



Surrey District #36
Parent Advisory Council (Surrey DPAC)
Strengthening PACs & Empowering parents

SURREY SCHOOL DISTRICT 36 PARENTS ADVISORY COUNCIL CONSTITUTION

PART I - NAME

The name of this organization shall be **Surrey School District 36 Parent Advisory Council ("DPAC")**.

PART II-- PURPOSE

The purpose of this organization shall be:

- To promote the interests of public education in SurreySchool District #36 (SD36) and, to that end, to foster co-operation and communication among parents, students, educators and school district representatives.
- To advise the school district of parents' views on district and provincial policies and programs, and to make recommendations where appropriate.
- To communicate with parents and Parent Advisory Councils on district and provincial policies and programs, and to provide a forum for discussion of policies, programs and educational issues.
- To assist parents in formingParentAdvisoryCouncilsin their schools, and to encourage their membership in them.
- To assist its members in obtaining information about school, district and provincial programs and policies and in communicating with district representatives.
- To communicate with other organizations in the community and the province on educational matters of common concern.
- To promote a positive image of the public school system within the district.

Adopted April 21, 1993

Certificate of Change in Constitution issued by Registrar of Companies June 23, 1993

Bylaws amended:

May 29, 1996; May 27, 1998; November 24, 2004; May 24, 2013; May 23, 2018; May 22, 2019; September 22, 2021; October 27, 2021; February 23, 2022; April 27, 2022; September 28, 2022; October 26, 2022

Surrey School District 36 Parent Advisory Council

Surrey School District 36 Parent Advisory Council (DPAC) founded in 1977 is a non-profit organization, representing the interests of Surrey parents in the public education system.

It is parents helping parents learn more about our education system and how they can contribute to it.

Mission

Our mission is to facilitate meaningful parent involvement in the public school system and to empower parents to speak on behalf of their children.

We are committed to:

- Promoting the interests of public education in the Surrey School District
- Encouraging membership in and providing assistance to Parent Advisory Councils
- Assisting parents to enhance skills needed to nurture and educate their children
- Working in partnership with the stakeholders who make decisions affecting children
- Fostering communication and cooperation among all the participants in the education system.

BYLAWS OF SURREY SCHOOL DISTRICT 36 PARENT ADVISORY COUNCIL

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PART I: DEFINITIONS

“Electronic” means participation by audio, video, or other digital communication technology, whether used for a fully electronic meeting or as part of a hybrid meeting, that allows participants to hear, speak, and vote in real time.

“Hybrid” means a meeting held with both in-person and electronic participation simultaneously.

“Present” includes attendance in person or by electronic means.

PART I: MEMBERSHIP

Entitlement to membership

1. All Parent Advisory Councils (PACs) established pursuant to Surrey School District #36 Policy No. 10300, as amended, are members of Surrey School District 36 Parent Advisory Council ("DPAC")

Registration

2. a.) At the start of each school year, every established Parent Advisory Council (PAC) shall register its elected executives with DPAC to ensure voting rights at meetings.

b.) The registration shall designate a person elected or appointed by the PAC to be its registered representative on DPAC. Each registration shall also include a copy of the AGM minutes which includes the names of the new executives and any other elected positions.

c.) Registration will enable all elected parties listed within the minutes to represent and have voting rights at DPAC meetings, however only one vote is permitted per PAC.

Compliance with bylaws

3. Every member shall uphold the constitution and comply with these bylaws.

Cessation of membership

4. A PAC ceases to be a member of DPAC upon its dissolution.

Good standing

5. All members are in good standing except:
 - a. a member who has not registered with DPAC for the current school year;
 - b. a member who has ceased to be established pursuant to Surrey School District #36 Policy No. 10300.

PART II: MEETINGS OF GENERAL MEMBERS

General meetings

6. a) General meetings of Surrey DPAC shall be held not less than four times during each school year at the

time and ~~place that~~ in a format determined by the Directors ~~decide~~. One of those meetings shall be the annual general meeting.

b) General meetings, including the Annual General Meeting, may be held in person or by electronic means. Elections held at the AGM may be conducted electronically, provided voting integrity and member eligibility are maintained.

Notice

7. a.) A Calendar of general meetings will be presented at the Annual General Meeting or at the beginning of the school year and located on the DPAC website throughout the year. 30 days' notice will be provided for an Annual General Meeting or Extraordinary General Meeting. **Notices of meetings shall include the meeting format and instructions for participation, including access information for any electronic means.**

b.) The inadvertent omission to give notice of a meeting, or the failure of a member to receive notice, does not invalidate proceedings at the meeting.

Right to attend and vote

8. a.) Every parent or guardian of a student attending a public school in Surrey School District #36 has the right to attend general meetings.

b.) Upon a request made to the Directors, a student representative of a student council in a public school in Surrey School District #36 may attend general meetings.

c.) Only members of DPAC in good standing have the right to vote on matters before the meeting.

d.) Other persons, at the discretion of the Directors, may attend meetings, but are not eligible to vote.

e.) Robert's Rules of Order shall apply in instances where the C&B are silent.

Request by member

9. Any two members in good standing may request the calling of a general meeting. The request shall be in writing delivered to the President and shall state the reason for the request. On receiving the request, the President shall take it to all DPAC Directors for discussion/planning and call the meeting. Members shall be given not less than fourteen (14) days' notice of a meeting called under this section.

PART III- PROCEEDINGS AT GENERAL MEETINGS

Quorum

10. A quorum for general meetings is ten members present for the meeting.

Appointment of a Chair

11. If, at a general meeting:

a. Both the President and Vice-President are absent, one of the other Directors present, shall preside as Chair of a general meeting.

b. There is no President, Vice-President or other Director present within 20 minutes after the time appointed for

holding the meeting; or the President and all the other Directors present are unwilling to preside, the members present shall choose one of their number to chair the meeting.

Voting

- ~~12. a.) A member PAC in good standing present at a general meeting is entitled to one vote.~~
- ~~b.) Upon arrival at each meeting, each registered PAC will be provided with a voting card. Voting cards will include the names of those elected to PAC positions as provided to DPAC under section 2 (Registration). Any of these elected positions may represent their PAC and exercise their right to vote, in the order stipulated on the voting card (DPAC Representative, President/Chair, President/Vice-Chair, Secretary, Treasurer, Other).~~
- ~~c.) No other proxies are permitted.~~
- ~~d.) Voting is by a show of voting cards or, where requested by two members present, by secret ballot.~~
- ~~e.) Any conflict of interest must be declared by voting representatives prior to any discussion. Any representative so declaring will not participate in any discussion or any vote, pertaining to the noted conflict.~~
- ~~f.) Except as provided elsewhere in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast.~~
- ~~g.) In the case of an equality of votes, the Chair does not have a casting or second vote in addition to the vote to which they may be entitled as a member, and the proposed resolution shall not pass.~~
- 12 a.) Each member Parents' Advisory Council (PAC) in good standing is entitled to one vote at a general meeting, regardless of meeting format.
- b.) A PAC's vote may be exercised by one of its registered executive members as provided under Section 2 (Registration). Where more than one registered executive member is present, the PAC's vote shall be exercised by one representative only, in the following order of priority: DPAC Representative, President/Chair, Vice-President/Vice-Chair, Secretary, Treasurer, or other registered executive member.
- c.) No other proxies are permitted.
- d.) Voting at general meetings may occur in person or by electronic means, as determined by the Board.
- i. Upon arrival at in-person meetings, each registered PAC will be provided with a voting card. Voting may be conducted by a show of voting cards or, where requested by two members present, by secret ballot.
- ii. At electronic meetings, voting may be conducted by electronic methods.
- e.) All voting methods must ensure that:
- i. each member PAC casts only one vote;

ii. the identity and eligibility of voting representatives is verified;

iii. the outcome of each vote is clearly determined and recorded in the minutes, and

iv. voting integrity is upheld.

f.) Any conflict of interest must be declared by a voting representative prior to discussion. A representative declaring a conflict shall not participate in discussion or voting on the matter.

g.) Except as otherwise provided in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast. In the event of an equality of votes, the Chair does not have a casting or second vote, and the proposed resolution does not pass.

h.) Participation and voting by electronic means has the same force and effect as participation and voting in person.

PART IV: DIRECTORS AND OFFICERS

Eligibility

13. a.) Any parent or guardian of a student attending a public school in Surrey School District #36 and confirmed as a registered parent/guardian by a member PAC is eligible to be a Director of DPAC.

b.) No member of any Board of Education can hold office as a Director for Surrey School District 36 PAC (DPAC)

c.) No employee of Surrey School District 36 can hold office as a Director due to potential perceived conflict of interest.

d.) Any Director Seeking political office must declare their intention, and take leave from the Board for the term of the election.

e.) Any parent having declared candidacy for a seat on any Board of Education (in an election year) shall not be elected to an Executive Officer role on DPAC.

Directors' powers

14. a.) The Directors may do all the things that DPAC can do, subject to

(i.) these bylaws or any law affecting DPAC;

(ii.) any rule, consistent with these bylaws, made from time to time by DPAC in general meetings.

b.) No rule made by DPAC in a general meeting invalidates an act of the Directors done before the rule was made.

c.) DPAC Directors shall carry on the day to day business of the organization and seek parent views through its membership and through open communication at general DPAC meetings. At no time shall any Director enter into any kind of agreement with any other group or organization in which DPAC's name will be associated without first seeking membership approval to collaborate.

Number of Directors

15. There shall be a minimum of nine Directors and a maximum of thirteen.

Election of Directors and Officers

16. a.) The Directors shall be elected at each annual general meeting, to hold office for a term of one year from June 1 to May 31.

b.) If less than the prescribed numbers of candidates are nominated for election, each candidate must garner a simple majority of fifty-one percent (51%) of members present to become a Director. No Director positions will be filled by acclamation, but rather by affirmation.

c.) The election of Executive Board Members shall take place at the AGM after the election of new DPAC Directors. Voting shall be by the Membership.

(i.) Any continuing or incoming Executive Member is eligible to be nominated to any Executive position except for reasons specified in these bylaws.

(ii.) If there are more than two nominees for an Executive position, a multi-round voting system shall be used.

(iii.) Officers shall be elected in the following order: President, Vice-President, Treasurer, Secretary.

d.) Candidates for the office of President and Treasurer shall have served a minimum of one term as a Director of DPAC, PAC executive, or executive board member of a similar organization, or have other equivalent experience prior to being elected to one of these executive officer positions.

e.) It is recommended that no one hold an executive officer position in their youngest child's secondary school graduation year.

Nominating committee

17. a.) The Directors may, in accordance with these bylaws, appoint a nominating committee to set standards and rules for nominating candidates for directorship at the annual general meeting.

b.) Any standards or rules set by the nominating committee shall be approved at the annual general meeting (AGM) prior to nominations.

Vacancy/Resignation

18. a.) Should a resignation or vacancy open, the Directors shall post a notice to fill vacancy, at the next General Meeting, any candidates stepping forward will be voted in by general membership.

b.) A Director so appointed holds office only until the next annual general meeting (AGM), but is eligible for re-election at that meeting.

Removal of Directors and Executive Board Members

19. a.) Refer to the Dispute Resolution Process (see Appendix III).

b.) The members may, by a majority of not less than 75% of the votes cast, remove a Director or Executive Board Member before the expiration of their term of office, and may elect a successor to complete the term of office.

Remuneration of Directors

20. a.) No Director shall be remunerated for being or acting as a Director, but may be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of DPAC in accordance with the Surrey Board of Education approved mileage rates and the provincial rates from the Treasury Board Core Policy for meals.

b.) Mileage may be claimed by drivers only; fares for public transportation are accepted as paid (no mileage rates apply).

c.) Meal reimbursement may only be submitted for out-of-city or overnight events. The amount a Director may spend on their meal is at their discretion, however they will only be reimbursed up to the maximum amount as per the above-mentioned rates. Reimbursement does not include alcoholic beverages.

d.) Pre-approval of expenditures for conferences is recommended and/ or set out in its annual budget.

PART V: PROCEEDINGS OF BOARD OF DIRECTORS

Meetings

21. a.) The Directors shall meet not less than six times during each school year at the time and **in the format as place** they see fit.

b) Voting may occur in person or by electronic means with equal force and effect.

cb.) Any Director may request the calling of a board meeting. The request shall be in writing delivered to the President stating the reason for the meeting. On receiving the request, the president shall call the meeting. Directors shall be given not less than seven (7) days notice of a meeting called under this section.

de.) Any DPAC Board member who is absent for three (3) consecutive meetings without leave of absence from the Board, or without satisfactory reason, shall forthwith cease to be a member of the Board (Director). Directors are required to attend board meetings, general meetings, liaison meetings and all other meetings called at the discretion of the board or President.

Quorum

22. A quorum for Board of Directors' meetings is five Directors **present for the meeting.**

Notice

23. a.) Verbal or written notice of a Directors' meeting to each Director shall be sufficient.

b.) The inadvertent omission to give notice to a Director, or the failure of a Director to receive notice, does not invalidate the proceedings at the meeting.

Voting

24. a.) Matters arising at a Directors' meeting shall be decided by a simple majority of the votes cast.

b.) In the case of an equality of votes, the Chair does not have a second or casting vote and the proposed resolution shall not pass.

Resolution in writing

25. A resolution in writing, signed by all the Directors and placed within the Directors' minutes, is valid and effective as if regularly passed at a Directors Meeting.

Communications

26. a.) Communications: The Directors shall produce and circulate noteworthy information to the members as the Directors decide, with the objective of keeping the members informed of DPAC's activities.

b.) Website: The Directors shall maintain and effectively manage a website with the objective of keeping the members informed of DPAC's activities.

c.) Media Relations: The Directors may appoint a media relations contact, who once appointed, has the authority to speak on behalf of the Directors, without seeking approval from the Directors first.

Internal committees

27. a.) The Directors may establish committees as they think necessary or useful to meet DPAC's objectives, and shall do so by motion of the members at a general meeting.

b.) Each committee shall be chaired by a Director. The DPAC board may appoint as many of the following persons to the committee as they require:

(i.) other Directors;

(ii.) any parent or guardian of a student attending a public school in School District #36 (Surrey); and

(iii.) other persons to act in an advisory capacity only, without a vote.

c.) The terms of reference of each committee shall be specified by the Directors at the time it is established, or by the committee at its first meeting.

d.) Committees shall report to the Board of Directors as the Directors require.

e.) Committees may meet and adjourn as required.

External committees and Disclosure of interest

28. a.) The Directors may appoint representatives to external committees or in liaison positions to external groups/organizations as they see necessary or useful to meet DPAC's objectives.

b.) Whenever possible, the Directors shall involve members in the selection process.

c.) Persons so appointed shall report to the Directors as the Directors Require.

b.) A Director who is, directly or indirectly, interested in a proposed contract or transaction with the organization shall disclose fully and promptly the nature and extent of his or her interest to every other Director.

PART VI: ROLES AND RESPONSIBILITIES OF DIRECTORS —

President

29. a.) Except as provided elsewhere in these bylaws, the President shall preside at all members' and Directors' meetings of DPAC.

b.) The President is the Chief Officer of DPAC and shall supervise the other officers and Directors in the execution of their duties.

c.) The President is an ex officio member of all committees established by the Directors.

d.) The President, along with the Secretary, will ensure an agenda is prepared and presented at each General, Board, and Annual General Meeting.

e.) The President will update members on DPAC activities at each General and Board meeting.

f.) The President will submit and present an annual report at the Annual General Meeting.

g.) Except as the Directors decide from time to time, the President is the official spokesperson on behalf of DPAC.

Vice-President

30. The Vice-President shall:

a.) assume the duties of the President in their absence or upon the resignation of the President until such a

time as the Board fills the vacancy.

b.) when not carrying out the President's duties, the Vice-President shall assist the President as needed and perform such special duties as the Directors decide.

Secretary

31. The Secretary shall:

- a.) record and keep minutes of all members' and Board of Directors' meetings
- b.) maintain and ensure the membership is up-to-date
- c.) maintain and ensure the safekeeping of all records and documents of DPAC, except those required to be kept by the Treasurer
- d.) assure all records, older than 3 months, are to be held at the DPAC office

In the absence of a Secretary from a members' or Board of Directors' meeting, the Chair shall appoint another person to act as Secretary at the meeting.

Treasurer

32. The Treasurer shall

- a.) receive all monies, issue invoices, issue receipts, and ensure the payment of authorized expenditures.
- b.) keep the financial records, including books of account, necessary to comply with Canadian Generally Accepted Accounting Principles (GAAP)
- c.) render financial statements to the Directors, members at respective monthly meetings and others when required
- d.) assist the Directors in preparing an annual budget
- e.) prepare a set of financial statements for the AGM and the annual report
- f.) apply for Province of BC Gaming Grant annually by deadline; maintain and keep related documents for Gaming Summary
- g.) assure all records, older than 3 months, are to be held at the DPAC office
- h.) prepare and present a budget for approval at the first general meeting of each school year

Immediate Past President

33. The Immediate Past President shall act as a special advisor and shall provide advice and support. The

Immediate Past President does not have a vote on resolutions or a tie-breaking vote.

Directors

34. Directors shall:

- a.) abide by Constitutions and Bylaws, Directors Code of Conduct, and Directors Responsibility and Legal Liability;
- b.) utilize consensus building processes when developing positions on issues;
- c.) attend external committees as representatives of Surrey DPAC;
- d.) chair DPAC internal committees;
- e.) attend member PAC meetings, provide guidance to strengthen PACs;
- f.) assist with parent advocacy issues;
- g.) have an open-mind, be respectful of diverse opinions.

PART VII: DIRECTORS CODE OF CONDUCT, RESPONSIBILITIES AND LEGAL LIABILITY

Confidentiality

35. DPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

Responsibilities

36. A Director who accepts a position representing DPAC will:

- a.) Uphold the Surrey DPAC's Constitution and Bylaws, Directors Code of Conduct (Appendix I), Directors Responsibilities and Legal Liability (Appendix II) of DPAC
- b.) Perform their duties with honesty and integrity

c.) Work to ensure that the well-being of students is the primary focus of all decisions. d.) Respect the rights of all individuals

e.) Strive to be informed and only pass on information that is reliable and correct.

PART VIII: FINANCIAL MATTERS

Financial year

37. The financial year shall be June 1 to May31.

Power to raise money

38. a.) In order to further the purpose and objectives of DPAC, the Directors may, on behalf of and in the name of DPAC, raise money in the manner they decide.

b.) The members may restrict the Directors' power to raise money, but a restriction imposed expires at the next annual general meeting.

Bank accounts

39. a.) DPAC may establish and maintain a minimum of 2 bank accounts.

(i.) One account is to be held for the gaming funds

(ii.) One account is to be held for general revenue

b.) All funds of DPAC shall be kept on deposit in a chartered bank or credit union.

Signing authority

40. a.) The President, Treasurer, and at least one other Executive Board Member shall have signing authority on all banking and legal documents. At least two signatures shall be required on all these documents.

b.) Related Executive Board Members shall not be signing authorities at the same time.

c.) The Executive Board Members do not have any borrowing power and shall not take out any loans on behalf of Surrey DPAC.

Spending

41. a.) Subject to subsection (b), the Directors may spend money as approved in the budget and as approved by the members at a general meeting.

b.) The Directors may spend up to \$500.00 without prior approval of the membership.

Appointment of auditor

42. Any member in good standing may request a review of DPAC's financial records. DPAC may appoint an auditor.

PART IX: AMENDMENTS TO BYLAWS

Amendments of bylaws

43. These bylaws may be amended by a Special Resolution passed by at least seventy-five (75%) of the members present at any General meeting, given the Notice of proposed amendments has been provided to the membership at least twenty-eight (28) days prior to the meeting at which they are to be considered.

PART X: DISSOLUTION

Dissolution

44. DPAC may be dissolved by resolution at a general meeting convened for the purpose of dissolution.

a.) In the event of dissolution, the assets remaining after the payment of all debts and liabilities will be distributed equitably to member PACs at the time of dissolution. Any remaining funds in the gaming account will be returned to the Province of BC – Gaming Branch.

b.) All DPAC records will be transferred to Surrey School District 36 Secretary Treasurer's Office for record-keeping.

PART XI: GENERAL

Written Notices

45. Any written notice required by these bylaws to be given to a member is deemed to have been sufficiently given if posted to the DPAC website or Facebook, subsequent to notice requirements previously noted.

Property in documents

46. a.) All documents, records, minutes, correspondence or other papers of any kind kept by a member, Director, or committee member in connection with DPAC shall be deemed to be property of DPAC, and shall be turned over to the President when the member, Director, or committee member ceases to perform the task to which the papers relate.

b.) Documents deemed to be the property of DPAC shall be held at the office of the DPAC. Original documents of Surrey DPAC should not be held at a personal residence longer than 3 months.

Appendix I: Director's Code of Conduct

DIRECTORS CODE OF CONDUCT

Each member of the Surrey DPAC Board of Directors must thoroughly read and sign this code of conduct at the beginning of their term of office. This document will be kept on file. Any violation of this Code of Conduct should be reported directly to the DPAC President and/or Board in writing. The Board should then convene to determine what actions, if any, are required.

As a Member of the Board of Directors, I will:

- Listen carefully to my fellow Board members;
- Respect the opinions of my fellow Board Members;
- Recognize the authority vested in the Board;
- Keep well informed of developments relevant to issues that may come before the Board;
- Participate actively in Board meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board meetings;
- Bring to the attention of the Board any issues I believe will have significant effect on our organization or those we serve;
- Attempt to communicate the needs of those we serve to the Board of Directors;
- Bring complaints directly and promptly to the attention of the Board;
- Recognize that my duty is to ensure that the organization is well-managed, not necessarily to manage the organization;
- Represent all those whom this organization serves vs. geographic or special interest groups;
- Consider myself a "trustee" of the organization and do my best to ensure it is well-maintained, financially secure, and always operating in accordance with our stated objectives;
- Work to learn how to undertake my role and responsibilities better; and
- Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.

As a Member of the Board of Directors, I will not:

- Criticize fellow Board Members or their opinions, outside of the Board Room;
- Use the organization or my position for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Board outside the Board Room;
- Promise how I will vote on an issue **before** hearing the discussion and becoming fully informed on that issue;
- Speak for or on behalf of the organization unless specifically authorized to do so.

I (*print name*) _____ having read the aforementioned Code of Conduct hereby agree to the terms and conditions set forth in this document and will abide by the decisions of the Board.

(Signature of Director)

(Date)

(Witness)

Appendix II: Directors Responsibility and Legal Liability

DIRECTORS RESPONSIBILITY AND LEGAL LIABILITY

The duty of the Surrey DPAC Board of Directors is to uphold the Constitution and By-Laws and to accept responsibility for its operations. Surrey Board members are expected to serve in good faith, act honorably, behave honestly, attend meetings and contribute to decisions that are in the best interests of the organization, respect confidentiality, and avoid conflicts of interest. Board members are responsible for their actions which should be those that would be performed by any prudent person in similar circumstances. They are stewards of the good name of Surrey DPAC and are required to be wise, prudent and vigilant on its behalf.

The Surrey DPAC Board of Directors is responsible to the members and therefore is responsible for acting in accordance with the Mission Statement, Core Philosophy and Beliefs.

The Surrey Board of Directors is responsible for:

- Setting goals and priorities as directed by the membership
- Drafting policies for the general membership to vote on
- Providing guidelines for decision-making processes for DPAC Directors
- Building relationships with the community
- Managing the organization's resources prudently
- Risk management (The process by which the risks faced by the organization are identified together with the precautions necessary to prevent, control or reduce the chance of loss or damage)

All members of the constituted Board of Directors are required to attend Board meetings, General Meetings, Annual General Meeting, Extraordinary General Meetings, and all Board functions including liaison meetings with stakeholder groups. If for just cause, Directors who are unable to attend meetings may be exempted from this requirement through the giving of their regrets to the President in advance of the scheduled meeting.

Board members are responsible for ensuring that volunteers and personnel if any, are properly chosen, and adequately supervised and constrained by appropriate policies.

Board members are not normally liable for the debts or liabilities of Surrey DPAC, though any Director who has directed, authorized, assented to, acquiesced in, or participated in an illegal act is personally liable for that offense.

I (*print name*) _____ having read the aforementioned responsibilities hereby agree to the terms and conditions set forth in this document.

(Signature of Director)

(Date)

(Witness)

Appendix III: Dispute Resolution

DISPUTE RESOLUTION PROCESS

This process is to be followed when any member has concerns about the conduct of a DPAC Director or Executive Board Member.

Every concern should be taken directly to the President, who will be responsible for gathering any pertinent information. Every concern will be documented, and this log will remain with the President. It is recognized that sometimes only some direction or information is needed to resolve a situation. If a situation is deemed a “personality conflict”, the concerned party will be encouraged to go back to the individual to attempt a resolution. This will also be the case if a second concerned party comes forward with the same issue. In case of a third concerned party bringing forth the same issue, Step 1 of the dispute resolution process will be applied. If the grievances are against the President, the concern should be taken to the Vice-President. The Vice-President shall act as the President in the resolution process, and will seek a neutral Executive Member to take the place of the Vice-President if Step 1 is required. If the grievances are against both the President and the Vice-President, the concern shall be taken to a neutral Director to oversee the resolution process.

Step 1:

When there are three or more grievances against the same DPAC Director/Executive Member, brought forward by three or more different members in good standing, the President will use the Constitution, Bylaws, and appropriate Policies, and be assisted by the Vice-President, to research the issue as it pertains to DPAC. These two individuals (President and Vice-President) are to meet with the person in question to work through a resolution. At this point, if there is no resolution, the person in question may be asked to resign. Everything is confidential at this stage.

Step 2:

If Step 1 fails to resolve the issue, the concerned party is required to provide a written request for assistance. This is given to the Board of Directors, where it will be addressed “In Camera”, and possible solutions to the concern will be offered. At this point, if it is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concern, the resolution, and the action taken will be documented. These minutes will be kept separate from the regular Board minutes. Everything at this stage is confidential, unless the individual does not agree to resign, in which case the situation will proceed to Step 3.

Step 3:

A resolution will be put forward at the next DPAC general meeting, stating the intention to remove the Director or Executive Member from their position. A seventy-five percent (75%) affirmative vote is needed to pass this

resolution. Everything will be documented in the DPAC general meeting minute