

École Cedardale Parent Advisory Council Constitution

SECTION 1 - GENERAL

- 1.1 **Name.** The name of this parents' advisory council is Ecole Cedardale Parent Advisory Council (the "**PAC**").
- 1.2 **Non-Profit Organization.** The PAC shall operate as a non-profit organization with no personal financial benefit accruing to members.
- 1.3 **No Discrimination.** The business of the PAC shall be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

SECTION 2 - MEMBERSHIP

- 2.1 **Purpose.** The purpose of the PAC is to support, encourage and improve the quality of education and the well-being of students enrolled in Ecole Cedardale (the "**School**"), involving, without in any way limiting the foregoing, the following:
- (a) To advise the principal and staff on parents' views on any matter relating to the School, including its programs, policies, plans and activities;
 - (b) To participate in the work of any such SPC through the PAC's elected representatives;
 - (c) To provide leadership in the school community;
 - (d) To contribute a sense of community within the School and between the School, home and neighbourhood;
 - (e) To provide parent education and professional development, and a forum for discussion of educational issues;
 - (f) To assist parents in obtaining information and communicating with the principal and staff about their children's progress or other concerns;
 - (g) To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood;
 - (h) To organize and support activities for students and parents;
 - (i) To provide financial support for the goals of the PAC, as determined by the membership; and

- (j) To advise and participate in the activities of the West Vancouver District Parent Advisory Council and the BC Confederation of Parent Advisory Councils.

2.2 **Meaning of Parent.** The term “parent” in this Constitution shall be as defined in the *School Act* (BC), as amended from time to time.

École Cedardale Parent Advisory Council Bylaws

SECTION 1 - DEFINITIONS

1.1 **Defined Terms.** The following terms shall have the meanings ascribed to them below:

- “Annual General Meeting”** A General Meeting of the PAC held once each year within ninety (90) days of the end of the then current Financial Year at which the Executive are elected and the financial statements for the Financial Year are approved;
- “Annual Report”** Each of the annual reports submitted as required by and in accordance with these Bylaws, which reports are intended to (a) provide an opportunity to review the goals and achievements of the specified Executive Member as well as the PAC as a whole, (b) provide a record of actions taken and (c) outline responsibilities for those persons considering acting as an Executive Member;
- “Code of Ethics”** The code of ethics attached hereto as Schedule “A” to these Bylaws;
- “Designated Bank”** A bank or financial institution registered under the *Bank Act* (Canada), as amended from time to time;
- “District”** School District No. 45;
- “DPAC”** The Parents organized in accordance with the *School Act* (BC) and operating as a district parents’ advisory council in the District, such council formally being known as the “West Vancouver District Parent Advisory Council”;
- “DPAC Representative”** The Executive Member responsible for communications and coordination of efforts between the PAC and the DPAC, as such term is defined and the role more particularly described in Sections 7.2 and 9.6, respectively, of these Bylaws;
- “Executive”** All of the Executive Members then holding office and collectively acting as a whole to carry on the business and further the interests of the PAC, as required by and in accordance with these Bylaws;
- “Executive Meeting”** A meeting ordinarily attended by the Executive Members between General Meetings for the purposes of carrying on PAC business;
- “Executive Member”** As defined in Section 5.2 of these Bylaws;

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| “External Committee Representative” | As defined in Section 7.5 of these Bylaws; |
| “Family Law Act (BC)” | <i>Family Law Act</i> (BC), as amended from time to time; |
| “Financial Year” | As defined in Section 11.1 of these Bylaws; |
| “General Meeting” | A meeting of the Membership, including an Annual General Meeting and a Special Meeting, all as more particularly described in Section 3 of these Bylaws; |
| “guardian” | The guardian of the person of the student or child within the meaning of the <i>Family Relations Act</i> (BC); |
| “Member” | Any Voting Member or Non-Voting Member; |
| “Membership” | The Ecole Cedardale Parents’ advisory Council which council is comprised of all of the Members; |
| “Member-at-Large” | As defined in Section 8.6 of these Bylaws; and “Members-at-Large” shall have a similar meaning. |
| “Non-Voting Member” | As defined in Section 2.2 of these Bylaws; |
| “Ordinary Resolution” | A resolution passed at a General Meeting by a simple majority of the votes cast (i.e., 50% plus 1) by the Voting Members present at such meeting, at which meeting quorum has been established; |
| “PAC” | The Ecole Cedardale Parent Advisory Council which council is comprised of all of the Members; |
| “Parent” | As defined in the <i>School Act</i> (BC), being: <ul style="list-style-type: none"> a. the guardian of the person of the student or child; b. the person legally entitled to custody of the student or child; or c. the person who usually has the care and control of the student or child; <p>and for the purposes of these Bylaws, refers to a child or children enrolled in the School;</p> |
| “Representative” | The DPAC Representative or an External Committee Representative, as the case may be and as the context may refer; and “Representatives” shall refer to all of the aforementioned representatives; |
| “School” | Ecole Cedardale; |
| “School Act (BC)” | The <i>School Act</i> (BC), as amended from time to time; |
| “Signing Officer” | As defined in Section 11.10 of these Bylaws; |

- “Special Meeting”** As defined in Section 3.6 of these Bylaws;
- “Special Resolution”** A resolution passed at a General Meeting by a majority of not less than seventy-five percent (75%) of the votes cast by Voting Members who are present, at which meeting a quorum has been established;
- “Voting Member”** As defined in Section 2.1 of these Bylaws.

1.2 Plural and Gender; Headings. Words importing the singular number only shall include the plural and *vice versa* and words importing the masculine gender shall include the feminine gender and neuter. The headings contained herein are for convenience only and shall not affect the meanings or interpretation hereof.

SECTION 2 - MEMBERSHIP

- 2.1 Voting Members.** Each Parent of one or more students enrolled in the School is a member of the PAC and entitled to a vote on any matter to be decided upon by the PAC (a **“Voting Member”**).
- 2.2 Non-Voting Members.** The following persons may be invited by the PAC to become a member of the PAC but are not entitled to vote on any matters to be decided upon by the PAC (a **“Non-Voting Member”**):
- (a) administrators and staff, teaching and non-teaching, of the School; and
 - (b) members of the school community who are not Parents of students enrolled in the public school system;
- provided that* at no time shall the PAC have more Non-Voting Members than Voting Members.
- 2.3 Compliance with Bylaws.** Every Member shall uphold the PAC’s constitution and comply with these Bylaws.
- 2.4 Responsibility of Members.** Members of the PAC are encouraged to:
- (a) attend as many General Meetings as possible;
 - (b) become knowledgeable about the educational programs and resources of the School;
 - (c) promote positive attitudes about the School and its educational programs and services; and
 - (d) support the PAC’s purposes and objectives.

SECTION 3 - MEETINGS OF MEMBERSHIP

- 3.1 **Number of General Meetings.** A General Meeting shall be held not less than five (5) times during the school year, one of which such meetings to be constituted as an Annual General Meeting.
- 3.2 **Conduct of General Meeting.** General Meetings shall be conducted efficiently and with fairness to all Members. Members at General Meetings shall refrain from discussing (a) individual school personnel, students, Parents and other members of the school community as well as (b) partisan political action and other activities that do not serve the interests of the School or the public school system. The Chairperson shall convene and preside at General Meetings.
- 3.3 **Notice of General Meetings.** The Chairperson shall cause reasonable notice to be given to the Members of the date of any General Meeting, which notice may be provided by way of e-mail, printed flyer, school newsletter or website posting *provided that* if by e-mail or website posting, a hardcopy of such notice will also be posted in a conspicuous place in the School or otherwise made generally accessible to Members who do not have electronic access. In addition and without limiting the foregoing, a calendar of meetings for the school year also satisfies the requirement for reasonable notice *provided that* such calendar has been made generally accessible to Members who do not have electronic access. The period of time constituting reasonable notice shall not be less than seven (7) days, except in case of urgency as determined by the Chairperson.
- 3.4 **Lack of Notice.** The inadvertent omission to give notice of a General Meeting (including for purposes of greater certainty, an Annual General Meeting or Special Meeting), or a Parent's failure to receive notice of a General Meeting does not invalidate proceedings at such meeting.
- 3.5 **Annual General Meeting.** There shall be an Annual General Meeting for the purpose of (a) electing Executive members to the Executive and Members-at-Large and (b) approving year-end financial statements within ninety (90) days of the end of the Financial Year, together with any other PAC business as may then be appropriate.
- 3.6 **Special Meeting.** At the written request of at least ten percent (10%) of the total number of Voting Members, which request shall contain the reasons for the requested General Meeting, the Chairperson shall call a special General Meeting (a "**Special Meeting**") for a date that is on or before fourteen (14) days from the date of receipt of the request.
- 3.7 **Notice of Special Meeting.** The Chairperson shall cause notice of a Special Meeting to all Parents and the School Principal at least seven (7) days before the date of the Special Meeting, except in the case of urgency as determined by the Chairperson, and shall contain a statement of the general nature of the business to be addressed at the Special Meeting. The accidental omission to give notice of a meeting to, or non-receipt of a notice by, up to ten percent of the members entitled to receive notice does not invalidate the proceedings at that meeting.

SECTION 4 - PROCEEDINGS AT GENERAL MEETINGS

- 4.1 **Quorum.** A quorum for a General Meeting shall be such number of Voting Members that is equal to the lesser of (a) ten (10) and (b) ten percent (10%), rounding any partial number up, of the total number of students enrolled in the School, being the requisite number of Voting Members required to be present at the time of any proposed vote respecting PAC business. Two (2) of such Voting Members shall be Members other than Executive Members. If within 10 minutes from the time appointed for a meeting a quorum is not present, the Chairperson may declare that;
- (a) the members present constitute a quorum, or
 - (b) the meeting may be adjourned to a date, time and place to be determined by the Chairperson.
- 4.2 **Alternative Attendance.** The Chairperson may make arrangements for Members to attend a General Meeting by alternative means, including by telephone or other electronic or digital means as determined by the Chairperson in advance of the General Meeting. Any such arrangements for attendance by alternative means must be communicated to the Members in the notice of the General Meeting. The Chairperson will have no responsibility to make accommodations for any Member who fails to register with the Chairperson not less than five (5) business days prior to the General Meeting the Member's intention to attend by such alternative means proposed in the notice of the General Meeting. The Chairperson will make reasonable accommodations for any telephone, electronic or digital attendance by Members in good faith, but any failure to provide the means to telephone, electronic or digital attendance does not invalidate any General Meeting or any portion thereof. The Chairperson will consider suitable methods to ascertain and verify the identity of any Members purporting to attend a General Meeting by such alternative means.
- 4.3 **Simple Majority.** Except as may be specifically provided elsewhere in these Bylaws, all matters requiring a vote at a General Meeting shall be decided by a simple majority pursuant to an Ordinary Resolution.
- 4.4 **Tie Vote.** In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion subject to the vote is accordingly defeated.
- 4.5 **No Proxy Vote.** Voting Members shall vote in person on all matters to be decided at a General Meeting. Voting by proxy is not permitted.
- 4.6 **Manner of Vote.** Except as provided elsewhere in these Bylaws, voting is by a show of hands or, where requested and at the discretion of (a) the Chairperson alone or alternatively, (b) two (2) other Voting Members present, by secret ballot.
- 4.7 **Destruction of Ballots.** After each vote by secret ballot, a vote shall be taken to destroy the ballots.

- 4.8 **Vote Postponement.** The Chairperson may postpone a vote for one (1) meeting to allow additional participation of Members.
- 4.9 **Robert's Rules of Order.** Robert's Rules of Order shall apply to any procedural issues that arise and are not otherwise governed by these Bylaws, or the prevailing provisions of the *School Act* (BC) or other relevant statutory authority.

SECTION 5 - EXECUTIVE

- 5.1 **Responsibilities of Executive.** The Executive shall manage the PAC's business and affairs between General Meetings.
- 5.2 **Executive Offices.** The executive offices of the PAC are comprised of the following: the Chairperson, the Immediate Past-Chairperson (save for the first year of the PAC), the Treasurer, the Secretary and the DPAC Representative as well as any such other offices as the Members may agree upon by a vote duly held at a General Meeting, including without limitation, such other offices as the Vice-Chairperson, Vice-Treasurer and Communications Coordinator. Each person holding such executive office shall be referred to as an "**Executive Member**".
- 5.3 **Eligibility.** Any Voting Member is eligible to serve on the Executive as an Executive Member, save for employees or elected officials of a board of school trustees constituted under the *School Act* (BC) (or a former Act) or the BC Ministry of Education.
- 5.4 **Election and Number of Executive Members.** The Executive Members shall be elected annually at each Annual General Meeting. There shall be elected at least two (2) Executive Members to carry on business for and on behalf of the PAC.
- 5.5 **Term of Office.** The Executive Members shall hold office for a term of one (1) year beginning immediately following the election (or between specified dates, for example, from July 1st to June 30th). No person may hold the same Executive Office for more than three (3) consecutive years. Notwithstanding the foregoing, the Immediate Past Chairperson shall hold office for one (1) year.
- 5.6 **Vacancy.** If an Executive Member resigns or otherwise ceases to hold office for any other reason, the PAC may elect an eligible member of the PAC to fill the vacancy for the remainder of the term all in accordance with this Section 5. If for some reason, the PAC fails to so elect, the remaining Executive Members may appoint an eligible Member to fill the vacancy for the remainder of the term.
- 5.7 **Removal of Executive.** The Members may, by a Special Resolution, remove an Executive Member before expiration of her or his term of office, and may elect an eligible Member to complete the term. Written notice specifying the intention to make a motion to remove the Executive Member shall be given to all Members not less than fourteen (14) days in advance of the date of the General Meeting at which the vote is intended to take place.

- 5.8 **Remuneration of Executive Members.** No Executive Member shall be remunerated for serving on the Executive. Each Executive Member may, however, be reimbursed for expenses reasonably and necessarily incurred while engaged in the business of the PAC.

SECTION 6 - EXECUTIVE MEETINGS

- 6.1 **Executive Meetings.** The Chairperson shall convene and preside at Executive Meetings. At least one (1) meeting shall be held before each General Meeting. Executive Meetings shall be conducted at any time or place as the Executive shall determine.
- 6.2 **Quorum.** Quorum for an Executive Meeting shall be three (3) Executive Members, *provided that* if there are only two (2) Executive Members then holding office (such that all other offices are vacant), quorum shall be two (2) Executive Members. Such quorum cannot be waived or suspended, even by unanimous consent.
- 6.3 **Notice.** Executive Members shall be given reasonable notice of the date of any Executive Meeting, which notice may be provide by way of e-mail, telephone communication, flyer, newsletter or website posting. In addition and without limiting the foregoing, a calendar of Executive Meetings for the school year also satisfies the requirement for reasonable notice.
- 6.4 **Simple Majority.** Except as may be specifically provided elsewhere in these Bylaws, all matters requiring a vote at an Executive Meeting shall be decided by a simple majority pursuant to an Ordinary Resolution.
- 6.5 **Tie Vote.** In the case of a tie vote, the Chairperson does not have a second or casting vote and the motion subject to the vote is accordingly defeated.
- 6.6 **No Proxy Vote.** Executive Members shall vote in person on all matters to be decided at a General Meeting. Voting by proxy is not permitted.
- 6.7 **Manner of Vote.** Except as provided elsewhere in these Bylaws, voting is by a show of hands or, where requested and at the discretion of the Chairperson alone or alternatively, by two (2) other Executive Members, by secret ballot.
- 6.8 **Destruction of Ballots.** After each vote by secret ballot, a vote shall be taken to destroy the ballots.
- 6.9 **Vote Postponement.** The Chairperson may postpone a vote for one (1) meeting to allow additional participation of Members.
- 6.10 **Robert's Rules of Order.** Robert's Rules of Order shall apply to any procedural issues that arise and are not otherwise governed by these Bylaws, or the prevailing provisions of the *School Act* (BC) or other relevant statutory authority.

SECTION 7 - PAC REPRESENTATIVES TO EXTERNAL ORGANIZATIONS

- 7.1 **Representative to the District Parents' Advisory Council.** One (1) representative to the DPAC may be elected annually by the PAC from among the Voting Members who are not employees or elected officials of a board of school trustees constituted under the *School Act* (BC) (or a former Act) or the BC Ministry of Education (a “**DPAC Representative**”).
- 7.2 **DPAC Representatives.** The respective election of a representative to the DPAC shall be made by secret ballot.
- 7.3 **Term of Office.** The DPAC Representative shall hold office for a term of one (1) year.
- 7.4 **Vacancy.** If a DPAC Representative resigns or ceases to hold office for any other reason, the PAC may elect an eligible member of the PAC to fill the vacancy for the remainder of the term all in accordance with this Section 7.
- 7.5 **Representatives to Other External Committees and Organizations.** Should the Members or the Executive deem appropriate, the Membership or Executive, as the case may be, may elect or appoint a Member to act as a representative of the PAC, provided such Member is not an employee or elected official of a board of school trustees constituted under the *School Act* (BC) (or a former Act) or the BC Ministry of Education. Such elected or appointed Member shall represent the PAC on any designated committee or organization external to the PAC. The representative shall report to the Membership or Executive as required by the Membership or Executive, as the case may be. Such Member so acting shall be herein referred to as an “**External Committee Representative**”.
- 7.6 **Remuneration of Representatives.** No Representative shall be remunerated for representing the PAC. Each Representative may, however, be reimbursed for expenses reasonably and necessarily incurred while engaged in the business of the PAC.

SECTION 8 - COMMITTEES AND MEMBERS-AT-LARGE

- 8.1 **Striking of Committees.** The Membership or Executive may strike one (1) or more committees internal to the PAC to further the PAC's purposes and carry on its affairs.
- 8.2 **Responsibilities.** The terms of reference of each committee shall be specified by the Membership or Executive at the time the committee is established, or by the committee at its first meeting, as the Membership or Executive decide. The Committees shall report to the Membership and Executive as required.
- 8.3 **Nominating Committee.** A Nominating Committee shall be appointed annually before the Annual General Meeting.
- 8.4 **Standing Committees.** A standing committee may be created to exist every year and may, but need not be, described in these Bylaws. Examples of possible standing

committees include, but are not limited to, the following: budget committees, nominating committees, hot lunch committees and fundraising committees.

- 8.5 **Ad Hoc Committees.** An *ad hoc* committee is created to do a specific task within a certain time period.
- 8.6 **Members-at-Large.** At a General Meeting the Membership can elect, for each separate matter of interest, a Member to serve in a capacity then thought beneficial and expedient and for a term (not more than one (1) year) to be determined and specified by the Membership (a "**Member-at-Large**"). No Member-at-Large shall be an employee or elected official of a board of school trustees constituted under the *School Act* (BC) (or a former Act) or the BC Ministry of Education. In the event that a Member-at-Large resigns or otherwise ceases to hold office for any other reason, the Membership may elect another eligible Member to fill the vacancy for the balance of the term of office.
- 8.7 **Remuneration.** No committee member or Member-at-Large shall be remunerated for serving the PAC. Each such person may, however, be reimbursed for expenses reasonably and necessarily incurred while engaged in the business of the PAC.
- 8.8 **Removal of Executive Member.** The Voting Members may by special resolution remove an Executive Member before the expiration of his or her term of office, and may elect a successor to complete the term of office.

SECTION 9 - RESPONSIBILITIES OF EXECUTIVE AND REPRESENTATIVES

- 9.1 Chairperson's Responsibilities. The Chairperson shall:
- (a) speak on behalf of the Membership;
 - (b) consult with the Membership;
 - (c) convene and preside over General Meetings and Executive Meetings;
 - (d) ensure that an agenda is prepared in respect of any General Meeting or Executive Meeting and in the course thereof, consult with such persons as the Chairperson may deem appropriate, including but not limited to, the Executive, the Membership, the School Principal and Superintendent or the Board liaison;
 - (e) appoint committees where authorized by the Membership or the Executive, as the case may be;
 - (f) ensure that the Membership is represented in School and District activities;
 - (g) ensure that the Membership activities are intended to achieve the purposes set out in the Constitution;
 - (h) act as a Signing Officer, if so appointed pursuant to Section 11.10;

- (i) submit an Annual Report.

9.2 Vice-Chairperson's Responsibilities. The Vice-Chairperson shall:

- (a) assist the Chairperson in the performance of her/his responsibilities;
- (b) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request;
- (c) accept extra responsibilities as required;
- (d) act as a Signing Officer, if so appointed pursuant to Section 11.10;
- (e) liaise with room parents on significant PAC matters;
- (f) prepare and present the slate of nominations for the Executive and Members-at-Large each Annual General Meeting;
- (g) submit an Annual Report.

9.3 Secretary's Responsibilities. The Secretary shall:

- (a) ensure that Membership is duly notified of Member's Meetings;
- (b) record and file minutes of all meetings and ensure such minutes are made available electronically to the Membership;
- (c) keep an accurate copy of the Constitution and Bylaws, and make copies available to the Membership upon request;
- (d) ensure that any amendments duly made to the Constitution and By-Laws are dated and initialed and copies submitted, as required or otherwise then thought appropriate, to the offices of the School Principal, the District and DPAC, for their respective records;
- (e) maintain in a secure manner all administrative records of the Membership and create a repository of Membership records for successive Executive, which records include but are not limited to, minutes of General Meetings and Executive Meetings, newsletters, correspondence, survey results and committee reports;
- (f) prepare and maintain other documentation as requested pursuant to General Meetings or Executive Meetings;
- (g) issue and receive correspondence on behalf of the membership;
- (h) act as a Signing Officer, if so appointed pursuant to Section 11.10;

- (i) submit an Annual Report.

9.4 **Treasurer's Responsibilities.** The Treasurer shall:

- (a) act as a Signing Officer;
- (b) deposit or supervise the deposit of all funds collected on behalf of the Membership in an account at a Designated Bank;
- (c) ensure all funds of the Membership are properly accounted for;
- (d) disburse funds as authorized by the Membership or Executive;
- (e) ensure that proper financial records and books of account are maintained;
- (f) report on all receipts and disbursements at General Meetings and Executive Meetings;
- (g) make financial records and books of account available to any Member upon request;
- (h) make the financial records and books of account ready and available for inspection or audit annually;
- (i) with the assistance of the Executive, draft an annual budget and proposed plan of expenditures;
- (j) ensure that another Signing Officer has access to the financial records and books of account in the Treasurer's absence;
- (k) submit annual financial statements at the Annual General Meeting.

9.5 **Vice-Treasurer's Responsibilities.** Any Vice-Treasurer that is elected shall:

- (a) act as a Signing Officer;
- (b) assist the Treasurer in the performance of her/his responsibilities;
- (c) assume the responsibilities of the Treasurer in the Treasurer's absence or upon request;
- (d) assist the Treasurer in the performance of her or his responsibilities;
- (e) accept extra responsibilities as required.

9.6 **DPAC Representative's Responsibilities.** The DPAC Representative shall:

- (a) attend all meetings of the DPAC and represent, speak and vote on behalf of the PAC;
 - (b) maintain current registration of the PAC;
 - (c) report regularly to the Membership and the Executive on all matters relating to the DPAC;
 - (d) seek and give input to the DPAC on behalf of the PAC;
 - (e) receive, circulate and post DPAC newsletters, brochures and announcements;
 - (f) receive and act on all other communications from the DPAC;
 - (g) liaise with other parents and DPAC representatives;
 - (h) submit an Annual Report.
- 9.7 External Committee Representative's Responsibilities. Any External Committee Representative shall:
- (a) represent the Membership and report back to the Membership or the Executive, or both, as required by such representative's mandate;
 - (b) submit an Annual Report.
- 9.8 9.9 Immediate Past Chairperson's Responsibilities. The Immediate Past Chairperson shall:
- (a) advise and support the Membership and the Executive;
 - (b) provide information about resources, contacts and other matters as may be helpful in furthering the interests of the PAC;
 - (c) submit an Annual Report.
- 9.9 **Member-at-Large's Responsibilities.** Each Member-at-Large shall:
- (a) serve in a capacity to be determined by the PAC at the time of the election, and at other times as the PAC requires, acting reasonably;
 - (b) submit an Annual Report.

SECTION 10 - CONDUCT OF EXECUTIVE, REPRESENTATIVES, COMMITTEE MEMBERS AND MEMBERS-AT-LARGE

- 10.1 **Code of Ethics.** On election or appointment, every Executive Member, Representative, committee member and Member-at-Large shall agree to abide by the Code of Ethics and

shall sign a statement of understanding and undertaking in the form set out in Schedule "B" attached to these Bylaws. Disputes arising under the Code of Ethics shall be administered pursuant to the process set out in Schedule "C" attached to these Bylaws.

- 10.2 **Representing the PAC.** Every Executive Member, Representative, committee member and Member-at-Large shall act solely in the interests of the Membership.
- 10.3 **Privilege.** Any information received in confidence by an Executive Member, Representative, committee member and Member-at-Large from school personnel, a student, Parent or other member of the school community is privileged and shall not be divulged without permission of the person giving the information.
- 10.4 **Disclosure of Interest.** An Executive Member, Representative, committee member and Member-at-Large who is interested, either directly or indirectly, in a proposed contract or transaction with the Membership shall disclose fully and promptly the nature and extent of her or his interest to the Membership and the Executive. Such Executive Member, Representative, committee member and Member-at-Large shall avoid using her or his position for personal gain.

SECTION 11 - FINANCIAL MATTERS

- 11.1 **Financial Year.** The financial year (the "**Financial Year**") of the Membership shall be the twelve (12) month period ending on June 30th of each calendar year.
- 11.2 **PAC Fundraising and Expenditures.** The Membership may raise and spend funds to further its purposes. All fundraising activity conducted under the auspices of the Membership shall be approved by the Executive in consultation with the School's Principal. Subject to Section 11.6 below, expenditures of Membership funds can only be made if authorized by a motion passed at a General Meeting.
- 11.3 **Budget Presentation.** The Executive shall draft and present for approval to the Membership at a General Meeting a budget and tentative plan of expenditures for the then upcoming Financial Year. Such budget shall be for a time period not extending more than one (1) Financial Year in which the then current Executive presides. Such budget shall usually, but not necessarily, be co-extensive with the entire duration of such Financial Year.
- 11.4 **Approval and Expenditure of Budget Items.** Membership approval at a General Meeting of a budget and proposed plan of expenditures gives the Executive authority to make the transactions included in such approved budget without seeking any further approval of the Membership at any subsequent General Meeting.
- 11.5 **Approval and Expenditure of Non-Budget Items.** Subject to Section 11.6 below, the Executive shall present all proposed expenditures not contemplated in the then current approved budget and proposed plan of expenditures, for approval by the Membership at a subsequent General Meeting.

- 11.6 **Executive Approved Expenditures.** Without prior Membership approval, and when approved by at least three (3) Executive Members (or alternatively two (2) Executive Members if all other offices on the Executive are then currently vacant), the Executive may authorize expenditures made to further the interests of PAC business *provided that* such approved expenditures do not exceed Two Hundred Dollars (\$200), in the aggregate, in the then current Financial Year.
- 11.7 **Treasurer's Report.** A Treasurer's report shall be presented at each General Meeting, which report shall reflect the Treasurer's responsibilities set out in Section 9.4 of these Bylaws.
- 11.8 **Auditor.** The Membership may appoint an auditor at a General Meeting.
- 11.9 **Bank Accounts.** All funds of the Membership shall be kept on deposit in the name of the Membership in a Designated Bank.
- 11.10 **Signing Authority.** The Executive shall appoint, from amongst the Executive Members capable of acting as a signing officer pursuant to the capacity conferred on them by Section 9, persons authorized by such Executive appointment to sign, execute and deliver on behalf of the Membership, and thereby bind the Membership, to the terms of all banking and other legal documents ("**Signing Officers**"). Specifically, the Executive shall appoint at least three (3) members of the Executive to act as Signing Officers, the signatures of two (2) of such persons being required in respect of signature, execution and delivery of any and all banking and other legal documents. Notwithstanding the foregoing, each of the Treasurer, any Vice-Treasurer and the Chairperson shall be appointed a Signing Officer.

SECTION 12 - CONSTITUTION AND BYLAW AMENDMENTS

- 12.1 **Special Resolution Required.** Except as may otherwise be expressly provided in these Bylaws, the provisions of Constitution and Bylaws shall only be amended by the passing of a Special Resolution by the Members at a General Meeting.
- 12.2 **Notice.** Written notice specifying one (1) or more proposed amendments to the Constitution and/or the Bylaws shall be given to the Membership not less than fourteen (14) days before the General Meeting at which the vote will take place. Subject to Section 12.3 below, notice of General Meeting shall include a copy of the proposed amendments. Notice may be provided by way of e-mail, printed flyer, school newsletter or website posting *provided that* if by e-mail or website, a hardcopy of such notice will also be posted in a conspicuous place in the School or otherwise made generally accessible to Members who do not have electronic access.
- 12.3 **Delivery of Notice.** Where the proposed amendment(s) exceed one (1) page and delivery is made by way of hardcopy, a copy of such amendment(s) need not be given to every Member, but shall instead be posted in a conspicuous place in the School or otherwise made generally accessible to all Members.

- 12.4 **Copies of Amendments.** Any amendments to the Constitution and By-Laws which are duly approved at a General Meeting shall be dated and initialed. Copies thereof shall be submitted, as required or then thought appropriate, to the offices of the School Principal, the District and DPAC, for their respective records.

SECTION 13 - PROPERTY IN DOCUMENTS

- 13.1 **Ownership & Delivery.** All documents, records, minutes, correspondence and other papers kept by any Member, including but not limited to an Executive Member, Representative, Member-at-Large or committee member in connection with PAC business shall be deemed to be property of the PAC and shall be turned over to the Chairperson when such Member ceases to perform the task to which the papers relate.

SECTION 14 - DISSOLUTION

- 14.1 **Delivery of any Remaining Funds.** Upon any winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed, subject to Section 14.3 hereof, to another parents' advisory council or councils in the District having purposes similar to those of the PAC, as the Members of the PAC may determine at the time of winding up or dissolution.
- 14.2 **Delivery of all Documents, Etc.** Upon any winding up or dissolution of the PAC, all documents, records, minutes, correspondence and other papers of the PAC shall be given to the School's Principal.
- 14.3 **Delivery of Gaming Funds.** Upon any winding up or dissolution of the PAC, all unused gaming funds and assets purchased with gaming funds shall be transferred to the BC Minister of Finance, or if those assets are not in a form that can easily be so transferred, then to another eligible organization within the Province of British Columbia.

Adopted by the Ecole Cedardale Parent Advisory Council at West Vancouver, British Columbia, on June 20, 2019.

*Signature of Chairperson of Ecole
Cedardale Parent Advisory Council*

*Signature of Secretary of Ecole Cedardale
Parent Advisory Council*

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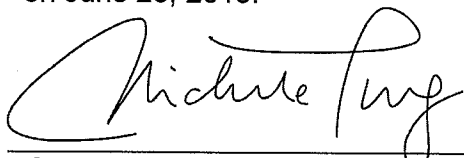
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Signature of Chairperson of Ecole
Cedardale Parent Advisory Council



Signature of Secretary of Ecole Cedardale
Parent Advisory Council

SCHEDULE "A"
CODE OF ETHICS

A Parent (as that term is defined in the Bylaws) who accepts a position as an executive member, committee member, or representative at Ecole Cedardale Parent Advisory Council (the "**PAC**") shall:

1. uphold the constitution and bylaws, policies, and procedures of the electing body;
2. perform her or his duties with honesty and integrity and in the interests of the PAC;
3. work to ensure that the well-being of the students is the primary focus of all decisions;
4. respect the rights of all individuals;
5. take direction from the membership and executive bodies of the PAC;
6. encourage and support Parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
7. work to ensure that issues are resolved through due process;
8. strive to be informed and only pass on information that is reliable;
9. respect and hold in confidence, all confidential information;
10. support public education.

SCHEDULE "B"
STATEMENT OF UNDERSTANDING AND UNDERTAKING

I, the undersigned, in accepting the position of _____ with the Ecole Cedardale Parent Advisory Council (the "**PAC**"), have read, understood, and agreed to abide by the Code of Ethics set out in the PAC's Bylaws, and accordingly agree, without in any way limiting the foregoing, to:

- (a) uphold the constitution and bylaws, policies, and procedures of the electing body;
- (b) perform all duties with honesty and integrity and in the interests of the PAC;
- (c) work to ensure that the well-being of the students is the primary focus of all decisions;
- (d) respect the rights of all individuals;
- (e) take direction from the membership and executive bodies of the PAC;
- (f) encourage and support Parents (within the meaning of the PAC bylaws) and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
- (g) work to ensure that issues are resolved through due process;
- (h) strive to be informed and only pass on information that is reliable;
- (i) respect and hold in confidence, all confidential information;
- (j) support public education.

I also agree to participate in any dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

DATED as of this _____ day of _____, 200_____

Signed and Delivered in the Presence of:

| | |
|---|--|
| _____) | _____) |
| (Signature of Executive Member, Representative) | (Signature of Witness) |
| Committee Member or Member-At-Large)) | |
| _____) | _____) |
| (Print Name of Signatory)) | (Print Name of Witness) |
| _____) | _____) |
| (Phone number & E-mail address (if any) of Signatory)) | |
| | _____) |
| | (Phone number & E-mail address (if any of the Witness) |

SCHEDULE “C”
ADMINISTRATION OF THE CODE OF ETHICS

The following is a process for dealing with a concern that an Executive Member, Representative, committee member or Member-At-Large (collectively “**Designated Persons**” and individually, a “**Designated Person**”) may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties. Accordingly, the following principles apply:

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect Designated Persons, all of whom are volunteers, from vexatious and mischievous complaints.

Description of Process:

1. All complaints, verbal and written, will be received by the Chairperson. The Chairperson may appoint another Executive Member to act as chairperson for the specific purpose of administering the Code of Ethics. If the complaint relates to the Chairperson, the complainant will be directed to the Vice-Chairperson. If the Chairperson and Vice-Chairperson are involved, any Executive Member may receive the complaint.
2. For the purpose of this process, the Executive Member acting on the complaint is named the “**Facilitator**”.
3. Upon receiving the complaint, the Facilitator will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process.
4. The Facilitator is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
5. Every attempt will be made to resolve the concern in a timely manner.
6. As a first step, the person making the complaint (the “**Complainant**”) will be encouraged to inform the person in question of his/her concern and to discuss the problem with the intent of reaching a resolution.
7. If resolution is not reached between the parties in dispute (collectively, the “**Parties**” and individually, a “**Party**”), the Facilitator will enter the discussion, with the intent of facilitating a positive resolution.
8. The Facilitator may request the participation of other Executive Members in the process.
9. If the Parties cannot agree on a resolution, the Facilitator will make a recommendation to the Parties. The Facilitator may recommend that the matter be closed.
10. Either Party may appeal the decision of the Facilitator. The appeal must be in writing to the Executive within thirty (30) days of being notified of the decision.

Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC, BCCPAC, or the BCCPAC Advocacy Project.