



CHARTWELL ELEMENTARY PAC

Funded by **Parents** | Powered by **CPAC**

CHARTWELL PARENT ADVISORY COUNCIL Constitutions and Bylaws as of February 2024

TABLE OF CONTENTS

| | |
|---------------------|--|
| Section I | Name |
| Section II | Purposes |
| Section III | Dissolution |
| Section IV | Membership |
| Section V | Meetings |
| Section VI | Voting |
| Section VII | Election of Executive Officers |
| Section VIII | Term of Office |
| Section IX | <i>Removed June 2019</i> |
| Section X | Executive Officers |
| Section XI | Duties of the Officers |
| Section XII | Committees |
| Section XIII | Finances |
| Section XIV | Constitution and Bylaw Amendments |
| Section XV | Code of Conduct |
| Section XVI | Removal of an Executive Member |

CONSTITUTION

Section I: Name

The name of the Association shall be the **Chartwell Parents Advisory Council (CPAC)** (School District 45).

The Council will operate as a non-profit organization with no personal financial benefit.

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 organize CPAC activities and events.
4. To contribute to the effectiveness of the School by promoting the involvement of parents and other community Members.

Section III: Dissolution

Upon winding up or dissolution of the Council, the assets which remain after payment of all costs, changes 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 currently registered at Chartwell School may be voting Members of the group. Membership is free. Each Member is entitled to, and the PAC shall provide without charge, a copy of the Constitution and Bylaws of the PAC upon request.

2. Non-voting Membership: The School principal, vice-principal and staff are non-voting Members. They are entitled to speak and to be heard at General Meetings.
3. Every member shall uphold the Constitution and comply with these Bylaws.
4. Every member is encouraged to attend as many PAC meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

Section V: Meetings

1. There shall be no fewer than six General Meetings a year, including the Annual General Meeting, open to all members.
 - a. A schedule of a year's General Meeting dates is to be posted on the school website by the end of September.
 - b. Meeting dates may be changed at the discretion of Chair, Vice Chair, or a quorum of Executives when they no longer serve the majority of the parents or if the majority of the Executives can no longer make those dates.
2. There shall be an Annual General Meeting for the purpose of election of officers held in May of each year.
3. 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 percent plus 1 (50% plus 1) of the voting members.

Section VI: Voting

1. The voting Members present at any duly called General Meeting shall constitute a quorum of 3 members of the Executive.
2. Unless otherwise provided, motions 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. The motion may however be brought again at a future meeting.
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, except in the instance of acclamations.

Section VII: Election 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. In the case where there is no meeting in March, a Call For Nominations shall be made via email to the general parent body of the school, no later than 45 days in advance of the May meeting date.
3. Executive positions can be shared if both persons are announced on the ballot. In the event an Executive position is shared, the position only carries one vote and that Executive must be present at the meeting.
4. Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until an election for the position is held at the Annual General Meeting.
5. The Nominating Committee Chairperson shall conduct elections.
6. Scrutineers shall be appointed if necessary as required by the Nominations Committee Chairperson at the time of the elections.
7. 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. Financial officers shall hold office for two years, when possible.
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.

Section IX: *Removed June 2019*

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:
 - i. Chair
 - ii. Past Chair
 - iii. Vice-Chair
 - iv. Treasurer
 - v. Secretary
 - vi. Fundraising Chair(s)
 - vii. District Parent Advisory Council Representative (DPAC)
 - viii. Hot Lunch Coordinator(s)
 - ix. Volunteer Coordinator(s)
 - x. Multicultural Coordinator(s)
 - xi. 3 Members At Large (e.g. Playground Coordinator, Newsletter Editor)
3. All Executive Officers are required to assist with the handover of their respective roles to incoming replacements to facilitate a smooth transition.

Section XI: Duties of the Officers

1. Chair/Co-Chair(s) - The senior officer(s) of the PAC executive committee

Duties:

- Plan and run the monthly Executive PAC Meeting, General PAC Meeting, and Special Meetings as they arise, using the Roberts Rules of Order
- Work with Secretary to ensure that an agenda is prepared and presented
- One of the signing officers for the PAC
- Know the constitution, bylaws, and meeting rules
- Represent the parent body to: school administration, school board (SD45), and DPAC (District Parent Advisory Council)
- Meet and coordinate with the principal on a monthly basis
- Help plan events and committees with the PAC Executive
- Delegate events to event coordinators and provide them with support
- Help plan the budget and fund-raising activities.
- Attend various events: Welcome-to-Kindergarten, Multi-Cultural Night, Curriculum Night and 'Meet the Staff Evening', Parent/Staff Appreciation Luncheon, etc.
- Communicate with the parents at regular intervals via email and the website
- Official spokesperson for the organization

2. Vice Chair - Provides support to the senior officer

Duties:

- Assume the responsibility of the Chair in the Chair's absence or upon request
- Assist the Chair in the performance of their duties
- Class Parent Coordinator: organizes class parents and ensures that every division has at least one representative. Help recruit class parents and contacts teachers via administration to remind teachers to select parents by end of September so that the communication process is started.
- Accept extra duties as required
- One of the signing officers for the PAC
- Responsible for general communication of PAC information to parents and the school administration
- Attend monthly Executive PAC Meeting and General PAC Meetings

3. Past Chair -

Duties:

- Help smooth the transition between Chairs
- Assist, advise, and support the PAC
- Provide information about resources, contacts, and other essential information to the PAC
- Attend monthly Executive PAC Meeting

4. Secretary – Responsible for recording and keeping the minutes

Duties:

- Responsible for recording and keeping the minutes of all PAC Executive and General meetings and forwarding them to the executive and the principal for approval before posting to the website
- Ensure Executive members are notified of meetings
- Arrange babysitters for general PAC meetings
- May be an additional signing officer
- Keep an accurate and up-to-date copy of the Constitution and Bylaws and provide copies to members upon request
- Attend monthly Executive PAC Meeting and General PAC Meetings

5. Treasurer - Manages the finances for the PAC

Duties:

- Responsible for receiving all funds for the PAC and making bank deposits at a recognized financial institution approved by the PAC, in a timely manner
- Responsible for the safekeeping of all the PAC financial assets

- Distribute funds as authorized by the Executive and/or the PAC
- Maintain an accurate record of all expenditures to the appropriate GL
- Provide an accurate accounting and financial outcomes for all PAC events and initiatives
- Prepare the financial report to be reviewed at the monthly Executive PAC Meeting
- Attend and present the financial report at the monthly general PAC Meeting
- Prepare the budget with assistance and input from the Chair(s), Executive, and Principal and present it at the PAC Annual General Meeting in June
- Present an annual financial statement at the PAC Annual General Meeting in June
- Make financial documents available for viewing by members upon request
- Complete annual filing for provincial Gaming Grant
- Be fluent in Quicken accounting software
- Signing officer for the PAC (dual signatures required)

6. DPAC Representative - (District Parent Advisory Council)

Duties:

- Attend DPAC meetings (1st Wednesday morning of every month) and represent, speak, and vote on behalf of the PAC. Responsible to find another PAC Executive to attend in their absence so that Chartwell is represented.
- Report to PAC on matters relating to the DPAC
- Renew Chartwell PAC membership to the BCCPAC (if applicable)
- Attend monthly Executive PAC Meeting and General PAC Meetings

7. Member-At-Large (x3) – Represent the PAC in the community

Duties:

- Help with duties as they arise or as requested by the Chair or are of interest to them throughout the year
- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Attend monthly Executive PAC Meeting and General PAC Meetings

8. Community Liaisons: Chinese, Persian, Korean – Represent the PAC in their cultural community

Duties:

- Translate PAC documents periodically into native language for distribution in community

- Assist in disseminating information to all school families by being aware of current affairs at school and be open to receiving feedback or questions from parents, which would be brought forth at the Executive meeting.
- Help with duties as they arise and are of interest to them throughout the year
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

9. Hot Lunch Chair – Overall administration and supervision of the Hot Lunch program

Duties:

- Select vendors and menu items which meet the Guidelines for Food and Beverage Sales in BC Schools
- Set up the MunchaLunch website for orders for each term, including all item costs so that session reports are accurate.
- Answer all parent inquiries regarding Hot Lunch via email or telephone.
- Collect payments and ensure all parent accounts are paid in full within 4 weeks of each term starting.
- Generate reports and labels and email them to vendors within the required timeline.
- Print out reports for the volunteers and ensure the reports are in the Hot Lunch binder prior to the actual Hot Lunch day.
- Reconcile vendor invoices with work orders and ensure accounts are paid and in good standing.
- Liaise with the office on communication of the Hot Lunch program, payments, and the arrival of new families.
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

10. Volunteer Coordinator – To increase awareness and recruitment of volunteers

Duties:

- Update our online Volunteer Sign Up list of opportunities for the beginning of the school year
- Monitor the Volunteer Sign Up site and forward appropriate Volunteer information to Committee Chairs
- Communicate in a timely and professional manner with any inquiries that come through the Volunteer Sign Up online system
- Attend monthly General PAC Meetings
- Attend monthly Exec PAC Meetings at their discretion

Section XII: Committees

1. Standing and Ad-Hoc Committees shall be formed when necessary. The Executive may delegate any, but not all, of its powers to Committees consisting of Executive Members and/or Members of the PAC to undertake specific responsibilities and projects.
2. Committee Chairs shall be elected annually, at the Annual General Meeting, for 1-year term. They shall report to the Executive on a regular basis during each school year.
3. Committees are responsible to the CPAC Executive and Members
4. All committees shall submit reports to CPAC Chair for addition to agenda when Committee requires either financial, man-power or Executive decision making support
5. All committees shall submit an annual report in May.
6. Committees may be, but are not limited to, the following:
 - a. Hot Lunch Volunteer Coordinator(s)
 - b. BC Fruit & Vegetable Program
 - c. Spirit Wear
 - d. Halloween Dance
 - e. Multicultural Night Coordinator(s)
 - f. Grade 7 Farewell Coordinator(s)
 - g. Emergency Preparedness
 - h. Scholastic Book Fair
 - i. Coffee Club
 - j. Badminton Club

Section XIII: Finances

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the June meeting 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 \$75.00 for non-operating expenses without the consent of the Membership.
6. The Officers shall have the authority to spend up to \$300.00 for non-operating expenses with the consent of the Executive.
7. Expenditures in excess of \$300.00, and those not included in the above categories, must be approved by a simple majority vote at a CPAC General Meeting.
8. A Treasurer's report to all Members should be presented at each monthly CPAC meeting and made available to all parents.
9. An Annual Treasurer's Report shall be prepared and presented to Members at the Annual General Meeting.
10. 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

Amendments to the Constitution and Bylaws of the Chartwell Parent Advisory Council may be made at any General Meeting, at which business is conducted, providing:

1. Written notice of the meeting has been given to all Members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. 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 Chartwell 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 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 all 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

- a. 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.
- b. 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 Chartwell PAC at West Vancouver, British Columbia - 2005

Bibi Hussain - Chair

Monica Virani - Secretary

Amendments ratified by the Chartwell PAC at West Vancouver, B.C., on June 12th, 2019

Tamzyn Jones - Chair

Lisa DeSalvo Harris – Secretary

Nessa van Bergen – Treasurer

Amendments ratified by the Chartwell PAC at West Vancouver, B.C., on February 26, 2024

Golnaz Yazdi – Chair Katya Sutherland – Treasurer Azadeh Marzara – Volunteer Coordinator