



CONSTITUTION AND BYLAWS

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CONSTITUTION

I. NAME

The name of the organization shall be the Confederation of Parents' Advisory Councils of Saanich (known within School District No. 63 [Saanich] as COPACS).

II. NON-PROFIT ORGANIZATION

This organization will operate as a non-profit organization with no personal financial benefit accruing to members.

III. NO DISCRIMINATION

All business and activities within the scope of the COPACS mandate shall not be discriminatory with respect to race, religion, gender identity, politics, sexual orientation, and physical or mental ability.

IV. PURPOSE

Mission Statement

The goal of COPACS is to promote excellence in education through meaningful parent participation at the school, school district, and provincial levels.

COPACS endeavours to:

- Foster communication and cooperation between parents, school district staff, elected trustees, and British Columbia Confederation of Parents' Advisory Councils (BCCPAC)
- Exercise leadership in developing, understanding, and expressing collective parental views, as identified through Parents' Advisory Councils (PACs) of schools within School District No. 63 (The District)
- Liaise with PACs and mentor PAC executives.
- Provide opportunities and forums to inform and educate parents/guardians on key issues affecting students
- Liaise with other parental organizations such as the BCCPAC, the Canadian Home and School Federation, and the Saanich chapter of Canadian Parents for French
- Liaise with local indigenous parental and educational organizations
- To be the leader in developing learning opportunities for PACs within the District, and seek assistance from PACs to organize or assist in funding.

Adopted, June 2022

V. DEFINITION OF TERMS

1. "The District" means the School District No. 63 (Saanich).
2. "Confederation" comprises all the Parents' Advisory Councils in the District. The unit of membership shall be the Parents' Advisory Council, not the individual.
3. "Member" means the individual Parents' Advisory Council of the public schools in the District (Appendix 1). Members have voting rights.
4. "Delegate" means an individual elected by a Member to represent its interests, cast votes on its behalf, and to serve as a liaison between the Confederation and their PAC membership.
5. "Member at Large" of COPACS means any parent/guardian who has a child registered in School District No. 63 (Saanich). Members at Large do not have voting rights.
6. An "Associate Member" is an interested individual or group that is not affiliated with a member PAC but has been approved by the Executive to attend COPACS meetings. Associate Members do not have voting rights.
7. "Executive" means the elected officers of the Confederation and the Past President.
8. "Assembly" means all Delegates and Members at Large, including Executive officers.
9. "COPACS Committees" means internal committees established by the Confederation of Parents' Advisory Councils of Saanich.
10. "District Committees" means committees established from time to time by School District No. 63 (Saanich).
11. "Employee" means any person employed in any capacity in any school district or the Ministry of Education.
12. "PAC" means a Parents' Advisory Council of a public school within the District.
13. "Parent", per the *BC School Act* (2022) means:
in respect of a student or of a child registered under *BC School Act* Section 13:
 - a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
 - b) a person who usually has the care and control of the student or child.
14. "Proxy" means an individual who carries written voting authorization from a Delegate.

15. "Quorum" means one-third of voting Delegates. Where calculation results in a fraction, the result shall be rounded off to the next highest whole number.
16. "School" means any public elementary or secondary educational institution operating within School District No. 63 (Saanich.) that fulfills the *BC School Act* definition of "school":
 - a) a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
 - b) the teachers and other staff members associated with the unit, and
 - c) the facilities associated with the unit,and includes a Provincial resource program and an online learning school operated by a board.
17. "District Standing Committees" means committees established by and reporting directly to the Board of Trustees of School District No. 63 (Saanich).
18. "Simple Majority" means over fifty percent (50%) of attending voting Delegates.
19. "Special General Meeting" means a meeting of Members, other than an Annual General Meeting, called for a specific purpose or purposes.

BY LAWS

VI. MEMBERSHIP

1. Voting membership of COPACS consists of Delegates appointed by individual PACs.
2. Members at Large may attend any COPACS meeting but have non-voting status, regardless of any affiliation with a PAC.
3. Members at Large may speak at any meeting of the Assembly by prior arrangement with the Executive.
4. Members at Large who have endorsement from their respective PAC are eligible to represent parents on District Committees.
5. Associate membership is available to interested individuals and groups through application to the Executive.
6. Election of the Delegates to COPACS is the responsibility of the PACs.
7. No voting Delegate, committee member, or member of the Executive of COPACS shall retain their position if elected as School Trustee or an executive member of BCCPAC.

VII. MEETINGS

1. There shall normally be an Annual General Meeting (AGM) in April of each year. When an AGM in April is unfeasible (e.g., due to School closures, or public health restrictions), it will be held at a date determined by the Executive as suitable for obtaining Quorum. The business of the AGM shall include the following:
 - a) confirmation of Quorum
 - b) adoption of the minutes of the previous year's AGM
 - c) presentation of the reports of the Executive and committee chairs
 - d) election of officers
 - e) approval of financial statements and proposed budget
 - f) if relevant, establishment of membership donations
2. General meetings shall normally be held once a month during the school year to conduct current business.
3. Special General Meetings of the COPACS may be called at the discretion of the Executive, and must be called if the Executive receives a petition representing at least fifty percent (50%) of voting members.
4. Notice of meetings of the Assembly shall be at the direction of the Executive.
5. Notice of an Annual or Special General Meeting of COPACS shall be given from the COPACS Executive at least 14 days before the day of the

meeting. Notice shall specify the place, day and time of the meeting, and, in the case of special business, the general nature of the business to be conducted at the meeting. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.

6. Between meetings, the Executive shall carry on the business of the Confederation with the assistance of committees established by the Executive and the Executive shall be responsible to, and report to, each meeting of the Assembly.
7. Meetings will be held in person when feasible and, when in-person meetings are unfeasible, as virtual meetings, i.e., through the use of video-conferencing.
8. The rules contained in the latest edition of Robert's Rules of Order shall govern all matters of procedure not covered in these bylaws.

VIII. VOTING

1. Each Parents' Advisory Council Member within COPACS is entitled to one vote (carried by its Delegate or by Proxy vote). Proxy voting shall be permitted at general meetings, including AGMs. The Proxy vote may be received from each Member PAC provided the Proxy vote is in writing and signed by at least two members of its executive, and the Proxy vote is cast by a duly designated Delegate or Member at Large.
2. If Quorum is not met, several steps may be followed, including:
 - a) Setting a continued meeting through a (carried) motion to Fix the Time to Which to Adjourn.
 - b) Ending the meeting through a motion to Adjourn.
 - c) Recessing the meeting, in efforts to obtain a Quorum.
 - d) Taking measures to obtain a Quorum, such as contacting Members and encouraging their attendance.
3. Unless otherwise provided, questions arising at any meeting shall be decided upon by Simple Majority.
4. Voting shall be done by show of hands or, in virtual meetings, by written reply in the chat feature, with the following two exceptions, which require a secret ballot:
 - a) The election of officers
 - b) where at least two voting Members present request the vote be conducted anonymously.

5. Delegates will specify the name of the Member PAC that they represent before casting a vote.
6. If a meeting is being held virtually and a secret ballot is required, the Assembly will use built-in functions that accommodate secret polling. When such functions are unavailable, the Assembly will vote on whether to move ahead with an open ballot; unanimous support is required to move to an open ballot. When a secret ballot is still required, the vote will be postponed to a future meeting when secret voting can be accommodated.

IX. EXECUTIVE OFFICERS

1. The affairs of COPACS shall be managed by a committee of elected Executive officers and the immediate Past President. The Executive officers will be as follows:
 - a) President
 - b) 1st Vice President
 - c) 2nd Vice President
 - d) Treasurer
 - e) Recording Secretary
 - f) Past President
 - g) COPACS representatives on District Standing Committees
2. Delegates and Members at Large are eligible for nomination to the COPACS Executive by their respective PACs
3. Executive officers may not simultaneously serve as Delegates for voting Members.
4. The COPACS Executive shall consist of not fewer than two individuals duly elected at an Annual or Special General Meeting, including:
 - a) President
 - b) Treasurer

If this minimum Executive is not obtained, COPACS will become inactive and may be dissolved upon voting approval by the Assembly.

5. The Executive will be elected at an Annual or Special General Meeting.
6. In the event of a vacancy in the Executive in mid-term, a Nominating Committee shall be struck and an election shall be held at the next possible general meeting where the position can be filled by Simple Majority.

7. The terms of office of all Executive officers shall be 1 year and commence in August, prior to the start of each school year.
8. Any person may serve on the Executive for as many years as he/she is elected to a position.
9. No person may hold the *same* Executive position for more than four terms consecutively.
10. No person may hold more than one elected Executive position at any one time.
11. The Past President shall hold that office for one year.
12. No member of the Executive shall be an employee or an elected official of any school district, an employee of the Ministry of Education, or an executive member of the BCCPAC.
13. In the event of a vacancy in the Executive in mid-term, a Nominating Committee shall be struck and an election shall be held at the next possible general meeting.
14. At meetings of the Executive Committee, quorum shall be a majority of Executive officers

X. NOMINATING COMMITTEE AND ELECTIONS

1. Elections shall be conducted by the Nominating Committee Chairperson.
2. Whenever possible, the Nominating Committee shall be chaired by a member who is not standing for election, ideally the COPACS Past President (when available) or an incumbent Vice President, and consist of at least two members.
3. The Committee shall become active at the February general meeting.
4. The Committee shall present nominees for the election at the AGM and conduct the election.
5. The election shall be by secret ballot.
6. Candidates may stipulate that scrutineer(s) be appointed by the Nominations Committee Chairperson.

XI. DUTIES OF EXECUTIVE OFFICERS

1. All Executive Officers shall:

- a) keep up to date on the affairs of COPACS
- b) carry out delegated responsibilities as described below
- c) keep other members of the Executive and the Assembly informed about their activities on behalf of COPACS

2. President

- a) shall preside at all meetings of the Assembly and the Executive Board, or delegate that task to another member of the Executive
- b) shall be one of the financial signing officers
- c) shall be an ex-officio member to all committees except the Nominating Committee
- d) shall be the spokesperson for COPACS
- e) shall represent COPACS at School Board meetings and report back to the Assembly, or delegate that task to another member of the Executive
- f) shall ensure that representatives are appointed to COPACS and District Committees, as required
- g) shall draft correspondence on behalf of the Assembly, or delegate that task to another member of the Executive
- h) shall provide a verbal report to the Assembly at general meetings
- i) shall submit an annual report at the AGM
- j) shall ensure that all relevant information regarding this position is passed on to the succeeding president
- k) shall act as liaison between BCCPAC and PACs in the District
- l) shall distribute information from BCCPAC and gather information on local issues and forward it to BCCPAC.
- m) shall help identify parents to serve on provincial committees
- n) shall attend provincial training sessions and conferences, or identify a parent who could attend these meetings (all expenses would be covered by COPACS)

3. 1st Vice President

- a) shall act in the President's position in their absence
- b) shall assist the President in the performance of his/her duties
- c) shall compile a list of the names of Delegates for the year
- d) shall chair the Constitution and Bylaws committee
- e) shall submit an annual report at the AGM
- f) shall be one of the financial signing officers
- g) shall ensure all relevant information regarding this position is passed on to the succeeding 1st Vice President

4. 2nd Vice President

- a) shall assist the President in the performance of their duties
- b) shall submit an annual report at the AGM
- c) shall be one of the financial signing officers

d) shall ensure all relevant information regarding this position is passed on to the succeeding 2nd Vice President

5. Treasurer

- a) shall maintain an accurate record of all expenditures of the Assembly
- b) shall receive all monies for the Assembly
- c) shall disburse funds authorized by the Executive
- d) shall give a report of all receipts and expenditures at all general meetings
- e) shall be one of the financial signing officers
- f) shall deposit all monies collected on behalf of COPACS in an account at a recognized financial institution approved by the Executive
- g) shall have the books ready for an inspection/audit annually
- h) shall present an annual financial statement at the Annual General Meeting of the Assembly
- i) shall ensure that another financial signing officer has access to the books in the event of his/her absence
- j) shall submit an annual report at the AGM
- k) shall ensure all relevant information regarding this position is passed on to the succeeding Treasurer

6. Recording Secretary

- a) shall prepare and distribute agenda to COPACS members prior to each meeting
- b) shall keep accurate and official minutes of the Assembly
- c) shall distribute minutes to COPACS members as soon as possible after the last meeting
- d) shall keep an accurate copy of the Constitution and Bylaws, and shall make a copy of the Constitution and Bylaws available on request to any member of the Assembly
- e) shall keep an accurate record of COPACS Delegates
- f) shall submit an annual report at the AGM
- g) shall ensure all relevant information regarding this position is passed on to the succeeding Recording Secretary

8. Past President

- a) shall ensure smooth transition between their presidency and that of the succeeding president
- b) shall assist and advise the Executive Officers in all matters concerning the Assembly
- c) shall remain in the position for one year

9. COPACS Representatives on District Standing Committees

- a) shall attend meetings of their respective standing committees
- b) shall attend COPACS monthly meetings and provide a verbal report to the Assembly, or submit a report via a delegate

- c) shall represent the views of Saanich parents to the best of their ability
- d) shall consult with the Executive
- e) shall submit a report of standing committee activities, including their input on behalf of parent, to the monthly COPACS meeting
- f) shall submit an annual report at the AGM
- g) shall ensure all relevant information regarding is passed on to succeeding representatives

XII. COPACS COMMITTEES

1. COPACS Committees shall be established as needs arise.
2. The terms of reference and privileges of each committee shall be specified at the time it is established.
3. A COPACS Committee shall report promptly to the Executive.
4. COPACS Committee chairpersons shall be elected by the committee members from among the committee members, with the exception of the Constitution and Bylaws Committee, which will be chaired by the 1st Vice President.

XIII. DISTRICT COMMITTEES

1. COPACS will attempt wherever possible to have representation on School District Committees.
2. The responsibilities of a committee member are:
 - a) to report to the monthly COPACS meeting or provide a verbal report to the Assembly, or submit a report via a delegate.
 - b) to attend committee meetings regularly or find an alternate
 - c) to represent the views of all Saanich parents to the best of his/her ability
 - d) to consult with the COPACS Executive wherever possible when questions or problems arise
 - e) to inform the COPACS President and committee chair in writing when resigning.

XIV. CODE OF CONDUCT

Any person who accepts a position as a COPACS Executive Officer or represents the COPACS through a committee must abide by the following Code of Conduct and endeavour to:

1. Uphold COPACS's Constitution and Bylaws
2. Make a reasonable effort to attend all executive, committee and general meetings
3. Perform duties with honesty and integrity

4. Inform COPACS of any matters of conflict of interest and shall refrain from discussing, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made
5. Ensure that the well-being of students is the primary focus of all decisions
6. Respect the rights of all individuals
7. Take direction from the members and ensure that they are represented
8. Encourage and support parents/guardians and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward
9. Ensure that issues are resolved through due process
10. Respect all confidential information
11. Support public education

XV. REMOVAL OF EXECUTIVE OFFICERS OR COMMITTEE REPRESENTATIVES

1. The members may, by a majority of not less than 75%, vote to remove an Executive Officer or Committee Representative before the expiration of their term of office.
2. Removal of an Executive Officer or Committee Representative can occur for cause. The reasons that may lead to removal of an officer can include violations of these Bylaws, working against the code of conduct, values and goals stated in these Bylaws and this Constitution, or habitual absenteeism.
3. Written notice specifying the intention to make a motion to remove the Executive Officer or Committee Representative must be given to all members at least 30 days prior to the meeting at which the motion will be put to vote.
4. If they desire, the Executive Officer or Committee Representative in question may appear at that meeting and explain their actions to the Assembly prior to the vote.
5. The vote should be by secret ballot, except by general consent. A majority vote of not less than 75% of the Delegates present, and Quorum, are required. Abstentions do not count in the vote, they only contribute to Quorum. The person in question does not have a vote, in accordance with Robert's Rules of Order.
6. If an Executive Officer or Committee Representative is removed from office before the expiration of their term, an eligible member may be nominated to complete the term of the vacant position in a manner compliant with Bylaw IX (6).

XVI. FINANCIAL MATTERS

1. The financial year shall be April 1 to March 31.
2. COPACS may raise and spend money to further its purposes in accordance with the Constitution and Bylaws.
3. All funds must be kept on deposit in the name of COPACS in a bank or financial institution registered under the *Bank Act of Canada*.
4. The Executive will name at least three signing officers for banking and legal documents, two of whom must be the President and the Treasurer. The signatures of at least two signing officers will be required on all of these documents.
5. The Executive will prepare the upcoming year's annual budget and present it to the membership for approval at the AGM.
6. Members may appoint an auditor at a general meeting.
7. No Executive Officer, Committee Member, Delegate or Member at Large may be remunerated for serving on the Executive or on committees. However, they may be reimbursed for expenses reasonably and necessarily incurred while engaged in COPACS business with prior approval of the Executive Committee.
8. Minor expenses of \$400.00 or less can be made with the majority approval of the Executive. Expenses of more than \$400.00 require the approval of a resolution of the Delegates at a meeting of the Assembly.

XVII. CONSTITUTION AND BYLAWS CHANGES

1. Amendments to the Constitution and/or Bylaws shall require written notice to the members at least 30 days prior to the meeting at which the vote will be taken.
2. All motions to amend require a two-thirds (2/3) majority vote of the Delegates present and Quorum to be met.
3. A Constitution and Bylaws Committee chaired by the 1st Vice President and consisting of a minimum of three members including the Vice President shall be established every two years to review the Constitution and Bylaws.

XVIII. CONFLICT OF INTEREST AND PERCEPTION OF BIAS

1. A “conflict of interest” is considered any situation in which there is a real or potential conflict between an individual’s private interests and that of their responsibilities with respect to the Confederation
2. “Perceived bias” is considered any situation in which the decisions made by an individual while representing, or acting on behalf of, the Confederation could be reasonably considered to be influenced by other private or professional roles or responsibilities they hold.
3. All Delegates, Executive officers and committee representatives will be responsible for declaring any conflict of interest on issues which provide or appear to provide a direct benefit to that person or person’s family or any business in which the person or family member is a principal or partner.
4. Upon declaring a conflict of interest the Delegate, executive officer, or committee representative waives his/her right to vote on that issue and to participate in the discussion immediately prior to the vote.
5. For the voice of COPACS to truly represent, and be perceived to represent, that of District Parents, a Delegate or Member at Large who may be in a situation of perceived bias shall not hold positions on COPACS or District Committees, or positions that involve representing COPACS to the general public.
6. Members who have concerns regarding conflict of interest or perceived bias shall refer those concerns to the Executive who shall strike a committee composed of the President and two other COPACS Delegates to review their concerns.
7. COPACS shall not endorse any candidate for any School Board election.

XIX. PROPERTY AND DOCUMENTS

All property, documents, records, minutes, correspondence, or other papers, electronic or digital medium kept by a member, Executive Officer, Delegate, Member at Large or committee member in connection to COPACS shall be deemed to be property of COPACS and shall be turned over to the President when that person ceases to perform the task to which the documentation relates.

XX. DISSOLUTION

1. Dissolution is the legal termination of a corporation. A corporation is dissolved when a Certificate of Dissolution is issued by Corporations Canada. The effective date is shown on the Certificate of Dissolution.
2. COPACS may elect to dissolve for reasons that may include, but not limited to:

- a) the values and goals of the Confederation become obsolete, or unachievable given available funding, personnel or resources;
 - b) there is a deadlock among voting members in the management of the Confederation's affairs.
3. If COPACS has no liabilities and is not bankrupt, it may file a request for dissolution under the Canada Not-for-profit Corporations Act.
 4. COPACS may be dissolved by a two-thirds (2/3) majority vote at any general meeting of the Assembly.
 5. The Notice of Dissolution of COPACS to the membership shall be made at least 30 days prior to a general meeting.
 6. In the event the Confederation ceases operation, all assets of the Confederation after the discharge of all debts and obligations shall be held in trust by the Secretary-Treasurer of School District No. 63 (Saanich) until such time as a new Confederation is formed.

XXI. Adoption

Revised and Adopted, JUNE 23, 2022

Monique Hiltz, President

*Kim Woodcock, Vice President
Chair, Constitution Review
Committee*

APPENDIX 1 – LIST OF CURRENT MEMBER PACS

Last updated: September 2022

Elementary Schools

1. Brentwood Bay Elementary School
2. Cordova Bay Elementary School
3. Deep Cove Elementary School
4. Keating Elementary School
5. KÉLSET Elementary School
6. Lochside Elementary School
7. Prospect Lake Elementary School
8. Sidney Elementary School

Middle Schools

9. Bayside Middle School
10. North Saanich Middle School
11. Royal Oak Middle School

Secondary Schools

12. Claremont Secondary School
13. Stelly's Secondary School
14. Parkland Secondary School
15. Individual Learning Centre (Saanichton)
16. Individual Learning Centre (Broadmead)

Distance Learning Schools

17. South Island Distance Education School (SIDES)