

CANYON HEIGHTS ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL

Constitution And Bylaws

June 2011

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CONSTITUTION

SECTION I NAME

1. The name of the association shall be the CANYON HEIGHTS ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL.
2. The Council is a non-profit organization.

SECTION II PURPOSES

1. The Council will encourage a positive partnership between community and school to enhance our children's education through effective communication, advocacy, support, and participation.
2. The objectives of the Council shall include, but are not limited to:
 - (a) promoting the education, safety, and well-being of students and families in the school;
 - (b) contributing to a sense of community within the School and between School, home, and neighbourhood;
 - (c) enhancing communication among Parents, students, School administration and staff, and the community;
 - (d) providing leadership in the School community;
 - (e) contributing to the effectiveness of the School by promoting the involvement of Parents and other community members;
 - (f) organizing and supporting activities and events for students and Parents; and
 - (g) providing financial support for the goals of the Council, as determined by the Membership.

SECTION III INTERPRETATION OF TERMS

Parents – means the parents or guardians (as those terms are defined in the School Act) of a child enrolled in Canyon Heights Elementary School.

Council – Canyon Heights Elementary School Parent Advisory Council.

School – Canyon Heights Elementary School within School District No. 44 (North Vancouver).

Principal – Principal of Canyon Heights Elementary School.

District – School District No. 44 (North Vancouver).

DPAC -- North Vancouver District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 44.

SPC – Canyon Heights Elementary School Planning Council.

SECTION IV DISSOLUTION

1. Subject to paragraph 2 below, before the dissolution of the Council, the Council will first pay all outstanding debts, and only if no reserved funds are necessary for anticipated debts then, remaining funds will be disbursed to:
 - (a) Canyon Heights Elementary School,

but if Canyon Heights Elementary School has closed or is anticipated to close in the following school year, then to:

 - (b) another Parent Advisory Council or Councils in the District where Canyon Heights Elementary students will then be registered.
2. All remaining provincial gaming funds will be distributed according to paragraph 1 with the proviso that the disbursement of these funds meets all requirements of the British Columbia Gaming Commission.
3. In the event of dissolution of the Council, all records of the Council shall be placed under the jurisdiction of DPAC in the person of the Chairperson.

BYLAWS

SECTION V MEMBERSHIP

1. All Parents are members of the Council ("Members").

SECTION VI MEETINGS

1. There shall be an Annual General Meeting (AGM) for the purpose of the election of Executive officers (the "Executive"), three SPC representatives and a DPAC representative held in June of each year.
2. The number of general meetings will be set by the Executive. There will be a minimum of four (4) general meetings from September to June of each school year.
3. Extraordinary meetings may be called by the Executive at any time upon notice to Members, such notice to be given as far in advance as practically possible. Non-receipt of notice shall not invalidate proceedings at such a meeting.
4. Council meeting procedure shall be governed in accordance with Robert's Rules of Order (current edition).
5. A Council meeting shall not be a forum for discussion of individual school personnel, students, parents or other individual members of the school community.
6. Executive meetings may be held any time or place as deemed necessary by the Executive. The purpose of Executive meetings is to carry on business between general meetings.

SECTION VII QUORUM AND VOTING**A. QUORUM**

1. A number of Members equal to the number of Executive officers present at a meeting shall constitute a quorum. In the event that an Executive officer holds a shared role (i.e. Co-chair), only one may vote or be counted as part of the quorum and the other must abstain. In the event of a dispute between the co-holders of an Executive office as to whom may vote, the Executive officer whose birthday falls closest to the date of the meeting may be counted as part of the quorum and may vote.

B. VOTING

1. Unless otherwise provided, issues arising at any meeting of the Council shall be determined by a simple majority vote of Members physically present at the meeting (50% plus 1).
2. Members must vote personally on all matters; voting by proxy shall not be permitted.
3. At the discretion of the Chair, or at the request of any Member, visitors or guests may be asked to leave the meeting room for closed discussion and voting on any issue to ensure free expression of the Members.
4. The Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
5. Voting shall be done by a show of hands unless a written ballot is specifically requested by a Member or by another manner required under these Bylaws.
6. The election of the three School Planning Council representatives and the District Parent Advisory Council representative must be by secret ballot (School Act 8 (6)).
7. A vote shall be taken to destroy the ballots after an election.

SECTION VIII ELECTIONS

1. The Executive officers, three (3) School Planning Council representatives and a DPAC Representative shall be elected from the Members at the Annual General Meeting. No employee or elected official of a school district or the Ministry of Education is eligible to hold an Executive position.
2. The three School Planning Council representatives shall not be employees (School Act 8.1 (7)) of any school district. One of these representatives must be an elected member of the Executive Council School Act 8.1 (4)).
3. Any Executive position may be shared by two individuals, with the agreement of the two parties and with the proviso that the shared position carries one vote.
4. Nominations will be sought by announcement at the general meeting immediately preceding the election and followed up with an announcement in the school newsletter or other school-wide communication, as appropriate, prior to the election meeting.
5. Requests for nominations will be posted on the Council bulletin board or other appropriate location in the school.

6. Nominations will be received at any time up to the election.
7. In the event a nomination is made from the floor at the meeting at which the election is to take place, the person so nominated must be present at the meeting or have provided a written consent to the nomination.
8. In the event of a vacancy during the year or if the position is not filled at the time of elections, the Executive shall appoint a parent who shall hold office until the next election.

SECTION IX TERMS OF OFFICE

1. The term of office shall take effect on July 1 immediately following the election and, with the exception of the School Planning Council representatives and DPAC representative, shall be two years.
2. The term of office for the three School Planning Council representatives and the District Parent Advisory Council Representative shall be one year (School Act 8.1 (3) & 8.4 (3)).
3. In order to ensure continuity between Executive boards, it is advisable that the term of the Treasurer position commence in alternative years to that of the remainder of the Executive.
4. No person may hold any one position on the Executive for more than one term. This provision may be waived by a vote of the membership.

SECTION X EXECUTIVE OFFICERS

1. The Council shall be managed by a board of elected Executive officers working as a team to ensure the Council's purposes are achieved.
2. The Executive shall consult with, take direction from, and represent all Members of the Council.
3. Executive Officers will understand and abide by with the Constitution and Bylaws, the Code of Ethics (Section XI); attend Executive, general, and AGMs; maintain records pertaining to their positions; and submit annual reports to the Membership on their activities.
4. The Executive may include the following and such other Members of Council as the Membership decides:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Treasurer
 - D. Secretary
 - E. Fundraising Coordinator
 - F. Social Coordinator
 - G. SPC Representative
 - H. DPAC Representative
 - I. Communications Coordinator

Refer to Appendix #1 for Executive Officer duties.

Refer to Appendix #2 for Non-Executive position duties.

SECTION XI CODE OF ETHICS

A Parent who accepts a position as an Executive officer of the Council will read, understand and agree in writing to do the following:

1. Uphold the Constitution and Bylaws of the Council.
2. Perform her/his duties with honesty and integrity.
3. Work to ensure that the well being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the Members, ensuring representation processes are in place.
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
7. Work to ensure those issues are resolved through due process.
8. Strive to be informed and only pass on information that is reliable.
9. Respect all confidential information.
10. Support public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Canyon Heights Elementary School Parent Advisory Council Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document.

Name of Executive Officer: _____

Signature: _____

Date: _____ Phone number: _____

SECTION XII COMMITTEES

Committees may be established by the Executive or upon recommendation of the general Membership to further the Council's purposes (Standing Committees - See Appendix #3) or to achieve set purposes.

The Executive shall establish specific guidelines for each committee and the committee shall comply with such guidelines and report to the Executive.

Members may be appointed to committees by the Chairperson (after consultation with the Executive) and school staff and administration may be included on such committees.

SECTION XIII FINANCES

1. The fiscal year for the Council will be July 1 to June 30.
2. A budget and proposed plan of expenditures will be drawn up by the Executive and presented for approval at a general meeting prior to the end of November of each year.
3. Any changes to the budget and plan of expenditures so approved in excess of \$300 shall first be approved by the membership. A number of Members equal to the number of Executive officers and number of PEC members present at a meeting shall constitute a quorum for an amendment to the budget of increased spending in excess of \$1000.
4. All funds of the Council will be kept on deposit in a bank or financial institution registered under the *Bank Act*.
5. The Executive shall name at least three signing officers (two of whom will be the Treasurer and Chairperson) for banking and legal documents. Two signatures will be required on all of these documents.
6. A Treasurer's Report on significant receipts and/or expenditures shall be presented at general, special and Executive meetings. With reasonable notice, financial statements may be made available to Members between meetings.
7. An audit of the financial records of the Council may be requested by the Chairperson or by a vote at any general meeting, whereupon an independent auditor will be appointed by the Executive and approved by the membership.

SECTION XIV CONSTITUTION & BYLAW AMENDMENTS

1. The Members may, by a majority of 75% of the votes cast, amend the Constitution and Bylaws of the Council.
2. Written notice of a meeting at which a resolution will be considered to amend the Constitution and/or Bylaws shall be given to all Members at least fourteen days before the meeting.
3. Such notice may be given in the school newsletter. Non-receipt of a school newsletter shall not invalidate proceedings at such meeting.
4. The notice of the meeting shall include the proposed amendments to the Constitution and/or Bylaws.

SECTION XV REMOVAL OF AN EXECUTIVE OFFICER

1. The Members may, by a majority of 75% of the votes cast, remove an Executive officer, SPC Representative or DPAC Representative before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the Executive member shall be given to the Members at least 14 days before the meeting.
3. An Executive officer may, at any time, resign from their position upon providing written notice to the other Executive officers.

SECTION XVI PROPERTY IN DOCUMENTS

1. All documents, records, minutes, correspondence or other papers kept by a member, Executive officer or committee member in connection with the Council shall be deemed to be property of the Council.
2. All documents, records, minutes, correspondence or other papers shall be turned over to the Chairperson when the member, Executive officer or committee member ceases to perform the task to which the papers relate.

Adopted by Canyon Heights Elementary School Parent Advisory Council at North Vancouver, British Columbia, on June 14, 2011.

Wendy Young _____
Chairperson

APPENDIX # 1 - EXECUTIVE OFFICER DUTIES

A. The Chairperson Shall:

- (a) ensure that Council activities are aimed at achieving the objectives and purposes of the Council;
- (b) be the official spokesperson for the Council;
- (c) convene and preside at all general, special, and Executive meetings;
- (d) ensure that an agenda is prepared and presented;
- (e) understand the Constitution, Bylaws and meeting rules;
- (f) consult Members regularly;
- (g) know where to find resources to assist Members;
- (h) appoint committees where authorized to do so by the Executive or Membership;
- (i) ensure that the Council is represented in school and school district activities;
- (j) be one of the three signing officers of the Council;
- (k) receive correspondence on behalf of the Council and issue correspondence under the direction of the Executive or the membership;
- (l) ensure, together with the Secretary, the safe-keeping of Council records;
- (m) arrange for a member of the Executive to take over the position in the temporary absence of the Chairperson; and
- (n) submit an annual report to Council Membership at the AGM.

B. The Vice Chairperson shall:

- a) assume the responsibilities of the Chairperson in his or her absence
- b) assist the Chairperson in the performance of his or her duties
- c) assume extra duties as required
- d) may be one of the three signing officers if the Council.

C. The Treasurer Shall:

- a) be one of the three signing officers of the Council;
- b) with input from the PAC Expenditures Committee (PEC) and assistance of the Executive, draft a budget and proposed plan of expenditures;

- c) receive all funds for the Council;
- d) disburse funds authorized by the Executive or Members;
- e) maintain an accurate record of all expenditures of the Council;
- f) report on significant receipts and/or expenditures at general, special and Executive meetings;
- g) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the Council;
- h) make books available for viewing by Members upon request;
- i) have the books ready for inspection or audit annually;
- j) ensure that another signing officer has access to the books in the event of his/her absence;
- k) be responsible for the application for, budget and report on any provincial gaming funds;
- l) ensure all requirements with respect to provincial gaming rules and regulations are met ;
and
- m) submit an annual financial statement to Council membership at the AGM.

D. The Secretary shall:

- a) ensure that Members are notified of meetings;
- b) record the minutes of general, special, and Executive meetings;
- c) prepare and circulate, within a reasonable period, draft minutes as required;
- d) circulate the approved minutes of general meetings;
- e) file the original copy of approved minutes of general meetings and AGMs in the minutes book to be stored in the School;
- f) issue and receive correspondence on behalf of the Council under the direction of the Chairperson;
- g) keep an accurate and up-to-date copy of the Constitution and Bylaws and ensure copies are available for Members upon request; and
- h) ensure, with the Chairperson, the safe-keeping of Council records.

E. The Fundraising Coordinator shall:

- a) research and propose fundraising projects to Executive;
- b) may be one of the three signing officers of the Council
- c) oversee all of the fundraising activities endorsed by the Council:

- d) submit an annual report to Council membership at the AGM advising of the fundraising projects completed in the year and recommending programs for the next year

F. The Social Coordinator shall:

- a) identify opportunities to enhance and nurture our strong school community through social gatherings and activities;
- b) oversee and arrange social events supported by the Council for the enjoyment of parents, families, and staff;
- c) supervise the maintenance of the Council kitchen;
- d) arrange for refreshments at Council meetings; and
- e) submit an annual report to Council membership at the AGM advising of the social events held over the year and recommending events for the next year.

G. School Planning Council (SPC) Representative

One of the three representatives elected to the School Planning Council will serve as School Planning Council Representative on Council and shall:

- a) perform the duties of an SPC representative;
- b) represent, speak, and vote on behalf of the Council at SPC meetings;
- c) request and take direction from the general membership and Executive;
- d) report to the Council at general meetings on SPC activities; and
- e) submit a copy of the proposed School Plan to Council Membership at AGM.

H. The DPAC Representative shall:

- a) attend DPAC meetings and represent, speak, vote on behalf of the Council;
- b) report regularly to the Executive and Membership on matters relating to the DPAC;
- c) seek and give input to the DPAC on behalf of the Council;
- d) receive, circulate, and post DPAC newsletters, brochures, and announcements;
- e) liaise with other parents and DPAC representatives; represent Council at BCCPAC meetings and/or conferences as appropriate; and
- f) submit an annual report to Council Membership at the AGM.

I. The Communications Coordinator shall:

- a) work with the Chairperson and School Administration to ensure optimal communication with Members;
- b) create and maintain confidential parent data base/school directory;
- c) liaise with Chairperson to ensure prompt dissemination of Council information to Members when required via Class Representatives;
- d) generate material for/coordinate maintenance of PAC section of school website; and
- e) submit an annual report to Council Membership at the AGM advising of communications activity throughout the year and recommending changes or improvements for the next year.

APPENDIX# 2 - NON-EXECUTIVE POSITIONS

There are non-executive positions that are necessary for Council to attain its objectives:

A. Class Representatives:

In September of each year, Council shall seek Parent volunteers from each division in the School to serve as Class Representatives and carry out the following responsibilities for Council:

- a) communicate any ideas or concerns from class parents to the Executive;
- b) forward Council emails to class parents via confidential email system; and
- c) facilitate flow of information from general meetings to class parents.

B. The Parent Education Coordinator shall:

- a) identify parent education interests and concerns;
- b) organize parent education speakers and events;
- c) maintain parent education resource material/library; and
- d) submit an annual report to Council membership at the AGM advising of parent education programs presented during the year and recommending programs for the next year.

C. The Safety Coordinator shall:

- a) work with the School administration to ensure safety at the School. Areas of focus may include:
 - crossing guard program,
 - earthquake preparedness,
 - traffic safety,
 - grab 'n go emergency kits/ comfort kits,
 - bicycle safety, and
 - first aid training and supplies;
- b) review and research safety issues which may arise throughout the year, and
- c) submit an annual report to Council membership at the AGM advising of the safety programs conducted during the year and for the next year.

D. The Past Chairperson shall:

- a) facilitate a smooth transition between Chairpersons;
- b) act as a consultant and advisor for the Chairperson; and
- c) encourage Members to stand for election to the Executive.

E. Volunteer Coordinator shall:

- a) communicate volunteer opportunities at Canyon Heights to Council members
- b) maintain an inventory of volunteer jobs available at Canyon Heights throughout the school year
- c) coordinate placement of volunteers for PAC sponsored events

APPENDIX #3 - STANDING COMMITTEES

1. STEERING COMMITTEE

1. Responsibility

The Steering Committee shall have the responsibility to bring together the parents, administration and staff of the school to discuss the plans and requests of all parties to achieve the objectives of the Council and the school in better serving the best interests of the students of the school.

2. Composition

The Steering Committee may be composed of the following members:

- Chairperson
- Vice-Chairperson/ Executive member delegate
- Principal or Vice-Principal
- Teachers

3. Meetings

The Steering Committee will meet monthly at a predetermined time. The Chairperson, in consultation with the Principal, shall prepare a brief agenda for each meeting.

2. PAC EXPENDITURE COMMITTEE (PEC)

1. Responsibility

The PAC Expenditure Committee (PEC) shall have the responsibility of collecting and analyzing proposals for PAC expenditures from parents, administration and staff for the purpose of formulating short and long term spending plans that will promote the objectives of the PAC.

2. Composition

The PAC Expenditure Committee may be composed of the following members:

- PEC Chairperson
- Treasurer/ Executive member delegate
- 3 Council Members
- Principal or Vice-Principal

3. Meetings

The PEC Committee will meet four or five times at a predetermined time. The PEC Chairperson shall prepare a brief agenda for each meeting.

3. HOT LUNCH COMMITTEE

1. Responsibility

The Hot Lunch Committee shall have the responsibility for providing healthy and nutritious hot lunches for students during the school year. Each lunch offered will meet the Guidelines for food & Beverage Sales in BC Schools (BC Ministry of Education and Ministry of Healthy Living and Sport, 2010) and will be distributed according to provincial safe food handling guidelines. The Committee will provide an on-line ordering system using a secure website and payment protection system.

2. Composition

The Hot Lunch Committee may be composed of the following members:

- Hot Lunch Program Coordinator
- Individual Hot Lunch Day Coordinators
- Hot Lunch Day Volunteers

3. Meetings

The Hot Lunch Program Coordinator and Individual Hot Lunch Day Coordinators will meet at the start of the school year and keep in touch on an informal basis throughout the year.

The Hot Lunch Program Coordinator will report on a regular basis to the Chairperson.

Individual Hot Lunch Day coordinators will meet with the Treasurer as required for the purposes of submitting invoices and receiving cheques to settle accounts.