

Clearview Parent Advisory Council

Constitution and Bylaws

Revised October 6, 2015

Constitution

1. The name of the society is: Clearview Parent Advisory Council. (Hereafter referred to as "the society".)
2. The purposes of the society are:
 - a. To actively promote education and learning in the community, and to provide communication with the Clearview Elementary Junior Secondary School. (Hereafter referred to as "the school".)
 - b. To provide a place for parents to voice their opinions and concerns.
 - c. To assist and advise the school and staff whenever possible or necessary.
 - d. To receive, acquire, and hold gifts, donations, legacies and devices for educational and/or community recreational purposes.
3. The society shall be non-political, non-sectarian and non-profit, this is unalterable.
4. The society shall be dissolved in the event that there are insufficient members willing to serve as president, vice-president secretary and treasurer. Upon dissolution of the society, any assets remaining after all debts have been paid or provisions for payment has been made, shall be paid, or transferred to the School Board of District 60, in BC, to be used for educational or recreational purposes in the community of the society. The records of the society shall then become property of the School Board.
5. The purposes of the society shall be carried out without purpose of gain for its members and any profits or other accretions to the society shall be used for promoting its purposes.
6. The society guarantees access to any recreation facility owned, leased or operated by the society to any person(s) who wish to use it in accordance with the purposes of the facility, and that charges for use of the facility shall neither be restrictive nor discriminatory to non-members.
7. Paragraphs 3, 4, 5, 6, and 7 of the Constitution are unalterable in accordance with the Society Act.

Bylaws

1. Membership

- a. Membership in the society shall be open to all citizens in the community of the society.
- b. Those citizens may become a member by paying the annual membership fee.
- c. The annual membership fee shall be \$1.00 per member, or as determined at the Annual General Meeting.
- d. A member shall be deemed in good standing when he has paid his annual membership dues, and will then be entitled to one vote. No proxy votes will be allowed. No one under age 18 is entitled to vote.

2. Rights and Responsibilities of members

- a. Members will have the right to voice their opinion, vote and become actively involved in the functions of the society.
- b. Each member shall attend as many meetings as possible, and support the society's purpose and objectives.
- c. A member ceases to be in good standing upon failure to pay the annual membership fee.
- d. A member may withdraw from the council by submitting his resignation in writing.
- e. A member may be suspended by the executive for just cause. A suspended member will have the right to a hearing by the executive. Following the right to a hearing, the executive may expel a member if warranted, with a special resolution of the membership.
- f. Any member who resigns, withdraws, or is expelled from the society shall forthwith forfeit all right, claim and interest arising from or associated with membership in the society.

3. Meetings

- a. President shall call regular meetings of the society; tentative dates shall be set out at the first regular meeting of the society, with a minimum of 5 meetings per year.
- b. Special meetings may be called by, and at the discretion of the president.
- c. All meetings shall be conducted in a democratic manner following Roberts Rules of order.
- d. The annual general meeting shall be held during June of each year, with 14 days notice given to the membership and the general public.
- e. The following business shall be conducted at the annual general meeting:
 - Determine membership dues
 - Committee reports (financial etc.)
 - Election of Officers: president, vice-president, secretary, treasurer, school based decision making reps, district advisory council reps, and such other officers as the members shall determine from time to time
 - And such other business as may be deemed necessary.

4. **A Special Resolution:** A resolution passed in a general meeting by a majority of not less than a 75% vote of the society's members. Fourteen days notice of a general meeting and special resolution will be given to all members in good standing.

5. **Quorum:** A quorum shall consist of 4 members at any general meeting; or a majority of the executive at any executive meeting.

6. **Duties of the Officers:** The officers of the society shall be: president, vice-president, secretary, treasurer and school based decision making rep. All officers must be members of the society. The duties of the officers are as follows:

President

- a. To preside at all meetings of the society and/or executive;
- b. To represent the society at meetings with the principal, school board, or other organizations;
- c. To consult with the principal;
- d. The president may establish committees, appoint members, and delegate tasks to those committees;
- e. The president shall also be charged with the responsibility for the affairs and operations of the society;

Vice-President

- a. To assist in duties assigned to the executive and act as chairperson at society meetings when the president is absent;

Secretary

- a. To record and prepare minutes of all proceedings from each meeting of the society and/or executive;
- b. To have custody of all records and documents of the society;
- c. To handle correspondence;
- d. To record and maintain an accurate membership mailing list within 30 days of the annual general meeting;

Treasurer

- a. To keep full and accurate financial records;
- b. To provide officers and members with records and financial statements when required;

7. Duties of Committees

a. District Advisory Council Reps

To represent the society at the District Advisory Council meetings, and report back to the society members. It is recommended the positions of District Advisory Council rep and alternate be filled by the president and vice-president.

- 8. Authority of Officers:** The officers have the authority to conduct the business of the society between regular meetings of the society: should an officer fail to attend to his duties in a responsible manner, he may be removed by a special resolution of the membership. Should an officer resign, or otherwise cease to hold office, a replacement shall be elected at the next general meeting, providing 14 day notice given to the membership and the general public.
- 9. Borrowing Powers:** The society may from time to time borrow money in any manner and without limit to amount on the credit of the society and in such amounts as they may think proper; provided that debentures shall not be issued without the sanction of a special resolution of the society.
- 10. Auditors:** The executive may select and appoint auditors if deemed necessary.
- 11. Seal:** The society may adopt a seal which shall be the common seal of the society.
- 12. Amendments:** The bylaws of the society may be amended, after consultation with the principal, by an affirmative vote of 75% of the members who are present at and vote on the amendment at a regular meeting of the society, provided that the proposed amendment has been submitted in writing at the previous regular meeting. Each member is entitled to and the society shall give the member without charge one copy of the bylaws of the society.

13. **Fiscal Year:** The fiscal year of the society shall terminate on the 31st day of December each year.

14. **Inspection of Books by Members:** Any member of good standing may request to inspect the books and accounts of the society with 14 day written prior notification.

15. Wherever the masculine is used throughout these bylaws, the same shall be construed as meaning the feminine where the context or parties hereto shall require.