

**CHANTRELL CREEK ELEMENTARY PARENT ADVISORY
COUNCIL (CCEPAC) CONSTITUTION AND BY-LAWS**

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Constitution

SECTION I: NAME

The name of the Association shall be the CHANTRELL CREEK ELEMENTARY PARENT ADVISORY COUNCIL (CCEPAC).

The Council will operate as a non-profit organization with no personal financial benefit. The business of the Council shall be unbiased towards race, religion, gender or politics.

SECTION II: PURPOSES OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students in CHANTRELL CREEK ELEMENTARY SCHOOL.

1. To advise the principal and staff on parents' views on any matter relating to the school - programs, policies, plans, and activities.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To support worthwhile projects and activates as determined by the PAC and the school.
5. To contribute to the effectiveness of the school by promoting the involvement of parents, guardians, and other community members.

SECTION III: DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in Surrey School District 36 having purposes and objectives similar to those of the Council, and which meet all the requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No 36 in the person of the principal of the school.

SECTION IV: INTERPRETATION OF TERMS

Parents - the parent or parents or guardian of a child or children in School District No. 36 Surrey

Parent Advisory Council - any organized group of parents recognized under the BC School Act.

School - any public elementary or secondary educational institution within School District No. 36 Surrey

District - School District No. 36. Surrey

DPAC -the Surrey District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 36, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations - groups that demonstrate an interest in education and are not already included in the scope of this constitution.

Bylaws

SECTION V: MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Chantrell Creek Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Chantrell Creek Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.
5. The Principal will act as a consultant and liaison between staff and parents. The Principal is a non-voting member of the PAC and together with the administration and staff is welcome to attend all PAC meetings.
6. No voting member of the executive shall be in a direct relationship with staff of Chantrell Creek Elementary or The Surrey School District that could be perceived as leading to a conflict of interest, e.g. spouses and business partners.
7. No voting members of the Chantrell Creek PAC shall receive remuneration or other financial benefits for their services to the CCEPAC regardless of the type of services performed.

SECTION VI: MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in June of each year.

3. General meetings shall be held not less than six times per year, one of those being the AGM.
4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, the current issue of Robert's Rules of Order shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

SECTION VII: QUORUM AND VOTING

A. QUORUM

A quorum shall be five voting members in addition to the executive.

B. VOTING

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot. A vote shall be taken to destroy the ballots after the election.
5. The election of representatives to the School Planning Council (SPC) must be by secret ballot.

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members attending the Annual General Meeting. No employee or elected official of the Surrey school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the two meetings before the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive shall appoint a new officer who shall hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.
5. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.

SECTION IX: TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM in June and shall be for one year.
2. No person may hold any one position for more than two consecutive years.
3. No person may hold more than one elected executive position at any one time except in the case of the School Planning Council executive member.
4. The Past Chairperson shall hold that office for one year.
5. The term of office for School Planning Council representatives shall be one year. The elections for SPC members shall also be conducted at the AGM in June and the term of office shall commence immediately following the election
6. The Coordinators of Ad Hoc or standing committees are volunteer members of the PAC and may serve any number of times.

SECTION X: EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - a. Chairperson (or co-chairpersons)
 - b. Vice-Chairperson(s)
 - c. Treasurer
 - d. Secretary(s)
 - e. District Parent Advisory Council Representative
 - f. Two members at large
 - g. Two Hot Lunch Coordinators
 - h. Communications Coordinator
 - i. Immediate Past Chairperson(s)
 - j. Principal (non-voting)

The SPC executive member serves one of the positions above (A-F) in conjunction to their other elected positions

SECTION XI: DUTIES OF OFFICERS

A. The Chairperson shall:

- a. Convene and preside at membership, special, and executive meetings

- b. Ensure that an agenda is prepared and presented
- c. Know the constitution and bylaws and meeting rules
- d. Know where to find resources to assist members
- e. Appoint committees where authorized to do so by the executive or membership
- f. Consult PAC members regularly
- g. Ensure that the PAC is represented in school and school district activities
- h. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i. Be the official spokesperson for the organization
- j. Be a signing officer
- k. Submit an annual report
- l. Be a signing officer
- m. Shall become familiar with the events and proceeding in previous year by the CCEPAC

B. The Vice-Chairperson shall:

- a. Assume the responsibilities of the Chairperson in the Chairperson's absence or upon request or in the event the president's office becomes vacant until the next general meeting.
- b. Assist the Chairperson in the performance of his/her duties
- c. Accept extra duties as required.
- d. Be a signing officer, if required
- e. Submit an annual report

C. The Secretary shall:

- a. Ensure that members are notified of meetings.
- b. Record the minutes of general, special, and executive meetings in accordance with the current edition of Robert's Rules of Order.
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d. Issue and receive correspondence on behalf of the organization
- e. Be a signing officer, if required
- f. Safely keep all records of the Council
- g. Submit an annual report.
- h. Shall be responsible for maintenance of accurate records of the proceedings of all meetings including an accurate record of attendance at each meeting and shall be responsible for the clarification of the wording of all motions before a vote is taken.
- i. Be responsible for ensuring that all data collected conforms to the Personal Information Protection Act.

D. The Treasurer shall:

- a. Be a signing officer
- b. Receive all funds for the Council
- c. Disburse funds authorized by the executive or members
- d. Maintain an accurate, true and up to date record of all expenditures of the Council
- e. Give a written report of all receipts and expenditures at all general meetings
- f. Deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC
- g. Make books available for viewing by members upon request
- h. Have the books ready for inspection or audit annually
- i. With the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- j. Ensure that the other signing officer has access to the books in the event of his or her absence
- k. Submit an annual written financial statement at the Annual General Meeting of the Council

Note: The books remain the responsibility of the treasurer. Members may view them when accompanied by the treasurer or a designated executive member.

E. The DPAC/PAC Representative shall:

- a. Attend PAC and DPAC meetings
- b. Seek and give input on behalf of the PAC to the DPAC
- c. Report back to the PAC

F. Members at Large shall:

- a. Serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- b. Submit an annual report

G. Hot Lunch Coordinators

- a. **Oversee the Hot Lunch Program**
- b. **Select meal vendors and menus**
- c. **Recruit and coordinate volunteers and prepare shift schedules**
- d. **Manage and operate Hot Lunch software and website**
- e. **Be a signing officer**

H. Communication Coordinator

- a. **Prepare and email communications to the PAC parent community on a regular basis, including a weekly electronic newsletter**

I. The Past Chairperson shall:

- a. Help smooth the transition between Chairpersons
- b. Assist, advise and support the Council
- c. Provide information about resources, contacts, and other essential information to the Council
- d. Act as a consultant for the Chairperson
- e. Chair the nominating committee
- f. Submit an annual report
- g. Shall provide continuity

J. The School Planning Council (SPC) representative shall:

- a. Be one of three elected SPC representatives
- b. Represent and speak on behalf of the PAC at SPC meetings
- c. Take direction from the general PAC membership
- d. Report back to the PAC at general meetings.
- e. Be elected at the AGM in June and will take office immediately
- f. One of the 3 elected SPC reps will also hold an elected position on the executive.

K. The Principal shall:

- a. Act as a consultant and liaison between staff and parents.
- b. Be a non-voting member of the executive who shall be invited to all executive meetings or in their place a designate.
- c. Be a non-voting member of the council and, together with the administration and staff, is welcome to attend all PAC meetings.

SECTION XII: COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. The PAC executive may appoint members to committees annually.
5. These are non-elected volunteer positions.
6. Where *possible* the following positions will be filled:
 - a. Block Parent Coordinator
 - b. Class Parents
 - c. Fundraising Coordinators
 - d. Hospitality/ Newcomers/ Sunshine Coordinator

- e. Safety Coordinator
- f. Extra Curricular Activities Coordinator
- g. Social Programs Coordinator

SECTION XIII: FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires, ideally at the September meeting. Financial records will be kept for seven years
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least two signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A written Treasurer's Report shall be presented at each general meeting.
6. Members at a general meeting may appoint an auditor.

SECTION XIV: CONSTITUTION AND BY-LAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed, and forwarded to the School Board Office for safekeeping only.

SECTION XV: REMOVAL OF AN EXECUTIVE MEMBER

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 a successor to complete the term.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

SECTION XVI: PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the Chairperson(s) when the member, executive member, or committee member ceases to perform the task to which the papers relate. All personal information collected will conform to the requirements in the Personal Information Protection Act.

SECTION XVII: CODE OF ETHICS

A parent or guardian who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing PAC body
2. Performs her or his duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.
11. Shall receive no remuneration or other financial benefits for their service to the CCEPAC, regardless of the type of services performed.

Statement of Understanding

I, the undersigned, in accepting the position of _____, on the Chantrell Creek Elementary PAC Executive, have read, understood, and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive

Member: _____

Signature:

Date: _____ Phone
number: _____

Chantrell Creek Elementary PAC at School District 36 Surrey, British Columbia, adopted this Constitution and by-laws on _____, 20_____.

(Co-) Chairman _____

Secretary _____

AMENDMENT RECORD

Number	Details	Date
0	Original Publication at the opening of Chantrell Creek Elementary	19 October 1992
1	Replaced original publication dated October 19 1992 in it's entirety	6 May 2004

2	Added Hot Lunch Coordinators and Communications Coordinator as Executive Officers	June 4, 2013
3		
4		
5		

Note: If changes are made to the Constitution and Bylaws, they will be dated and initialed and a copy will be submitted to the school board office for safekeeping. The Amendment record shall also be updated. Financial records will be kept for seven years.