

***École Crescent Park Elementary***

**Crescent Park Parent Advisory Council**

**Constitution and Bylaws**

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# **Constitution**

## **I. NAME**

1. The name of this committee shall be Crescent Park Parent Advisory Council. (CPPAC).

## **II. MISSION STATEMENT**

The École Crescent Park Elementary School Parent Advisory Council (CPPAC) is dedicated to strengthening the role of families in the education and well-being of École Crescent Park Elementary School students. CPPAC enables every parent/guardian to participate in meaningful discussions that improve communication between home and school. CPPAC also coordinates fundraising for monetary and other resources to fund in-class, extracurricular and community programs that are deemed to be of high value by the families of École Crescent Park.

## **III. PURPOSE**

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.
4. To participate in the work of the school planning council through the Parent Advisory Council's elected representatives.
5. To promote the interests of public education and, in particular, the interests of École Crescent Park Elementary School.
6. To provide leadership in the school community.
7. To contribute to a sense of community within the school and among the school, home, and neighbourhood.
8. To provide parent education and a forum for discussion of educational issues.
9. To assist parents in obtaining information and communicating with the principal and staff about their children's progress or other concerns.
10. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood.

11. To organize and support activities for students and parents.
12. To provide financial support for the goals of the Parent Advisory Council, as determined by the membership.
13. To advise and participate in the activities of the School District 36 District Parent Advisory Council.

## **Bylaws**

### **I. Membership**

1. All parents and guardians of students registered in École Crescent Park Elementary are voting members of the Crescent Park Parent Advisory Council.
2. Every member will uphold the constitution and comply with these bylaws.
3. Administration and staff (teaching and non-teaching) of Crescent Park Elementary may be non-voting members of the group.

### **II. Meetings of Members**

1. General meetings will be conducted with fairness to all members. The business of the Council shall be unbiased towards race, religion, gender, politics, sexual orientation or social condition.
2. General meetings will be held not less than four times during the school year. One of those meeting will be the annual general meeting, to be held in June.
3. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
4. The Crescent Park Parent Advisory Council will refrain from partisan political action or other activities that do not serve the interests of the school or its students.
5. Notice of a general meeting will be communicated with a minimum of 1 week of notice.
6. The inadvertent failure to give proper notice does not invalidate proceedings of a meeting.
7. At no time shall there be more non-voting than voting members present at CPPAC proceedings.

### **III. Proceedings at General Meetings**

1. Quorum for general meetings will be 5 voting members.
2. 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.
3. All matters that require a vote will be decided by a simple majority of the votes cast.
4. In the case of a tie vote the president does not have a second or casting vote and the motion is defeated.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, if requested by two or more members present, by secret ballot. A vote will be taken to destroy the ballots after every secret ballot vote.

### **IV. Executive**

1. The executive will manage the committee's affairs between general meetings.
2. The executive will include the president, vice-president, secretary, treasurer, past president and such other members of the committee as the membership decides. Any position may also be shared.
3. Any voting committee member is eligible to serve on the executive, except employees of École Crescent Park Elementary.
4. A call for nominations for the executive will be made at the meeting in May. Nominations shall come from CPPAC members.
5. The executive will be elected at each annual general meeting. Positions left vacant will be elected at a subsequent meeting.
6. Elections will be conducted by a member who is not seeking a nomination or position. In absence of an eligible member the vote will be turned over to an administrator to conduct.
7. No two members of the same family may serve on the executive at the same time.
8. The executive will hold office for a term of one year beginning July 1, in accordance with the fiscal year.
9. Any member may serve on the executive for as many years as she/he is elected to a position, but no person may hold any one position for more than two years.

10. No person may hold more than one elected executive position at any one time.
11. In the event of a vacancy in the executive during the year, the CPPAC shall elect the new officer who will hold office until the next election.
12. 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 elect an eligible member to complete the term. Prior to this vote written notice specifying the intention to make a motion to remove an executive member must be given to all members, not less than 14 days before the vote.
13. 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.

## **V. Executive Meetings**

1. Executive meetings will be held at the call of the president.
2. A quorum for executive meetings will be a majority of the members of the executive.
3. Executive members will be given reasonable notice of executive meetings.

## **VI. School Planning Council**

1. Three representatives to the school planning council (SPC) must be elected annually from among the voting members who are not employees or elected officials of any school board or the Ministry of Education. One of these members must be an elected member of the PAC executive.
2. The election of representatives for the School Planning Council must be done by secret ballot.
3. The School Planning Council Representative will hold office for a term of one year.
4. If a School Planning Council Representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term.

**VII. District Parent Advisory Council**

1. One representative to the School District No. 36 District Parent Advisory Council may be elected from among the voting members.
2. The election of DPAC representative must be done by secret ballot.
3. The District Parent Advisory Council representative will hold office for a term of one year in accordance with the fiscal year.
4. If the District Parent Advisory Council representative resigns or ceases to hold office for any other reason the membership may elect an eligible member to the council to fill the vacancy for the remainder of the term. This election must be done by secret ballot.

**VIII. External Committee Representatives**

1. The membership or executive may elect or appoint a member to represent the PAC on an external committee or to an external organization.

**IX. Conduct of Executive and Representatives**

1. Every executive member and representative must act solely in the interests of the membership and of the council.
2. The CPPAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
3. An executive member 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.
4. A parent who accepts a position as a CPPAC Executive member
  - a. Upholds the constitution and bylaws, policies and procedures of CPPAC,
  - 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, and
  - e. Takes direction from the members, ensuring that representation processes are in place.

5. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the PAC must disclose fully and promptly the nature and extent of his or her interests to the membership and executive
6. Such an executive member or representative must avoid using his or her position on the CPPAC for personal gain.

## **X. Duties of Executive and Representatives**

1. The President will:
  - a) Speak on behalf of the committee
  - b) Consult with committee members
  - c) Preside at general and executive meetings
  - d) Ensure that an agenda is prepared and presented for all meetings
  - e) Appoint committees where authorized by the membership or executive
  - f) Ensure that the council is represented in school and district activities
  - g) Ensure the council's activities are aimed at achieving the purposes set out in the constitution
  - h) Will be a signing officer
2. 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 or other executive members in the performance of his or her duties
  - d) Accept extra duties as required
  - e) May be a signing officer
3. The Secretary will:
  - a) Ensure that members are notified of meetings
  - b) Record and file minutes of all meetings
  - c) Submit an annual summary of PAC activities and accomplishments at the annual general meeting
  - d) Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
  - e) Prepare and maintain other documentation as requested by the membership or executive
  - f) Issue and receive correspondence on behalf of the committee, as requested
  - g) Ensure the safekeeping of all records of the committee in accordance with District policy
  - h) May be a signing officer



4. The Treasurer will:
  - a) Be a signing officer
  - b) Ensure all funds of the committee are properly accounted for
  - c) Disburse funds as authorized by the membership or executive
  - d) Ensure that proper financial records and books of accounts are maintained
  - e) Report on all receipts and disbursements at general and executive meetings
  - f) Make financial records and books of accounts available to members upon request
  - g) Have financial records and books available for inspection or audits annually
  - h) With the assistance of the executive and the membership, draft an annual budget
  - i) Ensure that another signing officer has access to the financial records and books of accounts in the treasurer's absence
  - j) Submit an annual financial statement at the annual general meeting
  
5. The District Parent Advisory Council Representative will:
  - a) Attend meetings of School District No. 36 District Parent Advisory Council and represent, speak, and vote on the behalf of the committee
  - b) Maintain CPPAC's DPAC registration
  - c) Report regularly to the membership and executive on all matters relating to the District Parent Advisory Council
  - d) Receive, circulate, and post District Parent Advisory Council newsletters, brochures, and announcements
  - e) Receive and act on all other communications from the District Parent Advisory Council
  - f) Liaise with other parents and District Parent Advisory Council representatives
  
6. The School Planning Council Representatives will:
  - a) Attend all meetings of the School Planning Council
  - b) Represent, speak, and vote on behalf of the PAC at School Planning Council meetings
  - c) Request and take direction from the membership and executive
  - d) Be strong advocates for meaningful parent involvement in the school and school planning
  - e) Provide a report to the membership and executive as required
  - f) Attend the general and executive meetings as directed by the membership and executive
  
7. The Past President will
  - a) Help smooth transition between presidents
  - b) Assist and advise the council
  - c) Act as a consultant to the president.

## **XI. Committees**

1. The membership and executive may appoint committees to further the Crescent Park Parent Advisory Council's purposes and carry on its affairs.
2. 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 decides.
3. Committees will report to the membership and executive as required.

## **XII. Financial Matters**

1. The financial calendar year of the Crescent Park Parent Advisory Council will be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. The PAC may raise and spend money to further its purposes.
3. All funds of the PAC must be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive will name at least three signing officers for banking and legal documents. Two signatures are required on all these documents.
5. The executive will prepare a budget and present it to the membership for approval annually.
6. The executive will present all proposed expenditures beyond the current budget for approval at general meetings.
7. The executive may authorize expenses up to \$300.00 without approval from the membership.
8. A treasurer's report will be presented at each general meeting.
9. Members at a general meeting may vote to appoint an auditor.

## **XIII. Constitution and Bylaw Amendments**

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

2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. 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 be made available to all members.

#### **XIV. Property in Documents**

1. All documents, records, minutes, correspondence, or other papers kept by members, executive members, representatives, or committee members in connection with the Crescent Park Parent Advisory Council shall be deemed to be the property of the Crescent Park Parent Advisory 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.

#### **XV. Dissolution**

1. In the event of winding up or dissolution of the Parent Advisory 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 committee/council or councils in School District No. 36 having purpose similar to those of this committee, as the members of the Committee may determine at the time of winding up or dissolution.
2. In the event of winding up or dissolution, all records of the PAC shall be given to the principal of École Crescent Park Elementary School.

Adopted by Crescent Park Parent Advisory Council at Surrey, B.C. on 01 June 2015.

President \_\_\_\_\_ Jackie Vuilleumier

Secretary \_\_\_\_\_ Pam Robertson

Treasurer \_\_\_\_\_ Erin Mazza

Principal \_\_\_\_\_ David A'Bear