



District Parent Advisory Council

PAC Constitution & Bylaws

PAC 101 2023/2024

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def·i·ni·tion
defə¹niSH(ə)n

Noun

A statement of the exact meaning
of a word, especially in a dictionary

Definition *CONSTITUTION*

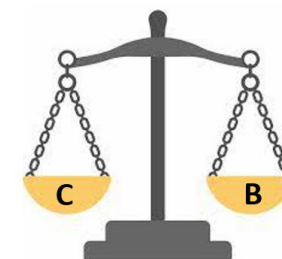
- the basic principles and laws of a nation, state, or social group that determine the powers and duties of the government and guarantee certain rights to the people in it
- a written instrument embodying the rules of a political or social organization

Example: Board or Members propose changes - Members must approve (usually by Special Resolution)

Definition *BYLAWS*

- a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs
- a local ordinance

Example: Board or Members propose amendments - Members must ratify (usually by Special Resolution but sometimes by Ordinary Resolution)



cONfUSED?? ?? ??



Remember

The main difference between **CONSTITUTION** and **BYLAWS** is that *constitution* is a legal document that contains the fundamental principles according to which an organization is acknowledged to be governed, while *bylaws are rules* an organization makes to control the actions of its members.





CONSTITUTION is a legal document
BYLAWS are rules

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“Let’s play”



- The **CONSTITUTION** of a company is a legal document that contains the basic principles along which the company can operate.
- A corporate governance document that governs the management of a company and sets out the rights and duties of the people in the company.
- **CONSTITUTION**
- A **CONSTITUTION** will typically include organization of company meetings, rights of shareholders and share classes, execution of company documents, appointment, powers and removal of directors as well as the process of amending the **CONSTITUTION**.
- **BYLAWS** of a company are the governing rules by which that company operates.
- When forming a company or corporation, the first act must be creating the **BYLAWS**, which is a single document that contains all the rules.
- The **BYLAWS** guide the board of directors in their work to manage the day-to-day operations of the corporation.
- **BYLAWS** involve issues like the purpose of the organization, members, responsibilities of the board of directors, their election, terms of office, board and shareholder meetings, and how the board of directors' functions.



- ① ***What's in my Constitution & Bylaws?*** Executive Positions
- ② ***Which ones are required?*** President/Chair, Treasurer, Secretary & DPAC Representative
- ③ ***Each PAC is governed by what?*** Canadian Law & their own C&B's
- ④ ***What can DPAC provide to PAC?*** Advice, experience & assistance
- ⑤ ***Where can a PAC obtain C&B template and file a copy of their C&B's?*** With DPAC office via office@dpac43.ca



Mandatory positions essential to the operation of the PAC :

- The positions of President,
- Treasurer,
- Secretary
- DPAC Rep

**** These must be filled before any nominations will be accepted for other positions.***

Other voting and/or committee positions but non-essential positions are:

- Vice-President/Chair
- Volunteer co-Ordinator
- Fundraising co-Ordinator
- Communication co-Ordinator
- Parent Education co-Ordinator
- Emergency Preparedness co-Ordinator
- Members-at-Large



[DPAC43 Executive Nomination Policy #106](#)



of voting members

Administration, staff (teaching and non-teaching) and students of XXXX School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at the school will be allowed to be a voting member at a general meeting of the PAC.



of executive meeting & general meeting

At any duly called general or special meeting, the number of voting members present shall be a quorum, as long as they out-number the non-voting members.

If the agenda has been provided with less than one week's notice when calling a general or special meeting, a quorum shall be a minimum of 50% of the elected Executive officers plus the voting members present, as long as it totals a minimum of five (5) members.

For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two-thirds of the voting positions filled on the Executive.



of notice of a meeting

The President or Chair Designate will prepare agendas after accepting input from the Executive, other PAC members and the Administration. A meeting is duly called when the agenda has been posted and distributed to the parents at least seven (7) days prior to a general meeting. **PAC Constitution & Bylaws**



of budget and spending

A proposed budget should be drawn up by the President and the Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.

The general membership must approve all expenditures by the Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, an expense up to 10% of the budgeted amount or \$200, whichever is the lesser, can be approved by the Executive. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.



of fundraising

Fundraising activities will be undertaken only when there is a clearly identified need agreed upon by the PAC. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.



of code of conduct relating to fundraising

No member or their family shall benefit financially from fundraising at school unless there has been full disclosure to the PAC and the Executive prior to the fundraising starting.

