



CYPRESS PARK  
PRIMARY SCHOOL

# CONSTITUTION & BYLAWS

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Parent Advisory Council  
May 2025



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## CONSTITUTION

### SECTION I – NAME

1. The name of the Association shall be Cypress Park Primary Parent Advisory Council (CPPPAC) (School District #45).
2. CPPPAC will operate as a non-profit organization with no personal financial benefit.
3. The business of CPPPAC shall be unbiased towards race, religion, gender or politics.

### SECTION II – DEFINITION OF TERMS

1. **Parents** – The parent(s) or guardian(s) of a student registered at Cypress Park Primary School.
2. **Cypress Park Parent Advisory Council (“CPPPAC”)** – the legally recognized organization consisting of Parents and guardians of Cypress Park Primary School students.
3. **School** – Cypress Park Primary School.
4. **SD45** – School District No. 45 is the West Vancouver School District.
5. **DPAC** – The West Vancouver District Parent Advisory Council of SD45, which is recognized by the Board of Education of School District No. 45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local School.
6. **DPAC Representative** – The parent elected by CPPPAC to the DPAC of SD45.
7. **WVBE** – West Vancouver Board of Education.

### SECTION III – PURPOSES

The purpose of the CPPPAC is, but not limited to:

1. Collaborate with school administration and staff to support a healthy, safe, cooperative and inclusive learning environment.
2. Represent and communicate parental perspectives on school policies, programs, and activities.
3. Raise and manage funds in alignment with CPPPAC goals and community priorities.



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4. Organize and support events, activities, programs and resources that enrich the student and school community experience.
5. Support informed and active parent involvement by providing education, advocacy, and a forum for dialogue on school and educational issues.
6. Assist parents in navigating the school system.
7. Strengthen connections between the home and school to build community and support student learning, development, and a sense of belonging.

### SECTION IV – DISSOLUTION

1. The CPPPAC shall be dissolved in the event that:
  - a. The School is permanently closed; or
  - b. For three consecutive years, there are less than three Parents willing to serve as Executive Officers.
2. In the event of dissolution or winding up of the CPPPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the CPPPAC shall be distributed to the School.
3. In the event of dissolution of the CPPPAC, all records of the organization shall be placed under the jurisdiction of School District No. 45 (West Vancouver School District), British Columbia in the person of the Secretary-Treasurer of the School District.

## BYLAWS

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### SECTION V – MEMBERSHIP

1. All parents and guardians of students registered at Cypress Park Primary School may be voting members of the CPPPAC.
2. Administration and staff (teaching and non-teaching) of Cypress Park Primary School may be non-voting members of the group and attend meetings on request by the Chair.
3. Duty of members – Members shall comply with the code of conduct as detailed in these Bylaws.
4. A member should:
  - a. Attend as many meetings as possible.
  - b. Become knowledgeable about the educational programs and services.
  - c. Support the CPPPAC's written purposes and objectives.



## SECTION VI - PROCEDURES OF MEETINGS

1. There shall be an Annual General Meeting for the purpose of election of officers held in the spring term of each year and a minimum of five (5) additional general meetings shall be held during the school year to conduct current business.
2. Notice of Agenda for general meetings will be given five (5) days prior to the meeting.
3. 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 (50%) of the voting delegates.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. Meetings shall not be a forum for the discussion of personal problems with individual School personnel, students, parents, or other individual members of the School community.
6. The calendar of regular general meetings for the School year shall be approved at the first regular general meeting of the CPPPAC in the School year and shall be sent via written communication ("Notice") to all Parents and the Vice Principal. Any change to meeting dates will be made upon five (5) days written notice to members.
7. 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.
8. The Notice providing the date and time of the annual and general meetings shall serve as written notice to all members for all the annual and general meetings of the CPPPAC.

## SECTION VII - QUORUM & VOTING

1. The voting members present at any duly-called general meeting shall constitute a quorum.
2. Meetings may be held in person, online or preferably both.
3. Voting at any meeting may be by show of hands, secret ballot or online poll at the discretion of the presiding officer.
4. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
5. A majority position requires at least one more vote in favour of the motion, therefore, the presiding officer shall not vote, except in the case of a tie.
6. Members must vote personally, virtually or in person on all matters; voting by proxy shall not be permitted.
7. Exception – For District Parent Advisory Council representative (DPAC) election, if the role is not acclaimed and more than 2 reps would like to be the DPAC rep, voting at an



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election referred must be by secret ballot (*as stipulated in the [School Act](#)*). NOTE: School Act only requires that the DPAC Rep position be voted upon by secret ballot.

8. A vote shall be taken to destroy the ballots after the election.

### SECTION VIII – EXECUTIVE OFFICERS

The Executive Officers will be as follows:

- a. Chair or Co-Chairs
  - b. Vice-Chair(s)
  - c. Treasurer or Co-Treasurers
  - d. Secretary or Co-Secretaries
  - e. District Parent Advisory Council Representative (DPAC)
  - f. Member(s)-At-Large
  - g. Past Chair (not elected)
2. The Executive Officers shall be elected from the voting-members at the Annual General Meeting (AGM) held in the spring of each year. No employee/elected official of the school district or Ministry of Education shall hold an executive position.
3. Call for nominations shall be made at the meeting prior to the AGM, wherein nominations will be asked to be put forth to the Nominating Committee. The Nominating Committee shall be composed of one or more members. A list of qualified and willing nominees shall be presented by the Nominating Committee prior to the AGM.
4. In the event of a vacancy on the executive during the year, the CPPPAC shall elect the new officer who shall hold office until the next election.
5. Elections shall be conducted by the Nominating Committee.
6. The affairs of the CPPPAC shall be managed by a board of Executive Officers and the immediate Past Chair.
7. There shall be three (3) signing officers at all times, two (2) of which shall be Chair/Co-Chairs and Treasurer/Co-Treasurers and the third signing officer shall be either the Vice Chair(s) or the Secretary.
8. 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 CPPPAC's affairs.
9. All Executive Officers should attend 50% and not be absent for more than 3 consecutive executive and general meetings and at a minimum remain engaged with CPPPAC business via necessary communications.



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10. Except for such costs, charges or expenses as are occasioned by his or her own willful neglect or default, each Executive of the CPPPAC shall be indemnified and saved harmless from and against all expenses incurred or lawsuits brought against him or her in their capacity as an Executive of the CPPPAC.
11. Upon accepted nomination all Executive Officers will sign "Schedule A."

### SECTION VIII.1 – Duties

#### 1. The **CHAIR** shall:

- a. Convene and preside over all general, executive, special, and annual meetings.
- b. Prepare, distribute and present meeting agendas and notices.
- c. Appoint committees and stay informed of their work.
- d. Act as the primary liaison with CPPPAC members.
- e. Oversee activities to ensure alignment with CPPPAC's objectives.
- f. Serve as the CPPPAC official spokesperson.
- g. Act as one of three (3) signing authority for financial & legal matters.
- h. Present a report at the AGM summarizing the activities of the past year.

#### 2. The **VICE CHAIR** shall:

- a. Carry out the duties of the Chair during his/her absence.
- b. Assist the Chair in the performance of his/her duties.
- c. Shall accept extra duties as required.
- d. May be one of three (3) signing authority for financial & legal matters.
- e. Attend all Executive and General Meetings or notify the Chair in advance if unable to attend.

#### 3. The **SECRETARY** shall:

- a. Keep accurate and official minutes of CPPPAC meetings.
- b. Distribute minutes to CPPPAC voting members as soon as possible after the last meeting.
- c. Keep an up-to-date copy of the Constitution and Bylaws throughout the year and prepare a final revised version, with amendments dated, for the AGM.
- d. Issue and receive correspondence on behalf of the organization.
- e. Safely keep all records of the CPPPAC.
- f. May be one of three (3) signing authority for financial & legal matters.
- g. Attend all Executive and General Meetings or notify the Chair in advance if unable to attend.

#### 4. The **TREASURER** shall:



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- a. Maintain accurate financial records and report on revenues, expenditures, and account balances at general meetings.
- b. Be responsible for and report on the accounts of the organization.
- c. Disburse funds as authorized and deposit all funds in a recognized financial institution approved by the Executive.
- d. Prepare and present financial statements for the previous year at the AGM and finalize statements by June 30 before leaving the position.
- e. With the assistance of the executive, draft a budget and tentative plan of expenditures and present it for approval at the AGM or first General Meeting of the new school year.
- f. Ensure another Executive member (not a signing officer) has access to financial records in their absence.
- g. May be one of three (3) signing authority for financial & legal matters.
- h. Complete, file and submit report for the Annual Gaming Grant Application.
- i. Submit a financial report for the school newsletter, as required.
- j. Attend all Executive and General Meetings or notify the Chair in advance if unable to attend.

### **5. The DPAC REPRESENTATIVE shall:**

- a. Shall attend DPAC meetings, represent the views and positions of CPPPAC to the DPAC, and vote as a representative of CPPPAC.
- b. Act as a liaison between the DPAC and CPPPAC, and provide CPPPAC with information about SD45 events, policies and developments.
- c. Shall report back to the CPPPAC.
- d. Shall seek input from the CPPPAC.
- e. Provide liaison with provincial parent bodies.
- f. Attend all Executive and General Meetings or notify the Chair in advance if unable to attend.

### **6. The PAST CHAIR shall:**

- a. Shall help smooth transition between Chairs.
- b. Shall assist and advise the CPPPAC.
- c. Shall act as a consultant for the Chair.
- d. Provide information about resources, contacts, and other essential information to the CPPPAC.
- e. May chair the Nominating Committee.
- f. May be one of three (3) signing authority for financial & legal matters.





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- g. Attend all Executive and General Meetings or notify the Chair in advance if unable to attend.

### 7. The **MEMBERS-AT-LARGE** shall:

- a. Be members who have an interest in the school-wide nature of the business of the CPPPAC.
- b. Be involved in one or more committees as a member, chair or lead and provide reports as required.
- c. Be prepared to fulfill other special functions as necessary.
- d. Attend as many meetings as possible.

### SECTION VIII.2 – Term of Office

- 1. The term of office shall commence immediately following election at the AGM of each year and shall be for one year.
- 2. Any elected member of CPPPAC may serve on the executive for as many years as he/she is elected to a position but no person may hold any one office for more than three (3) consecutive years with the following exceptions:
  - a. If no other nominations come forward for such office, then the person may be elected by majority vote of members present at the AGM to hold such office for another year.
- 3. The Past Chair shall hold that office for one year.
- 4. The term of office for the DPAC representative shall be for one year (*as stipulated in the [School Act](#)*).

### SECTION VIII.3 – Removal

- 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 an eligible member to complete the term.
- 2. Written notice specifying the intention to make a motion to remove the Executive member must be provided to all members not less than 14 days before the meeting.
- 3. Any executive officer who fails to attend a meeting in person or virtually for three (3) consecutive months shall be deemed to have resigned their position and the position will be treated as vacant. They will be informed of the resignation in writing from the CPPPAC Chair. The foregoing will not apply if a leave for a specified term of greater than three (3) months is pre-approved by majority vote of the Executive Officers.



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4. Should an executive officer fail to fulfill the duties of their office, the officer may be removed by an affirmative vote of 75% of the members who are present at a general meeting and vote on the resolution.
5. Written notice specifying the intention to make a motion to remove the Executive officer shall be given to the members not less than fifteen (15) days before the general meeting.
6. The Executive committee may appoint an interim officer and a replacement shall be elected by the members at the next general meeting.

### SECTION IX – COMMITTEES

1. Standing and ad-hoc committees may be formed as needed.
2. All committees report to the Executive and membership.
3. The Chair may appoint committee members annually, in consultation with the Executive.
4. Committees may propose activities and expenditures within their mandate, but all fundraising and spending must be approved by the Executive.
5. Expenditures of \$300 or more must be pre-approved in the annual budget or by majority vote at a General Meeting.
6. Committees may not commit the CPPPAC to any expenditure without the prior approval of the Executive.

### SECTION X – FINANCES

1. A draft budget and tentative plan of expenditures must be prepared annually by the Executive Committee and presented for approval at the AGM or the first general meeting of the school year.
2. The proposed budget must be distributed in writing to members at least five (5) days prior to the meeting and approved by a Material Vote as defined in SECTION VII – QUORUM & VOTING.
3. A Treasurer's Report will be presented at each general meeting.
4. All CPPPAC funds must be held in the organization's name at a financial institution registered under the *Bank Act*.
5. The Executive Committee shall appoint at least three (3) signing officers, including the Treasurer. Two (2) signatures are required for all financial and legal transactions.
6. Any expenditures over \$300 that are not included in the approved budget must be presented in writing to members at least five (5) days in advance and approved by a majority vote at a General Meeting.
7. The financial year of the CPPPAC is July 1 - June 30.



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8. The CPPPAC may raise and spend funds to support its purposes but may not borrow money without a special resolution.
9. The Treasurer must maintain accurate financial records, accessible to the Executive Committee, and ensure adherence to internal control procedures.
10. Members may request a financial audit at any general meeting.

### SECTION XI – COMMUNICATIONS POLICY

This policy applies to all CPPPAC communications, including newsletters, social media, websites, and blogs.

1. Members must not post about individual students, parents, teachers, or administrators without permission and should avoid language that is discriminatory or disrespectful. Names, images, or personal content may not be shared without consent.
2. When posting on behalf of the CPPPAC or in relation to school matters, members must clearly identify themselves as PAC Executive members.
3. Social media should be used to inform, educate, and promote CPPPAC initiatives and events, and discussions should remain relevant to the school community.
4. All shared information must be factual, and any errors must be corrected promptly.
5. Communications should be respectful and professional at all times, avoiding offensive language, personal attacks, or inappropriate content.
6. Online threats will be taken seriously and reported to the appropriate authorities.
7. The Chair is the designated spokesperson for the CPPPAC and is the only member authorized to speak on its behalf without prior approval.

### SECTION XII – CONSTITUTION & BYLAW AMENDMENTS

1. The Constitution and Bylaws may be amended by a resolution passed with at least 75% of the votes cast by members at a General Meeting, except as otherwise provided in the Constitution.
2. Written notice of meeting to amend the Constitution and Bylaws, including the full text of the proposed amendments, must be provided to all members at least five (5) days in advance.
3. All approved amendments to the Constitution or Bylaw must be dated, signed, and submitted to the School District Board Office for record-keeping purposes only (Current contact: Shayle Duffield – [SDuffield@wvschools.ca](mailto:SDuffield@wvschools.ca)).



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4. Executive members are required to review the Constitution and Bylaws at the start of each school year.

### SECTION XII - PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence or other data kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization
2. These documents shall be turned over to the Chair when the members, executive member or committee member ceases to perform the task to which the documents relate.

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ADOPTED BY CYPRESS PARK PRIMARY SCHOOL PARENT ADVISORY COUNCIL  
AT WEST VANCOUVER, BRITISH COLUMBIA, ON MAY 27, 2025.

REVISED/Voted May 27, 2025

*Copy to board office May 28, 2025*



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### SCHEDULE “A” CODE OF CONDUCT

All Executive Officers and representatives agree to uphold the following Code of Conduct upon election or appointment:

1. Act honestly, ethically, and in the best interests of the CPPPAC, students and its parent membership.
2. Uphold the CPPPAC Constitution, Bylaws, and policies.
3. Support public education and promote the well-being of all students in every decision.
4. Respect the confidentiality of all privileged information received in the course of duties.
5. Treat all individuals with dignity and respect. Avoid discriminatory or harmful language.
6. Disclose any real or perceived conflicts of interest fully and promptly. Do not use the CPPPAC position for personal, professional, political, or financial gain.
7. Take direction from the membership and ensure fair, transparent representation.
8. Attend all meetings or provide advance notice to the Chair if unable to do so.
9. Stay engaged between meetings through necessary communication.
10. Share only accurate, reliable information, and strive to remain informed.
11. Support parents and students by guiding them through proper procedures for individual concerns.
12. Do not speak on behalf of the CPPPAC in public forums or media without prior approval from the Chair. Members retain the right to speak as private citizens but are expected to uphold the CPPPAC's reputation when doing so.

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*“I understand that substantial breach of any part of this code may result in my removal from the position. If for any reason, I am unable to fulfill the duties of my position, I will do what is best for the CPPPAC, even if that means resigning from my position.”*

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*Signature Of Nominee/Appointee*

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*Signature Of Witness*

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*Printed Name Of Nominee/Appointee*

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*Printed Name Of Witness*

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*Email & Phone Number*

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*Email & Phone Number*

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*Date*

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*Date*



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