

Caulfeild iDEC Elementary School  
Parent Advisory Council

Constitution and Bylaws

As amended by resolution on January 26, 2021

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# Constitution

## Section I Name

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

## Section II Purposes

The purposes of the Council will be:

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 contribute to the effectiveness of the School by promoting the involvement of parents and other community members.
5. To provide financial support for the goals of the Council, as determined by the membership.
6. To organise and support activities for students and parents.
7. To provide leadership in the school community.
8. To promote the education and welfare of students in the school.
9. To encourage parent involvement in the school, and to support programs that promote parent involvement.
10. To contribute to a sense of community within the School and between the School, home and neighbourhood.
11. To provide parent education and professional development, and a forum for discussion of education issues.
12. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.
13. To advise and participate in the activities of SD45 DPAC and the BC Confederation of Parent Advisory Councils.

# Bylaws

## Section I Membership

### Voting members

1. All parents and guardians of students registered in Caulfeild iDEC Elementary School may be (are) voting members of the Council.

### Non-voting members

2. Administrators and staff (teaching and non-teaching) of Caulfeild iDEC Elementary School may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

### Compliance with bylaws

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

## Section II Meetings of Members

### General meetings

1. General meetings will be conducted with fairness to all members.
2. Participation in general meetings is open to all CPAC members. School principal and/or Vice Principal are usually invited to attend general meetings as well.
3. 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 March. Some meetings shall be held during school hours, while others after work hours.
4. The general meeting in May will be the Annual General Meeting (AGM) for the purpose of Executive election.

### Conduct

5. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
6. 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.

## Executive Meetings and additional General Meetings

7. Executive Meetings and additional General Meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty percent plus one (50% plus 1) of the voting delegates.

## Notice of meetings

8. Members will be given reasonable notice of general meetings. Agenda will be posted on the school website 7 days before any general meeting.

## Section III Proceedings at General Meetings

### Quorum

1. A quorum for general meetings will be considered 5 voting members.
2. If at any time during a general meeting a quorum ceases to be present, business currently in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. Unless otherwise provided, questions arising at any meeting will be decided upon by a simple majority vote. If the question is deemed complex and requires wider discussion, the Executive shall gather information and provide notice to membership before a motion is to be voted on.
5. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
6. Members must vote in person on all matters. Voting by proxy will not be permitted.

## Section IV Executive

### Role of executive

1. The executive will manage the Council's affairs between general meetings.

#### Executive defined

2. The executive will include the Chair, Vice-chair, secretary, treasurer, DPAC Representative, Past Chair and two or more Members-at-Large.
3. The composition of your executive should suit the Council's needs. At a minimum, the Council must fill the positions of chair and treasurer.

#### Eligibility

4. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 45 or the Ministry of Education.

#### Election of executive

5. The Executive shall be elected from the voting Members at the AGM in May.
6. Call for nominations shall be made at the general meeting in April.
7. The Nominating Committee Chairperson shall conduct the elections.

#### Term of office

8. The term of office shall commence in June of each year and shall be for one (1) year.
9. 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 any one position for more than two (2) consecutive years.
10. No person may hold more than one elected Executive position at any one time.
11. The Past Chair shall hold office for one (1) year.

#### Vacancy

12. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

#### Removal of executive

13. 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 an eligible member to complete the term.
14. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

#### Remuneration of executive

15. 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 affairs.

## Section V Conduct of Executive and Representatives

### Code of ethics

1. On election or appointment, every executive member and representative must agree to abide by a code of ethics acceptable to the membership.

### Representing the Council

2. Every executive member and representative must act solely in the interests of the parent membership of the Council.

### Privilege

3. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

### Disclosure of interest

4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

## Section VI Duties of Executive and Representatives

1. Chair will
  - a. convene and preside at all General, special, and Executive Meetings
  - b. ensure that an agenda is prepared and presented
  - c. appoint committees where authorized by the Executive or Membership
  - d. be an ex-officio Member to all committees except the Nominating Committee
  - e. take such actions or ensure that such actions are taken by others to achieve the objectives and purposes of the CPAC
  - f. be the official spokesperson/liaison for the CPAC
  - g. be a signing officer
  - h. attend all Principal's meetings and act as liaison for committee meetings with staff and administration as necessary
  - i. issue and receive correspondence on behalf of the CPAC
  - j. review all meeting minutes and ensure they are posted on the school website in a timely manner and that members are kept informed via the weekly school ebulletin, the website and/or e-mail

- k. consult with Council members
  - l. submit an annual report to members at the AGM
2. Vice-Chair will
- a. assume the responsibilities of the Chair in the Chair's absence or upon request
  - b. accept extra duties as required
  - c. be a signing Officer
  - d. assist the Chair in the performance of his or her duties.
  - e. attend all Principal's meetings and act as liaison for committee meetings with staff and administration as needed
  - f. conduct an annual review to ensure that the CPAC Constitution and Bylaws are upheld and chair the revision committee if needed
3. Secretary will
- a. record and file the minutes of General, special, and Executive Meetings
  - b. ensure minutes of General Meetings are posted on the school website no later than seven (7) days prior to the next General Meeting
  - c. keep an accurate copy of the Constitution and Bylaws, make copies available to members upon request. If and when changes are made they shall be done so in red and the amended copy shall be dated, initialled, and submitted to the School Board office for safe keeping
  - d. ensure safekeeping of all records of the Council
  - e. issue correspondence on behalf of the CPAC
  - f. may be a signing officer
  - g. safely keep all records of the Executive
4. Treasurer will
- a. be responsible for and report on the accounts of the CPAC
  - b. be a signing officer
  - c. ensure all funds of the Council are properly accounted for
  - d. disburse funds as authorized by the membership or executive
  - e. ensure that proper financial records and books of accounts are maintained
  - f. report on all receipts and disbursements at general and executive meetings
  - g. make financial records and books of account available to members upon request
  - h. have the financial records and books of account ready for inspection or audit annually
  - i. draft a budget and tentative plan of expenditures with the assistance of the Executive
  - j. ensure that another signing officer has access to the financial records and books in the treasurer's absence
  - k. submit an annual financial statement at the AGM
5. District Parent Advisory Council (DPAC) Representative will
- a. attend DPAC meetings and represent, speak, and vote on behalf of the Council



- b. report regularly back to the membership and Executive on all matters relating to the DPAC
  - c. seek and give input to the DPAC on behalf of the CPAC
  - d. receive, circulate, and post DPAC newsletters, brochures, and announcements.
  - e. liaise with other parents and DPAC representatives
  - f. submit an annual report to members at the AGM
6. Members at Large will
- a. attend executive and general meetings
  - b. expect to be involved in one or more committees as a member or a chairperson
  - c. be prepared to fulfill other special functions as necessary
7. Past Chair will
- a. help smooth transition between Chairs
  - b. provide information about resources, contacts, and other matters
  - c. assist and advise the Executive
  - d. act as a consultant for the Chair
  - e. Chair the Nominating Committee
  - f. attend all Liaison Committee meetings

## Section VII Committees

1. Standing and Ad-Hoc committees shall be formed when necessary.
2. Committee chairs shall be elected by the Executive or appointed by the Chair.
3. Committee chairs will hold positions for a one (1) year term.
4. Committees are responsible to the Executive and Members.
5. All committees shall submit an annual report in June.

## Section VIII Finances

1. A budget and tentative plan of expenditures shall be jointly drawn up by the outgoing and incoming Executives and presented for approval at a General Meeting prior to the end of June 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 the further consent of the General Membership.
5. The Executive 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 posted on the school website.
8. An Annual Treasurer's Report shall be prepared and presented to Members at the AGM.
9. If an audit is deemed necessary by the Members at any General Meeting, an independent auditor will be appointed.

#### Section IX Constitution and Bylaw Amendments

1. Amendments to the Constitution and Bylaws of the CPAC may be made at any General Meeting provided that:
  - a. Written notice of the meeting has been given to all Members at least fourteen (14) days in advance
  - b. The notice of the meeting includes notice of the specific amendments proposed
  - c. A two-thirds (2/3) majority vote is reached

#### Section X Code of Conduct

1. The 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. The Executive Member must protect the confidentiality of the people involved.
3. A parent who accepts a position as a CPAC Executive Member, committee member, or representative:
  - a. Upholds the Constitution and Bylaws, Policies, and Procedures of the CPAC
  - b. Performs his/her duties with honesty and integrity
  - c. Works to ensure that the wellbeing 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 XI Official Statements and Communication

1. No member of the Council other than the Chair, or member nominated either by the Chair or by the Executive, shall make any official or public statement or representation on behalf of the Council.
2. All CPAC communication messages (including CPAC website, CPAC ebulletin section, CPAC emails and official social media platforms) must be approved by the Chair, with consultation with the Executive when needed.

#### Section XII Property in Documents

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the CPAC Chair when the member, executive member, representative, or committee member ceases to perform the task to which papers relate.

#### Section XIII Dissolution

1. Upon winding up or dissolution of the CPAC, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.
2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Caulfeild iDEC Elementary School.

Adopted by the CPAC at West Vancouver, British Columbia on January 26, 2021