

**CONSTITUTION**

**Section I- Name**

1. The name of the organization shall be the "CLAREMONT PARENTS ADVISORY COUNCIL" herein referred to as "CPAC".
2. CPAC will operate as a non-profit organization and no member shall obtain a personal financial benefit through participation in PAC activities.
3. The business of the CPAC will remain unbiased toward race, religion, gender, politics, sexual orientation and physical or mental disability.

**Section II- Purpose**

The purpose of the organization shall be to:

1. Enhance the educational excellence of Claremont Secondary School through a partnership with administrative staff, teachers, parents and students.
2. Work in an advisory capacity with administration, staff and students on matters pertaining to the school including, but not restricted to the following:
  - School policy and procedures
  - Programs and services
  - Facilities and equipment
  - Student/parent/community education
  - Learning resources
3. Support the following key activities:
  - The Breakfast Club;
  - Scholarships for graduating students; and
  - Dry Grad.
4. Provide a forum for discussion of matters of mutual interest or concern to students/parents/guardians.
5. Promote cooperation between the home and the school in providing for the education of the students.

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6. Encourage communication among students, parents, educators, administrators, School Board Trustees, COPACS, BCCPAC, and the Ministry of Education.
7. Promote good relationships between Claremont Secondary School and the broader community.
8. Raise funds when possible for school equipment, activities and programs.
9. Disburse gaming funds in accordance with the regulations associated with receipt of those funds.
10. Disburse both gaming and non-gaming funds in accordance with the decisions of CPAC.

**Section III - Interpretation of Terms**

BCCPAC	BC Confederation of Parent Advisory Councils
Community Organizations	Groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws.
COPACS	See District Parent Advisory Council below
District	School District No. 63
District Parent Advisory Council (DPAC)	The parent advisory council organized according to the School Act and operating as a district parent advisory council in School District No. 63. This is also sometimes referred to as COPACS.
Executive	See Section XI below
Parent	As defined in the School Act and means, in respect of a student or of a child: 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 these bylaws, means the parent or

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	guardian of a child or children enrolled in School District No. 63.
Parent Advisory Council	The parents organized according to the Section 8 of the <i>School Act</i> and operating as a parent advisory council in Claremont Secondary School (CPAC).
School	Any public elementary or secondary educational institution as defined in the <i>School Act</i> operating within School District No. 63.

**BYLAWS**

**Section IV- Membership**

1. Parents of students registered at Claremont Secondary School shall be voting members of the CPAC.
2. Any parents of students registered at Claremont Secondary School shall be eligible to hold an executive position.
3. There shall be only one PAC for Claremont Secondary School, in accordance with the *School Act*.

**Section V - Meetings**

1. There shall be an Annual General Meeting (AGM) in April, May, or June of each year. The business of the AGM shall include the following:
  - Approval of Agenda for the AGM
  - Reading of the minutes of the previous AGM
  - Presentation of any reports
  - Election of Executive Officers
  - Approval of financial statements
2. General meetings shall be held a minimum of eight times during the school year to conduct business. At the discretion of CPAC, or Executive committee, up to four of the eight general meetings may be used, in part or in whole, for the purpose of parent interest events.

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3. Notice of meetings of CPAC shall be at the direction of the Executive Officers. Notice of meetings should be made at least 5 business days prior to the meeting and should be communicated by at least two of the following methods: email, the PAC website, THE CHRONICLE, or annual schedule posted in September.
4. Between meetings, Executive Officers shall carry on the business of CPAC, and the Executive Officers shall be responsible to, and report to, each meeting of CPAC.
5. Robert's Rules of Order shall be used, as a guideline of matters of procedure not covered by these bylaws.
6. Special meetings may be convened with the support of the majority of the executive officers. Special meetings will be arranged at least 5 days in advance and will be communicated by at least two of the following methods: email, the PAC website, or THE CHRONICLE.

**Section VI –Voting**

1. The voting members present at any duly called general meeting shall constitute quorum. This quorum must include a minimum of 3 Executive Officers.
2. Unless otherwise provided, all matters requiring a vote at any meeting shall be decided upon by a simple majority vote.
3. Voting is done in person by members present; voting by proxy shall not be permitted.
4. Voting shall be normally be done by a show of hands, unless in violation of the *School Act* or where requested by three voting members present, by secret ballot.
5. The Chair of the meeting shall vote only in the case of a tie vote.

**Section VII - Election of Executive Officers**

1. Executive Officers as defined in Section IX below shall be elected from the voting members at the Annual General Meeting.
2. Call for nominations shall take place at least one month prior to the Annual General Meeting, and should be communicated by at least two of the

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following methods: email, the PAC website, THE CHRONICLE, or annual schedule posted in September.

3. The Nominating Committee Chair shall conduct Elections. Duties of the Nominating Committee are described in Section X below.
4. In the event of a vacancy in the Executive, the Executive shall appoint a replacement until the next CPAC meeting: at this time the position shall be filled by election. Should positions remain vacant, the Executive will continue to function to the best of their abilities.
5. Election of Executive Officers, if not by acclamation, will be by secret ballot.

**Section VIII - Term of Office**

1. The term of office for all elected positions shall be one year, from July 1st to June 30<sup>th</sup>.
2. All executive positions carry the option of re-election for consecutive terms, not to exceed four terms consecutively in any one Executive position.
3. Exceptions to subsection 2 may occur if supported by a vote at the AGM to allow the candidate to stand for re-election.
4. No person may hold more than one elected executive position at any one time.

**Section IX - Executive Officers**

1. The affairs of CPAC shall be managed by the Executive Officers. The Executive Officers will be as follows:
  - President
  - Vice-President
  - Treasurer
  - Secretary
  - DPAC Representative
  - Members-at-Large (maximum 2 positions)

2. No executive member may be remunerated for serving on the executive, but may be reimbursed for pre-approved expenses reasonably and necessarily incurred while engaged in the CPAC's affairs.

### **Section X - Duties of Executive Officers**

#### **PRESIDENT**

- Shall preside at all CPAC meetings, unless delegated
- Shall ensure an agenda is prepared and presented
- Shall be one of the signing officers
- Shall be the official spokesperson for CPAC, unless delegated
- Shall ensure actions are taken to achieve the objectives and purposes of CPAC
- Shall appoint committees where authorized to do so by the Executive Officers or the Membership
- Shall review and approve all communication forwarded to parents via email, website, and newsletter
- Shall submit an annual report at the AGM
- Shall ensure all relevant information is passed on to the succeeding President

#### **VICE-PRESIDENT**

- Shall assume the responsibilities of the President in his/her absence
- Shall assist the President in his/her duties
- Shall ensure Nominating Committee is formed at least two months prior to Annual General Meeting
- Shall be one of the signing officers

#### **TREASURER**

- Shall maintain an accurate record of all expenditures of CPAC
- Shall receive all monies for CPAC
- Shall disburse funds as directed by the Executive Officers or Members
- Shall be one of the signing officers
- Shall prepare a financial report for the Annual General Meeting each school year
- Shall prepare annual Gaming Application and Annual Gaming Expenditure Reports
- Shall prepare and present a Treasurer's Report to all members at each general

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- Meeting
- Shall ensure all relevant information regarding this position is passed on to the succeeding Treasurer

#### SECRETARY

- Shall keep accurate and official minutes of all CPAC and Executive meetings
- Shall ensure draft minutes of all meetings are posted on CPAC website at least 5 business days prior to subsequent meetings, and repost after the minutes have been approved
- Shall keep an accurate copy of the CPAC Constitution and Bylaws and ensure the School has a current copy
- Shall ensure all minutes of the school year are collected and filed at end of his/her term.
- Shall administer or coordinate administration of parent contact list and PAC page of school website
- Shall post on school website CPAC meeting minutes, messages to parents and other correspondence
- As directed by the Executive shall distribute email to parents on the PAC contact list

#### DPAC Representative

- Shall attend regular monthly COPACS/DPAC meetings or arrange for alternate when possible
- Shall report back to CPAC and seek input for CPAC
- Shall ensure all relevant information regarding this position is passed on to succeeding DPAC Representative
- Shall manage BCCPAC membership and matters pertaining to BCCPAC membership
- Shall deal with matters relating to BCCPAC

#### MEMBERS-AT-LARGE

- Shall serve in a capacity to be determined by CPAC at the time of their election and other times throughout their tenure as the needs of CPAC might require

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#### Section XI – Committees

1. Committees shall be formed when necessary. Standing committees operate on an annual basis. Ad-hoc committees are formed to address a specific issue in consultation with the CPAC executive.

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2. A Nominating Committee (standing) shall be appointed annually, by the President, at least two months before the Annual General Meeting.
3. The Constitution Review Committee (standing) shall review the Constitution and Bylaws on a periodic basis or at the request of one or more Executive Officers.
4. Committees are responsible to the Executive Officers and the membership.
5. Committee members shall choose the Committee chairperson.

**Section XII - Duties of Committee Chairpersons**

1. Report to the monthly CPAC meeting or send in a written report to be attached to the agenda.
2. Represent the views of all Claremont parents to the best of his/her ability.
3. Consult with the CPAC Executive committee.
4. Ensure all relevant information regarding committees is passed on to succeeding representatives.

**SECTION XIII - Finances**

1. The CPAC may raise and spend money to further its purposes.
2. All funds of CPAC will be deposited in a clearly named CPAC account at a recognized financial institution.
3. The Executive Officers shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
4. A Treasurer's Report to all members shall be presented at each general meeting.
5. The Treasurer shall prepare an annual financial report for the AGM each school year.
6. At any general meeting, members may vote for an audit of CPAC. If a majority vote is achieved, an independent auditor will be appointed.



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7. All expenditures should be referred to a general meeting wherever possible, however the Executive is empowered to authorize up to \$500 in expenditures.
8. Proposed expenditures greater than \$500 shall be voted on at a general meeting.

**Section XIV - Constitution and Bylaw Amendments**

1. Amendments to the Constitution and Bylaws of CPAC may be made at any Annual General Meeting, provided:
  - Written notice has been given to all members (seven days minimum) by at least two of the following methods: email, the PAC website, or THE CHRONICLE.
  - Notice of the meeting includes notice of the specific amendments proposed.
  - A two-thirds majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

**Section XV - Code of Ethics**

1. CPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. An Executive Officer who is approached by a parent with a concern relating to an individual is in a privileged position, and must treat such discussion with discretion, protecting the confidentiality of the people involved. The Executive Officer shall advise parents of the Complaints and Concerns process, located on School District #63's web site.
3. The President shall make Executive Officers aware of the Constitution and Bylaws.
4. A parent who accepts a position as an Executive Officer shall sign the Statement of Understanding as outlined in the form attached as Appendix A to this document, thus indicating their awareness of the Code of Ethics and their intent to respect its statements.

**Section XVI – Removal of an Executive Officer**

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1. An Executive Officer who is not performing his/her duties in accordance with the Constitution and Bylaws may be removed prior to the expiration of his/her term of office, by two-thirds majority vote of the CPAC members present at a special meeting called for such purpose.

**Section XVII - 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 CPAC shall be deemed to be the property of the CPAC.
2. Said documents shall be turned over to the President when the member, executive officer, or committee member ceases to perform the task to which the documents relate.
3. The destruction/disposal of any documents, records, minutes, correspondence, financial records, or other papers held by CPAC may occur 5 years from the end of the fiscal year they were received or created.

**Section XVIII – Dissolution**

1. Special Notice of Dissolution must be given at least 14 days prior to the Annual General Meeting or Special Meeting convened for the purpose, and must be communicated by at least 2 of the following methods: email, the PAC website or THE CHRONICLE.
2. The CPAC may be dissolved by a two-thirds majority vote of all members present at the Annual General Meeting or Special Meeting.
3. Upon dissolution of the CPAC and following payment of all outstanding debts, and any accrued liabilities, disbursements of the remaining nongaming funds shall be distributed to Claremont Secondary School for the benefit of the students attending the school.
4. Upon dissolution of the CPAC following disbursement of any committed gaming funds for that operating year, the remaining gaming funds must be returned to the Gaming Branch.
5. In the event of dissolution of the CPAC, all records shall be placed under the jurisdiction of School District #63 in the person of the Principal of Claremont Secondary School. This provision shall be unalterable.

**THIS VERSION ADOPTED BY THE CLAREMONT PARENT ADVISORY COUNCIL AT VICTORIA, BRITISH COLUMBIA, ON the 21 day of June, 2016.**

Signed by \_\_\_\_\_ CPAC President

\_\_\_\_\_ Executive Member

**Appendix A to CPAC Constitution and Bylaws**

**CODE OF ETHICS**

*A parent who accepts a position as a Council executive member, committee member or representative:*

- 1. Upholds the constitution and bylaws, policies, and procedures of the electing body*
- 2. Performs his/her duties with honesty and integrity and in the interests of the PAC*
- 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 membership and executive*
- 6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward*
- 7. Works to ensure that 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*

**STATEMENT OF UNDERSTANDING**

*I, the undersigned, in accepting the position of \_\_\_\_\_ the Claremont Parents Advisory Council have read, understood and agree to abide by this Code of Ethics.*

*I also agree to participate in the dispute resolution process that had been agreed to by the electing body, should there be any concerns about my work.*

*Name of Executive Member, Committee Member, or Representative*

\_\_\_\_\_  
*Signature* \_\_\_\_\_

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*Date* \_\_\_\_\_ *Phone Number* \_\_\_\_\_