

# Cordova Bay School Parents' Advisory Council Constitution

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## **I: NAME**

The name of the organization shall be "Cordova Bay School Parents' Advisory Council" (CBSPAC). The organization is a member of the Confederation of Parents' Advisory Councils of Saanich (COPACS). 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 or politics.

## **II: PURPOSE**

The purpose of the Parents' Advisory Council is to work cooperatively with school staff and administrative officers to:  
Support a positive learning environment for the students of Cordova Bay School.  
Provide a parental voice to assist decision-making affecting the students of Cordova Bay School.

## **AIMS AND OBJECTIVES:**

- To promote the free exchange of ideas among parents, staff, students, COPACS representatives and community members with respect to school programs and policies.
- To communicate regularly with parents through monthly meetings and newsletters.
- To encourage active participation by all parents in CBSPAC and school sponsored activities.
- To advise the Board, administrative officers and staff on any matters relating to the school.
- To assist parents in presenting their concerns through appropriate procedures, which may include advocacy. Individuals requesting CBSPAC support in resolving an individual problem can be assisted by a CBSPAC executive member or appointed advocate.
- To facilitate parent input in the ongoing process of determining educational goals, policies and services.
- To maintain a liaison with COPACS through an elected representative.
- To partner activities and events which strengthen home-school liaison in the form of social events, informational meetings or parent education sessions of special interest to parents, students and staff in the school.
- To participate in social and fundraising activities, in consultation with school staff and administrative officers, for specified purposes which support CBSPAC/school/district goals.
- To welcome all parents and caregivers to its general meetings.
- To be inclusive and welcoming of all families.

CBSPAC Executive does not organize or run school clubs or other activities directly, though PAC Executive may give support to such efforts via liaising with administration and communicating with parents.

## **III: DISSOLUTION**

The CBSPAC may be dissolved only at an Annual General Meeting. Written notice of dissolution must be given to all members at least 14 days prior to the meeting. CBSPAC may be dissolved by a two-thirds majority vote of all members attending the meeting.

In the event that the CBSPAC ceases operation, all assets remaining after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to another non-profit organization in British Columbia with similar aims and objectives. This provision shall be unalterable.

## **IV: INTERPRETATION OF TERMS**

"Council" comprises total members of the Cordova Bay School Parents' Advisory Council.

"Parent" as per the School Act (see Appendix A).

"Member" refers to all parents of children registered in Cordova Bay School.

"Associate Member" is a member without a voting right.

"Executive" means the elected officers of the CBSPAC.

"Simple majority" means over 50 per cent +1 of a vote.

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## BY-LAWS

### V: Membership:

- All parents of children registered in Cordova Bay School shall be members of CBSPAC and have a voting right.
- All teachers and staff of Cordova Bay School, and interested persons from the community, shall be associate members of CBSPAC.
- There shall be only one Parents' Advisory Council for Cordova Bay School.
- Every member shall uphold the Constitution and comply with these Bylaws.
- A member may be expelled by a special resolution of the members passed at a general meeting
- A notice of the special resolution shall be circulated to the membership.
- The member who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a general meeting before the special resolution is put to a vote.

### VI: MEETINGS

- CBSPAC meetings shall be held as the need arises, and at a time and location chosen by the Executive.
- Notice shall be given prior to each meeting.
- There shall be no less than 6 general meetings per year.
- All members and associate members may attend general CBSPAC meetings.
- Executive meetings may be held anytime or place as deemed necessary.
- The purpose of executive meetings is to carry on business between general meetings.
- The first general meeting of the school year shall be held before October 15th.
- The Annual General Meeting of the CBSPAC shall be held annually, at least 30 days prior to school closure.
- In conducting meetings, unless waived by the membership, parliamentary procedure according to Roberts Rules of Order shall be followed. Meetings shall follow a standard format agenda.

### VII: A: QUORUM

The voting members present at any duly called general meeting shall constitute a quorum.

### B: VOTING

- Each CBSPAC member is entitled to one vote.
- The President shall vote only in the case of a tie vote.
- In general, voting shall be done by a show of hands.
- The election of executive officers may be done by secret ballot.
- A vote shall be taken to destroy the ballots after the election.
- Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
- Proxy voting is not allowed.

### VIII: ELECTION OF EXECUTIVE OFFICERS

1. At least 30 days prior to the Annual General Meeting, the Executive shall appoint a nominating committee consisting of three members. The nominating committee shall be responsible for nominating at least one candidate for each office prior to the Annual General Meeting.
2. The nominations made by the nominating committee shall be placed before the members at the Annual General Meeting, and the President shall call for other nominations. All persons nominated will have the opportunity to accept or decline his/her nomination. Nominations will be closed and the election for the Executive shall take place by membership vote.
3. The Nominations Committee Chairperson shall conduct elections.
4. The executive will be elected from the voting members at the Annual General Meeting. No employee or elected official of the School District or Ministry of Education shall hold an executive position.
5. All members, who are not continuing employees of School District #63, are eligible for election to an executive position, unless otherwise barred by legislation.
6. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next Annual General Meeting.

### IX: TERM OF OFFICE

1. The term of office shall be one year, commencing June 1 for all positions. All executive positions carry the option of re-election for consecutive terms. It is recommended that consecutive terms not exceed two in a row, but this is not a mandatory requirement.
2. No person may hold more than one elected executive position at any one time.

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3. The Past President shall serve the Executive in an advisory capacity for 1 year. The administrative officers and teacher representatives shall provide a liaison between the CBSPAC and the school.

### **X: EXECUTIVE OFFICERS**

The executive of the CBSPAC shall consist of eight positions, which shall be elected at the Annual General Meeting. The elected positions shall be:

- President
- Vice President
- Secretary
- Treasurer
- COPACS Representative
- Social Coordinator
- Fundraising Coordinator
- Communications Coordinator

At a minimum, the positions of President, Secretary and General Treasurer must be filled.

### **XI: DUTIES OF EXECUTIVE OFFICERS**

Full job descriptions will be maintained by the PAC Executive. Briefly, the duties, by position, are as follows:

1. The President shall preside at all CBSPAC meetings and act as an ex-officio member on all committees. The President is the chief executive officer of Society and shall supervise the other officers in the execution of their duties.
2. The Vice President shall assist the president and shall assume the President's duties in the absence of the President.
3. The Secretary shall record the minutes and conduct all correspondence, issue notice of meetings of the Council and Executive, conduct the correspondence of the Council and have custody of all records and documents of the Society except those required to be kept by the Treasurer.
4. The Treasurer shall have charge of all monies and be responsible for keeping a detailed account of all receipts and expenditures, including accountability for receipts and expenditures with respect to public gaming funds general management and operation and file all necessary papers with Provincial Authorities.
5. The COPACS Representative shall maintain a liaison between the CBSPAC and the COPACS.
6. The Social Coordinator shall be responsible for the general management of all CBSPAC sponsored functions.
7. The Fundraising Coordinator is also responsible for fundraising.
8. The Communications Coordinator shall be responsible for communications to all families at the school and maintenance of the CBS PAC website.

The Executive shall approve all expenditures, but shall require a vote by the members for expenditure on any single item exceeding \$100.00.

No executive officer shall be remunerated for being or acting as an executive officer, but an executive officer may be reimbursed for all expenses necessarily and reasonably incurred by her/him while engaged in the affairs of the CBSPAC.

### **XII: CODE OF ETHICS**

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of PAC.
2. Performs her/his duties with honesty and integrity and reliability.
3. Performs her/his duties in accordance with section
4. Works to ensure that the wellbeing of students is the primary focus of all decisions.
5. Respects the rights of all individuals.
6. Takes direction from the members, ensuring representation processes are in place.

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7. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
8. Works to ensure those issues are resolved through due process.
9. Strives to be informed and only passes on information that is reliable.
10. Respects all confidential information.
11. Supports public education.
12. Attends the majority of Executive and General PAC meetings.

### **XIII: COMMITTEES**

1. Under the direction of the Executive, a number of standing and/or ad-hoc committees may be formed during each term of office. These committees will be responsible for specific tasks, will have at least one coordinator and will report their progress to CBSPAC members and Executive at regular meetings.
2. All members are eligible to coordinate or serve on any CBSPAC committee. Volunteers to coordinate each committee shall be requested by the Executive and the positions will be filled by appointment.

### **XIV: FINANCES**

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.

### **XV: CONSTITUTION & BYLAW AMENDMENTS**

1. The Parents' Advisory Council, in consultation with the administrative officers, shall make by-laws governing CBSPAC meetings and the business and conduct of its affairs, including by-laws governing the dissolution of the CBSPAC.
2. The Constitution and By-laws of the CBSPAC shall be reviewed every two years. Under the direction of the Executive, a committee shall be formed to bring forward the necessary amendments.
3. Amendments to the CBSPAC Constitution and By-laws may be approved at any CBSPAC general meeting by simple majority vote, providing the membership receives prior notice of this intent. Prior notice is given either via previous minutes or via a specific notice at least 14 days before the meeting.

### **XVI: REMOVAL OF AN EXECUTIVE MEMBER**

An executive member, who is not performing her /his duties in accordance with this Constitution and Bylaws, may be removed prior to the expiration of her/his term of office, by an 80% vote of all PAC Executive members.

### **APPENDIX A: REFERENCES AND DEFINITIONS**

The School Act currently defines "PARENT" as:

- (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