

# **Constitution & Bylaws**

Constable Neil Bruce (CNB) Middle School Parent Advisory Council  
*(Re-Written February, 2019, addendum added June 2019)*

## **SECTION I**

### **Name**

The name of the Association shall be: CNB Middle School Parent Advisory Council, hereafter called "CNB PAC."

## **SECTION II**

### **Aims and Objectives**

1. The business of the CNB PAC will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.
2. CNB PAC resolves to promote and enhance effective communication between parents, students and the school staff and administration.
3. CNB PAC shall encourage parents to participate in school events and discuss related topics at PAC meetings to foster meaningful parent participation.
4. To undertake, from time to time to raise funds in order to assist in extra curricular activities and school programs and enhance the educational experience for CNB students.
5. To exchange ideas and information among CNB PAC and School District 23.
6. To have a voice in the development of the new and revised educational programs within School District 23.
7. To assist parents in developing and understanding their rights and responsibilities within the educational system.

## **SECTION III**

### **Interpretations of Terms:**

#### **"Parent"**

The parent/custodial parent or legal guardian of any student currently enrolled at CNB Middle School

#### **"Student"**

A child currently enrolled at CNB Middle School.

#### **"Executive Officer(s)"**

Refers to the person(s) elected to the PAC executive position(s) as outlined in the Section IV.

**“Executive Meeting”**

Any scheduled meeting of the CNB PAC Executive officers.

**“General Meeting”**

Any scheduled open meeting for members of the CNB PAC.

**“Special Meeting”**

Any additionally scheduled meeting, including Executive meetings.

**“Quorum”**

Minimum number of membership required in order to pass a vote. A minimum of 5 delegates to be present in order to pass a vote. In the event of a tie, the president will break the tie.

**SECTION IV**

**Membership**

1. All parents and/or guardians of students registered at CNB Middle School shall be voting members in the group.
2. No member of the Council shall in his/her individual capacity be liable for any debt or liability of the Council.
3. No member of the CNB PAC shall profit from the organization without full disclosure and approval of the executive membership.

**SECTION V**

**Meetings**

1. An Annual General Meeting will be held for the purpose of election of officers held in May of each year and additional General meetings shall be held at least once a month during the school year to conduct current business unless otherwise agreed upon.
2. Executive meetings shall be held on a monthly basis or at the discretion of the Executive.
3. Special meetings shall be held at the discretion of the executive, or upon the receipt of a petition representing fifty percent (50%) of the voting members. Every reasonable effort shall be made to provide a minimum of seven (7) days to the general membership of any extraordinary meeting being called.
4. All proceeding of any meeting held within the Council shall be governed by “Robert’s Rules of Order.”
5. The CNB PAC will refrain from partisan political action or other activities that do not serve the interests of the school district or the public school system.

6. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
7. Bank statements will be reviewed and printed at every General Meeting.
8. Any member present at the meeting can be asked to leave at the discretion of the executive.

## **SECTION VI**

### **Voting**

1. In order for a motioned vote to pass, a quorum must be present. A Quorum can be made from members at the meeting along with members attending by speaker phone.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In case of a tie vote, the President has the option of breaking that tie.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands with the exception of voting in new executives, which can be cast in secret ballot which shall be at the Executive's discretion.

## **SECTION VII**

### **Election of Executive Officers**

1. The Executive shall be elected by the present membership of delegates in May of each year.
2. A box for nominations of executives shall be posted in the office 30 days prior to the AGM.
3. Nominations for Executive members shall be taken from the box as well as from the floor on the evening of the event.
4. Call for nominations shall be made at the first meeting in April
5. Elections shall be conducted by the Nominating Committee Chairperson.
6. Scrutineers shall be appointed as required by the Nominating Committee Chairperson at the time of the elections.
7. The term of office shall commence on September 1<sup>st</sup> of each year.
8. The executive will hold office for a term of two(2) school year beginning September 1st following the election.
9. The June meeting will be reserved for welcoming of the new executives and helping to get them started while promoting a smooth transition.

10. No person may hold the same executive position for more than two (2) consecutive years.
11. No person may hold more than one (1) elected Executive position at any one time.

## **SECTION VIII**

### **Executive Officers**

1. Executive officers can be elected to share the duties of one position between two (2) individuals.
2. In the event that one person in a shared position steps down, the remaining officer will have the option to call for nominations for the shared position to be filled.
3. Vacancies occurring in any office between annual meetings shall be filled at the next general meeting by a vote or a volunteer wishing to fill in until the next annual meeting.
4. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
5. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

The executive officers will be as follows:

- a. President
- b. Vice-President
- c. Treasurer
- d. Recording Secretary
- e. COPAC Representative
- f. Any parent who holds an office with the British Columbia Confederation of Parent Advisory Councils (BCCPAC) or Central Okanagan District Parent Advisory Council (COPAC) is automatically a member of the executive.
- g. Past President
- h. Communications Secretary
- i. Two or more Members-At- Large

## **SECTION IX**

### **Duties of Officers**

#### **1. PRESIDENT**

- Shall preside at all meetings of the Council and Executive.
- Appoint committees where authorized by the membership or executive.
- Shall be a member, ex-officio, of all committees, except the Nominating Committee.
- Shall be one of the signing officers.
- Ensure that an agenda is prepared.
- Submit a written report at the Annual General Meeting.

#### **2. VICE –PRESIDENT**

- Shall assume the responsibilities of the President in the president's absence.
- Shall assume the responsibilities of the Secretary in the secretary's absence.
- Shall accept extra duties as required.
- Will be a signing officer.

#### **3. SECRETARY**

- Shall keep a full and accurate minutes of all meetings.
- Shall have charge and conduct all the correspondence of the Council and keep all papers and mail.
- Keep an accurate copy of the Constitution and Bylaws, and make copies available to members upon request
- Forward meeting minutes to the appropriate administration for publishing on school website.

#### **4. TREASURER**

- Shall receive, collect and deposit all funds on behalf of the council in the council bank accounts in a timely manner. .
- Shall keep an accurate account of all receipts and expenditures.
- Shall pay by cheques all bills and accounts which have been approved by the Council

- Shall submit a bank statement at each meeting.
- Shall maintain an account at a recognized financial institution approved by the Executive.
- Shall have a basic understanding of accounting.
- Make financial records and books of accounts available at each PAC meeting to members upon request.
- Have the financial records and books of account ready for inspection or audit annually.
- With the assistance of the executive, draft an annual budget.
- Ensure that the application for Community Gaming Grant funds is completed and submitted on a timely basis.
- Prepare and submit as required by legislation, any and all reports regarding the expenditure of Gaming Funds.
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
- Submit an annual financial statement at the annual general meeting.
- Responsible for organizing, facilitating and tracking teacher funding requests while working coordinating with the school administration team.

#### 5. MEMBERS AT LARGE

- Serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires

#### 6. COPAC REPRESENTATIVE

- Will represent the school and the council at monthly COPAC meetings.
- Will give a report at monthly general meetings about the COPAC meeting.
- Will pass along information as it relates to the council and its members.

#### 7. PAST PRESIDENT

- Will support the Executive and provide guidance and advise as required.

#### 8. COMMUNICATIONS SECRETARY

- Send a monthly email to the teachers to see if there is anything they would like to review with the PAC and to answer any questions they have.
- Coordinate as the main point of contact between the teachers, school administration and PAC.
- Facilitate teacher participation and involvement.

## **SECTION X**

### **Finances**

1. The annual fees for member Parent Advisory Councils set by the Central Okanagan Advisory Council at their June meeting shall be remitted to that council by the following Oct 31.
2. Bank cards are allowed to be used for facilitating online banking for our accounts but must be in “view only” mode, making sure that there is no withdrawal, deposit or change functions.
3. Expenditures up-to and including \$250.00, with the exception of expenses related to the Cubs Den Program; subject to monthly review by the council, require the council’s approval by motion and majority vote.
4. The financial signing authorities shall be vested in the President, Vice-President and Treasurer, with two of the signatures required.
5. In the event of dissolution of the Council, the funds remaining after all outstanding debts shall remain in the Parent Advisory Councils account until a new Parent Advisory Council is formed and elected.
6. Books must be reviewed annually by a third party.
7. The financial year of the Council will be September 1<sup>st</sup> to August 31<sup>st</sup>
8. The Treasurer, with the assistance of the executive, will prepare a budget and present it to the membership for consideration at or before the October meeting each year. Notice of motion must be provided so that members are prepared to debate and adopt the budget at the next general meeting.
9. The Treasurer and President are to sign and authorize each bank statement on a monthly basis, paying special attention to any deposit and withdrawals to make sure they align with the monthly activities.

## **SECTION XI**

### **Changing the Constitution**

1. Any changes shall require written notice to the Council members at least one meeting prior to the meeting at which the vote will be taken under a special resolution.
2. All motions to amend shall require a two-thirds majority vote of the executive member present.

3. A copy of this Constitutions and Bylaws shall be forwarded to School District No 23 in the person of the Secretary Treasurer, who shall be notified of any changes as they occur.

### **ADDENDUM - (added June 2019)**

#### **CNB CUB DEN store**

The CNB CUB DEN store is a PAC store and fundraiser located within the CNB school building. It sells snacks, beverages and small hot meals as well as Muncha Lunch during daily during the hours of 12.33pm – 1pm

#### **ROLE AND RESPONSIBILITIES**

##### **STORE COMMITTEE:**

Each year a member/s of the PAC will together hold the title of STORE COMMITTEE who will be responsible for -

1. Find, train and schedule volunteers
2. Purchase stock for the store and provide receipts to the SCHOOL REPRESENTATIVE for reimbursement.
3. Provide the cash box that volunteers can use to operate the store
4. Schedule the daily Muncha Lunch vendors, set up the menu and manage Muncha Lunch programs and transactions.
5. At any time the STORE COMMITTEE can delegate these duties to an assistant store manager or regular volunteer that they feel are trustworthy to take on the task.
6. Set up a monthly volunteer appreciation draw where \$75 of PAC funds will be used towards gifts to truly appreciate the volunteers and all the hours they put in to the store.
7. The CNB SUB DEN store committee roles are volunteer positions.

##### **SCHOOL REPRESENTATIVE:**

1. Complete a weekly cash deposit to the CNB school account where there is a separate journal entry for the CNB CUB DEN store account – 1.5140
2. Pay the Muncha Lunch vendors
3. On a weekly basis reimburse the STORE COMMITTEE or VOLUNTEERS who have purchased stock for the store after a receipt has been provided as proof of purchase.
4. Scan all receipts, deposit slips and vendors invoices and provide a copy to the treasurer.

5. The SCHOOL REPRESENTATIVE will keep track of all debits and credits connected with the CNB CUB DEN store and provide a report to the PAC based on a calendar month. For example Januarys report will show all debits and credits from January 1st to 31st. (This report is not due at the end of the month but in a timely manner once all deposits and payment transactions are complete).

**VOLUNTEER:**

1. Sign in at the school office at beginning of your CNB CUB DEN store shift and receive your volunteer badge.
2. Serve the CNB students during lunch hours as they purchase items at the CNB CUB DEN store.
3. Keep track of and restock items that may be running low and advise the STORE COMMITTEE.
4. BEST PRACTISE: Complete a counting of total funds at the end of each daily shift in double custody using the coin counter and write the amount on a deposit slip.
5. Conduct yourself in a manner befitting attendance at a middle school

**ANNUAL POLICY:**

1. At the beginning of each school year the PAC will provide the SCHOOL REPRESENTATIVE with \$2,000 to start the reimbursing of volunteers and payment of vendors
2. At the end of each year the SCHOOL REPRESENTATIVE will bring the balance of any funds connected to the CNB CUB DEN store to \$0 and provide a cheque to the CNB PAC.