



**ÉCOLE INTERMÉDIAIRE CEDAR HILL MIDDLE SCHOOL
PARENT ADVISORY COUNCIL**

CONSTITUTION AND BYLAWS

Revised February 11, 2015

**ÉCOLE INTERMÉDIAIRE CEDAR HILL MIDDLE SCHOOL
PARENT ADVISORY COUNCIL CONSTITUTION AND BYLAWS**

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ÉCOLE INTERMÉDIAIRE CEDAR HILL MIDDLE SCHOOL

PARENT ADVISORY COUNCIL CONSTITUTION

1. NAME

The name of this Council is École Intermédiaire Cedar Hill Middle School Parent Advisory Council - also referred to as CHILLPAC.

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

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

2. PURPOSE

The purpose of the Council will be:

- a. To promote the education and welfare of students in the school
- b. To encourage parent involvement in the school, and to support programs that promote parent involvement
- c. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
- d. To participate in the work of the school planning council through the Council's elected representatives
- e. To promote the interests of public education and, in particular, the interests of École Cedar Hill Middle School
- f. To provide leadership in the school community
- g. To contribute to a sense of community within the school and between the school, home, and neighbourhood
- h. To provide parent education and professional development, and a forum for discussion of educational issues
- i. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
- j. To organize and/or support activities for students, parents and staff
- k. To provide financial support for the goals of the Council, as determined by the membership

- I. To advise and participate in the activities of VCPAC and the BC Confederation of Parent Advisory Councils

3. DISSOLUTION

In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 61 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all records of the Council shall be given to the principal of École Cedar Hill Middle School.

This provision is alterable.

ÉCOLE INTERMÉDIAIRE CEDAR HILL MIDDLE SCHOOL

PARENT ADVISORY COUNCIL BYLAWS

1. MEMBERSHIP

1.1. Voting Members

All parents and guardians of students registered in École Intermédiaire Cedar Hill Middle School are voting members of the Council.

1.2. Non-voting members

Administrators and staff (teaching and non-teaching) of École Intermédiaire Cedar Hill Middle School may be invited to become non-voting members of the Council.

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.

At no time will the Council have more non-voting than voting members.

Every member shall uphold the constitution and comply with these by-laws.

There are no membership fees.

A person shall cease to be a member of the council:

- a. when his child ceases permanently to be a student at École Intermédiaire Cedar Hill Middle School;
- b. by delivering his resignation in writing to the secretary of the council or by mailing or delivering it to the address of the council;
- c. on his death or in the case of a corporation on dissolution;
- d. on being expelled; or
- e. on having been a member in not good standing for 6 consecutive months.

A member may be expelled by a special resolution of the members passed at a general meeting. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion. The person who is the subject of the proposed expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Each person of the society shall be entitled to one vote, regardless to the number of children in the school. Voting shall be by show of hands at meetings or by such other means, as the membership shall from time to time determine.

1.3 Compliance with bylaws

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

2. MEETINGS

2.1. General meetings

General meetings will be conducted with fairness to all members.

General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting, which will be held in May.

2.2 Conduct

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

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. Notice of meetings

Members will receive notice of general meetings at least seven days prior by two different sources.

Notice of meetings can be sent in various ways—by flyer, newsletter, e-mail, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

3. PROCEEDINGS AT GENERAL MEETINGS

3.1 Quorum

A quorum for general meetings will be four* voting members (*the minimum number of voting members that can reasonably be expected to attend).

If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting shall be terminated.

A quorum is the minimum number of voting members that need to be present at a meeting to make decisions. The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

3.2 Voting

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).

In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Members must vote in person on all matters. Voting by proxy will not be permitted.

Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.

A vote will be taken to destroy the ballots after every election.

4. EXECUTIVE

4.1 Role of executive

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

4.2 Executive defined

The executive will include the president, vice-president, secretary, treasurer, immediate past president, and such other members of the Council as the membership decides.

4.3 Eligibility

Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 61 or the Ministry of Education.

4.4 Elections

The executive will be elected in October of each year at the annual general meeting.

Elections will be conducted by the chair of the Nominations Committee.

4.5 Term of office

The executive will hold office for a term of one year beginning November 1 to October 31.

4.6 Vacancy

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.

4.7 Removal of executive

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 (an eligible representative of a Council member) to complete the term.

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.

The following are grounds for termination of the office of any director:

- f. is a member of CHILLPAC who ceases to permanently be a parent of a student registered at the school;
- g. is absent from three consecutive meetings of the Council without prior notice,
- h. is found to be incapable of managing his or her own affairs by reason of mental infirmity;
- i. is convicted of a criminal or other serious offences, and
- j. for failure to observe the constitution and bylaws, purposes, or policies of CHILLPAC.

The Executive may at any time and from time to time appoint a member as a director to fill a vacancy in the Executive. However if the office of the President shall become vacant, the Vice-President shall advance into the Executive position. Executive members that are appointed hold office only until the conclusion of the next following annual general meeting, but is eligible for re-election at the meeting.

4.8 Remuneration of executive

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's affairs.

No executive member may use any office for personal profit or gain.

5. EXECUTIVE MEETINGS

5.1 Meetings

Executive meetings will be held at the call of the president.

5.2 Quorum

A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

5.3 Notice of meetings

Executive members will be given reasonable notice of executive meetings.

5.4 Voting

All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).

In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

6. CONDUCT OF EXECUTIVE AND REPRESENTATIVES

6.1 Code of ethics

The CHILLPAC is not a forum for discussion of individual school personnel, students, parents or any other individual member of the school community.

A director who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

A parent who accepts a position as a director or sits on a District committee:

- a. Upholds the constitution and bylaws, policies and procedures of the VCPAC.
- b. Performs her/his duties with honesty and integrity.
- c. Works to ensure that the well being of students is the primary focus of all decisions.
- d. Respects the rights of all individuals.
- e. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information of the process for taking forward concerns.
- f. Works to ensure those issues are resolved through due process.
- g. Ensures that discussion of school concerns are based on accurate and first-hand information.
- h. Respects all confidential information.

CHILLPAC shall strive to attain its objectives in a non-prejudicial manner.

Only members of CHILLPAC who are authorized to do so by the Board or the general membership shall make representation on behalf of CHILLPAC.

6.2 Representing the Council

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

6.3 Privilege

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.

6.4 Disclosure of interest

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.

Such an executive member or representative must avoid using his or her position on the Council for personal gain.

7. DUTIES OF EXECUTIVE AND REPRESENTATIVES

7.1 President

The President will:

- a. speak on behalf of the Council
- b. consult with Council members
- c. preside at all general membership and executive meetings
- d. ensure that an agenda is prepared
- e. appoint committees where authorized by the membership or executive
- f. ensure that the Council is represented in school and district activities
- g. ensure that Council activities are aimed at achieving the purposes set out in the constitution
- h. be a signing officer
- i. submit an annual report

Annual reports are important because they

- a. provide an opportunity to review personal and council goals and achievements
- b. provide a record of actions taken
- c. outline responsibilities for those considering running for an executive position

The meeting agenda is usually the president's responsibility. It is good practice to consult with the executive, membership, principal (for PACs), before the meeting to give them an opportunity for input. The terms "president" and "chairperson" are often used interchangeably. The president usually gives a report at each meeting outlining work done and issues considered since the last meeting.

7.2 Vice-President

The Vice-President will:

- a. support the president
- b. assume the duties of the president in the president's absence or upon request
- c. assist the president in the performance of his or her duties
- d. accept extra duties as required
- e. be a signing officer

7.3 Secretary

The Secretary will

- a. ensure that members are notified of meetings
- b. record and file minutes of all meetings
- c. keep an accurate copy of the constitution and bylaws, and make copies available to members upon request

- d. prepare and maintain other documentation as requested by the membership or executive
- e. issue and receive correspondence on behalf of the Council
- f. ensure safekeeping of all documentation of the Council and when applicable forward appropriate documentation to governing agencies and/or BCPAC.
- g. may be a signing officer
- h. submit an annual report

If changes are made to the constitution and bylaws, they should be dated and initialed and a copy placed in the school office for safekeeping. Financial records should be kept for seven years. Other documents may be kept according to their value or precedent-setting nature. Minutes can be a valuable history of the council.

7.4 Treasurer

The Treasurer will:

- a. be one of the signing officers
- b. with the assistance of the executive, draft an annual budget
- 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 account 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. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. submit an annual financial statement at the annual general meeting
- k. be responsible for applications for any grants, e.g . gaming grants

7.5 Members-at-Large (Directors)

Members at large will:

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. submit a report on a regular basis with a year end summary of activities

7.6 Immediate Past President

The Immediate Past President will:

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters

8. FINANCIAL MATTERS

8.1 Financial year

The financial year of the Council will be June 1 to May 31.

8.2 Power to raise money

The Board shall have power to initiate specific fundraising projects; or seek grants that may be available from governments, charitable foundations and similar sources, provided that neither constitutes nor implies partisan support of any political party or endorsement of a commercial product without the prior approval of the general membership.

8.3 Bank accounts

All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

8.4 Signing authority

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

8.5 Annual budget

The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Any proposed expenditures which is not identified in the annual budget or which exceeds the amount in the annual budget, requires the prior approval of both the Council and a majority of the voting members present at a general meeting.

The Council shall have authority to pay variance up to the amount of \$200.00 (two hundred dollars) of previously approved budget without the consent of the general meeting.

The budget gives the executive authority to spend money. Without a current budget, the executive cannot spend money. A budget covers a time period within a council's financial year, usually the entire financial year. It must not extend over more than one financial year.

8.6 Treasurer's report

A treasurer's report will be presented at each general meeting.

8.7 Auditor

Members at a general meeting may appoint an independent auditor.

Council money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

9. COMMITTEES

The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.

The terms of reference of each committee will 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.

Committees will report to the membership and executive as required.

A Nominating Committee will be appointed annually before the annual general meeting.

A standing committee may exist every year. Examples of standing committees are: budget, nominating, programs, special events, fundraising and VCPAC. An ad hoc committee is created to do a specific task within a certain time period.

10. CONSTITUTION AND BYLAW AMENDMENTS

The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.

Written notice specifying the proposed amendments must be given through at least two methods (electronic, paper, or posted notice) to the members not less than 14 days before the meeting.

Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

11. 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 the property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. Archived records will be held at the school.

Adopted by École Intermédiaire Cedar Hill Middle School Parent Advisory Council at Victoria, British Columbia, on January 13, 2015.

Signatures:

Karima Ramji, President, Cedar Hill Parent Advisory Council

Paula Scallion-Pond, Vice-President, Cedar Hill Parent Advisory Council

Nancy Leece, Secretary, Cedar Hill Parent Advisory Council