

# CONSTITUTION CHERRY HILL ELEMENTARY SCHOOL PARENTS' ADVISORY COUNCIL

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## Section I - NAME

1. The name of this council is Cherry Hill Elementary School Parents' Advisory Council.
2. The Council will operate as a non-profit organization with no personal financial benefit accruing to members.
3. The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

## Section II - PURPOSES OF THE COUNCIL

The purposes of the Council are:

- To act as a bridge between the school, the home and the community.
- To welcome and introduce new families to the school.
- To further school – community relations by making use of merchants and services whenever possible.
- To assist in the improvement of the education service at Cherry Hill Elementary by offering advice to the principal on relevant school policies, programs and concerns.
- To enhance teacher awareness of the many features of the PAC, and to promote an active and effective relationship between parents and teachers.
- To encourage parent involvement in the school, and to support programs that promote parent involvement.
- To organize and support activities for students and parents.
- To advise and participate in the activities of DPAC and the BC Confederation of Parent Advisory Councils.

## Section III - INTERPRETATION OF TERMS

**“district”** means School District No.75

**“DPAC”** or **“district parent advisory council”** means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No.75

**“PAC”** or **“parent advisory council”** means the parents' organized according to the School Act and operating as a parent advisory council in Cherry Hill Elementary School.

**“parent”** is as defined in the School Act and means:

- The guardian of the person of the student or child
- The person legally entitled to custody of the student or child
- The person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No.75.

**“school”** means any public elementary or secondary educational institution as defined in the School Act operating within School District No.75

**“SPC”** means the school planning council created for Cherry Hill Elementary School according to the School Act

# BYLAWS

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## Section I – MEMBERSHIP

### Voting members

- All parents and guardians of students registered in Cherry Hill Elementary School are voting members of the Council.

### Non-voting members

- Administrators and staff (teaching and non-teaching) of Cherry Hill Elementary 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.

### Compliance with bylaws

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

## Section II –MEETINGS OF MEMBERS

### 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.

### 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 be given reasonable notice (2 weeks) of general meetings.

## Section III – PROCEEDINGS AT GENERAL MEETINGS

### Quorum

- A quorum for general meetings will be eight voting members to ensure input from non-executive 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.

### 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.

#### **Section IV – EXECUTIVE**

##### Role of executive

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

##### Executive defined

- The executive will include the President, President Elect, Secretary, Treasurer, Co-Treasurer (Optional), DPAC Rep, Fundraising Rep.
- The principal is an ex officio member of the executive

##### Eligibility

- Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No.75 or the Ministry of Education excluding noon hour supervisors.

##### Election of executive committee

- The executive committee will be elected at annual general meeting by voting membership in June of the year.
- The executive committee will be elected by secret ballots. Secret ballots will be destroyed after election by 2 voting members present at the election meeting.
- The executive committee will consist of one member per family in the same year to ensure fairness of voting and avoid conflicts of interest.

##### Term of Office

- The executive committee will hold office for a term of one year beginning in September.
- No member of the executive committee will hold the same position for more than 2 consecutive years.

##### Vacancy

- If an executive member resigns or ceases to hold office for any other reason, the president may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

##### 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 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.

##### 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.

## **Section V – EXECUTIVE MEETINGS**

### Meetings

- Executive meetings will be held at the call of the president.
- The executive will consult with the principal at an executive meeting every two months during the school year.

### Quorum

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

### Notice

- Executive members will be given reasonable notice (2 weeks) of executive meetings.

### 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.

## **Section VI - DISTRICT PARENT ADVISORY COUNCIL AND EXTERNAL COMMITTEE REPRESENTATIVES**

### District Parent Advisory Council representative

- One representative to the Cherry Hill Elementary School DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No.75 or the Ministry of Education, excluding noon hour supervisors.

### Election of DPAC representatives

- The election of representatives to the DPAC must be by secret ballot.

### Term of office

- DPAC representatives will hold office for a term of one year.

### Vacancy

- If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the Council to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

### External committees

- The membership or executive may elect or appoint a member (a representative of a Council member) who is not an employee or elected official of School District No.75 or the Ministry of Education; excluding noon hour supervisors, to represent the Council on an external committee or to an external organization.
- The representative will report to the membership or executive as required.

## **Section VII – CONDUCT OF EXECUTIVE 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 acceptable to the membership.

### Representing the Council

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

### 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 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.

## **Section VIII – DUTIES OF EXECUTIVE AND REPRESENTATIVES**

### The President will:

- Speak on behalf of the Council
- Consult with Council members
- Preside at membership and executive meetings
- Ensure that an agenda is prepared
- Appoint committees where authorized by the membership or executive
- Ensure that the Council 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
- Submit an annual report

### President Elect will:

- Fulfill presidents' duties when he/she is absent
- Be a signing officer
- Assist where assistance is required

### The Secretary will:

- Ensure that members are notified of meetings
- Record and file minutes of all meetings. Minutes of executive and general meetings will be available for all members within 2 weeks after each meeting on PAC bulletin board and PAC Facebook page

- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the Council
- Ensure safekeeping of all records of the Council
- May be a signing officer
- Submit an annual report

The Treasurer will:

- Be one of the signing officers
- Ensure all funds of the Council are properly accounted for in detail
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- 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 or audit annually
- 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
- Submit a detailed year end annual financial statement at the annual general election meeting in June
- Ensure all funds received are counted in joint custody
- Ensure sufficient supply of cheques are on hand for each account (order limit: maximum of 200 cheques per order per account as needed)
- Ensure all income/expense statements are available for all members within 2 weeks after each fundraiser on PAC bulletin board and PAC Facebook page

The Fundraising Representative will:

- Co-ordinate fundraising activities
- Report to PAC
- Ensure only one major fundraiser and one hot lunch are held per month, as to allow classrooms the opportunity to fundraise as well. In addition, 5 fun events per school year may be used to fundraise (example: bake sale, cake walks, snack sales)
- May be a signing officer

The DPAC Representative will:

- Attend all meetings of Cherry Hill Elementary DPAC and represent, speak, and vote on behalf of the Council
- Maintain current registration of the Council
- Report regularly to the membership and executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the Council
- 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
- Submit an annual report
- May be a signing officer

## **Section IX – FINANCIAL MATTERS**

### Financial year

The financial year of the Council will be July 1 to June 30.

### Power to raise money

The Council may raise and spend money to further its purposes. Funds may be raised to buy staff retirement gifts (up to \$50 value) for each staff member as it is a once in a life time change. Also \$300 may be raised for grade 6 farewell as this is no different than retirement (last year at school).

### Bank accounts

All funds of the Council must be kept on deposit in PAC accounts at any financial institution registered under the Bank Act in Mission BC.

### 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 over \$100 for approval at the next general meeting with the exception of groceries for concession, hot lunch expenses and maximum order of 200 cheques per account as needed.

### Treasurer's report

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

### Auditor

Members at a general meeting may appoint an auditor.

### Technology

\$1000 will be budgeted annually for technology account. This account must have a minimum balance of \$1000 at the end of June, each year. This account will be used for repairs, upgrades, apps or training for Ipad lab.

### Emergency Fund

\$1000 will be budgeted annually to purchase emergency supplies as needed for natural disaster preparedness.

## **Section X – 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 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.

**Section XI – PROPERTY IN 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 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.

**Section XII – DISSOLUTION**

1. 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

2. No.75 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.

3. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Cherry Hill Elementary School

Constitution & Bylaws adopted by Cherry Hill Parents’ Advisory Council on **April 10, 2018** in Mission, British Columbia.

Name	Position	Signature
Trish Linn	Treasurer	
Jessica Ligertwood	Secretary	