

Cove Cliff Parent Advisory Council

Constitution

1. NAME

The name of the organization shall be the Cove Cliff Parent Advisory Council, hereinafter referred to as the CCPAC or the "Organization".

2. REGISTERED OFFICE

The registered office of the CCPAC shall be that of Cove Cliff Elementary School, being 1818 Banbury Rd. North Vancouver B.C. V7G 1W4.

3. THE MISSION STATEMENT

- To enhance the educational opportunities for the Cove Cliff students by promoting a safe and positive learning environment.
- To act as a supporting body within the school community.
- To promote unity and understanding between staff, students and parents.
- To raise funds for resources and activities and by advocating for the childrens' needs.

4. On the winding up or dissolution of the CCPAC, funds or assets remaining after all debts have been paid shall be transferred to a charitable institution with purposes similar to those of the organization, or if this cannot be done, to another charitable institution recognized by Revenue Canada as qualified under the provisions of the Income Tax Act of Canada.

5. The purpose of the Organization shall be carried out without purpose of gain for its members, and any profits or other accretions to the organization shall be used for the promotion of its purpose.

6. Paragraphs 4 and 5 of the constitution are unalterable by this or any future executive council of the CCPAC.

7. This constitution, along with the attached bylaws, forms the official governing documents of the CCPAC, replacing all previous versions. They become effective on date of signing.

_____ President	_____ Secretary	_____ Treasurer
_____ Date	_____ Date	_____ Date

BYLAWS

Part 1 Interpretation

1. In these bylaws, unless the context otherwise requires,
 - a) "executive officer" means the executive officers of the Organization for the time being
 - b) "registered address" of a member means his address as recorded in the students' records, or as received by the secretary on the members behalf.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 Goals and Objectives

3. The goals of the CCPAC are to:
 - a) Increase parent education awareness and involvement
 - b) Support and encourage staff
 - c) Collaborate with teachers on special projects and events
 - d) Work with staff in maintaining the children's safety both at school and to and from school
 - e) Support a broad curriculum for all students
 - f) Foster positive communication between parents, community, students, school staff and school trustees of School District #44.

Part 3 Membership

4. Membership in the CCPAC is made up of all parents or guardians of the children enrolled at Cove Cliff Elementary School, along with the Principal, Vice-Principal and teachers.
5. There are no fees or dues for membership and all members are invited and encouraged to participate in council meetings and other council activities.
6. Every member shall uphold the constitution and comply with these bylaws. Every member of the Organization shall be entitled to attend any meeting of the Organization and to vote at any general meeting of the Organization and to hold any office.
7. A person shall cease to be a member of the CCPAC.
 - a) When they no longer have children attending the school at any level
 - b) When they no longer hold the position of principal, vice-principal or teachers at the school
 - c) On their death

Part 4 Executive Officers

8. (a) The CCPAC Executive shall be composed of President, Vice-President, Secretary, Treasurer, District Parent Advisory Council Representative, Donation Coordinator, Volunteer Coordinator, Members at Large.

(b) The number of executive officers shall not be less than three (3) and not more than the school's population as determined from time to time at a general meeting.

9. (a) The executive shall retire from office at each annual general meeting when their successors shall be elected.

(b) Separate elections shall be held for each office to be filled.

(c) An election may be by acclamation, otherwise it shall be by ballot.

(d) If no successor is elected the person previously elected or appointed continues to hold office.

10. The executive may exercise all the powers and do all the acts and things that the CCPAC may exercise and do, and which are not by these bylaws or any statute or otherwise lawfully directed or required to be exercised or done by the Organization in general meeting, but subject, nevertheless, to

a) All laws affecting the Organization

b) These bylaws: and

c) Rules, not being inconsistent with these bylaws, which are made from time to time by the Organization in a general meeting.

No rule, made by the Organization in general meeting, invalidates a prior act of the executive that would have been valid if that rule had not been made.

11. The executive may at any time and from time to time appoint a member as a executive officer to fill a vacancy in the executive.

An executive member so appointed shall hold office only until the conclusion of the next following annual general meeting of the Organization, but is eligible for re-election at the meeting.

To ensure there is frequent rotation of the planning group, it is suggested that no executive member should hold the same position for more than two years. The member may run for the ensuing third term only in the event that no other nominations are put forth.

12. No act or proceeding of the executive officers is invalid only by reason of there being less than the prescribed number of executive members in office.

13. No executive member shall be remunerated for being or acting as an executive officer, but an executive member shall be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Organization.

Part 5 Duties of the Executive Officers

14. The President shall:

- a) Preside at all meetings of the Organization and of the executive, unless the members or executive officers otherwise decide.
- b) Is the chief executive officer of the Organization.
- c) Act as liaison between the CCPAC and the principal.
- d) Coordinate and delegate wherever possible.
- e) Together with the Principal, set up agendas for monthly meetings.
- f) Participate on various committees.

15. The Vice-president shall carry out the duties of the president during their absence. The Vice-president shall assist the president, attend both general and executive meetings, review the constitution each year and participate on various committees.

16. The Past president shall attend meetings at their discretion and act in an advisory capacity to the executive.

17. The Secretary shall:

- a) Keep minutes of all meetings of the Organization and the executive,
- b) Make copies of the minutes and send them out to the executive members within ten days(10) of the meetings or as soon as possible before the next meeting
- c) Post a copy of the minutes on the school website and the PAC newsletter.
- d) Attend all general and executive meetings of the Organization.
In the absence of the secretary from a meeting, the executive shall appoint another person to act as secretary at the meeting.

18. The Treasurer(s) shall:

- a) Attend all general and executive meetings of the Organization
- b) Receive all monies, issue all receipts, pay all authorized bills and present a financial report at each general and executive meetings.
- c) Keep the financial records, including books of account, necessary to comply with government regulations or ensure that they are being kept by a competent individual.
- d) Present, at the general meeting, a financial statement with comparative figures prepared in accordance with the constitution, for the last fiscal period ending. This statement shall be voted on by the general membership.
In the absence of the treasurer(s), the president or vice-president may also issue receipts.

19. The District Parent Advisory Council Representative shall attend all general and executive meetings and act as a liaison between the school and the District Parent Advisory Council.

20. The Food Services coordinator shall:
- a) Attend all general and executive meetings
 - b) Oversee food services committee.
21. The Volunteer Coordinator shall:
- a) Attend all general and executive meetings
 - b) Coordinate class representatives
 - c) Recruit volunteers throughout the year as required

Part 6 Committees

22. The Parent Education committee shall:
- a) Regularly poll the community for interests
 - b) Arrange one or two speakers or workshops per year or more at their discretion
 - c) Act as liaison with Parent Education coordinators in the Seycove family of schools
 - d) Over see the parent library
23. The Traffic and Safety coordinator shall organize an ongoing committee addressing traffic and safety concerns around the school as required.
24. The Social committee shall oversee social events throughout the year and arrange a welcome for new families.

Part 7 Proceedings at the General meetings

25. Election of the executive will take place at the annual general meeting
Nominations may be received up to and including the annual general meeting, until declared closed by the President.
26. Amendments to the constitution and bylaws of the CCPAC maybe made at any general meeting at which business is conducted, providing:
- a) Written notice of the meeting has been given to all members at least fourteen (14) days prior to the meeting.
 - b) The notice of the meeting includes notice of the specific amendments proposed
 - c) Two-thirds (2/3) majority votes of those members present at the meeting are required to adopt amendments to the constitution or bylaws.
Amendment(s) shall be submitted by the secretary to the Superintendent of the School District #44 with in 6 months after the amendment has come into effect.
27. All resolutions proposed at a meeting shall be seconded and the chairperson of a meeting may move or propose a resolution. The chairperson shall abstain from the initial vote except in the case of a tie vote.
In the case of an equality of votes, the chairperson shall have the casting vote.
28. A member in good standing present at a meeting of the executive officers are entitled to one vote.

Voting is by show of hands unless the executive otherwise decide.

Part 10 Auditor

29. No audit of the financial records are required, however, the books will be reviewed annually by a licensed professional, with a review statement being issued.
30. An audit of the financial records may be required by the executive from time to time. If it is deemed necessary to have an audit of the financial statements, the executive officers shall appoint an auditor at the next ensuing annual general meeting.
31. The auditor, or any licensed professional under paragraph 29, may attend general meetings.
32. All approved funds raised by the CCPAC shall be kept by the CCPAC to be used for school related expenditures as determined by the members.

Part 11 Code of Conduct

33. The CCPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
34. An executive member who is approached by a parent with a concern relating to this section is in a privileged position and must treat such discussion as confidential.

Part 12 Notice of Members

35. A notice may be given to a member either personally, by mail at their registered address or in the CCPAC newsletter.
36. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice was posted, and in proving that the notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
A notice in the CCPAC newsletter shall be deemed to have been given on the next day following that on which the newsletter was distributed, and in proving that the notice has been given it is sufficient to prove that the notice was given the family's "official newsletter student" by way of the class teacher or via email from the class representative.

Part 13 Bylaws

37. A copy of the current constitution and bylaws shall be kept available in the Parent Library at all times.
38. On becoming a member, each person attending the council meetings in any capacity shall be made aware of the location of the current constitution and bylaws for their information as outlined in the September Newsletter.