



# **BELMONT SECONDARY SCHOOL**

## **Parent Advisory Council**

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### **CONSTITUTION & BY-LAWS**

#### **CONSTITUTION**

##### **SECTION I. NAME**

The name of the organization shall be Belmont Secondary School Parent Advisory Council (BSSPAC), School District No. 62. BSSPAC shall operate as a non-profit organization. The business of BSSPAC shall be unbiased towards race, religion, gender, sexual orientation, politics or persons with disabilities.

##### **SECTION II. PURPOSE**

- 1) BSSPAC mission is to advocate for excellence in education, the safety and well being of our students and the effective and meaningful involvement of parents as partners.
- 2) The business of BSSPAC shall be carried on without purpose of financial gain for its members and any profit or accretions to the BSSPAC shall be used for promoting its purposes.

##### **SECTION III. OBJECTIVES**

The objectives of BSSPAC are:

- a) To enhance communication between parents, students, community, school staff, administration and the School Planning Council.
- b) To support, encourage and improve the quality of education and the well being of all students registered at Belmont Secondary School.
- c) To advise the school administration and staff on parental views about school programs, policies and activities.
- d) To communicate with parents and promote co-operation between home and the school in providing for the education of students.
- e) To assist parents in accessing the system, in advocating for their own students.
- f) To advocate on behalf of the parent body.
- g) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
- h) BSSPAC shall be empowered to enact bylaws governing its conduct and operations.

## **BY-LAWS**

### **SECTION I. MEMBERSHIP**

- 1) All parents and guardians of students registered at Belmont Secondary School are considered members and are eligible to vote. This includes administration and staff (teaching and non-teaching) who are parents and guardians of students registered at Belmont Secondary School.
- 2) Administration and staff (teaching and non-teaching) who do not have children attending Belmont Secondary School, shall be considered non-voting members of the group.
- 3) Members of the school community who are not parents of students currently registered at Belmont Secondary School shall also be non-voting members of the group.
- 4) No voting member of the executive shall receive remuneration or other financial benefits for their services to the organization, regardless of the type of service performed.
- 5) The executives are elected from the voting membership.

### **SECTION II. EXECUTIVE**

#### **Executive Positions**

- The members shall elect officers from the voting members for each school year.
- To encourage involvement in BSSPAC, especially of new members, it is recommended that no members shall hold more than one (1) office at a time, except by authority of the membership for special circumstances.
- All executive members shall sign the Statement of Understanding as presented at the end of this document.
- Number and positions of Executive should be determined by local organizational needs, but should include the following:

#### **a) President(s)**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall convene and preside at all General, Executive and special meetings.
- Shall ensure that an agenda is prepared and presented in advance of all BSSPAC meetings.
- Shall appoint committees (such as prom and other special projects) where authorized to do so by the Executive or membership.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall be the official spokesperson for the organization.
- Shall be one of the signing officers for the organization.

**b) Vice-President**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall assume the responsibilities of the President(s) in the President's absence.
- May be one of the signing officers for the organization.

**c) Secretary(s)**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall record the minutes of membership, Executive and special meetings.
- Shall distribute the minutes of membership, Executive and special meetings to the Council membership.
- Shall keep an accurate copy of the Constitution and Bylaws.
- Shall issue and keep correspondence on behalf of the organization.
- Shall ensure all records of BSSPAC are retained in a safe place except those required to be kept by the Treasurer.
- May be one of the signing officers for the organization.

**d) Treasurer(s)**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall be responsible for and report monthly on the financial accounts of the BSSPAC.
- Shall receive and deposit all BSSPAC revenue.
- Shall ensure that another signing officer has access to the financial records in his/her absence.
- Shall disburse funds as approved by the Executive or by a decision of a general meeting.
- Shall ensure that required filings are made in a manner consistent with applicable legislative and regulatory provisions.
- Shall be one of the signing officers for the organization.

**e) SPEAC Representative**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall attend all SPEAC meetings as a representative of BSSPAC and liaise between BSSPAC and SPEAC.
- Shall report back to the BSSPAC information from SPEAC meetings.
- Shall seek input from the BSSPAC when requested by SPEAC.
- May be one of the signing officers for the organization.

**f) Belmont Athletics & Extra Curricular Society Representative**

("Society Representative")

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Shall attend all Belmont Athletics & Extra Curricular Society (BAECS) meetings and liaise between BSSPAC and BAECS.
- Shall present a report to BSSPAC following every BAECS meeting and in turn present a report to the BAECS following every BSSPAC meeting.
- Shall present funding requests from BSSPAC to BAECS.
- May be one of the signing officers for the organization.

**g) School Planning Council**

("SPC Representative")

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Represent and speak on behalf of the PAC at SPC meetings.
- Take direction from the general PAC membership.
- Report to the BSSPAC at general meetings.

**h) Communications**

- Shall be familiar with the constitution and by-laws, including the policies and recommendations.
- Post BSSPAC minutes and information to the web in a timely manner
- Advertise BSSPAC meetings through the reader board and school e-mail
- Advertise BSSPAC agendas prior to meeting through school e-mail
- Provide an information package regarding the BSSPAC for parents and staff at meet-the-teacher/open house night
- Seek out information to provide to the BSSPAC regarding events in the school (i.e. leadership events, etc.)
- Promote a positive school image through media
- May be one of the signing officers for the organization.

**SECTION III. COMMITTEES**

- 1) Standing and ad-hoc committees shall be formed when necessary
- 2) Committees are responsible to the Executive and members
- 3) Committee chairs shall be appointed annually by the President
- 4) Committees shall report to the BSSPAC meetings
- 5) Committees shall follow basic cash management guidelines as advised by the Treasurer

#### **SECTION IV. TERMS OF OFFICE**

Election terms for each member of the Executive commences within 30 days of election and ceases within 30 days of completion of the term.

#### **SECTION V. ELECTION PROCEDURES**

- 1) Election of the Executive positions of President(s) and Treasurer will take place during the June general meeting.
- 2) Election of the remaining positions will take place during the September general meeting.
- 3) Each member of BSSPAC shall be entitled to one (1) vote.
- 4) Voting shall be done by secret ballot or by such other means as the membership shall determine.
- 5) The election of parent representative to the School Planning Council (SPC) must be by secret ballot (School Act, s.8(6)).
- 6) For record purposes, the outcome of the votes will be recorded.
- 7) All ballots shall be destroyed after the results have been recorded.

#### **SECTION VI. MEETINGS**

- 1) Time, date and frequency of general meetings will be set by the membership at the September Annual General meeting.
- 2) Time, date and frequency of Executive meetings will be set by the Executive.
- 3) The Executive, with a minimum of seven (7) days' notice, may call extraordinary meetings.
- 4) Minutes of previous meetings shall be reviewed and approved at each meeting.
- 5) In the event of a dispute, Robert's Rules of Order shall be used as a guideline.

#### **SECTION VII. VOTING**

- 1) Quorum shall consist of the voting members present at a regularly scheduled general meeting or any meeting called with a 14 day notice to all members.
- 2) Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus one).
- 3) In the case of a tie vote, the chair shall call secret ballot, if still a tie the vote will be tabled to the next meeting unless it is time sensitive, at which time the President will cast a second and deciding vote.
- 4) Members must be present to vote on all matters at the time of vote, voting by proxy shall not be permitted, with the exception of elections for SPC representatives.
- 5) Voting shall be done by a show of hands with the exception of the election of officers.
- 6) The ballots shall be destroyed after all secret ballot votes.
- 7) For record purposes, the outcome of the vote will be recorded.

## **SECTION VIII. CONSTITUTION AMENDMENTS**

Amendments to the Constitution and By-Laws of the BSSPAC may be made at any general meeting at which business is conducted, providing:

- 1) Fourteen (14) days minimum written notice of the meeting has been given to all members.
- 2) The notification of the meeting shall include notice of the specific amendments provided.
- 3) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws.

## **SECTION IX. FINANCES**

- 1) BSSPAC may establish and maintain such bank accounts as the Executive decides. All funds of BSSPAC shall be kept on deposit in the name of BSSPAC in a chartered bank or credit union.
- 2) The Executive shall name at least three signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
- 3) All money spent will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.
- 4) BSSPAC may, at its discretion, appoint a committee of two (2) or more members to review the BSSPAC financial records.

## **SECTION X. CODE OF CONDUCT**

- 1) The BSSPAC is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- 2) An Executive member or any member representing the BSSPAC 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.
- 3) Breaching of the Code of Conduct may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
  - a) A two-thirds (2/3) vote of the BSSPAC Executive attended by three-quarters (3/4) of the Executive (excluding the Executive member in question). The Executive member in question shall receive seven (7) days written notice of the motion prior to the meeting

OR

- b) a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda and distributed to the membership at least seven (7) days prior to the meeting.
- c) Where the election of the Executive officer was rescinded at a meeting of the BSSPAC Executive, the officer may appeal this action at the next general meeting. To carry the appeal, a majority vote of two-thirds (2/3) of voting members present must be achieved.

## **SECTION XI. DISSOLUTION**

- 1) Dissolution or winding up of the BSSPAC can only take place following a duly called meeting of the BSSPAC. Written notice of such a meeting must be given to all BSSPAC representatives, the school administration and School District #62 Superintendent a minimum of fourteen (14) days prior to the meeting.
- 2) Upon dissolution or winding up of the BSSPAC, the assets which remain after payment of all costs, charges and expenses that are properly incurred shall be distributed back to Belmont Secondary School.
- 3) Upon dissolution or winding up of BSSPAC, all records of the organization shall be placed under the jurisdiction of School District No. 62.

## **POLICIES of Belmont Secondary School Parent Advisory Council**

- 1) Copies of the BSSPAC Constitution and By-Laws shall be given to all Executive at the elections.
- 2) Copies of the BSSPAC Constitution and By-Laws shall be made available at BSSPAC general meetings, through the school office, and at the "Meet the Teacher" nights.
- 3) All funds received by the BSSPAC shall be used solely for the direct benefit of the students of Belmont Secondary School.

## **RECOMMENDATIONS of Belmont Secondary School Parent Advisory Council**

- 1) BSSPAC focus should be on the mission statement.
- 2) Notice of a general meeting should be advertised at least one (1) week prior to the meeting date.
- 3) A clear agenda will be presented at each meeting to ensure effective, structured meetings are held.

## **A parent who accepts a position as a BSSPAC Executive member:**

- 1) Upholds the Constitution and By-Laws, policies and procedures of the School District No. 62 Parent Advisory Council.
- 2) Performs their duties with honesty and integrity.
- 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 members, ensuring representation processes are in place.
- 6) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the appropriate process for taking concerns forward.
- 7) Works to ensure that issues are resolved through due process.
- 8) Strives to be informed and passes on only reliable information.
- 9) Respects all confidential information.
- 10) Supports public education.

## **Members may be liable if:**

- 1) they exceed their authority as defined by the Constitution and By-Laws, or
- 2) the member is involved in any criminal or other illegal activity that was approved by the BSSPAC, or
- 3) the organization suffers any losses caused by breach of duty; and for payment of the organizations debt.

**Statement of Understanding \***

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Belmont Secondary School Parent Advisory Council Executive for the school year of \_\_\_\_\_, have read, understood and agree to abide by the Code of Conduct set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the BSSPAC and refer to the BCCPAC leadership manual, should there be any concerns about my work.

Name of Executive Member: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*  
To be completed and signed by the BSSPAC member and retained with current BSSPAC minutes by the BSSPAC Secretary.