



Caulfeild

Parent Advisory Council

Constitution and Bylaws

November 25, 2003

(As amended by resolution on November 25, 2003)

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A copy of these bylaws shall be submitted to the School Board office for safekeeping purposes only

Constitution

Section I Name

1. The name of the Association shall be the **Caulfeild Parents Advisory Council (CPAC)** (School District 45).
2. The Council will operate as a non-profit organization with no personal financial benefit.
3. The business of the Council shall be unbiased towards race, religion, gender, politics or any identifiable group.

Section II Purposes

1. To advise the School Principal and Staff on parental views about School programs, policies and activities.
2. To communicate with parents and to promote cooperation between the home and the School in providing for the education of children.
3. To assist parents in accessing the system and to advocate on behalf of parents and students.
4. To organize CPAC activities and events.
5. To contribute to the effectiveness of the School by promoting the involvement of parents and other community Members.

Section III Dissolution

1. Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.

Section IV Membership

1. All parents and guardians of students registered at Caulfeild School may be voting Members of the group.
2. Participation at our meeting is open to all Members of our School Community; parents/guardians, staff, administration and Members of our local community.

Section V Meetings

1. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year and additional General Meetings shall be held at least once a month during the School year to conduct current business, except in the months of December and June.
2. The Executive meetings and additional General Meetings shall be held at the discretion of the Executive,

or upon the receipt of a petition representing fifty per cent plus 1 (50% plus 1) of the voting delegates.

3. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

Section VI Voting

1. The voting Members present at any duly called General Meeting shall constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion will be lost.
4. Voting of Members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of the election of officers, which shall be done by secret ballot.

Section VII Elections of Executive Officers

1. The Executive Officers shall be elected from the voting Members at the Annual General Meeting, except that no employee/elected official of the School District or Ministry of Education shall hold an Executive position.
2. Call for nominations shall be made at the meeting in March, for election in May.
3. In the event of a vacancy on the Executive during the year the CP AC Executive shall elect the new officer who shall hold office until the next election.
4. The Nominating Committee Chairperson shall conduct elections.
5. Scrutineers shall be appointed as required by the Nominations Committee Chairperson at the time of the elections.
6. A vote shall be taken to destroy the ballots.

Section VIII Term of Office

1. The term of office shall commence in July of each year and shall be for one year.
2. Any elected Member of the CPAC Executive may serve on the Executive for as many years as he/she is elected to a position but no person may hold anyone position for more than two (2) consecutive years.
3. No person may hold more than one elected Executive position at anyone time.
4. The Past Chair shall hold that office for one year.

Section IX School Planning Council

1. In accordance with section 8.1 of the School Act, three parent representatives to the School Planning Council (“SPC”) shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the CPAC.
2. The election of representatives to the SPC must be by secret ballot.
3. The term of office for SPC representatives shall be for one year.
4. SPC representatives shall:
 - a) represent and speak on behalf of the CPAC at SPC meetings;
 - b) take direction from the general CPAC membership; and
 - c) report back to the CPAC at general meetings
5. In the event an SPC representative is unable to complete his or her term, a replacement representative shall be elected at the next general meeting of the members.

Section X Executive Officers

1. A Board of elected officers and the immediate Past Chair shall manage the affairs of the Executive.
2. The Executive Officers will be as follows:
 - a) Chair
 - b) Vice-Chair
 - c) Treasurer
 - d) Secretary
 - e) District Parent Advisory Council Representative (DCPAC)
 - f) Two or more Members at Large
 - g) Past Chair

Section XI Duties of the Officers

1. Chair

- a) shall convene and preside at all Membership, special and Executive meetings
- b) shall ensure that an agenda is prepared and presented

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- c) shall appoint committees where authorized to do so by the Executive or Membership
 - d) shall be an ex-officio Member to all committees except the Nominating Committee
 - e) shall take such actions or ensure that such actions are taken by others to achieve the objectives and
 - f) purpose of the organization
 - g) shall be the official spokesperson/liaison for the organization
 - h) shall be a signing officer
 - i) shall attend all principals' meetings and liaison committee meetings with staff and administration as necessary
 - j) shall issue and receive correspondence on behalf of the organization
 - k) shall act as editor of the monthly newsletter and provide content for the Chair's column

2. Vice Chair

- a) shall assume the responsibilities of the Chair in the Chair's absence
- b) shall accept extra duties as required
- c) shall be a signing officer
- d) shall submit an annual report
- e) shall attend all Principals' meetings and liaison committee meetings with staff and administration as needed
- f) shall attend all regular School Board meetings or arrange for an alternate representative

3. Secretary

- a) shall record the minutes of Membership, special and Executive meetings
- b) shall distribute minutes to Executive Members
- c) shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made they shall be done so in red and the copy amended shall be dated and initialed and a copy submitted to the School Board office for safe keeping
- d) shall issue correspondence on behalf of the organization
- e) may be a signing officer
- f) shall safely keep all records of the Executive

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- g) shall submit an annual report

4. Treasurer

- a) shall be responsible for and report on the accounts of the organization
- b) shall be a signing officer
- c) shall prepare a financial report for publication in the School Newsletter
- d) shall, with the assistance of the Executive, draft a budget and tentative plan of expenditures
- e) shall ensure that another financial signing officer has access to the books in the event of his /her absence
- f) shall submit an annual report

5. District Parent Advisory Council (DCPAC) Representative

- a) shall attend DCPAC meetings
- b) shall report back to the CPAC
- c) shall seed input from the CPAC
- d) shall submit an annual report

6. Members at Large

- a) may include the room parent coordinator, program coordinator, fundraising chair and any other position deemed necessary by the Executive: duties and responsibilities shall be fully outlined in the Policies and Procedures Manual
- b) shall submit an annual report

7. Past Chair

- a) shall help smooth transition between Chairs
- b) shall assist and advise the Executive
- c) shall act as a consultant for the Chair
- d) shall Chair the Nominating Committee
- e) shall attend all Liaison Committee meetings
- f) shall attend all Executive meetings

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- g) shall be responsible for organizing the end of year Executive Social event

Section XII Committees

1. Standing and Ad-Hoc committees shall be formed when necessary.
2. Committee Chairs shall be elected annually, at the Annual General Meeting, for a 1-year term.
3. Committees are responsible to the Executive and Members.
4. All committees shall submit an annual report in June.

Section XIII Finances

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of May each year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
3. The Executive shall name at least three (3) signing officers, one of whom will be the Treasurer, for banking and legal documents. Two (2) signatures will be required for these documents.
4. The Chair, Vice Chair and Treasurer (Officers) shall have the authority to cover expenses for previously authorized School activities without further consent of the General Membership.
5. The Officers shall have the authority to spend up to \$200.00 for non-operating expenses without the further consent of the General Membership.
6. Major expenditures and those not included in the above categories must be approved at a duly constituted CPAC General Meeting by a simple majority vote.
7. A Treasurer's report to all Members should be presented at each monthly CPAC meeting and made available to all parents.
8. An Annual Treasurer's Report shall be prepared and presented to Members at the Annual General Meeting.
9. A need for audits will be agreed upon by the Members at any General Meeting, where upon an independent auditor will be appointed as needed.

Section XIV Constitution and Bylaw Amendments

1. Amendments to the Constitution and Bylaws of the Caulfeild School Parent Advisory Council may be made at any General Meeting, at which business is conducted, providing:
 - a) Written notice of the meeting has been given to all Members (14 days minimum).
 - b) The notice of the meeting included notice of the specific amendments proposed.

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- c) A two-thirds (2/3) majority vote of those voting Members present at the meeting will be required to amend the CPAC Constitution and Bylaws.

Section XV Code of Conduct

1. The Caulfeild Parent Advisory Council (CPAC) is not a forum for the discussion of individual School personnel, students, parents or any other individual Members of the School community.
2. 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.
3. A parent who accepts a position as a CPAC Executive Member:
 - a) Upholds the Constitution and Bylaws, Policies and Procedures of the CPAC.
 - b) Performs her/his duties with honesty and integrity.
 - c) Works to ensure that the well being of students is the primary focus of all decisions.
 - d) Respects the rights of all individuals.
 - e) Takes direction from the Members, ensuring that representation processes are in place.
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidential information.
 - j) Supports public education.

Section XVI Removal of an Executive Member

1. The Members may, by a majority of not less than 75% of the votes cast, remove an Executive Member before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive Member shall be given to the Members not less than 14 days before the meeting.

Adopted by Caulfeild PAC at West Vancouver, British Columbia, on November 25, 2003.

Cindy Dekker – Chair

Sue Deans - Secretary