclear about roles or expectations or when help is needed.
5. A volunteer will respect the confidentiality of the school community including students, staff and other volunteers.
6. A volunteer will report disrespect, harassment, or threats to their coordinator, President or Vice President.

Statement of Understanding

I, the undersigned, in accepting the position of _____, on the _____ (day) of _____ (month), 20____, on the Dunsmuir Middle School Parent Advisory Council Executive, have read, understood, and agreed to abide by the Code of Conduct set out in this document.

Name of Executive Member: _____

Phone Number: _____

Email: _____

Note: This page should be photocopied and used yearly for the new Executives to sign.