



## École Campus View Elementary School - Parent Advisory Council Constitution

### 1) PRINCIPLES

1. The CVPAC is dedicated to the education and the well-being of the children enrolled in the school, and in schools within Greater Victoria School District No. 61.
2. The CVPAC may, through its elected officers, advise the Board, the principal and the staff of the School on any matter relating to the school or the welfare of a child.
3. The business of the CVPAC shall be undertaken with no personal financial benefit to its members or elected officers. Any monetary funds held by the CVPAC shall be used solely for promoting and achieving its purposes and objectives.
4. The business of the CVPAC will be conducted in an unbiased manner, including, but not limited to, bias relating to race, religion, gender, politics, sexual orientation, or physical or mental ability.

### 2) DEFINITIONS

The Campus View Parent Advisory Council (the “CVPAC”) is the collective voice of parents and guardians of children who attend École Campus View Elementary School (the “School”).

The CVPAC is established as a parents’ advisory council under section 8 of the *School Act*, RSBC 1996, c.412 (the “Act”). The *Act* is the provincial legislation that allows the CVPAC to exist, and provides the overall purpose of the CVPAC: to advise the board and the principal and staff of the School respecting any matter relating to the School. The CVPAC is also a means of assisting Parents to organize and carry out events for the benefits of the students at the School.

A parent is defined as in the *Act* as:

- a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or
- b) (b)a person who usually has the care and control of the student or child.

For the purposes of these Constitution and Bylaws, “Parent” means the parent or guardian of a child or children enrolled at the School within Greater Victoria School District No. 61.

### 3) PURPOSES AND OBJECTIVES

## Purposes:

The purposes of the CVPAC are to support and encourage the welfare and education of students at the School, to encourage and promote meaningful Parent and staff involvement in the educational experiences of students, and to strengthen the sense of community within our School and community.

## Objectives:

The objectives of the CVPAC include:

1. **Fostering Positive Relationships:** Building and maintaining positive relationships among parents, teachers, staff, students, and the broader school community to create and strengthen a supportive and welcoming environment.
2. **Supporting Student Success:** Collaborating with educators and parents to identify ways to enhance the educational experiences and academic achievements of all students.
3. **Advocating for Educational Excellence:** Advocating for policies, programs, and resources that promote high-quality education and which meet the diverse needs of our students.
4. **Communicating and Engaging:** Facilitating open and effective communication between parents, teachers, school administration, and the community. Encouraging parental involvement in school activities and decision-making processes.
5. **Fundraising and Resource Allocation:** Planning and organizing fundraising initiatives to provide financial support for activities that benefit students. Promoting the transparent and equitable allocation of resources distributed by the CVPAC.
6. **Community Building:** Organizing events and activities that promote a sense of belonging and community within the School, including family-oriented events, workshops, and social gatherings.
7. **Parent Education:** Offering opportunities (via the Victoria Confederation of Parent Advisory Councils (the "VCPAC")) for parents to gain insight into their children's education, including workshops on relevant Parental or scholastic topics.
8. **Advocating for Inclusivity:** Promoting inclusivity and diversity within the School community, ensuring that all students and families feel respected and valued.
9. **Health and Safety:** Collaborating with the School principal and staff to address health and safety concerns, and to promote the physical and emotional well-being of students.
10. **Review and Feedback:** Acting as a forum for parents to share feedback, concerns, and ideas related to school policies, practices, and activities.
11. **Collaboration with School Administration:** Working closely with the School administration, teachers, and staff to align CVPAC activities with the School's educational goals and priorities.
12. **Continuous Improvement:** Regularly assessing and refining CVPAC activities and initiatives to better serve the needs of the School community.
13. **Broad School Community Engagement:** Advising and participating in the activities of the VCPAC and the BC Confederation of Parent Advisory Councils (the "BCCPAC").



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### 4) MEMBERSHIP

1. All Parents of students registered at the School are voting members of the CVPAC.
2. Staff members of the School, either in a teaching or non-teaching role, who do not have children attending the School are non-voting members of the CVPAC.
3. Members of the school community who are not Parents of students currently registered at the School may become non-voting members of the CVPAC by communicating their intention to become members to the President of the CVPAC.
4. Voting and non-voting members are collectively referred to as "Members."
5. Every Member will strive to uphold the CVPAC Constitution and comply with the CVPAC Bylaws.

### 5) CODE OF CONDUCT

The CVPAC is committed to fostering a positive and collaborative environment where all members can work together effectively for the benefit of our students and of the school community. This Code of Conduct outlines the expectations and standards of behaviors for all Members to follow in order to maintain a respectful and productive atmosphere within the organization and within our community.

#### Expectations and Standards:

#### a) Respectful and Inclusive Behavior:

- Treat all members of the CVPAC, including parents, teachers, staff, and students with respect and dignity.
- Embrace diversity and inclusivity, recognizing and valuing the differences among our members.

#### b) Positive Communication:

- Maintain open and honest communication within the CVPAC.
- Express opinions and concerns constructively and with a focus on problem-solving.
- Refrain from engaging in personal attacks, offensive language, gossip, or disrespectful behavior.

#### c) Confidentiality:

- Respect the confidentiality of sensitive information discussed within the CVPAC, including but not limited to matters related to individuals, finances, and school policies.

- Members will not share or disclose confidential information that is provided to them without first receiving proper authorization from the CVPAC President.

**d) Conflict Resolution:**

- In the event of disagreements or conflicts, address them through respectful and constructive means, such as discussion and mediation.

**e) Adherence to Bylaws and Policies:**

- Abide by the PAC's constitution, bylaws, and established policies.
- Participate actively and responsibly in PAC activities and meetings.

**f) Professional Conduct:**

- i) Represent the PAC and the school in a professional and positive manner.
- ii) Avoid actions that could damage the reputation of the PAC or the school.
- iii) The CVPAC is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- iv) It is the duty of each member to encourage and facilitate an environment of open and respectful dialogue.
- v) All communication to, and from, the CVPAC is to be respectfully made. Abusive, disrespectful, or harassing communications will not be tolerated. Communication to or from the CVPAC which is intended to, in the determination of the Executive Members, cause discord or disseminate false information will not be permitted. Any such communication may be subject to remedy by the CVPAC including, but not limited to, correction of the information and/or removal of the communication from the record.
- vi) An Executive Member or any member representing the CVPAC who is approached by a Parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

**g) Respect for School Staff and Administration:**

- Collaborate with school staff and administration in a courteous and cooperative manner.
- Understand the roles and responsibilities of school personnel and support their efforts.

**h) Financial Responsibility:**

- Handle PAC funds and resources with care and transparency, following proper financial procedures.
- Use PAC resources for the benefit of the students.

**i) Parental Involvement and Engagement:**

- Encourage parental involvement in the PAC and school activities.
- Attend PAC meetings and events regularly or communicate reasons for absence if responsible for an agenda item.

**Consequences of Violating the Code of Conduct:** Violation of this Code of Conduct may result in actions taken, including but not limited to warnings, suspension, or removal from the CVPAC, as determined by the CVPAC executive and in accordance with the CVPAC's bylaws.

By participating in the CVPAC, Members acknowledge their commitment to upholding this Code of Conduct and contributing positively to the school community. This Code of Conduct serves as a foundation for creating a respectful and collaborative environment within your Parent Advisory Council.

## **6) MEETINGS OF MEMBERS**

### **General Meetings:**

1. Members will be given reasonable notice of General Meetings.
2. Time, date, and frequency of school meetings will be set by the CVPAC Executive as required. A proposed schedule of meetings should be established in September of each school year.
3. General Meetings will be held not less than four times during the school year. If necessary, one of those meetings will be the Annual General Meeting (“AGM”), in which CVPAC Executive elections are held.
4. General Meetings will be chaired by a member of the CVPAC Executive or by an individual designated by the CVPAC Executive.

### **Conduct:**

1. General Meetings will be conducted efficiently, respectfully, fairly, and in accordance with the Code of Conduct.
2. At General Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community unless expressly asked to do so, in writing, by the individual who is to be discussed.
3. The CVPAC will refrain from introducing or encouraging partisan political action or other activities that do not serve the interests of the School or the public school system.

### **Quorum:**

*A quorum is the minimum number of voting members that need to be present at a meeting to make decisions.* The requirement for a quorum ensures that a representative number of voting members are present in the room when decisions are made. The quorum cannot be waived or suspended, even by unanimous consent.

1. A minimum of six (6) voting members, including Executive Members, present at any General Meeting shall constitute a quorum. Matters requiring a vote will be decided by simple majority of voting members present at the meeting (50% plus 1); abstentions shall be included and recorded.
2. 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. If a meeting is terminated while business is in progress, that business must be re-introduced at a subsequent meeting, if so desired.

### **Voting:**

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by voting members simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair of the meeting (a CVPAC Executive Member) does not have a second or deciding vote and the motion is defeated.
3. If a General Meeting or AGM is held in-person, voting members must vote in person on all matters. Voting by proxy will not be permitted.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two or more voting members present, by secret ballot.
5. If a General Meeting or AGM is held via electronic means (videoconference or teleconference), voting may be done by electronic show of hands and/or by the meeting chair inquiring as to a voting member's vote. Voting by proxy will not be permitted.
6. Secret ballots will be destroyed after the results of the vote are confirmed and communicated to Members present at the General Meeting or AGM.

## **7) EXECUTIVE MEMBERS**

### **Role and Definition of Executive Members:**

1. The Executive Members are responsible for managing the affairs of the CVPAC between General Meetings, chairing General Meetings and AGMs, and encouraging and assisting in organizing Member volunteers to undertake projects in alignment with CVPAC Purposes and Objectives.
2. The Executive Members include the individuals who hold the following positions with the CVPAC: President, Vice President, Secretary, and Treasurer.
3. The position of each Executive Member must be held by a single individual. No individual may co-share an Executive Member role.
1. An individual may not hold two positions within the CVPAC simultaneously, including both the Hot Lunch Coordinator role and the VCPAC Representative role.

### **Eligibility for Executive and Non-Executive Members:**

1. Any CVPAC Member is eligible to serve as an Executive Member, Hot Lunch Coordinator, Social Media Coordinator, Grade 5 Parent Lead, or VCPAC Representative, subject to the guidance and regulations set forth by the Victoria's Teachers Association, the British Columbia Teachers' Federation, and the BC Confederation of Parent Advisory Councils. For greater clarity, employees or elected officials of School Districts No. 61, 62, and 63, or the employees of the Ministry of Education are not eligible to serve as an Executive Member, Hot Lunch Coordinator or VCPAC Representative.
2. No individual may co-share an Executive Member role, Hot Lunch Coordinator role, Social Media Coordinator role, Grade 5 Parent Lead role, or VCPAC Representative role.
3. An individual may not hold two positions simultaneously, including the Hot Lunch Coordinator role, the Social Media Coordinator role, the Grade 5 Parent Lead role, and the VCPAC Representative role.

## 1. CVPAC President:

### Roles and Responsibilities:

- *Leadership:* Provide overall leadership to the CVPAC and to assist in furthering its Purposes and Objectives.
- *Meeting Facilitation:* Preside over CVPAC meetings, set the agenda, and maintain order during discussions. This role may be delegated on a meeting-by-meeting basis in accordance with these by-laws.
- *Communication:* Act, alongside the Vice President, as the primary liaison between the CVPAC and the school administration, teachers, and parents.
- *Strategic Planning:* Work with the Executive Members and Members to develop and implement strategies to support the School's objectives.
- *Advocacy:* Advocate for the needs and interests of the school community, both within the school and to external stakeholders.
- *Decision-Making:* Collaborate with the Executive Members to make decisions on behalf of the PAC and seek input from Members when necessary.
- *Represent the CVPAC:* Attend school-related meetings and events as a representative of the CVPAC whenever possible.

### Qualification Requirements:

- Active CVPAC member with a strong commitment to the school community.
- Leadership experience and effective oral and written communication skills.
- Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position. The CVPAC President may step down voluntarily at any time.

## 2. CVPAC Vice President:

### Roles and Responsibilities:

- *Support President:* Assist the CVPAC President in their duties and take on their responsibilities in their absence or specific duties on delegation.
- *Committee Coordination:* Oversee and coordinate the work of CVPAC committees and sub-committees.
- *Special Projects:* Lead special projects or initiatives as assigned by the CVPAC President.

### Qualification Requirements:

- Active CVPAC member with a willingness to learn and take on leadership roles.
- Strong organizational and teamwork skills.
- Leadership experience and effective oral and written communication skills.

- Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position. The CVPAC Vice President may step down voluntarily at any time.

### **3. CVPAC Secretary:**

#### Roles and Responsibilities:

- *Record Keeping:* Maintain accurate records of CVPAC meetings, including minutes and attendance as well as records of votes.
- *Communication:* Assist the CVPAC President and Vice President in preparing and distributing meeting agendas and announcements.
- *Documentation:* Retain copies of the CVPAC constitution and bylaws, as well as any other important documents as determined by the Executive Members.
- *Correspondence:* Send and receive general correspondence and communication as directed by the Executive Members.

#### Qualification Requirements:

- Detail-oriented and well-organized.
- Excellent written and oral communication skills.
- Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position. The CVPAC Secretary may step down voluntarily at any time.

### **4. CVPAC Treasurer:**

#### Roles and Responsibilities:

- *Financial Management:* Oversee the CVPAC finances, including budgeting, bookkeeping, and financial reporting.
- *Fundraising:* Coordinate and manage fundraising efforts, ensuring transparency and accountability.
- *Financial Records:* Maintain accurate financial records and provide regular reports to the CVPAC Members and Executive Members.
- *Resource Allocation:* Work with the Executive Members to allocate funds for school-related initiatives that align with the CVPAC Purposes and Objectives.

#### Qualification Requirements:

- Strong financial management skills.
- Familiarity with budgeting and financial reporting.

- Eligible for continued service as long as their child is enrolled in the School and they are willing to hold this position. The CVPAC Treasurer may step down voluntarily at any time.

### **Non-Executive Member Positions:**

The following four (4) CVPAC Member positions (the Hot Lunch Coordinator, the Social Media Coordinator, the Grade 5 Parent Representative, and the VCPAC Representative) are non-executive Member positions. These positions are nevertheless vital to the continued success of the CVPAC and to engagement with the School. As such, the roles and responsibilities of these positions are set out within these by-laws.

#### **1. Hot Lunch Coordinator:**

**Role:** The Hot Lunch Coordinator is responsible for overseeing and managing the hot lunch program and website for the School community.

**Responsibilities:**

- *Vendor Selection:* Collaborate with current and prospective vendors to provide diverse and nutritious hot lunch options for students on scheduled days. The duration of any contract with a vendor may only be for one (1) year. While a vendor may hold sequential contracts, the Hot Lunch Coordinator must evaluate the performance of the current vendor(s) prior to entering into a new contract. The Hot Lunch Coordinator should provide opportunities for local business to become involved in the hot lunch program as appropriate.
- *Menu Planning:* Work with vendors to create menus, taking into consideration dietary restrictions, allergies, and preferences of the School community.
- *Ordering and Distribution:* Manage the ordering process, including collecting orders, and payments from parents, placing orders with vendors, and coordinating the distribution of hot lunches to students.
- *Communication:* Maintain clear and timely communication with parents regarding hot lunch program details, including menu changes, order deadlines, and pickup/delivery schedules.
- *Financial Management:* Keep accurate financial records of all hot lunch transactions, including income and expenses in order to maintain transparency in financial reporting to the CVPAC.
- *Volunteer Coordination:* Recruit and organize volunteers, as needed, to assist with hot lunch distribution or other related tasks.
- *Policy Management:* Ensure that there is a current policy as to how to cancelled orders and student absentees on hot lunch days, among other

issues, are managed. The Hot Lunch Coordinator must communicate the presence of, and any changes to, this policy to CVPAC Members.

- *Problem Resolution:* Promptly and effectively address any issues or concerns raised in relation to the hot lunch program, working closely with vendors and parents to find solutions.
- *Event Support:* Supports CVPAC events through facilitating event ticket sales through the hot lunch website. This support includes the generation of reports regarding ticket sales.
- *Evaluation:* Regularly assess the viability and success of the hot lunch program, gathering feedback from parents and students and making improvements based on this feedback.

## **2. VCPAC Representative:**

Role: The VCPAC Representative (Victoria Confederation of Parent Advisory Councils) serves as a liaison between CVPAC and the broader VCPAC organizations, representing the interests and concerns of the School community at the regional level.

Responsibilities:

- *Attendance at VCPAC Meetings:* Attend VCPAC meetings and events to stay informed about regional education policies, initiatives, and developments.
- *Information Sharing:* Share relevant information, updates, and resources from VCPAC meetings with the CVPAC.
- *Feedback Collection:* Collect feedback and input from CVPAC Members on local and regional educational issues important to the School community.
- *Advocacy:* Advocate for the needs and concerns of the School community at the regional level, assisting parents and students in communicating their perspectives in discussions and decisions that affect the School District.
- *Collaboration:* Collaborate with other VCPAC Representatives and regional stakeholders to address common challenges and work towards shared goals.
- *Information Dissemination:* Share information, updates, and resources from VCPAC meetings at CVPAC General Meetings and through other communication channels, such as posting that information on the website.
- *Reporting:* Provide periodic reports to CVPAC Members and Executive Members about the activities, discussions, and outcomes of VCPAC meetings and initiatives.

## **3. Social Media Coordinator:**

Role: The Social Media Coordinator is responsible for communicating CVPAC and School information and updates through various social media outlets, most notably via FaceBook. The

Social Media Coordinator is responsible for maintaining, and where necessary, creating social media profiles that represent the CVPAC.

Responsibilities:

- *Social Media Presence:* Maintaining or creating CVPAC social media profiles and regularly updating the information found thereon.
- *Attendance at CVPAC Meetings:* Attend CVPAC meetings and events, as appropriate, to stay informed about CVPAC policies, initiatives, and developments.
- *Information Sharing:* Share relevant information, updates, and resources from CVPAC via social media sites.

#### **4. Grade 5 Parent Lead:**

Role: The Grade 5 Parent Lead is responsible for leading the yearly initiative to celebrate the accomplishments of all Grade 5 students as they transition from the School. The Grade 5 Parent Lead works in close collaboration with CVPAC Executive Members and is responsible for leading a committee of volunteers to fundraise for, plan, and implement celebratory activities for all Grade 5 students.

Responsibilities:

- *Establishing a Grade 5 Committee:* Establishing and seeking volunteers for a Grade 5 Committee, responsible for coordinating and leading all activities and fundraising opportunities for Grade 5 Students.
- *Seeking Fundraising Opportunities:* Seeking fundraising opportunities wherever appropriate to defray costs associated with Grade 5 celebratory activities.
- *Planning and Implementing Celebratory Activities:* Coordinating with the Grade 5 Committee to plan, organize, and implement various celebratory activities for the Grade 5 Students as jointly determined by the Grade 5 Parent Lead and the Grade 5 Committee.
- *Communication:* Maintain clear and timely communication with parents of Grade 5 students regarding Grade 5 celebrations and fundraising opportunities.

These roles and responsibilities outline the key duties of the Hot Lunch Coordinator, the Social Media Coordinator, the Grade 5 Parent Lead, and the VCPAC Representative within CVPAC. The successful execution of these responsibilities contributes to a well-functioning CVPAC and supports the School community's needs and interests.

### **Nominations for Executive:**

Nominations for Executive Member Positions and Non-Executive Member Positions will be open for one (1) calendar month prior to the annual AGM. Any Member who is interested in assuming one of these positions must, in writing, contact the CVPAC Treasurer within this time period. The CVPAC Treasurer will then generate a list of candidates for Member consideration, which will be distributed alongside the AGM agenda. CVPAC Executive Members will notify Members of the start of the nomination period.

### **Election of Executive:**

1. The election of Executive Members, the VCPAC Representative, and the Hot Lunch Coordinator, if required, must occur during the AGM. The AGM must be held every calendar year during the month of April, the timing of which will be determined by the Executive Members.
2. Each voting member of the CVPAC is entitled to one (1) vote.
3. If any Executive Member position is contested, voting will be conducted by secret ballot, or by such other means as the CVPAC Executive Members shall determine.
4. Executive Members must, upon election or appointment, read and sign the Code of Ethics, regardless of if they have previously held a position as an Executive Member.

### **Term of Office:**

1. The Executive Members will serve in their roles from their election during the AGM until the next AGM is held, or until they either voluntarily resign or their child transitions out of school. This term is subject to the process for removal of an Executive Member within these by-laws. This continuity assists in the consistent operation of the PAC and its ability to effectively fulfill its mission.
2. When an Executive Member's term of service ends, the election of their replacement will occur during the AGM. The outgoing Executive Members are encouraged to assist in transitioning roles and responsibilities to the newly elected Executive Members to assist in a smooth transfer of responsibility and knowledge. This process promotes the ongoing vitality of the CVPAC and the effective transfer of leadership.

### **Vacancy:**

1. Handling Vacancies: If a vacancy of an Executive Member position occurs, it will be filled through an appointment process, or remain vacant until the next scheduled election. An interim appointment may be made by the Executive Members, and the vacant position's responsibilities may be temporarily distributed among the executive members until it is filled, despite the prohibition in these by-laws of holding multiple Executive Member positions. If an existing Executive Member wishes to assume any responsibilities of a vacant Executive Member position, they may do so as long as these additional responsibilities do not prevent the completion of their existing responsibilities. The condition for eligibility remains that the Executive Member must have a child enrolled in the school and be willing to serve unless they voluntarily step down.

2. An Executive Member position may be filled by the appointment of a CVPAC Member into that position by the Executive Members. This process should only occur in circumstances where it is impossible or impractical for the vacant Executive Member position to be filled through the election process designated in these by-laws.

#### **Removal of Executive:**

1. An Executive Member may be removed from their position before the expiration of their term of office if special circumstances exist. These special circumstances are not to be defined, as there may be many situations that could arise necessitating this action. These circumstances could include, but are not limited to, fraud, misfeasance in the role of Executive Member, or conduct unbecoming of an Executive Member of the CVPAC. However, the disagreement of a Member or Members with the actions of the Executive Member do not constitute special circumstances for the purposes of this section.
2. If a voting member of the CVPAC believes that special circumstances exist and that an Executive Member should be removed from their position, a General Meeting will be called for this purpose. Written notice specifying the intention to make a motion to remove the Executive Member must be given to all voting CVPAC members not less than 14 days before the meeting.
3. The General Meeting must be held after two weeks of the CVPAC Executive Members being informed of these special circumstances, but no later than four weeks after being so informed.
4. Voting members may, by a majority of not less than 75% of the votes cast during the aforementioned General Meeting, remove an Executive Member before the expiration of their term of office. In the event an Executive Member is removed from office, a General Meeting must be held in order to elect their replacement.

#### **Remuneration:**

1. No Executive Member may receive remuneration for serving as an Executive Member of the CVPAC but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the affairs of the CVPAC.

### **8) EXECUTIVE MEETINGS**

#### **Meetings:**

1. Executive Meetings will be held at the call of the CVPAC President or Vice-President.
2. At least one Executive Meeting will be held each school year.
3. The school principal and/or vice principal may be invited to participate in Executive Meetings at the discretion of the Executive Members.
4. Executive Members will be given reasonable notice of a call for an Executive Meeting.

#### **Quorum:**

1. A quorum for Executive meetings will be a majority (50% plus 1) of the current Executive Members.

#### Voting:

1. All matters requiring a vote at Executive Meetings will be decided by a simple majority (by voting members) of the votes cast (50% plus 1).
2. In the case of a tie vote the motion is defeated.

#### 9) COMMITTEES

1. Executive Members may, in accordance with these by-laws, form committees to further the Purposes and Objectives of the CVPAC and to carry on its affairs. Committees may be formed in response to either temporary or ongoing School needs:
  - a. A Standing committee – this committee exists every year and may be described in the bylaws (budget, nominating, programs, hot lunch, special events, fundraising).
  - b. An ad-hoc committee – this committee is created to do a specific task within a certain time period, such as fundraising for and furthering School projects (for example, playground equipment and grounds enhancement).
2. The terms of reference of each committee will be drafted by CVPAC Members or Executive Members when the committee is established, or by the committee at its first meeting, as the Members or Executive Members decide.
3. Committees will report to the CVPAC Members and Executive Members as at the time and in the manner established in their respective terms of reference.

#### 10) FINANCIAL MATTERS

1. The financial year of the CVPAC will be August 1 to July 31.
2. The CVPAC may raise and spend money to further its purposes.
3. All funds of the CVPAC must be kept on deposit in a bank or financial establishment registered under the *Bank Act*, S.C. 1991, c. 46 (Canada), [Bank Act \(justice.gc.ca\)](http://www.justice.gc.ca)
4. A budget and tentative plan of expenditures are required and must be drawn up by the Executive Members prior to the expiry of the current budget. Proposed budgets must be presented to Members at the next CVPAC General Meeting to inform Members of the planned expenditures.
5. The Executive Members may approve expenditures up to a total of \$500, subject to funds being available, and the expenditure remaining consistent with the mission and objective of the organization as well as all applicable Bylaws and constitution. The Executive will present expenditures and proposed expenditures outside of the proposed budget at the next scheduled general meeting.
6. Executives are responsible for considering / discussing any expenditures related to 'big projects.
7. Expenditure of funds not related to the core Purposes and Objectives of the CVPAC are to be avoided where possible and minimized where not possible. Expenditure of funds not related to CVPAC purposes include but are not limited to the purchase of individual gifts or grants to teachers, staff or administrators of the School or School community.

8. The Executive shall name at least three (3) signing officers, two (2) of whom will be the Treasurer and the President, for banking and legal documents. Two (2) signatures will be required for these documents. The signatories must be Executive Members.
9. Treasurer's Reports to all members will be posted on the CVPAC website or posted to the CVPAC bulletin board.
10. Voting Members may, at any meeting and upon providing at least 14 days' notice of their intention to do so, vote upon a need for an audit of the CVPAC accounts. If the vote for an audit is successful, an independent auditor may be appointed as needed, and would be paid for out of CVPAC funds.
11. The CVPAC Executive Members shall not remunerate any person for volunteering for CVPAC committees or events but may reimburse volunteers for all expenses necessarily and reasonably incurred while engaged in the affairs of the CVPAC.

## **11) CONFLICT RESOLUTION**

1. All CVPAC Members should strive to comply with the Code of Conduct, respecting the diversity and individuality of CVPAC Members.
2. Conflicts arising between Members involving matters concerning the CVPAC will first be addressed at an Executive Meeting which includes the parties involved. The purpose of this meeting is to seek resolution of these matters through open and respectful dialogue, with the intent to further the Purposes and Objectives of the CVPAC.
3. If a conflict is not resolved through an Executive Meeting, an unbiased third party agreed to by all parties, will be asked to mediate the dispute.
4. If such a mediation fails, a special resolution meeting will be requested through the VCPAC. It is expected that both the CVPAC Executive Members and the Members will then follow the resultant recommended actions.
5. The CVPAC Code of Ethics provides further details on a fair resolution of a concern or conflict that may arise. The Code of Ethics will be consulted and referred to in any CVPAC conflict resolution.

## **12) CONSTITUTION AND BYLAW AMENDMENTS**

By-laws will be changed and updated over time as the needs and CVPAC changes. The process to amend the Constitution and By-laws is:

1. Amendments to the Constitution and By-laws:
  - Amendments to the Constitution and By-laws of the CVPAC may be made as required and necessary to ensure the business of the CVPAC operates effectively and efficiently.
2. Notification and Sharing of Amendments:
  - Amendments to the Constitution and By-laws may be made by vote at a General Meeting called for that purpose, or at a General Meeting which includes the amendments as an agenda item.

- CVPAC Members will be notified of the General Meeting and of the proposed amendments to the Constitution and By-laws at least 14 days before the General Meeting is held.
- The Executive Members will provide notice of any proposed amendments to the Constitution and Bylaws to all CVPAC Members, including the specific changes proposed. CVPAC Members must be provided with the current Constitution and By-laws as well as the proposed Constitution and By-laws. Any additional information provided to CVPAC Members will be explanatory in nature and will not form part of the Constitution and By-laws.
- The proposed Amendments to the Constitution and By-laws must be posted in a location accessible to CVPAC Members. Both the current and the proposed Constitution and By-laws will be distributed to CVPAC Members, preferably via email.
- Any proposed Amendments to the Constitution and By-laws will first be considered and voted on by the Executive Members. go to executive for vote. If approved, any proposed Amendments to the Constitution and By-laws will then be forwarded to membership for input.

### 13) CVPAC DOCUMENTS AND ASSETS

1. The CVPAC may, as needed, establish and maintain various websites, or portions thereof, to assist in furthering the Purposes and Objectives of the CVPAC. Websites used for this purpose may include:
  - a. The CVPAC website (<https://campusviewpac.ca/>);
  - b. The CVPAC Hot Lunch website (<https://campusview.hotlunches.net/admin>); and,
  - c. The CV School Website (<https://sd61.bc.ca/parent-infor/pac-overview/>)
2. CVPAC Executive Members may establish and maintain a document archive, electronically, physically, or both, to assist in furthering the Purposes and Objectives of the CVPAC. All CVPAC Executive Members will have access to this document archive. CVPAC Executive Members will transfer all necessary information to incoming Executive Members upon their election or appointment. CVPAC Executive Members may, by way of written designation, permit specified CVPAC Members access to this document archive.
3. CVPAC Member Access to documents:
  - Any CVPAC Member may request access to specific documents, provided they have a legitimate reason for doing so.
  - Access requests may be made to the CVPAC President in writing, who will determine with the executive team whether the request aligns with the CVPAC's objectives and policies.
4. Ownership of Documents:

- All documents, records, minutes, correspondence, or other papers maintained by a member, Executive member, representative, or committee member in connection with CVPAC shall be considered the property of the CVPAC.

All documents generated in the course of the operation of the CVPAC must be retained by the CVPAC. When any Member, Executive Member, volunteer, representative, or committee member completes or otherwise ceases to perform a CVPAC activity, all documents generated in the course of that activity, either electronically or physically, must be promptly presented to the CVPAC Secretary for the purposes of archiving and record-keeping.

#### 14) DISSOLUTION

In the event the CVPAC should be wound up or dissolved, any remaining assets, after payment of all debts and liabilities, shall be turned over to a recognized charitable organization with purposes similar to those of the CVPAC or, if this cannot be done, to another recognized charitable organization as defined in the *Income Tax Act*, R.S.C., 1985, c. 1 (Canada). The definition “charitable organization” in the *Income Tax Act* requires an organization to devote all its resources to charitable activities carried on by the organization itself.

In the event the CVPAC should be wound up or dissolved, all records of the organization shall be placed under the jurisdiction of School District #61 (Greater Victoria), care of the principal of École Campus View Elementary School.

Adopted by École Campus View Elementary Parent Advisory Council, Victoria, British Columbia, Canada.

Date: \_\_\_\_\_

Names and Signatures of CVPAC President and one other Executive Member:

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

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