

Denman Island Community School
Parent Advisory Council
Constitution and Bylaws

CONSTITUTION

Section I - Name

The name of the organization shall be "Denman Island Community School Parents' Advisory Council" as per the School Act Chapter 412 Division 2 - Section 8

Section II - Purpose

1. To encourage and support parent involvement in the school, and to support Denman Island Community School curriculum, staff, programs and extracurricular activities.
2. To make recommendations to the school board, School Leader and staff on any matter relating to the school.
3. To encourage effective communication and cooperation between the home and school.
4. To provide leadership in the school community.
5. To assist parents in accessing BC school systems, and to advocate on behalf of the parents and students.
6. To organize Denman Island Community School Parent Advisory Council activities and events. This includes the right to fundraise.
7. To fulfill the Denman Island Community School Parent Advisory Council obligations as determined by the full membership.

Section III – Interpretation of Terms

“Community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.

“District” means Comox Valley Schools District No. 71

“PAC” or “Parent Advisory Council ” means the parents organized according to the School Act and operating as the Denman Island Community School Parent Advisory Council.

“DPAC” or “District Parent Advisory Council” means the district level parent advisory Council in

School District no. 71.

“DICES” or “Denman Island Community Education Society” means the not-for-profit organization operating from the Denman Island Community School.

“Parent” is as defined in the School Act and means

- a. The guardian of the student or child,
- b. The person legally entitled to custody of the student or child, or
- c. The person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in Denman Island Community School

“School” means Denman Island Community School

“Membership” means any parent of a child enrolled in Denman Island Community School.

“School Leader” means the person holding the most senior staff position within the school and working directly with staff and families, usually a Principal or Vice Principal.

BYLAWS

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Section I — Membership

Voting Members

1. All parents and/or guardians of students registered in Denman Island Community School are voting members of the Council.

Responsibilities of Members

2. To attend Council meetings when possible
3. To become knowledgeable about the educational programs and resources of the school
4. To support the Council's purposes and objectives
5. To represent the interests of all students that attend the school.

Leadership Team

6. The PAC Leadership Team will be made up of Executive Members and Members at Large.

Executive Members

7. A team of parents of students registered at Denman Community School will be elected to hold and fulfill the specific responsibilities of the following Executive Member positions:

- a. Coordinator
- b. Vice-Coordinator (as needed, determined by Membership)
- c. Secretary
- d. Treasurer
- e. DPAC Representative
- f. Fundraising Coordinator

8. DICES Liaison: Whenever possible, a member of the PAC Leadership will also be a member of the Denman Island Community Education Society Board to act as DICES Liaison and promote communication between these organizations.

9. Past Coordinator: Whenever possible, past Coordinators will continue to be active members of the PAC for one year after their term in the advisory role of Past Coordinator. They will support the transition of the PAC to a new leadership team and the ongoing work of the PAC. If they no longer have a child registered at the school, Past Coordinator will be a non-voting position.

10. Each Executive Role will be held by a different person. When this isn't possible, two roles may be held by the same person, as long as that person is able to adequately fulfill the responsibilities of both roles.

Members At Large

11. Additional parents of students registered at Denman Community School will be acclaimed to the PAC Leadership Team as Members at Large. Members at Large commit to taking an active role in the PAC during their term. They commit to working with the Executive to realize PAC goals by taking on responsibilities and leadership as needed throughout the year.

Non-voting Members

12. The School Leader or their delegate is a non-voting member of the Council. Other teaching and non-teaching Denman Community School staff may be non-voting members of the Council.

13. To support communication and collaboration, a representative of DICES may be a non-voting member of the Council. Similarly, a representative of Denman Island Preschool Society may be a non-voting member of the Council.

14. Members of the school community and associated organizations who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.

15. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

16. Every member will uphold the constitution and comply with these bylaws.

Section II – Meetings of Members

Annual General Meeting (AGM)

1. The Annual General Meeting will be held the second Tuesday in October for the purpose of electing the new PAC Leadership Team to take office effective immediately following the AGM.

General Meetings

2. All PAC Members are encouraged to attend General Meetings. A remote attendance option will be provided whenever possible to support inclusion of as many members as possible.
3. At the discretion of the Council, other persons may attend Council meetings or present to meetings of the Council but shall not be eligible to vote on any matter before the Council. The permission for attendance must be given by the Coordinator prior to the meeting.
4. General Meetings will be held not less than 6 times during the school year, one of which will be the Annual General Meeting.

Other Meetings

5. Executive Meetings (only Executive Members) and Leadership Team Meetings (Executive Members and Members at Large) shall be held at the discretion of the current Executive Members, and called by the Coordinator.
6. Special Meetings may be called throughout the year at the discretion of the Leadership Team or by written request to the Coordinator with a minimum notice of 7 days to the general membership.
7. Committee Meetings may be called by established PAC committees throughout the year at the discretion of the PAC Leadership and Committee Leaders.

Notice of Meetings

8. Members will be given reasonable notice of a minimum of 7 days prior to the General and Special Meetings.
9. The inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting.

Section III – Proceedings at Meetings

Meeting Conduct

1. All PAC meetings will be conducted with fairness, respect, equity and inclusivity to all members.

2. At General Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
3. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.
4. Meetings will be conducted efficiently and with fairness to the members present. Length of meetings shall not exceed 2(two) hours.
5. Meeting Minutes will be recorded by the Secretary or another Member appointed by the Coordinator. General Meeting minutes will be approved at the beginning of the next meeting by a vote; draft minutes approved by the Leadership Team may be shared ahead of the next meeting.
6. PAC has the right to conduct business efficiently and in an orderly fashion using Robert's Rules of Order, unless they are in conflict with the PAC's constitution and by-laws.

Quorum

7. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
8. If at any time during a General Meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present. The meeting can continue on an information-only basis. NO voting can occur.
9. At any General or Special Meeting, when either the Coordinator or Vice Coordinator is present, the number of voting members present shall be quorum, as long as voting members outnumber the non-voting members present.
10. At Executive Meetings and resolutions of the Executive, quorum shall be two-thirds of the voting positions filled on the Executive. An individual holding more than one position only receives one vote.

Voting

11. All business or decisions coming before the Council shall be decided by a simple majority of votes (50% plus 1) cast by the members who are present at the meeting, except as otherwise provided herein. Wherever possible, consensus will be sought ahead of voting.
12. In the case of a tie vote, the motion will be lost, with the option to revisit at a future general meeting.
13. To vote, members must be present at the meeting in person, or participating in the meeting

remotely. Voting by proxy is not permitted.

13. Voting will be conducted at meetings. In extenuating circumstances (e.g. incomplete information is available at a meeting), meeting participants may choose to vote to have an email vote at a later date in order to facilitate time-sensitive decision-making between regular meetings. Email voting is only permitted on items raised and discussed at an in-person meeting. Email voting is only permitted between meetings when meeting attendees vote to approve an email vote during the preceding meeting. Quorum for an email vote shall be two-thirds of the voting positions filled on the PAC Leadership Team (Executive Members plus Members at Large).

14. The Coordinator or Vice Coordinator may postpone a vote for one meeting to allow additional participation by members.

15. Except when voting on AGM elections, voting shall be by a show of hands or, at the discretion of the Coordinator, by secret ballot. The Coordinator will determine how to include the vote of remote meeting participants who cannot vote by video or by written secret ballot.

16. AGM Elections voting will be completed by secret ballot as per the School Act Section 8-6. A vote will be taken to destroy the ballots after every election held at AGM or Special Meetings.

17. Each member present at a meeting of the Council shall be entitled to one vote, even if they hold more than one elected position.

18. Members must refrain from voting on issues in which they might be perceived as having a Conflict of Interest.

19. Non-voting Council Members and meeting attendees shall not be eligible to vote on any matter before the Council unless they are also parents of children in the school.

20. At the discretion of the Coordinator or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room for closed discussion and voting on any issue.

Section IV – Executive and Members at Large

Role of the Executive and Members at Large

1. The Executive is the team of Executive Members, including the Coordinator, Vice Coordinator (if elected), Secretary, Treasurer, DPAC Representative, Fundraising Coordinator, Denman Island Community Education Society Liaison, and Past Coordinator, and shall be elected from amongst the members

2. The Executive provides leadership for the Council. Executive Members are responsible for attending all General and Special Meetings, liaising with the School and DICES, and managing the day-to-day affairs of the Council.
3. The Executive Members may establish committees, appoint members to serve on committees, delegate tasks to those committees and conduct business between general meetings. All such business will be brought to the next General Meeting.
4. Members at Large are nominated and acclaimed from among the General Members. Together with the Executive, they form the Leadership Team.
5. Members at Large support the Executive and provide additional leadership within the PAC by supporting the managing of Council affairs and leading specific tasks and committees.

Election of Executive and Members at Large

6. The Executive Members and Members at Large shall be elected from the voting members at the Annual General Meeting held in October.
7. A Call for Nominations shall be made at the General Meeting held in September prior to the Annual General Meeting. Two additional Calls for Nomination will be made at the Annual General Meeting in October.
8. Nominations are to be submitted to the Nominations Lead, who is decided by the Executive and announced to the Members in September prior to the AGM.
9. Nominations are forwarded to the Secretary for documentation.
10. Nominees can be absent from the AGM provided their intent to accept an Executive or Council position is submitted to the Nominations Lead prior to the AGM.
11. 1 (One) scrutineer shall be appointed by the Nomination Lead in advance of the Elections.
12. Elections shall be by secret ballot. The scrutineer shall announce the results.
13. A vote shall be taken to destroy the ballots after election results are announced.

Communication

14. The Coordinator, supported by the Executive, is responsible for communication on behalf of the Council between meetings. The Coordinator may delegate communication tasks to other Executive Members.

Term of Office

15. Executive Members shall hold office for a one-year term beginning immediately following the AGM until the day of the following year's AGM.

16. The October meeting immediately following the AGM will be held with the Past Executive and newly elected Executive for the purpose of training.

17. An Executive Member whose child graduates from Denman school may continue to fulfill their duties on the Executive from September 1 until the AGM as a non-voting Council Member.

18. Elected members of Council may serve on the Executive for as many years as they are elected to a position, but no person may hold any one position for more than 3 consecutive years. There is no term limit on Members at Large.

19. Ideally, an individual will hold only one Executive role at any given time. If necessary, an individual may be elected to two positions during the same term, as long as they are able to satisfactorily perform the duties of both roles concurrently.

Vacancy

20. If an Executive Member resigns or ceases to hold office for any reason, the remaining membership may elect an eligible member of the Council to fill the vacancy until the next AGM.

Removal of an Executive Member or Member at Large

21. Written notice specifying the intention to make a motion to remove an Executive Member or Member at Large must be given to the full Leadership Team not less than 14 days prior to any General Meeting.

22. The members may, by a majority of not less than 75% of the votes cast, remove an Executive Member or Member at Large before the expiration of their term of office.

23. A person shall cease to be a member of the Council:

- a) by delivering his/her resignation in writing to the Executive Team;
- b) on his/her death or in the case of dissolution of the PAC;
- c) or on having been a member not in good standing for twelve consecutive months.
- d) a person ceases to be a member in good standing when he/she does not

comply with the Constitution and Bylaws set up by the Council.

Remuneration of Executive

24. No Executive Member may be remunerated for serving on the Executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs.

Section V – Executive and Leadership Team Meetings

Meetings

1. Executive and Leadership Team Meetings will be held at the discretion of the Coordinator.

Quorum for Voting

2. A quorum for Executive or Leadership Team Meetings will be a majority (50% plus 1) of the Executive or Leadership Team.

Notice

3. Executive and Leadership Team Members will be given reasonable notice of meetings.

Voting

4. All matters requiring a vote at Executive Meetings will be decided by a simple majority of the votes cast (50% plus 1).

5. In case of a tie vote, the motion is defeated.

Section VI – Duties of Executive and Members at Large

The Leadership Team of the Council shall carry out such duties as are usually prescribed for their respective offices.

Coordinator

1. Convene and chair all General, Special, and Executive and Leadership Team meetings.
2. Ensure that an agenda is prepared and presented ahead of the meeting.
3. Ensure that Council activities are aligned with the purposes set out in the Constitution and practices outlined in these By-Laws.
4. Be the official spokesperson for the Council and take responsibility for communicating on behalf of the Council, including electronic communication between meetings.
5. Consult with Council members and seek to ensure that all children and families are represented.
6. Ensure that the Council is represented in school and District activities.
7. Liaise with the School and with DICES and other community organizations.
8. Be a signing officer.
9. Submit an annual report at the AGM.

Vice-Coordinator

1. Assume the duties of the Coordinator in the Coordinator's absence, or upon request.
2. Support the Coordinator and the rest of the PAC Leadership Team in accomplishing their duties.
3. Accept additional duties as needed.
4. Be a signing officer.
5. Contribute to the Coordinator's annual report at the AGM.

Secretary

1. Record, prepare and distribute the minutes of General, Special, Executive and Leadership Team meetings.
2. Minutes of the previous meeting shall be prepared by the Secretary of the Council for approval at the next General Meeting. Draft minutes will be shared with General Members as soon as possible after General Meetings.
3. Keep an accurate copy of the constitution and bylaws and make copies available to members upon request.
4. Accept additional duties as required.
5. Ensure safekeeping of all records of the Council, including electronic documents.
6. Ensure that members are notified of meetings.
7. Prepare and maintain documentation as requested by the membership or executive.

8. Ensure and facilitate transfer of document access between PACs at the beginning of each term.
9. May be a signing officer.

Treasurer

1. Be responsible for the report of banking accounts and ensure that proper financial records and books of all accounts are maintained.
2. Be a signing officer.
3. Report on all receipt and disbursement at General Meetings.
4. With the assistance of the Executive, consult with the School Leader to draft an annual budget.
5. Ensure that another signing officer has access to all the financial records and books of accounts in the Treasurer's absence.
6. Ensure grant applications are made and grant deadlines are met.
6. Apply for and report on all Gaming Grants and licenses.
7. Ensure all funds of the Council are properly accounted for.
8. Make current year financial records and books of accounts available to members upon request with consideration of FIPA.
9. Have the financial records and books of accounts ready for inspection or audit.
10. Keep original and electronic records up to date.
11. Submit an annual financial statement and report at the AGM.

DPAC Representative

1. Attend all SD71 Comox Valley DPAC meetings or send registered alternates, to represent, speak, and vote on behalf of the Council.
2. Report at General Meetings to the full membership on all matters relating to DPAC.
3. Seek and give input to the DPAC on behalf of the Council.
4. Receive, and provide DPAC newsletters, brochures, speaker series and announcements, at the following general meeting.
5. Receive and act on all communications related to DPAC.
6. Liaise with other parents and DPAC representatives.
7. Accept extra duties as required.
8. Submit an annual report at the AGM.

Fundraising Coordinator

1. Form and lead the Fundraising Committee
2. Be responsible for overseeing all fundraising activities, with assistance from other Leadership Team Members as needed.
3. Maintain organized fundraising records to support learning, continuity, and facilitate planning year to year.
4. Report at General Meetings about upcoming fundraisers and identify volunteer and support needs.
5. With the support of the Leadership Team, lead recruitment of fundraising volunteers.

6. Submit a fundraising report for each activity to the Treasurer and Secretary for financial record keeping.
7. Support the school community with fundraising efforts.
8. Accept extra duties as required.
9. Submit an annual report at the AGM.

Section VII – Committees

1. Standing and ad-hoc Committees shall be formed when necessary and approved by the Executive.
2. Each Committee will have a mandate and terms of reference (TOR) that will be specified by the Committee membership or Executive at the time the Committee is established, or by the Committee at its first meeting. These will be presented at the next General Meeting.
3. Each Committee will have its own Lead, who will report on behalf of the Committee at General Meetings.
4. Committees shall include a Leadership Team member who will liaise with and report to the Leadership Team, and ensure Committee reports are available at General Meetings.
5. Members may be selected to Committees by the full membership.
6. Active Committees shall submit an annual report at the AGM.

Section VIII – Financial Matters

Financial Year

1. The financial year of the Council will be September 1 to August 31.

Funds Management

2. The Council may raise and spend money to further its purposes, as per Section II of the Constitution. All funds raised shall be used only for legitimate Council purposes.
3. All financial decisions, including the decision to raise funds and decisions regarding the disbursement of any such funds shall be made by a majority vote, except in the event of sudden or unforeseen expenses relating to Council business, at which time the Coordinator, in consultation with the entire Leadership Team, may approve and make expenditures of not more than \$100 between meetings, without putting them to a vote of General Members. All approved expenditures must directly benefit the PAC and/or school community.

4. In the case of Committee activities like fundraising, the PAC may vote to approve a maximum activity budget. The Committee Lead and Leadership Team will ensure that a Committee regularly reports on spending and income to the General Membership.
5. As required by Board policy, all funds raised on school premises or at school events must be deposited and disbursed through the school trust fund established under the policies of the Board of School Trustees. This will be documented by the Council Treasurer.
6. As required by Board policy, the Council shall take the necessary steps to form a Society should it wish to embark upon fund-raising activities that are not connected with a school-sponsored event.
7. Disbursement of funds raised for School activities or resources is subject to acceptance by the School Leader and in the case of capital purchases, acceptance by the Board.
8. School staff will not be involved in administration of or accounting for funds raised.
9. Council Members do not have borrowing powers.

Bank Accounts

10. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

11. The Executive will name at least 3 (three) signing officers for banking and legal documents.
12. 2 (Two) signatures will be required on all of these documents.

Annual Budget

13. In consultation with the PAC Leadership Team and School Leader, the Treasurer will draft an annual budget based on previous budgets, and a current income statement.
14. A future year annual budget will be presented for approval before the current budget expires.

Non-budgeted Expenditures

15. The Executive will present all proposed expenditures outside the current approved budget for approval at any General Meeting.

Treasurer's Report

16. A Treasurer's report will be presented at each General Meeting.

Audit

17. A need for audits will be agreed upon by a vote of the members at any General Meeting.
18. An independent auditor will be collectively agreed upon by the membership if an audit is

required.

Section IX – Constitution and Bylaw and Amendments

Amendments to the Constitution and Bylaws of Denman Island Community School Parent Advisory Council may be made at any General Meeting at which business is conducted provided:

1. Notice specifying the proposed amendments must be made available to the members not less than 14 days before the meeting.
2. A $\frac{2}{3}$ (two-thirds) majority vote of those present and voting at the meeting will be required to amend the Constitution and Bylaws.

Section X – Property of the Council

1. All documents, records, minutes, correspondence or other papers or related information kept by any member, including but not limited to Executive Members, representatives, or committee members in connection with the Council shall be deemed to be property of the Council. When the member ceases to perform the task to which the documents relate, they shall be turned over to the Executive.
2. Upon request, each member is entitled to and the Council shall give the member without charge one copy of the Bylaws of the Council.
3. A copy of this entire document is to be publicly shared via the Denman Island Community School website.

Section – XI Dissolution

1. If the school is permanently closed, the Council shall be dissolved.
2. In the event of dissolution and after payment of all debts and costs of dissolution, the assets and remaining funds of the Council will be distributed equally to such charitable organization or organizations in British Columbia registered under the Income Tax Act (Canada), as may be determined by the members of the society at the time of winding up or dissolution. This provision shall be unalterable.

3. In the event of winding up or dissolution, all records of the Council shall be given to the School Leader of Denman Island Community School and/or the Secretary-Treasurer of School District No.71.

Section – XII Code of Conduct and Ethics

All who attend are expected to follow the Code of Conduct and Ethics during all meetings, correspondence, and representation of the Council regardless of position or membership.

The Denman Island Community School Parents Advisory Council:

1. Is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. Is in a privileged position when approached and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Upholds the constitution and bylaws, policies, and procedures of the elected body.
5. Performs their duties with honesty, integrity and in the interests of the Council.
6. Respects the rights of all individuals with a positive, encouraging and safe environment.
7. Supports parents and students with individual concerns by providing information on the process for taking concerns forward.
8. Strives to be informed and only passes on information that is true and accurate.
9. Respects all confidential information.
10. Supports public education.
11. Always honor the school code of conduct.
12. Follow Roberts Rules of order, unless they are in conflict with the PAC's constitution and by-laws.
13. The PAC will operate as a non-profit organization with no personal financial benefit.
14. The business of the PAC shall be unbiased in respect of the BC Human Rights Code.

This document was adopted by a unanimous vote on 15 September, 2026