

  
**T.K. SPARKS**

**Bylaws of the  
Carson Graham Secondary School Parent Advisory Council Society**

**Amended January 18, 2023**  
This version supersedes all previous versions.

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## **PART 1 – Interpretation**

### **A) Definitions**

1. In these bylaws, unless the context otherwise requires:
2. “address” of a member means the member's mailing address, including email address if any, which the member, or Carson, at the direction of the member, has provided to the CGPAC.
3. “Carson” means Carson Graham Secondary School, a public secondary school located in North Vancouver, BC
4. “CGPAC” means Carson Graham Secondary School Parent Advisory Council Society
5. “DPAC” means the Parents’ Advisory Council for School District No. 44, North Vancouver, established under the BC School Act;
6. “executive members” means the executive of the CGPAC for the time being; “parent” is as defined in the BC School Act and means the parent of a student or child currently registered at Carson, including
7. a guardian of the person of a student or child,
  - a) a person legally entitled to custody of a student or child, or
  - b) a person who usually has the care and control of a student or child;
8. “School Act” means the School Act of British Columbia;
9. “school opening day” means the first instructional day of the school year as set out in the school calendar applicable to Carson;
10. “school year” is as defined in the BC School Act and means the period beginning on July 1 and ending on the following June 30;
11. “school calendar” means the school calendar made for Carson in accordance with the BC School Act;
12. “Society Act” means the Society Act of British Columbia from time to time in force and all amendments to it;

### **B) The definitions in the Society Act**

1. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

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 – Membership**

### **A) Voting members**

1. As defined by the BC School Act all parents and guardians of students while registered in Carson are automatically a full, voting member of the CGPAC.
2. The members of the CGPAC are the applicants for incorporation of the society, and those persons who subsequently become members in accordance with these bylaws and, in either case, have not ceased to be members.
3. There are no required fees nor any other membership requirements; there shall be no membership dues.

### **B) Non-voting members**

1. Administrators and staff (teaching and non-teaching) of Carson, who do not have students enrolled, may be invited to become non-voting members of the CGPAC.
2. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the CGPAC.
3. At no time will the CGPAC have more non-voting than voting members.

### **C) Compliance with bylaws**

1. Every member will uphold the constitution and comply with these bylaws.
2. A person ceases to be a member of the CGPAC
  - a) by delivering his or her resignation in writing to the secretary of the CGPAC or by mailing or delivering it to the address of the CGPAC;
  - b) on his or her death, or, in the case of a corporation, dissolution;
  - c) in the case of a parent member, on the day after the student in respect of which he or she is a member ceases to be registered at Carson, or
  - d) in the case of the administration and staff of Carson, on the day after the date on which he or she ceases to be a member of the staff of Carson.
3. A member may not be expelled from the CGPAC.
4. CGPAC bylaws must be in compliance with the School Act. Changes to the School Act that affect the CGPAC will be automatically made to the CGPAC bylaws in accordance with the Act and the CGPAC will be informed of said changes.

## **PART 3 - Meeting of Members**

### **A) General meetings**

1. An annual general meeting shall be held during the last 60 days of each school year at which the Chair, Vice-Chair, Treasurer, Secretary and Communications Chair positions will be elected.
2. A general meeting at which MAL and DPAC representatives are elected shall be held within 90 days after school opening day each year.
3. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting.
4. General meetings will be conducted with fairness to all members.
5. CGPAC may choose to provide a means for members to participate in meetings electronically.

### **B) Conduct**

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The CGPAC will
  - a) refrain from partisan political action and
  - b) other activities that do not serve the interests of the school or the public school system.
3. Members may be asked to leave a meeting(s) if in the judgment of the Chair and after been asked to temper their approach, the member is behaving poorly, displaying a continued lack of respect or general lack of social decorum.

### **C) Notice of meetings**

1. Members will be given reasonable notice of general meetings.
2. Notice specifying the place, day and hour of each of the general meetings provided for in bylaw 3(A)3 shall be included in the first newsletter of each school year or the school calendar that is distributed to all parents by Carson, and shall be deemed to constitute effective notice to all members of these general meetings.
3. The executive members may, when they think fit, and must promptly, on the written request of not less than 10% of the members with voting rights, convene an extraordinary general meeting.

4. Five percent (5%) of voting members may request that a matter be put on the agenda of an AGM.

5. Notice of an extraordinary general meeting must specify the place, day and hour of the meeting and the nature of the business to be conducted, and must be delivered at least 7 (seven) days in advance of the meeting date to the address of each member, and posted at Carson on the bulletin board adjacent to the main office and on the Carson and Carson PAC websites.

6. The accidental omission to give notice of an extraordinary general meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting. Non-members may attend general meetings by invitation.

## **PART 4 - Quorum and Proceedings at General Meetings**

### **A) Quorum**

1. In matters of meeting procedure not specifically addressed by these bylaws, procedural issues shall be determined by the current edition of Robert's Rules of Order.

2. A quorum for the transaction of business at a general meeting shall be 7 (seven) voting members that includes at least two signing officers.

3. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4. Subject to the following bylaws, the Chair of the CGPAC, the Vice-Chair or, in the absence of both, one of the other executive members present, must preside as chair of a general meeting.

5. If at a general meeting there is no executive member present within 15 minutes after the time appointed for holding the meeting, or no executive member present is willing to act as the chair, then the members present must choose one of their number to be the chair.

### **B) Voting**

1. This part only applies to parent and guardian members.

2. A member present at a general meeting is entitled to one vote.

3. Except as provided elsewhere in these bylaws or the Society Act, all matters

requiring a vote will be decided by a simple majority of the votes cast (50% plus 1)

4. Members must vote in person on all matters. Voting by proxy will not be permitted.
5. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
6. The vote count shall be public unless otherwise specified by the Society Act or BC Schools Act
7. A vote will be taken to destroy the ballots after every annual general election.
8. A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
9. The Chair does not have a vote unless there is a tie, in which case the Chair may have a casting vote.

## **PART 5 – Executive**

### **A) Role of Executive Committee**

1. The executive committee will manage the CGPAC's affairs between general meetings by a board of elected or appointed officers and the immediate Past Chair.
2. A minimum of 3 Executive Committee members must be in office for the CGPAC to operate.
3. The executive committee may exercise all the powers and do all the acts and things that the CGPAC may exercise and do that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the CGPAC in a general meeting, but subject, nevertheless, to:
  - a) all laws affecting the CGPAC by these bylaws, and
  - b) rules, not being inconsistent with these bylaws, that are made from time to time by the CGPAC in a general meeting
4. The executive committee will understand and abide by the CGPAC's Constitution, Bylaws and Code of Ethics.
5. The executive committee carry out the responsibilities of their executive office as set out in these bylaws.
6. The executive committee will ensure that the CGPAC is involved in those activities it is authorized to do under its Constitution.

7. The executive committee will consult with the membership to manage the CGPAC's affairs by establishing direction, policy and procedures; by being involved in planning; by delegating tasks and responsibilities, with supervision.
8. The executive committee has the responsibility to develop the CGPAC's strategic plan.
9. The executive committee has the authority to
  - a) establish committees;
  - b) terminate committees;
  - c) define committee terms of reference and purpose and
  - d) define the duration of committee's existence.
10. The executive committee will provide oversight of all committees and be responsible for reporting to membership and abide by the membership's direction regarding committees' activities.
11. Executive Committee member representation on committees is not required.

## **B) Executive defined**

1. The CGPAC executive will include:
  - a) Chair;
  - b) Vice-Chair;
  - c) Secretary;
  - d) Treasurer;
  - e) Communications Chair;
  - f) Member at Large – maximum of five (5)
    - i. Positions need not be filled.
    - ii. To be filled at the beginning of a new school year or as required.
  - g) DPAC – District PAC representative; and
  - h) Immediate Past Chair
2. The following, shall serve as non-voting executive members:
  - a) DPAC representative elected in accordance with Part 5, D (8);
3. A rule, made by the members in a general meeting, does not invalidate a prior act of the executive members that would have been valid if that rule had not been made.
4. The members may, by special resolution and requires passage by 2/3 of the voting members present at the meeting, remove an executive member before the expiration of his or her term of office and may elect a successor to complete the term of office.
5. An executive member must not be remunerated for being or acting as an executive member but executive members must be reimbursed for all expenses necessarily and



reasonably incurred by them while engaged in the affairs of the CGPAC.

### **C) Eligibility**

1. Any voting member of the CGPAC is eligible to serve on the executive, except employees or elected officials of School District No. 44 or the Ministry of Education.
2. An executive's term of office held on the CGPAC is immediately terminated when member ceases to have a child registered at Carson Graham. In accordance with these bylaws the executive must fulfill their transition requirements as set out in accordance with Part 9 of these bylaws.

### **D) Election of executive**

1. Elections will be conducted by the chair of the Nominations Committee.
2. A call for nominations shall be made at the last general meeting held before the annual general meeting, at which time the executive members must appoint a member or members to receive nominations and conduct the elections (the "electoral officer"). A member standing for election may not be an electoral officer.
3. Nominations for each of the executive members to be elected pursuant to Part 5, D (5), and the DPAC representative to be elected pursuant to Part 5, D (8), shall remain open until the election for each position is conducted.
4. The electoral officer shall conduct the elections, and may appoint scrutineers as required at the time of the elections.
5. The Chair, Vice Chair, Treasurer, Secretary, Communications Chair and Members-at-Large of the CGPAC shall be elected from among the members who are not employees or elected officials of School District No. 44, North Vancouver, or the Ministry of Education.
6. Separate elections must be held for each office to be filled.
7. One representative to the DPAC shall be elected from among the members who are not employees or elected officials of School District No. 44, North Vancouver, or the Ministry of Education.
8. The election of a DPAC representative under Part 5, D (8), must be by secret ballot unless an election is by acclamation.
9. No person may hold more than one elected position at a time, with the exception of the DPAC representatives, who may each hold one other elected position.

### **E) Term of office**

1. The executive will hold office beginning immediately following the election until June 30th if the AGM is held in the beginning of the new school year or from July 1st to June 30th if the AGM is held in the last 60 days of a school term.
2. The term of office of each of the executive members, MAL and DPAC representative shall be one year, commencing immediately upon their election and continuing until elections are conducted for their positions the following year.
3. Any elected member of the CGPAC may serve on the executive for as many years as she/he is elected but may not hold any one position for more than 4 consecutive years.
4. A member elected as a DPAC representative may not hold the same position for more than three consecutive years at a time.

### **F) Vacancy**

1. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the CGPAC to fill the vacancy until the next annual general meeting.
2. If the DPAC representative resigns or ceases to hold office during his or her term of office, the members of the CGPAC may elect an eligible member to fill the vacancy for the remainder of the term. Such election must be by secret ballot as per the BC School Act unless it is by acclamation.

### **G) Removal of executive**

1. The members may, by a majority of not less than 2/3 of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (an eligible representative of a CGPAC member) to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

### **H) Remuneration of executive**

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the CGPAC's affairs.

## **PART 6 - Quorum and Procedure at Executive Members' Meetings**

### **A) Meetings**

1. Executive meetings will be held at the call of the Chair. At least one meeting may be held before each general meeting.
2. The executive members may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
3. A quorum for executive meetings will be a majority (50% plus 1) of the voting members of the executive, and must include a minimum of two signing officers.
4. The Chair is the chair of all meetings of the executive members, but if at a meeting the Chair is not present within 15 minutes after the time appointed for holding the meeting, the Vice Chair must act as chair, but if neither is present the executive members present must choose one of their number to be the chair at that meeting.
5. An executive member may at any time, and the Secretary, on the request of an executive member, convene a meeting of the executive members.
6. The executive members may delegate any, but not all, of their powers to committees consisting of the executive member(s) and members as they think fit.
7. A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the executive members, and must report every act or thing done in exercise of those powers to the earliest meeting of the executive members held after the act or thing has been done.
8. A resolution proposed at a meeting of the executive members or a committee of executive members need not be seconded, and the chair of a meeting may move or propose a resolution.
9. A resolution in writing, signed by all the executive members and placed with the minutes of the executive members, is as valid and effective as if regularly passed at a meeting of the executive members.

### **B) Notice**

1. Regular executive meetings may be held within seven (7) days preceding any general or annual meeting, but shall be held once per month with consideration given to holidays and school breaks. There may be circumstances where an executive meeting must be called to address an emergency situation. In such cases, the Chair may call an executive meeting on short notice, provided the notice indicates the nature of the emergency.

### **C) Voting**

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. The Chair does not have a vote unless there is a tie, in which case the Chair may have a casting vote.

## **PART 7 - District Parent Advisory Council, and External Committee Representatives**

### **A) District Parent Advisory Council representative**

1. One representative to the DPAC may be elected annually from among the voting members who are not employees or elected officials of School District No. 44 or the Ministry of Education and must be an elected member of the CGPAC executive.

### **B) Election of DPAC representative**

1. The election of representatives to the DPAC must be by secret ballot.
2. Term of office
  - a) DPAC representatives will hold office for a term of one year.

### **C) Vacancy**

1. If a DPAC representative resigns or ceases to hold office for any other reason, the membership may elect an eligible member of the CGPAC to fill the vacancy for the remainder of the term. Such election must be by secret ballot.

### **D) External committees**

1. The membership or executive may elect or appoint a member (a representative of a CGPAC member) who is not an employee or elected official of School District No. 44 or the Ministry of Education to represent the CGPAC on an external committee or to an external organization.
2. The representative will report to the membership or executive as required.

## **PART 8 - Code of Conduct of Executive and Representatives**

### **A) Code of ethics**

1. On election or appointment, every executive member and representative must sign

and agree to abide by a code of ethics acceptable to the membership.

2. General meetings and meetings of the executive members are not forums for the discussion of individual Carson personnel, students, parents, or other individual members of Carson's community.

3. Any information received in confidence by an executive member or DPAC representative from a voting or non-voting member, student or other member of Carson's community is privileged and must not be disclosed without the prior permission of the person giving the information.

4. A member who accepts a position as an executive member or DPAC representative must:

- a) uphold the constitution and bylaws, policies and procedures of the CGPAC;
- b) perform her or his duties with honesty and integrity, respecting the rights of all individuals;
- c) disclose to the membership and executive members the nature and extent of any interest, whether direct or indirect, that she or he has in any proposed contract or transaction involving the CGPAC;
- d) avoid using her or his position for personal gain;
- e) work to ensure that the well-being of students is the primary focus of all decisions;
- f) take direction from the members, ensuring that representation processes are in place;
- g) encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for bringing forward concerns for discussion;
- h) work to ensure that issues are resolved through due process;
- i) strive to be informed and only pass on information that is reliable and correct;
- j) respect all confidential information; and
- k) support public education.

## **B) Representing the CGPAC**

1. Every executive member and representative must act solely in the interests of the parent membership of the CGPAC.

## **C) Privilege**

1. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

## **D) Disclosure of interest**

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the CGPAC must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the CGPAC for personal gain.

## **PART 9 - Duties of Executive and Representatives**

### **A) Chair**

1. The Chair shall:
  - a) Speak on behalf of the CGPAC;
  - b) Consult with CGPAC members;
  - c) Chair the membership, general and executive committee meetings;
  - d) Has the responsibility to manage and implement the strategic planning process and plan;
  - e) Work with the Secretary to ensure that an agenda is prepared and presented;
  - f) Familiarize themselves with the constitution, bylaws and meeting rules of the CGPAC;
  - g) Appoint committees where authorized by the membership or executive, and be an ex officio member of all committees;
  - h) Ensure that the CGPAC is represented in school and district activities;
  - i) Ensure that CGPAC activities are aimed at achieving the purposes set out in the constitution;
  - j) Be a signing officer;
  - k) Submit annual reports;
  - l) Provide a report of activities at each general meeting;
  - m) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming Chair to ensure a smooth transition;
  - n) Work with the Treasurer and Executive as a whole to prepare and present a draft budget;
  - o) Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization;
  - p) ensure a quorum is present before calling a meeting to order;
  - q) meet with the school administration frequently to maintain communication between the membership and the school.

### **B) Vice Chair**

1. The Vice -Chair shall:

- a) Support the Chair;
- b) Assume the duties of the Chair in the Chair's absence or upon request;
- c) Assist the Chair in the performance of his or her duties;
- d) Accept extra duties as required;
- e) Be a signing officer;
- f) Submit an annual report, if required;
- g) Submit reports as required;
- h) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming Vice-Chair to ensure a smooth transition.

### **C) Secretary**

#### 1. The Secretary shall:

- a) Record and file minutes of all meetings;
- b) Prepare notices of meetings of the CGPAC and the executive members for distribution;
- c) Issue and receive correspondence on behalf of CGPAC;
- d) Prepare correspondence of the Executive and CGPAC as required under the direction of the Chair and the executive members;
- e) Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
- f) Prepare and maintain other documentation as requested by the membership or executive;
- g) Ensure safekeeping of all records of the CGPAC;
- h) Have custody of all records and documents of the CGPAC except those required to be kept by the treasurer;
- i) Make copies of the constitution and bylaws available to members on request;
- j) May be a signing officer;
- k) Submit an annual report regarding any changes in CGPAC's documentation;
- l) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming Secretary to ensure a smooth transition.

### **D) Treasurer**

#### 1. The Treasurer shall:

- a) Be one of the signing officers;
- b) Chair the Finance Committee;
- c) Ensure all funds of the CGPAC are properly accounted for;
- d) Disburse funds as authorized by the membership or executive;
- e) Ensure that proper financial records and books of account are maintained;
- f) Report on the accounts at general and executive meetings;
- g) Make financial records and books of account available to members upon request with reasonable notice;

- h) Have the financial records and books of account ready for inspection or audit annually with the assistance of the executive, draft an annual budget;
- i) Ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence;
- j) Submit an annual financial statement at the annual general meeting and provide financial updates at general meetings;
- k) Lead the executive members in drafting a budget and tentative plan of expenditures at the start of each fiscal year, and in ensuring the preparation of the CGPAC's annual financial statements at the end of each fiscal year;
- l) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming Treasurer to ensure a smooth transition.

## **E) Communications Chair**

### 1. The Communications Chair shall:

- a) Chair the Communications Committee;
- b) Oversee the management of all social media content, communications and mailing lists according to CGPAC's strategy and Executive direction;
- c) Ensure that communication policies adhere to Federal Anti-Spam legislation and Provincial Privacy Statutes and North Vancouver School District "Policy 611 – Privacy" policy;
- d) Oversee the provision of communication support to CGPAC committees and groups;
- e) Distribute, as required, any materials approved for distribution by the Executive Committee; Manage the CGPAC website and its content according to CGPAC's strategy and Executive direction;
- f) Work in conjunction with the Secretary in distributing and managing information and communications as required;
- g) Submit an annual report at the annual general meeting;
- h) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming Communications Chair to ensure a smooth transition.

## **F) Member at Large**

### 1. Member-at-Large will

- a) Serve in a capacity to be determined by the CGPAC at the time of election or appointment as the CGPAC requires;
- b) Submit an annual report as required;
- c) Upon leaving the Executive, hand down all information, binder, etc. in their possession to the incoming Secretary to ensure a smooth transition.



## **G) DPAC Representative**

1. The DPAC Representative shall:
  - a) Attend all meetings of the North Vancouver District Parent Advisory Council (NVD PAC) and represent, speak, and vote on behalf of the CGPAC;
  - b) Maintain current registration of the CGPAC;
  - c) Report regularly to the membership and executive on all matters relating to the DPAC;
  - d) Seek and give input to the DPAC on behalf of the CGPAC;
  - e) Receive, circulate, and post DPAC newsletters, brochures, and announcements;
  - f) Receive and act on all other communications from the DPAC;
  - g) Liaise with other parents and DPAC representatives;
  - h) Upon leaving the Executive, hand down all information, binder etc. in their possession to the incoming DPAC to ensure a smooth transition;
  - i) Vote CGPAC's wishes at DPAC meetings.

## **H) Past Chair**

1. The Past Chair shall:
  - a) ensure a smooth transition between the incoming and outgoing Chair takes place;
  - b) hand down all information, binder etc. in their possession to the incoming Chair;
  - c) assist and advise CGPAC as needed;
  - d) act as a consultant for the Chair;
  - e) chair the nominating committee;
  - f) act for a period of one year;
  - g) can choose to be a voting or non-voting member, but needs to state this at the beginning of the term and hold this status for the duration of the term.

## **PART 10 – Committees**

1. The membership and executive may appoint committees to further the CGPAC's purposes and carry on its affairs;
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide;
3. Committees will report to the membership and executive as required;
4. Executive members are not required to sit on any committee;
5. A Nominating Committee will be appointed annually before the annual general meeting;

6. Committees shall be created to perform a defined task within a defined time frame and will not endure beyond that defined time frame;

7. Unless specified otherwise, committees will expire at the following Annual General Meeting, at which point, they may be reconstituted;

8. A Committee will expire upon presentation of its report to the CGPAC at the Annual General Meeting as per 10(7).

## **PART 11 - Financial Matters**

### **A) Financial year**

1. The financial year of the CGPAC will be July 1st to June 30th.

2. The executive members must report on the accounts of the PAC for the fiscal year-to-date at each annual general meeting.

3. The executive members must present the annual financial statements for the previous fiscal year for approval at a general meeting within 90 days after school opening day each year.

### **B) Power to raise money**

1. The CGPAC may raise and spend money to further its purposes.

### **C) Bank accounts**

1. All funds of the CGPAC must be kept on deposit in the name of the CGPAC in a bank or financial institution registered under the Bank Act, S.C. 1991, c. 46, as amended from time to time and in force.

### **D) Signing authority (Officers)**

1. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

2. With the exception and at its discretion, CGPAC can allocate funds to a CGPAC operating account where only one signature is required to accommodate electronic payments. The amount allocated to this account must be approved in its annual budget. Any transactions against this account must be authorized using the CGPAC's standard funding approval process.

3. With exceptions and at its discretion, CGPAC can obtain and maintain a CGPAC credit card account where only one signature is required to accommodate purchases. One officer will be

selected and named by the Executive Committee and named as the credit card account holder. A signing officer, the Treasurer, will be named as an authorized account administrator. Any credit card transactions are the sole responsibility of the credit card account holder unless the transactions are approved and authorized by the Executive Committee using the CGPAC's standard funding approval process.

#### **E) Annual budget**

1. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
2. The executive members must prepare a budget and proposed plan of expenditures for the CGPAC and present it for approval at a general meeting within 90 days after school opening day each year.
3. The executive members must present all proposed non-budgeted expenditures in excess of \$300 for approval at the CGPAC's next general meeting.
4. In order to carry out the purposes of the CGPAC the executive members may, on behalf of and in the name of the CGPAC, raise or secure funds in the manner they decide; however they are prohibited from borrowing funds.

#### **F) Non-budgeted expenditures**

1. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

#### **G) Treasurer's report**

1. A treasurer's report will be presented at each general meeting.

#### **H) Auditor**

1. Members at a general meeting may appoint an auditor.

### **PART 12 - Constitution and By Law Amendments**

1. The members may, by a majority of not less than 2/3 of the votes cast, at an AGM, or an EGM, provided proper notice has been given, amend the CGPAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every

member, but must be posted in a conspicuous place in the school or made accessible to all members.

### **PART 13 - Property in Documents**

1. All documents, records, minutes, correspondence, or other paper or electronic records concerning or in connection with the CGPAC kept by a member, executive member, representative, or committee member in connection with the CGPAC shall be deemed to be property of the CGPAC and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

### **PART 14 – Dissolution**

In the event of winding up or dissolution of the CGPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the CGPAC shall be distributed to another parent advisory council or councils in School District No. 44 having purposes similar to those of the CGPAC, as the members of the CGPAC may determine at the time of winding up or dissolution.

In the event of winding up or dissolution, all records of the CGPAC shall be given to the administration of Carson or in the event of the school being closed, the Secretary-Treasurer of School District No. 44.

Adopted by Carson Graham Secondary School Parent Advisory Council Society at North Vancouver, British Columbia, on (date) \_\_\_\_\_.

Signatures of Chair and at least one other executive member

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_

## **PART 15 - CODE OF ETHICS**

A parent who accepts a position as a CGPAC executive member, committee member, or Representative

1. Upholds the constitution and bylaws, policies, and procedures of the electing body
2. Performs his or her duties with honesty and integrity and in the interests of the CGPAC
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 \_\_\_\_\_ of the Carson Graham Parent Advisory Council Society have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_ (print)

\_\_\_\_\_ (signature)

Date \_\_\_\_\_ Phone number \_\_\_\_\_

### **Amendment Notes:**

#### **2023.01.18**

Addition of Point 3 in “Part 11 – Financial Matters, D.) Signing authorities (Officers)”