

# Proposed Changes

Constitution, Bylaws, and Statement of Understanding will be separated into three separate documents. Each section of the Bylaws will be renumbered accordingly, starting with **Section I - Membership**

## Constitution

### Section II - Purpose

Original Text

The **purpose** of the organization shall be to:

Proposed Text

The **purposes** of the organization shall be to:

Reason

Correct grammar

Original Text

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**

Proposed Text

2. Work in an **advisory capacity** with the administration, staff and students on matters pertaining to the school, **which may include but are not limited to programs, policies, plans, and activities.**

Reason

Streamline wording

Original

3. Support the following key activities:
  - o The Breakfast Club;
  - o Scholarships for graduating students; and
  - o Dry Grad.

Proposed

3. **Support activities** that directly benefit Claremont students, such as the Breakfast Club, Scholarships for graduating students; and Dry Grad.

Reason

Less restrictive wording

Original

8. **Raise funds** when possible for school equipment, activities and programs.

Proposed

8. **Organize PAC activities and events, including raising funds** when possible for school equipment, activities and programs.

Reason

Broaden wording to include activities and events

Original (Constitution - Purposes)

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.

Proposed (Move to Bylaws - Finances Section)

5. **Apply for and** disburse gaming funds in accordance with the regulations associated with receipt of those funds.
6. Disburse both gaming and non-gaming funds in accordance with the decisions of CPAC.

Reason

More appropriate placement for these points

Original

None

Proposed

To advise and participate in the activities of COPACS and the BC Confederation of Parent Advisory Councils

### Section III - Interpretation of Terms

Original Text

COPACS	See District Parent Advisory Council below
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Proposed Text

COPACS	Confederation of Parents' Advisory Councils of Saanich (COPACS) is the official representative for Saanich School District (SD63) Parents' Advisory Councils. See DPAC (below)
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Original Text

District	School District No. 63
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Proposed Text

District	Saanich School District (SD63)
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Original Text

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.
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Proposed Text

District Parent Advisory Council (DPAC)	The parent advisory council organized according to the School Act and operating as a district parent advisory council. In Saanich School District (SD63), this is referred to as COPACS (see above).
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Original Text

Executive	See Section XI below
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Proposed Text

Executive	See Bylaws Section IX - Executive Officers
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Original Text

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 guardian of a child or children enrolled in <b>School District No. 63</b>
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Proposed Text

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 guardian of a child or children enrolled in <b>Saanich School District (SD63)</b>
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Original Text

School	Any public elementary or secondary educational institution as defined in the School Act operating within <b>School District No. 63.</b>
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Proposed Text

School	Any public elementary or secondary educational institution as defined in the School Act operating within <b>Saanich School District (SD63)</b>
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Reason

Consistency of wording and reference throughout documents

# Bylaws

## Section IV - Membership

### Original Text

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.

### Proposed Text

1. Parents of students registered at Claremont Secondary School shall be voting members of the CPAC, **except as noted in subsection 4, below.**
2. Any parents of students registered at Claremont Secondary School shall be eligible to hold an executive position, **except as noted in subsection 4, below.**

4. **Claremont administration and staff (teaching and non-teaching) are not voting members of the CPAC but may be invited to become non-voting members.**

### Reason

Clarify that parents who are also staff members are not voting members

## Section V - Meetings

### Original Text

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:**
  - o **Approval of Agenda for the AGM**
  - o **Reading of the minutes of the previous AGM**
  - o **Presentation of any reports**
  - o **Election of Executive Officers**
  - o **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.**

### Proposed Text

1. A minimum of four regular general meetings, plus the annual general meeting (AGM) will be held throughout the school year. The AGM shall include the election of Executive Officers in addition to standard matters of business conducted at all regular general meetings.

### Reason

Streamline wording; reduce number of required meetings, remove restrictive wording

### Original Text

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.

### Proposed Text

3. Members will be given reasonable notice of general meetings. Notice of meetings can be sent via newsletter, e-mail, social media, and/or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

### Reason

Update wording regarding methods of communication; remove restrictive wording

### Original Text

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.

### Proposed Text

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: newsletter, e-mail, social media, and/or website.

Reason

Update wording regarding methods of communication

Original Text

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.

Proposed Text

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.  
**Executive meetings may be held anytime or at any place as deemed necessary.**

Reason

Include wording regarding meeting time and place

Original Text

None

Proposed Text

**Chairperson: If at a general meeting there is no Chair present within 15 minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be chairperson.**

Reason

Allows for continuation of business in the absence of a Chair

## Section VII - Election of Executive Officers

Original Text

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

Proposed Text

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 following methods:

newsletter, e-mail, social media, and/or website, or annual schedule posted in September.

Reason

Update wording regarding methods of communication

## Section IX - Executive Officers

Original Text

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

Proposed Text

1. The affairs of CPAC shall be managed by the Executive Officers, which are elected at the Annual General Meeting. The Executive Officers will be as follows:
  - o President
  - o Vice-President
  - o Treasurer
  - o Secretary
  - o COPACS Representative
  - o Members-at-Large (maximum 4 positions)

Reason

Add information about election, increase number of Members-at-Large

Original Text

None

Proposed Text

2. The recommended minimum number of Executive Officers will be as follows:
  - a. President
  - b. Treasurer
  - c. Secretary



Reason

Include recommended minimum Executive

## Section X - Duties of Executive Officers

PRESIDENT

Original Text

- Shall review and approve all communication forwarded to parents via email, website, and newsletter

Proposed Text

- Shall be given the opportunity to review and approve all communication sent to parents via newsletter, e-mail, social media, and/or website.

Reason

Update wording regarding methods of communication; remove restrictions

Original Text

None

Proposed Text

- Shall ensure that all Executive Officers read, understand, and sign the Statement of Understanding annually.

Reason

Added duty

Original Text

None

Proposed Text

- The role of President and Vice-President may be combined and shared between two Co-presidents. Each co-president shall have one vote.

Reason

Added flexibility of roles

VICE-PRESIDENT

Original Text

- Shall assume the responsibilities of the President in **his/her** absence
- Shall assist the President in his/her duties

Proposed Text

- Shall assume the responsibilities of the President in **their** absence
- Shall assist the President in their duties

Reason

Use more inclusive language

Original Text

None

Proposed Text

- **The role of President and Vice-President may be combined and shared between two Co-presidents. Each co-president shall have one vote.**

Reason

Added flexibility of roles

SECRETARY

Original Text

- 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

Proposed Text

- Shall ensure draft minutes of all meetings are posted **in a publicly accessible format** at least 5 business days prior to subsequent meetings, and reposted after the minutes have been approved

Reason

Update wording to reflect current practices

Original Text

- Shall ensure all minutes of the school year are collected and filed at end of his/her term.

Proposed Text

- Shall ensure all minutes of the school year are properly organized at the end of their term.

Reason

Use more inclusive language; update wording to reflect current practices

Original Text

None

Proposed

- Shall keep copies of the Statement of Understanding signed by each Executive Officer for the duration of their term.

Reason

Add duty

Original Text

- 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

Proposed Text

- Shall administer or coordinate administration of updates to the CPAC website
- Shall post messages to parents and other correspondence on the appropriate channels, such as social media, website, and email

Reason

Update wording regarding methods of communication

Original Text

None

Proposed Text

- May be one of the signing officers

Reason

Provide another option in case an additional signing officer is needed

**COPACS** REPRESENTATIVE

Original Text

- Shall attend regular monthly **COPACS/DPAC** meetings or arrange for alternate when possible

Proposed Text

- Shall attend regular monthly **COPACS** meetings or arrange for alternate when possible

Reason

Consistency of wording and reference throughout documents

Original Text

- Shall ensure all relevant information regarding this position is passed on to succeeding **DPAC** Representative

Proposed Text

- Shall ensure all relevant information regarding this position is passed on to succeeding **COPACS** Representative

Reason

Consistency of wording and reference throughout documents

MEMBERS-AT-LARGE

Original Text

None

Proposed Text

- May fulfil the role of a parent to liaise with the council on behalf of the Grade 12 class

Reason

Add as option for Member-at-Large

## Section XI - Committees

Original Text

2. A Nominating Committee (standing) shall be appointed annually, by the **President**, at least two months before the Annual General Meeting.

Proposed Text

2. A Nominating Committee (standing) shall be appointed annually, by the **Vice-President**, at least two months before the Annual General Meeting.

Reason

Align with duties of Vice-President

Original Text

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.

Proposed Text

3. The Constitution Review Committee (**ad-hoc**) shall review the Constitution and Bylaws on a periodic basis or at the request of one or more Executive Officers.

Reason

Change from standing to ad-hoc

## SECTION XIII - Finances

Original Text

None

Proposed Text

2. The executive will prepare a budget and present it to the membership for approval before the current budget expires.

Reason

Add duty

Original Text

4. A Treasurer's Report to all members shall be presented at each general meeting.

Proposed Text

4. A Treasurer's Report to all members shall be presented at each general meeting. This report will include at a minimum a statement of financial position including bank and investment balances and funding and other commitments.

Reason

Clarify Treasurer's Report contents

Original Text (Constitution - Purposes)

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.

Proposed Text (Move to Bylaws - Finances Section)

5. Apply for and disburse gaming funds in accordance with the regulations associated with receipt of those funds.
6. Disburse both gaming and non-gaming funds in accordance with the decisions of CPAC.

Reason

More appropriate placement for these points

Original Text

7. All expenditures should be referred to a general meeting wherever possible, however the Executive is empowered to authorize up to \$500 in expenditures.

## Proposed Text

7. All expenditures should be referred to a general meeting wherever possible, however the Executive is empowered to authorize up to \$500 per item or related items in expenditures.

## Reason

More specific restriction on discretionary spending

# Section XIV - Constitution and Bylaw Amendments

## Original Text

1. Amendments to the Constitution and Bylaws of CPAC may be made at any Annual General Meeting, provided:

## Proposed Text

1. Amendments to the Constitution and Bylaws of CPAC may be made at any Annual or Special General Meeting, provided:

## Reason

Allow changes at a Special General Meeting

## Original Text

- o 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.

## Proposed Text

- o Notice has been given to all members (14 days minimum) by at least two of the following methods: newsletter, e-mail, social media, and/or website.

## Reason

Update wording regarding methods of communication; increase amount of notice needed

## Original Text

None

Proposed

2. A copy of the Constitution and Bylaws shall remain with the Secretary and be made available on request to any member. They will also be posted in a publicly available format.

Reason

Clarify where Constitution and Bylaws can be found

## Section XV - Code of Ethics

Original Text (Bylaws - Code of Ethics)

1. The President shall make Executive Officers aware of the Constitution and Bylaws.

Proposed Text (Move to Bylaws - Duties of President)

1. The President shall make Executive Officers aware of the Constitution and Bylaws.

Reason

Clarify Presidential duty

Original Text

None

Proposed Text

7. 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.

Reason

Include additional wording

## Section XVIII - Dissolution

Original Text

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.



## Proposed Text

2. 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: **newsletter, e-mail, social media, and/or website.**

## Reason

Update wording regarding methods of communication

## Original

1. Performs **his/her** duties with honesty and integrity and in the interests of the PAC

## Proposed

1. Performs **their** duties with honesty and integrity and in the interests of the PAC

## Reason

Use more inclusive language