

# CHERRY HILL ELEMENTARY SCHOOL

## PARENT ADVISORY COUNCIL

### CONSTITUTION & BYLAWS

Revised: April 10, 2018

Revised: September 30, 2019

Revised: May 31, 2022

Revised: May 30, 2023

# CONSTITUTION CHERRY HILL ELEMENTARY SCHOOL PARENTS' ADVISORY COUNCIL

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## Section I - NAME

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

## Section II - PURPOSES OF THE PAC

The purposes of the PAC 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 Registered and attending Cherry Hill Elementary School.

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

“**Social Media**” means blogs, Facebook (FB), Instagram, Tiktok, twitter, podcasts, digital images, videos and other social media technologies

“**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 and attending Cherry Hill Elementary School, excluding teachers, administrators, and support staff with the exception of supervision assistants, are voting members of the PAC.

#### Invited Guests

- Administrators and staff (teaching and non-teaching) of Cherry Hill Elementary may be invited ~~to become non-~~ and welcomed to attend meetings regularly as invited guests (they cannot vote)
- Members of the school community who are not parents of students registered in the public school system may be invited as invited guests (they cannot vote).
- At no time will the PAC have more invited guests 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 efficiently and 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. They may be held either in person or virtually through an online platform, as needed. Virtual meetings may also be recorded for ease of members to view at a later date. All members in attendance will be asked for consent before recording.
- There shall be an Annual General Meeting (AGM) for the purpose of election of Executives, held once annually in June and take effect July 1<sup>st</sup>. If more than 2 Executive positions become vacant, an AGM may need to be called more than once during the school year.

#### Conduct

- At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- The PAC 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. Notice should be sent in various ways - by flyer, newsletter, e-mail, or social media.

### **Section III – PROCEEDINGS AT GENERAL MEETINGS**

#### Quorum

- A quorum for general meetings will be 6-voting members to ensure there is input from non-executive members.
- A quorum must consist of a minimum of 3 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, 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 both in person and virtually.
- A vote will be taken to destroy the ballots after every election.

### **Section IV – EXECUTIVE**

#### Role of executive

- The executive will manage the PAC’s affairs between general meetings.

#### Executive defined

- The executive will include the President, Vice President, Secretary, Treasurer, DPAC Rep, and Members-at-Large.

#### Eligibility

- Any voting member of the PAC is eligible to serve on the executive, except employees (teaching and non-teaching) of Cherry Hill Elementary School 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 if more than one person is running for the same position. Two non running members will count to 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.

### Nominations

- Nominations for Executive positions will be declared open, one (1) general meeting prior to the AGM, and remain open until and during the AGM. Nominees will be able to decline the nomination. Nominations will be posted as they come in. Nominations made during the AGM, will be done verbally. Members can be nominated by others or nominate themselves. The nomination form must be made available in multiple ways, including paper copies at the school office, emailed, posted on the website or on social media.

### Election

- Elections will be conducted by, a DPAC member, the school Principal, or and unbiased non-running individual at the AGM. Any members, running for a position on the Executive are exempt from conducting the election process.
- The Election shall be held either in person at a location determined by the membership or virtually using an online platform.
- July 1<sup>st</sup> following the AGM, signing authority will be updated to reflect the new Executive officers. This includes banking information
- All documents, records, minutes, correspondence, or other papers pertaining to PAC, kept by an Executive member who is not re-elected, shall be turned over to the Chairperson in a timely manner.

### Term of Office

- The executive committee will hold office for a term of one year beginning in July.
- No member of the executive committee will hold the same position for more than 2 consecutive years, unless there are no nominations for any new members for the position, and the PAC votes for the individual to hold the position for an additional term.
- The Immediate Past Chairperson, if still eligible as a PAC member, shall hold that position for 4 months, starting in September.
- The Executive officers agree to attend at least fifty percent (50 %) of all PAC meetings. Failure to do so, or missing more than 3 consecutive meetings without a reasonable explanation, may result in the removal of the officer.

### Vacancy

- If an executive member resigns or ceases to hold office for any other reason, the Executive may appoint an eligible member of the PAC (an individual who has been nominated by themselves or another member) to fill the vacancy until the next annual general meeting.
- In the case of a mid-term vacancy of more than two Executive positions, an extra-ordinary AGM will be called to fill the vacant positions.

### 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 PAC'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.
- Executive group chat (facebook, whatsapp, etc) is a sufficient platform for executive meetings.

#### 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 PAC to fill the vacancy for the remainder of the term.

### External committees

- The membership or executive may elect or appoint a member (a representative of a PAC 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 PAC 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 PAC

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

### 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 PAC- 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 PAC for personal gain.

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

- The affairs of the PAC shall be managed by a board of elected executive officers.
- The Executive Offices will be as follows:
  - President
  - Vice-President
  - Treasurer
  - Secretary
  - DPAC Representative
  - Members-At-Large

### The President will:

- Speak on behalf of the PAC
- Consult with PAC 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 PAC is represented in school and district activities
- Ensure that PAC activities are aimed at achieving the purposes set out in the constitution
- Be a signing officer
- Submit an annual report
- Apply for outside scholarships and grants
- Will temporarily take on roles and responsibilities of other Executives in their absence or vacancy

Vice-President will:

- Fulfill presidents' duties when he/she is absent
- Be a signing officer
- Assist the president where assistance is required
- Support Members-at large and committee members
- Accept extra duties as required to support the PAC objectives
- Facilitate communication and report to the PAC Executive

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 PAC
- Ensure safekeeping of all records of the PAC
- May be a signing officer
- Submit an annual report

The Treasurer will:

- Be one of the signing officers
- Ensure all funds of the PAC 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



- May be a signing officer
- Will apply for the gaming grant yearly, and gaming licences as required

The DPAC Representative will:

- Attend all meetings of Cherry Hill Elementary DPAC and represent, speak, and vote on behalf of the PAC
- Maintain current registration of the PAC
- Report monthly to the membership and executive on all matters relating to the DPAC
- Seek and give input to the DPAC on behalf of the PAC
- 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

Members-at-Large (up to 3) will:

- Assist others in establishing, running, and/or participating in Committees when deemed necessary
- Responsibilities for these duties shall be decided at the first Executive meeting following the AGM in September
- Must be on at least one committee and/or take on a larger annual event

**Section IX – FINANCIAL MATTERS**

Financial year

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

Power to raise money

The PAC 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 \$500 may be raised for grade 6 farewell as this is no different than retirement (last year at school).

Bank accounts

All funds of the PAC 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

Technology funds will be moved to the General Account and the funds will remain segregated. These funds will be used for repairs, upgrades, apps or training for I pad Lab.

Once the remaining funds are disbursed, the segregation will dissolve and any further need for Technology training, repairs or apps will be fundraised separately.

#### 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 PAC'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 PAC shall be deemed to be property of the PAC 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 PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PACs general account will be distributed back to the school and gaming funds will be distributed as per gaming dissolution guidelines amongst other SD NO.75 PACS.

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

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

Constitution & Bylaws adopted by Cherry Hill Parents' Advisory Council on **May 30, 2023** in Mission, British Columbia.

<b>Name</b>	<b>Position</b>	<b>Signature</b>
	President	
	Vice President	
	Secretary	
	Treasurer	
	D-PAC Rep	
	Member-at-Large	
	Member-at-Large	
	Member-at-Large	

Date: \_\_\_\_\_