

# **Bylaws of the Carisbrooke Parents Advisory Council (CPAC)**

*Revised April 2017 – to be submitted for approval at CPAC General Meeting in May 2017*

## **Article 1 - Name**

The name of the organization shall be the Carisbrooke Parent Advisory Council (CPAC).

## **Article 2 - Membership**

Membership in the council consists of all parents and guardians of children attending Carisbrooke Elementary school and the principal and vice-principal of Carisbrooke Elementary school.

## **Article 3 - The Executive**

- A. The officers of the Council are called the “the Executive Members” and shall consist of the Chair, Vice-Chair, Treasurer, Secretary and DPAC Representative/Past Chair, and one Member-at-Large.
- B. The Executive Committee can include up to eight Members at Large who are responsible for a variety of portfolios as determined each year.
- C. Standing Committees and ad hoc committees are headed by a Member-at-Large and/or report to the Executive through a Member-at-Large or are headed by an executive member.
- D. The Executive and Members-at-Large shall be elected at the Annual General Meeting for a one-year term, with the exception of the Chair who will be elected for a two year term with a maximum of 2 terms (4 years total) and the Past Chair who is appointed for the same term as the Chair.
- E. The Past chair is appointed as the Past Chair until the a new chair is appointed, resulting in a new past chair.
- F. Duties of the Executive
  - 1. The Chair shall preside over and call General and Special meetings of the Council and meetings of the Executive.
  - 2. The Vice-Chair shall act in the absence of the Chair and shall assist the Chair as needed.
  - 3. The Treasurer shall administer the finances of the Council, be responsible to the membership for accordance of all monies, render financial statements to the Executive when required, and assist the Executive in preparing an annual budget and the Annual Financial Statement.

4. The Secretary shall record the minutes of all meetings ensuring they are accurate, approved, filed and distributed.
5. The Past Chair shall help smooth the transition between Chairs and assist the Executive in carrying out their duties. The Past Chair will also act as the DPAC Representative and will seek and give input on behalf of the Council to the DPAC and vice versa for the period of their appointment.
6. The Members-at-Large shall assist the Executive in carrying out their duties

#### ***Article 4 - Class Representation***

- A. Every class shall be represented by at least one (1) Class Representative.
- B. The Class Representatives shall be elected at the first General Meeting of the Council in each new school year or as soon as possible thereafter.
- C. Duties of the Class Representative:
  1. The Class Representative is expected to attend General and Special meetings of the Council to represent their classes.
  2. The Class Representative shall act on behalf of members in their class by communicating to those members recommendations, concerns and/or remarks from the Council and/or the Executive and vice versa.

#### ***Article 4A - School Planning Council (section is removed until new guidelines have been produced)***

#### ***Article 5 - Meetings***

- A. General meetings of the Council shall be held at least four (4) times during the school year, one of which will be the Annual General Meeting. The General meetings shall be open to all members, Carisbrooke Elementary School administrators and invited guests.
- B. Special Meetings of the Council may be called at the discretion of the Chair or delivered by the chair upon following a written request by any four (4) members of the Council. In the event of the latter, the Chair shall call the Special Meeting within fourteen (14) days of receipt of written notice.
- C. Meetings of the Executive shall be held at least six (6) times during the school year and shall be open to all the Executive and invited members and guests.
- D. A quorum at a General Meeting and any special meeting shall consist of at least two (2) of the Executive and at least eight (8) additional members (which may include Executive not counted for quorum already). A quorum at an Executive meeting shall consist of at least three (3) of the Executive and must include the Chair and/or the

Vice-Chair and either the Treasurer or the Secretary.

### ***Article 6 - Annual General Meeting***

The Annual General Meeting of the Council shall be held in May of each school year. Notice of this meeting, stating times, date and place shall be delivered to all members of the Council at least fourteen (14) days prior to the meeting.

### ***Article 7 - Voting***

- A. All members at a General Meeting or a Special meeting shall have the right to vote. If quorum is not present at the meeting, additional members may vote by phone or by proxy. Each member shall have one (1) vote and the Chair shall have the deciding vote (in the event of a tie).
- B. Neither the Principal nor the Vice-Principal shall have the right to vote at any meeting of the Council.
- C. All of the Executive at an Executive Meeting shall have the right to vote at the meeting. Each of the Executive shall have one (1) vote and the Chair shall have the deciding vote (in the event of a tie). From time to time, decisions may need to be made urgently. In these cases, the Chair may address the issue via e-mail to all the Executives requesting their yes/no vote within a set period of time. Responses will be tallied by the Secretary.
- D. Unless stated otherwise, a simple majority is required to pass any motion presented this way.
- E. Appointment of SPC to be determined under new guidelines.

### ***Article 8 - Expenditure of Monies***

All Monies shall be expended in a manner determined by a budget passed by the Council at a General or Special Meeting.

### ***Article 9 - Amendment of the Constitution and Bylaws***

The Constitution and the Bylaws may be amended by a two-third majority vote of attending members at a General Meeting. Any amendments must be presented in writing to the Chair and circulated to the members at least 14 days prior to a General Meeting, along with a written notice of a Motion to Amend.

### ***Article 10 - Inspection of Records***

The books and records of the Council shall, upon reasonable written notice to the Chair, be open to the inspection by the members of the Council at all reasonable times at the

office of Carisbrooke Elementary School.

### ***Article 11 - Rules of Order***

Robert's Rules of Order (revised 11<sup>th</sup> Edition) shall be the order used for all meetings.

### ***Article 12 - Notifications***

All notices required to be given herein to the members shall be deemed to have been delivered to the members upon

- A. Both email distribution from both the Chair or through the Class Representatives and being posted on the general notice board and the CPAC website.
- B. All notices required to be given herein to the Chair shall be deemed to have been delivered to the Chair upon an email being sent to the Chair.

As amended in May 2017