

Crystal View Parent Advisory Council Constitution

Section I – Name

The name of this Council is Crystal View Elementary School Parent Advisory Council of British Columbia School District No. 62 (hereinafter referred to as “CVPAC”).

Section II – Purposes of CVPAC

The purposes of CVPAC include, but are not limited to:

- Develop, enhance and foster ongoing communication and relationships between the students, parents, community, and Crystal View School, its administration, staff and the School Board.
- Advise the board and the principal and staff of the school respecting any matter relating to the school, other than matters assigned to the school planning council, as per section 8 (4)(a) of the School Act of British Columbia
- Support the SPC to meet the objectives as stated in Section 8.2 of the School Act
- Contribute to the effectiveness of the overall school operation by supporting school programs that encourage the involvement and participation of parents.
- Organize school approved volunteer activities and fundraising events to provide additional resources to teachers, parents and students otherwise not available through the school’s budget.
- Advise and participate in SPEAC and BCCPAC activities in support of their policies and objectives.
- Wherever possible, facilitate and/or provide parent education and professional development, and a forum for discussion of educational issues
- Demonstrate leadership and support initiatives that ensure that the:
 - Highest safety standards are maintained in the school and neighbourhood
 - School environment is reflective of healthy nutritional values
 - Students are provided an enriched and innovative educational experience consistent with the School’s stated Fine Arts programming.

Section III – Operating Principles

Operate as a non-profit organization with no personal financial benefit accruing to members
All members will abide by the Code of Ethics adopted by CVPAC.

Section IV – Dissolution

In the event of the dissolution of CVPAC, and after paying or adequately providing for its debts and obligations, any remaining funds of CVPAC shall be distributed to another parent advisory council or councils in School District No. 62 having purposes similar to those of CVPAC, as the members of the CVPAC may determine at the time of dissolution. In the event of dissolution, all records of CVPAC shall be given to the Principal of Crystal View Elementary.

Crystal View Parent Advisory Committee Bylaws

The following numbered sections list the bylaws of the Crystal View Parent Advisory Committee (CVPAC).

Section I – Interpretation of Terms

“Community organizations” means groups that demonstrate an interest in education and are not already included in the scope of CVPAC’s constitution and bylaws

“CVPAC” or “Crystal View Parent Advisory Council” means the parents organized according to the School Act and operating as a parent advisory council in Crystal View Elementary School.

“District” means School District No. 62.

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act of British Columbia and operating as a district parent advisory council in School District No. 62.

“Executive” means the officers of the CVPAC elected to perform duties on behalf of the members.

“Parent” is as defined in the School Act of British Columbia and means:

- (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

For the purposes of the CVPAC constitution and bylaws, “parent” means the parent or guardian of a child or children enrolled in School District No. 62

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 62

“SPC” means the school planning council created for Crystal View Elementary School according to the School Act of British Columbia

“SPEAC” means the Sooke Parent Education Advisory Committee, the DPAC operating in School District 62 at the time of the adoption of this Constitution and Bylaws.

Section II – Membership

Voting members

All parents and guardians of students registered in Crystal View Elementary are voting members of CVPAC.

Non-voting members

Administrators and staff (teaching and non-teaching) of Crystal View Elementary may attend meetings. At no time will CVPAC have more non-voting than voting members.

Upholding the constitution

Every member will uphold the constitution and comply with these bylaws. Failure to do so may result in censure, expulsion or removal from office.

Section III – Meetings of Members

General meetings

General meetings will be held not less than twice during the school year. One of those meetings will be the annual general meeting.

A general meeting will be called upon receipt by the President of a signed petition of 10% of the voting members requesting a general meeting.

All members are welcome to attend the general meetings.

Notice of meetings

Members will be given at least two weeks notice of a general meeting by the CVPAC President or a delegate.

Notice of a general meeting will specify the place, day, and time of the meeting.

Notice of meetings may be sent by flyer, newsletter, mail, E-mail, or posted on the CVPAC website.

A calendar of meetings for the year distributed at least two weeks before the first general meeting satisfies the requirement for reasonable notice for all subsequent meetings.

The accidental non-receipt of a notice by one or more members does not invalidate proceedings of a meeting.

Conduct

All CVPAC members will comply with the Code of Ethics adopted by CVPAC at the first general meeting of the academic year.

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

CVPAC will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Section IV – General Meetings

Rules of Order

The President, or designate, will chair general meetings.

An amended version of Roberts Rules of Order adopted by the executive will be followed. Where there is any contention, Roberts Rules of Order will apply.

Quorum

A quorum for general meetings will be ten voting members.

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. Reports may be made “for information”, but reports may not be adopted, nor may resolutions be made.

Voting

Each member is entitled to one vote.

The chair does not vote, except in the case of a tie vote. In the case of a tie vote, the chair will cast the deciding vote.

Members must vote in person on all matters. Voting by proxy is not 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.

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).

Special resolutions, including but not limited to those which affect these bylaws or the removal of an executive member, will require a majority of not less than 75%.

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

Section V – EXECUTIVE

Role of Executive

The executive will manage the affairs of CVPAC between general meetings, and will take responsibility for planning, organizing, implementing and evaluating activities on behalf of the membership that address the purposes of CVPAC as described by the constitution.

Executive Defined

The executive of the Crystal View Elementary School Parents Advisory Council shall be comprised of the following positions:

President
Vice President
Secretary
Treasurer
SPEAC (DPAC) Representative

Food Services Chairperson (or alternate)
Fundraising Chairperson (or alternate)
Safe Arrival Chairperson (or alternate)
Immediate Past President

When an executive member is not elected to represent the Executive on the SPC, there may be an additional executive position created with the title, “CVPAC Executive Representative to the SPC”.

Advisors

Non-elected, non-voting executive members will include:

- One volunteer Teacher Representative
- The Principal, and/or the Vice Principal

Eligibility

Any voting member of CVPAC is eligible to serve on the executive.

Executive members must remain members of CVPAC; should they cease to be a member during their term of office, their position will be declared vacant.

Election of Executive

The Chair of the Nominations Committee will conduct elections.

Notice of elections must be given to members at the same time as the notice of meeting for the annual general meeting.

The executive members will be elected at each annual general meeting by secret ballot.

If only one person stands for office, they will be acclaimed.

Term of Office

The executive will hold office for a term of one year, from July 1st to June 30th.

No person may hold the same executive position for more than four years.

Vacancy

If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may elect an eligible member of CVPAC to fill the vacancy until the next general meeting. A call for nominations must be made to the members at least one week in advance of the election using the same methods permitted for notice of meetings.

Removal of an Executive Officer

Executive members may be removed from their position by special resolution of the members of CVPAC and in accordance with these bylaws for the following reasons:

- If they are absent, without reasonable cause, for three consecutive meetings of the executive during the year; or

- If they are derelict in their duties or violate the adopted Code of Ethics; or
- If they violate any provision of these bylaws.

Prior to removal from office the following steps will be taken:

The President will give a verbal warning. Where the President is the subject of concern, the executive will elect an executive member to give this warning.

The President will make a written warning. Where the President is the subject of concern, the executive will elect an executive member to give this warning.

The executive may vote by secret ballot to suspend the executive member for a period of time.

The executive member who is the subject of concern will be given the opportunity to be heard before the special resolution is put to a vote.

Criminal Offences

An executive member charged with a criminal offence will be placed on leave and their executive voting privileges suspended from the date of the charge brought against them until the Court makes the decision. The executive may elect a member to “act” in the role of the executive member during their absence. Where the executive member charged is the President, the Vice President will become Acting President and an Acting Vice President will be elected from the membership.

If an executive member is found not guilty of a criminal offence, they will be fully reinstated on the date of the decision of the Court. If the Crown later brings an appeal against them, they will again be placed on leave until the appeal is decided. If their term of office expires during this period, their seat will be declared vacant.

If an executive member is found guilty of a criminal offence, they will be removed from office from the date of the decision brought against them. If the executive member appeals the Court decision, they will not be reinstated until that appeal is decided and they are found not guilty.

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 CVPAC’s affairs.

Section VI – Executive Meetings

Meetings

The President, or designate, will chair executive meetings.

Decisions will generally be made by consensus. Where there is contention, or where decisions of policy or to disperse funds are made the decision will be by vote. A simple majority (50% plus one) will rule.

The executive may adopt amended Roberts Rules of Order to govern proceedings. Should there be any contention regarding rules of order, Roberts Rules of Order will apply.

Regular executive meetings will be held monthly at a predetermined location, date and time. Emergency meetings may be called at the discretion of the President, or designate, with a minimum of 24 hours notice. In exceptional circumstances, agreement obtained by 75% of voting executive members may permit a meeting to proceed with less than 24 hours notice.

All executive meetings are open to all members.

The President may move, reschedule or cancel executive meetings.

The agenda for the annual general meeting will be set at the executive meeting preceding the annual general meeting.

Quorum

A quorum for executive meetings will be a simple majority (50% plus 1) of the executive members elected or appointed at the time of the meeting. Quorum will never be less than five.

Notice

Executive members will be given a minimum of 14 days notice of executive meetings. The Secretary, or designate, will make reasonable effort to communicate the location, date, and time of executive meetings to all CVPAC members.

Voting

Each executive member has one vote. Voting by proxy is not permitted.

The chair does not vote, except in the case of a tie vote. In the case of a tie vote, the chair will cast the deciding vote.

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

Section VII - School Planning Council and External Committee Representatives

School Planning Council Representatives

Three representatives to the School Planning Council (SPC) must be elected annually from among the CVPAC voting members. One of these representatives must be an elected member of CVPAC executive. An employee of any board may not sit on the SPC, pursuant to Section 8.1.7 of the School Act.

External Committees

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

The representative will report to the membership or executive as required.

Section VIII – Conduct of Executive Officers and Representatives

Code of Ethics

On election or appointment, every executive member and representative must sign and agree to abide by a Code of Ethics adopted by the membership. The currently adopted Code will be filed in the school office with other CVPAC files and be made available upon request.

Representing CVPAC

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

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.

Disclosure of Interest

An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with CVPAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.

All executive members or representatives must avoid using their position on CVPAC for personal gain.

Section IX – Duties of Executive Officers and Representatives

A. The President will

- Speak on behalf of CVPAC
- Consult with Council members
- Preside at all meetings
- Ensure that an agenda is prepared
- Appoint committees where authorized by the membership or executive
- Ensure that CVPAC is represented in school and district activities
- Ensure that Council activities are aimed at achieving the purposes set out in the constitution
- Be a signing officer
- Provide a written annual report to the membership at the final general meeting of the term of office

B. The Vice-President will

- Support the president
- Assume the duties of the president in the president's absence or upon request

- Assist the president in the performance of his or her duties
- Coordinate or delegate the production of the CVPAC Newsletter
- Accept extra duties as required
- Be a signing officer

C. The Secretary will

- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request. If changes are made to the constitution and bylaws, they will be dated and initialled and a copy placed in the school office for safekeeping.
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of CVPAC
- Ensure safekeeping of all records of CVPAC
- May be a signing officer

D. The Treasurer will

- Be one of the signing officers
- Ensure all funds of CVPAC are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained. Financial records will be kept for seven years.
- Report on all receipts and disbursements at general and executive meetings
- Make financial records and books of account available to members upon request
- Have the financial records and books of account ready for inspection and annual audit
- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Provide a written financial statement to the membership at the final general meeting of the term of office

E. The DPAC Representative will

- Attend meetings of DPAC and represent, speak, and vote on behalf of CVPAC
- Maintain current registration of CVPAC with the DPAC
- Report regularly to the membership and executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of CVPAC
- Receive, circulate, and post DPAC newsletters, brochures, and announcements
- Receive and act on all other communications from the DPAC
- Liaise with other parents and DPAC representatives
- Provide a written annual report to the membership at the final general meeting of the term of office

G. The Immediate Past President will

- Advise and support the membership and executive

- Provide information about resources, contacts, and other matters

H. The School Planning Council (SPC) representatives will

- Attend meetings of the school planning council (SPC)
- Represent, speak, and vote on behalf of CVPAC at SPC meetings
- Request and take direction from the PAC membership and executive
- Be strong advocates for meaningful parent involvement in the school and school planning
- Provide a written report to all general and executive meetings as requested
- Attend general and executive meetings as directed by the membership or executive
- Provide a written annual report to the membership at the final general meeting of the term of office

Section X – Committees

Through the CVPAC President, the membership and executive may appoint standing and ad hoc committees to further CVPAC’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.

The executive will appoint a Nominating Committee. A call for volunteers will be made to the membership at least six weeks in advance of the annual general meeting. The appointed members of the Nominations Committee will select the Chair of the Nominations Committee.

Section XI – Financial Matters

Financial Year

The financial year of CVPAC will be July 1st to June 30th.

Power to Raise Money

CVPAC may raise and spend money to further its purposes.

Bank Accounts

All funds of CVPAC must be kept on deposit in the name of Crystal View Parents Advisory Committee, Crystal View PAC, or CVPAC in a bank or financial institution registered under the *Bank Act*.

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.

Annual Budget

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

Non-budgeted Expenditures

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer’s Report

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

Auditor

Members at a general meeting may appoint an auditor.

Section XII – Constitution and Bylaw Amendments

The members may, by a majority of not less than 75% of the votes cast, amend CVPAC’s constitution and bylaws at a general meeting.

Written notice specifying the proposed amendments must be given to the members not less than 14 days before the general 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 and made accessible to all members.

Section XIII – Property in Documents

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with CVPAC shall be deemed to be property of CVPAC 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.

Adopted by Crystal View Parent Advisory Council at Langford, British Columbia, on February 8th, 2005.

Signed by

Name of President (print)

Name of Secretary (print)

Signature of President

Signature of Secretary