

**The following information has been pulled from District 43 Parent Advisory Council's Constitution & Bylaws.**

**ARTICLE III            ELECTION OF EXECUTIVE OFFICERS**

**Section 1.      Eligibility**

1. The Executive officers shall be elected from the School District 43 parents at the Annual General Meeting. No current employee of School District 43 Coquitlam shall hold an Executive position.

**Section 2.      Nominations**

1. Two months before each Annual General Meeting, the general members shall appoint a Nominating Committee Chairperson and at least one more committee member. The President may not be a member of this committee.
2. The Chair of the Nominating Committee shall not be eligible for election.
3. This committee shall send nomination and disclosure forms (as per Policy #106) to each member; from these forms, which shall be returned at least two (2) weeks before the Annual General Meeting, the committee shall prepare a list of candidates who have signified their willingness, in writing, to stand for election.
4. Nominations shall be called for and may be made from the floor at the Annual General Meeting provided the candidate submits to the Secretary, written intent and completed nomination and disclosure forms (as per Policy #106).

**Section 3.      Procedure of Elections**

1. The Executive officers shall be elected by the voting membership at the Annual General Meeting
2. The Chairperson of the Nominating Committee shall conduct elections.
3. Each candidate shall disclose to the membership, before election, the particulars required by Policy #106 regarding experience, qualifications, and educational affiliations.
4. In the event that only one candidate is standing for election to an office, the rule of the secret ballot shall continue to apply.
5. Newly elected members shall be installed at the end of the fiscal year.

**ARTICLE IV            EXECUTIVE OFFICERS**

Composition of the Executive shall be:

- a) President

- b) Vice President
- c) Secretary
- d) Treasurer

And as many other Executive positions as required as listed below:

- a) Newsletter Editor
- b) Parent Education Coordinator
- c) Parent Advisory Council (PAC) Communications Liaison
- d) Member(s)-at-Large (maximum of four)
- e) Immediate Past President

## **ARTICLE V                    DUTIES OF THE EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President (who has served a full term during the immediately preceding year as President).
2. The elected Executive shall consult with, take direction from, and represent all PACs in the District. The Executive shall work as a team to ensure DPAC purposes are achieved.
3. All officers are expected to attend all Executive, General, and Special meetings; to be familiar with the Constitution, Bylaws, Policies and Procedures of the Council; to carry out their duties as described; and to follow the DPAC Code of Ethics (Bylaw Article XII).
4. If an Executive member is unable to attend, they should inform the Administrative Assistant prior to the meeting.
5. All officers are expected to maintain & update their portfolio binders.

### **Section 1.            President**

Shall:

- a) preside at all General and Executive meetings of the Council and of the Executive and shall ensure that an agenda is prepared and presented;
- b) be a member, ex officio, of all committees except the Nominating Committee;
- c) be a signing authority on behalf of the Council;
- d) present a report, approved by the Executive, of the year's proceedings, at the Annual General Meeting;
- e) be the only Executive member to approach and respond to the media and issue press releases on behalf of DPAC. She/he may appoint a designate when necessary, but will be accountable to the Executive on opinions expressed on behalf of the organization;
- f) be responsible for the hiring and supervision of office staff, if required;
- g) facilitate an orientation/retreat once a year for all continuing and new Executive members.

### **Section 2.            Vice President**

Shall:

- a) assume the responsibilities of the President, as per Bylaw Article V Section 1, in the President's absence or upon request;
- b) assist the President in the performance of his/her duties;
- c) may be a signing authority on behalf of the Council;
- d) ensure that a Nominating Committee is struck annually as per Bylaw Article III Section 2;
- e) organize volunteers on internal and external committees;

**Section 3. Secretary**

Shall:

- a) in the event the secretary position remains vacant all these duties, with the exception of having signing authority, shall be fulfilled by the administrative assistant;
- b) keep full and accurate minutes of all meetings of the Council and of the Executive and provide same to the Executive and membership on a timely basis;
- c) may be a signing authority on behalf of the Council;
- d) keep an accurate and up-to-date copy of the Constitution, Bylaws, Policies & Procedures and DPAC Code of Ethics, and distribute these documents to all external and internal committee members as well as have copies available for any member PAC upon request;
- e) issue and receive correspondence on behalf of the organization;
- f) safely keep all records of the Council;
- g) be responsible for notification of members regarding a proposed expulsion;
- h) shall complete and file any Society Act forms or documents as required.

**Section 4. Treasurer**

Shall:

- a) receive, collect, and deposit in a bank or financial establishment, registered under the Bank Act and approved by the Executive, all funds of the Council;
- b) keep an accurate, up-to-date, record of all receipts and expenditures and report regularly at Executive and General meetings;
- c) prepare and present financial statements for General meetings;
- d) ensure another financial signing officer has access to the books in case of her/ his absence;
- e) pay, by cheque, all bills and accounts which have been approved by the Council or Executive;
- f) be a signing authority on behalf of the Council;
- g) make all arrangements for the year-end financial statements review;
- h) present a reviewed annual report and budget for the ensuing year at the first General meeting of the fiscal year.

**Section 5. Newsletter Editor**

Shall:

- a) prepare and distribute newsletters/bulletins to PACs as directed by the Executive.

**Section 6. Parent Advisory Council (PAC) Communications Liaison**

Shall:

- a) be responsible for maintaining the lines of communication between PACs and DPAC;
- b) be responsible for: greeting and signing-in PACs at the door of General meetings; monthly communication regarding meetings, speakers, and zone-specific information; any other communication required as approved by the President;
- c) assist in updating & maintaining the PAC contact lists
- d) be responsible for any communication required, with help when needed, as approved by the President.

**Section 7. Parent Education Coordinator**

Shall:

- a) co-ordinate speakers for DPAC meetings and arrange information sessions/workshops for parent education activities;
- b) inform members at General meetings of any speakers, workshops, or conferences which may be of interest to PACs or parents;
- c) maintain a complete record of speakers, their topics, handouts and associated costs.

**Section 8. Member(s)-at-Large**

No more than four members-at-large shall serve on the Executive during one term.

Shall:

- a) be responsible for duties assigned by the Executive.

**Section 9. Immediate Past President**

Shall:

- a) be an ex-officio member of the Executive, entitled to receive notice of, attend and speak at, but not vote at, Executive meetings;
- b) help smooth the transition between Presidents;
- c) assist, advise and support the Council;
- d) provide information about resources, contacts, and other essential information to the Council;
- e) act as a consultant to the President.

**ARTICLE VI EXECUTIVE TERMS OF OFFICE**

**Section 1. Terms of Office**

1. The Executive shall be elected each year at the Annual General Meeting.
2. All terms of office for members of the Executive, with the exception of the President, shall be one (1) year or until a successor is elected; the term covers the twelve (12) month period from July 1<sup>st</sup> to June 30<sup>th</sup>.
3. The term of office for the position of President is for two (2) years.

4. The term of office for the position of Immediate Past President is for one (1) year to aid in transition.

**Section 2. Limitations**

1. No member of the Executive shall be elected to more than one office at any one time, unless their nomination is approved by a majority vote of the membership present at a General meeting, attended by at least 20% of the membership.
2. In the event that DPAC cannot fill all Executive positions, a position may be appended to another position after discussion and agreement by the majority of the membership.
3. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) vote.
4. No person may hold the same office for more than two (2) consecutive terms without a 75% vote at a General meeting attended by at least 20% of the membership. For the purposes of determining eligibility to continue in office, an officer who has served more than half a term since elected is considered to have served a full term in the position.
5. Every position must come up for election at the end of its term.
6. A member may be permitted to stand for re-election to a position beyond the designated period allowable, by a 75% vote at a General meeting attended by at least 20% of the membership. This stands for all positions, except for the President, who is only up for re-election after 2 years with a maximum of 2 terms served (4 years). Should the vote not meet the required percentage and no new candidate steps forward; then the position is left vacant.

## **Some additional information on approximate time commitments and more specific information on the duties for some of the positions:**

Approximate time requirements for DPAC Executive members (some positions will have additional time spent in preparation for meetings):

- Monthly - 2.5 hours – General Meeting, 2.5 hours – Executive Meeting;
- Special Meetings – includes DPAC Orientation (approx. 4 hours), maybe parent education sessions/workshops (usually only 1.5 – 2.5 hours), etc
- Occasional School Board Meeting – 2.5 hours on chosen months;
- District Committees – required to join at least one committee and attend meeting - varies by committee
- An important duty with any of the positions is checking & responding to emails in a timely manner, between DPAC executive members & the DPAC Office

Additional time requirement information for Newsletter Editor:

- approximate time commitment required to put a newsletter together:
  - gathering of information takes about 2 hours over a two-week period (it's basically getting on various web sites gathering information, condensing it & putting it all together in a short point format
  - about 1 hour spent typing it up (depends on how fast you type)

Treasurer - additional information:

- should have some booking/accounting background
- helpful if you're familiar with Quick Books

Member(s)-at-Large - additional information:

- Take on various tasks/duties to help out where necessary & able to (might include such things as organizing food & beverages for meetings, assisting other executive members when required).