

**Castle Park Elementary School  
Parent Advisory Council  
Constitution & Bylaws**

# Castle Park Elementary Parent Advisory Council Constitution & Bylaws

## Constitution

### Section 1      **Name**

The name of the group shall be the Castle Park Parent Advisory Council, hereafter called "CPPAC"

### Section 2      **Affiliation**

CPPAC shall be an active member of the District Parent Advisory Council, and the British Columbia Confederation of Parent Advisory Councils, hereafter called "DPAC" and "BCCPAC", respectively.

### Section 3      **Definitions**

- a) "Parent" means any parent of guarding of any child currently enrolled at Castle Park Elementary
- b) "Executive Meeting" means any scheduled meeting of the CPPAC Executive officers.
- c) "General Meeting" means any scheduled open meeting
- d) "Special Meeting" means any additionally scheduled meeting, including Executive meetings

### Section 4      **Aims and Objectives**

CPPAC is non-profit organization operated by its members. In any given year, its voting members are comprised of the parents of children enrolled at Castle Park Elementary School.

The purpose of CPPAC shall be carried out without purpose of gain for the members, and any profits or other accretions to CPPAC shall be used for promoting its objectives.

CPPAC's primary mandate is to facilitate quality education through co-operative effort, consensus building and group decision making.

CPPAC resolves to promote and enhance effective communication between parents/ students and the school staff and administration.

CPPAC shall encourage parents to participate in meaningful educational activities and decision making to strengthen the role of families in education and schooling and to foster meaningful parent participation.

CPPAC shall review, discuss and make recommendations to school staff and administration on:

- School policy and procedures
- Programs and services
- Facilities and equipment
- Parent community education
- Learning resources

CPPAC shall promote co-operation between the home and school in providing for the education of children.

CPPAC shall promote a sense of community by encouraging the involvement of parents and families in school community events

CPPAC shall keep parents informed of policies and programs within the school.

CPPAC shall raise and allocate funds for the benefit of students in the interest of the greatest good.

## **Section 5      Dissolution**

Upon winding up or dissolution of the CPPAC, the assets which remain after payment of all cost, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. The provision shall be unalterable.

All records of the CPPAC shall be placed under the jurisdiction of the Coquitlam DPAC with copies forwarded to School District #43 (Coquitlam) by the Principal of the school.

# Bylaws

## Section 1 Membership

All parents of students enrolled at Castle Park Elementary School shall be voting members of the Castle Park Elementary School Parent Advisory Council (CPPAC).

Administration and both teaching and non-teaching staff of Castle Park Elementary school shall be non-voting members of the CPPAC.

Members of the school community who are not parents of students currently enrolled in the school shall be non-voting members of the CPPAC with the exception of the Immediate Past Chair.

## Section 2 Executive Officers

CPPAC shall elect a slate of officers from the voting members for each school year. All executive positions, excluding Vice-Chairperson, Treasurer and Secretary may be jointly held by two individuals.

Vacancies occurring in any office of the Executive between elections may be filled by direction of the Executive for the remainder of the term, subject to approval of the general membership at the next general meeting.

Any member of the Executive may be removed, for cause, by vote.

## Section 3 Duties

Duties of the Executive officers shall be those conventionally associated with the official title, specifically:

Chairperson or Co-Chairpersons (President)

- Shall convene and preside at all Executive, general and special meetings
- Shall ensure that an agenda is prepared and presented
- Shall appoint committees where authorized to do so by the Executive or membership
- Shall be one of the three, or in the case of Co-Chairpersons, two of the four signing officers of the Executive
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- Shall liaise with and communicate CPPAC goals and activities to school staff/administration

**Vice-Chairperson**

- Shall assume the responsibilities of the Chairperson in the Chairperson's absence
- Shall accept other duties as required

**Secretary**

- Shall record the minutes of Executive, general and special meetings
- Shall issue and receive correspondence on behalf of the organization
- Shall copy and distribute minutes to Executive members within a few days of each meeting
- Shall post a copy of the minutes on the school notice board

**Treasurer**

- Shall be responsible for and report on the accounts of the organization
- Shall be one of the signing officers of the Executive
- Shall prepare a monthly financial report for distribution to all members
- Shall co-chair the Finance committee
- Shall order an annual review of the accounts of the organization

**Fundraising Co-ordinator**

- Shall organize and direct all fundraising activities
- Shall co-chair the Finance committee

**Block Parent Co-ordinator**

- Shall co-ordinate Block Parent program for the school
- Shall act as liaison between CPPAC and the district Block Parent Co-ordinator

**Childcare Co-ordinator**

- Shall organize child care for meeting and activities as directed by the Executive

**DPAC Representative**

- Shall attend DPAC Executive and general meetings and convey all relevant information arising from those meetings to the CPPAC Executive
- Shall bring any relevant CPPAC issues and/or information to DPAC as directed by the Executive

**Emergency Preparedness Co-ordinator**

- Shall organize the emergency preparedness program in co-ordination with school staff and administration

**E.S.L. Liaison**

- Shall act as liaison between CPPAC and E.S.L. families

**Hot Food Day/Concession Co-ordinator**

- Shall organize the Hot Food Day program including the collating of orders, shopping, preparation and distribution of food
- Shall oversee the concession for special events as directed by the Executive

**Immediate Past Chairperson**

- Shall attend meetings
- Shall guide and assist present Executive members where required
- Shall be a voting member

**Newsletter/Directory Co-ordinator**

- Shall produce and distribute a monthly information newsletter to all school parents using input from CPPAC Executive and general members
- Shall produce and distribute a yearly school directory for the sole private use of families and staff of Castle Park Elementary School

**Parent Education Co-ordinator**

- Shall co-ordinate speakers and/or workshops of interest to a wide spectrum of the parent community
- Shall introduce and thank speakers
- Shall co-ordinate Parent Education informational material

**Telephone Committee Co-ordinator**

- Shall organize volunteers to contact families of absentee students who have not been accounted for
- Shall organize volunteers for other phoning requirements as directed by the Executive

**School Supplies Co-ordinator**

- Shall organize ordering, purchasing and distribution of school supply kits

**Social Co-ordinator**

- Shall organize social event as directed by the Executive

**Traffic/Safety Co-ordinator**

- Shall co-ordinate all aspects of the safety program including traffic issues and safety of children

## **Section 4 Committees**

### **4.1 Finance Committee**

The Finance committee shall be co-chaired by the Treasurer and the Fundraising coordinator

The goals of the Finance committee are:

- To prepare an annual budget based on projected expenditures
- To establish annual ongoing fixed expenditures to be supported by regular fundraising and additional fundraisers as required
- To establish annual special projects to be covered by regular fundraisers and additional fundraisers as required

### **4.2 Special Committees**

All special committees excluding the Finance committee shall be drawn from the general membership on a volunteer basis and shall be members of the Executive and operate as Officers of the Executive for the duration of the existence of the committee.

Special committees shall be established by the Executive or upon the recommendation of the general membership for set purposes. The Executive shall establish specific guidelines for each Special committee.

All special committee members:

- Shall be responsible to the Executive and general membership
- Shall seek the advice and guidance of the Executive at the onset of their responsibilities
- Shall attend meetings
- Shall consult guidelines of past projects /activities when available

## **Section 5 Meetings**

Executive Meetings shall be held monthly over the course of the school year.

General meetings shall be held bi-monthly over the course of the school year occurring concurrently with Executive meetings

Special meetings shall be called by the Chairperson as required with the minimum seven days' notice

Voting at meetings will be by a show of hands except where noted in Section 7.

Majority vote rules, except when voting on changes to the Constitution and Bylaws.

The April general meeting shall be considered the Annual General Meeting.

## **Section 6      Nominations**

Nominations must be made in person during the April annual General Meeting

Non-voting members may not be nominated or elected even by unanimous consent.

Non-voting members may not make nominations.

## **Section 7      Elections**

A Notice of Elections shall be distributed to all families of Castle Park Elementary School at least fourteen (14) days prior to the April Annual General Meeting

The Executive officers shall be elected annually by majority vote of the members present at the April Annual General Meeting.

In the event that two or more candidates stand for election to an office, voting will be by secret ballot

In the event of a secret ballot, Scrutineers shall be appointed as follows:

- One by each candidate
- A third to be appointed by the two named by the candidates

In the event that only one candidate is standing for election to an office, the rule of the ballot shall be suspended to allow the candidate to be elected by acclamation.

Each voting member shall have one vote.

There shall be no proxy voting

The term of office shall be from July 1<sup>st</sup> to June 30<sup>th</sup>

Installation of the newly-elected Chairperson shall be at the next General Meeting following elections.

## **Section 8      Constitutional Amendments**

Amendments to the Constitution and Bylaws of the CPPAC may be made at any General Meeting at which business is conducted providing:

- A minimum of fourteen (14) days written notice of the meeting has been given to all members
- The notice of the meeting included a notice of the specific amendments proposed
- A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.
- Amendments are recorded by the Secretary



**Section 9 Quorum**

A quorum for a General Meeting shall be those voting members present.

A quorum for an Executive Meeting shall be those voting members present

**Section 10 Procedure**

Meetings shall be conducted efficiently and ethically

The rules contained in Robert’s Rules of Order shall govern all matters of procedure not covered by the Constitution and Bylaws.

**Section 11 Finances**

A budget and tentative plan of expenditures shall be drawn up by the Finance committee and presented for approval at the last General Meeting of the year.

All funds of the CPPAC shall be on deposit in a Chartered Bank or Credit Union registered under the Canadian Bank Act

The CPPAC Executive shall have three signing officers from the following positions: Chairpersons(s), Vice-Chairperson, Secretary or Treasurer for banking and legal documents. Cheques must be signed by two CPPAC signing officers.

A Treasurer’s report to all members shall be published monthly

A review of the CPPAC accounts shall be carried out annually.

**Section 12 District Records**

A copy of this document shall be forwarded to the Coquitlam DPAC as well as School District #43 (Coquitlam) by the CPPAC Secretary who shall be notified of any changes in this document.

Amended and Adopted by CPPAC  
(retyped but unchanged) November 3, 2014

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Chairperson

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Principal