

# Brant-Argyle Parent Advisory Council

Constitution 2017



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## **Article 1: Name and Address**

The organization shall be known as the BRANT-ARGYLE PARENT ADVISORY COUNCIL, herein after referred to as the “BAPAC”.

The contact details for the BAPAC are as follows:

BRANT-ARGYLE PARENT ADVISORY COUNCIL  
48 E PR323  
Box 70  
Argyle, Manitoba R0C 0B0

## **Article 1.1: Mission Statement**

The BAPAC advocates for excellence in the education, safety and well-being of our students by sharing in decision making at all levels. The BAPAC encourages staff, parents, students and community members to contribute their spirit, talent and skills to promote positive self-growth and a progressive healthy lifestyle for our children.

## **Article 2: Purpose**

The purpose of the BAPAC shall be to:

- Participate in the planning of the Brant-Argyle School budget.
- Provide pertinent and meaningful school information to other parents and community members.
- Participate in the planning of the Brant-Argyle School policies and educational material.
- Promote mutual understanding and co-operation in a working relationship between educators and the community.
- Advise parents of the proper channels to follow when a student/teacher or other concern arises.
- Provide appropriate parental input in curricular and extra-curricular areas.
- Provide input into discipline/restitution, code of conduct policies as well as school division draft policies.
- Work co-operatively with the school administration or delegate in organizing and assisting in implementing volunteer programs within the school.
- Review the school plan with the school administration and school teachers annually.
- Initiate and co-ordinate fundraising projects in consultation and with the approval of the school administration where staff and students are involved and shall provide accurate accounts of monies spent and earned from the fundraising projects.

- Establish a relationship with school administration, school teachers, school board, school trustee to maintain mutual confidence and respect and to work together to improve quality of education for all students.

### **Article 3: Membership**

- The elected voting members of the BAPAC are anyone whose children attend Brant-Argyle School and of community members in the Argyle catchment area. Members shall have input into school matters without infringing on the duties and responsibilities of the professional staff, in accordance with this constitution
- The non-voting members are the school administration, school teachers and community members at large.
- Every member shall uphold and comply with the constitution.
- There are no fees to membership with the BAPAC.

### **Article 4: Meetings**

#### **4.1 General Meetings**

- The BAPAC shall meet at least six (6) times a school year.
- Dates and times of meetings shall be decided by the board members.
- Notices of general meetings shall be given in advance by way of the school newsletter.
- Meetings are open to all members.
- Meetings shall be conducted with fairness to all members.
- If a procedural problem occurs, “Robert’s rules of Order” will be used to resolve the situation.
- BAPAC members may request a copy of the minutes via any board member. Approved minutes will be available to the public.

#### **4.2 Annual General Meeting (AGM)**

The Annual General Meeting (AGM) will be held in October of every year. Notice of the AGM will be provided at least 30 days prior. The business will be to obtain, from the board, an Annual Report including but not limited to:

- A summary of BAPAC activities for the past year.
- A Financial Report from the Treasurer capturing current year and past year comparison.
- Goals for the upcoming year – first meeting.
- Approval of proposed Constitution and By-law amendments, if applicable.
- Election of the new year board members

### **4.3 Emergent or Special Meetings**

The executive shall call an emergent or special meeting upon review of the request if deemed necessary. Emergent or special meetings shall be held on a date and time designated by the executive.

### **Article 5: Quorum**

A Quorum is achieved when 60% of the BAPAC Board Members are present. A majority is defined by more than half of the voting members.

### **Article 6: Voting**

- Voting at any meeting shall be decided by majority vote of board members at regular meetings and a majority vote of the members present at the AGM, emergent or special meetings.
- Voting by proxy shall be permitted.
- Voting will be conducted by a show of hands or by secret ballot. Board discretion.
- Voting may occur in between meetings via email and/or text. A clear description of what is being voted on is required along with deadline to vote. Majority vote still applies. Outcomes of all votes held in this manner shall be recorded in the next meeting minutes.

### **Article 7: Nominations and Elections**

- Elections shall be held at the AGM of every year.
- Notices of elections shall be 30 days.
- Positions are open to all members.
- The Nominating Committee shall distribute a nominating package to each student's family consisting of a cover letter, ballot form and return envelope.
- Nominations are to be made to the Nomination Committee no later than two weeks prior to the AGM.
- The Nomination Committee shall consist of two (2) members of the BAPAC and selected by the current board members.
- Nominations will be accepted by ballot for the BAPAC member to be considered as a member of the BAPAC Board. Every member who receives a nomination is entitled to run for office. One ballot is sufficient for nomination. Positions will not be considered at that time.
- Nominees will be contacted by the Nominating Committee to confirm if they wish their names to stand for a position on the board. At which time preference on position will be recorded.
- The Nomination Committee will do their best to ensure all positions are filled prior to the AGM.

- The nomination committee shall treat all nominations as confidential until a slate of nominations is posted. Any declined nominations will be kept confidential.
- If there shall be more than one nominee for any office, the nominees may discuss among themselves if they still wish to stand for that position. If more than one person lets their name stand then voting shall be by secret ballot.
- A majority vote is required.

## **Article 8: Board Members and Executive Committee**

### **8.1 Board Members**

- Board Members for the BAPAC shall consist of no less than nine (9) positions.
- The term of office shall be a one (1) year term, with a maximum of three (3) terms. There must be one year's absence between the maximum term and a new term.
- The term of office will start immediately after the elections meeting.
- Carry out duties that have been delegated by the Board.
- No Board Member shall use, for personal gain or the gain of any other person, information that is not available to the public and that the Board Member acquires in the performance of the Board Member's official powers, duties and functions.

### **8.2 Executive Committee Member**

- The Executive Committee shall consist of a President, Vice-President, Treasurer and Secretary, Class Representatives, Communications Coordinator and Events Chairperson to be selected annually by the board from its membership.
- The term of office for an Executive Committee member shall be a one (1) year term with a maximum of three (3) terms.
- No persons may hold more than one Executive position at any one time.
- Class representative, Communications Coordinator and Events Chairperson positions may be shared by two members. The position will still only have one voting privilege. If both members are present at a meeting, it must be decided prior to the start of the meeting which member will have the voting privileges for that meeting. If only one member sharing the position is at the meeting, the voting privileges will default to the present member. In the event of voting by e-mail or text, the two members will decide who has the voting privilege on that topic and will inform the president who is the elected voting member.
- The term of office will start immediately after the elections meeting.
- The Executive Committee shall exercise supervision over the property and affairs of the council. They shall have the general power to administer the affairs of the council and shall report their actions at the next general meeting for approval by the membership.
- The past President acts as a source of information to provide continuity in council activities.

### 8.3 Executive Committee Roles and Responsibilities

- President shall:
  - Convene and preside at all meetings including the AGM.
  - Provide the Executive Committee with Leadership.
  - Ensure that an agenda is prepared prior to the upcoming meeting.
  - Appoint committees when necessary.
  - Encourage decisions to be made on information and not emotions or attitude.
  - Take such actions or ensure that such actions are taken by others to achieve the objectives or purpose of the BAPAC.
  - Participate in forming, updating or reviewing the BAPAC annual budget and annual plan.
  - Be the official spokesperson for the BAPAC.
  - Be a signing officer.
  - Not serve on any nominating committees.
  - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
  
- Vice President shall:
  - Assist the President in administrative duties.
  - Assume the President's duties in his/her absence, if so required.
  - Assist in the preparation of the agenda.
  - Perform duties of the Treasurer and Secretary in their absence.
  - Complete the unexpired term of the President in case of resignation.
  - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
  
- Treasurer shall:
  - Keep accurate financial records of all BAPAC activities.
  - Provide BAPAC and Fundraising financial updates at each BAPAC meeting.
  - File and store monthly financial updates of the BAPAC meetings.
  - Be responsible for depositing all of the monies paid to BAPAC.
  - Provide an Annual Financial Statement to the President no later than two weeks prior of the AGM.
  - Be a signing officer.
  - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
  
- Secretary shall:
  - Keep Executive Committee and Board Member lists up to date.

- Be responsible for maintaining an accurate record of proceedings at the BAPAC meetings including the AGM, Emergent and Special Meetings.
  - File and store a copy of Agenda and approved meeting minutes.
  - Be responsible for clarifying the wording of all motions before a vote is taken.
  - Maintain an accurate record of attendance at each meeting.
  - Confirm that a quorum is present at the beginning of the meeting.
  - Maintaining the constitution and any by laws or policies actively in place.
  - If required, act as nomination officer at the AGM for all positions with the exception of Secretary.
  - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
- Classroom Representatives shall:
    - Liaison with parents/guardians of the classrooms to highlight activities of interest and represent questions and concerns.
    - Classroom Representatives will be split according to the school structure for that year.
    - Investigate curriculum and course outlines for all grades.
    - Advocate issues for parents.
    - Monitor education issues at the school board and provincial levels.
    - If a call representative cannot attend a meeting, they shall send an alternate in their place. This alternate will have voting rights.
    - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
- Communication Coordinator shall:
    - Liaison with the membership as needed.
    - Post notices as needed.
    - Coordinate with local newspapers as needed.
    - Provide updates for the Brant-Argyle website to the secretary.
    - Update BAPAC social media (i.e. facebook)
    - Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.
- Events Chairperson shall:
    - Organize a team of volunteers to be responsible for developing and implementing yearly activities in cooperation with the school administration and teachers.



- Participate in forming, updating or reviewing the event budget(s) and annual plan.
- Turn over any and all materials relating to BAPAC that are in their possession at the time of resignation.

#### **8.4 Vacancies**

In the event of a vacancy on the Executive Committee or Board member during the year, the BAPAC shall appoint an acting officer at the next regularly scheduled BAPAC meeting. A vacancy in BAPAC Executive Board does not prevent the BAPAC from exercising its authority.

#### **8.5 Resignation**

All resignations will be submitted in writing to the President and be noted on the minutes of the next BAPAC meeting.

#### **8.6 Removal**

The following are grounds for removal of office of any Board or Executive member:

- Is convicted of a criminal offense or other serious offense that negatively affects the BAPAC’s reputation and interest during his/her term of office.
- For failure to observe the Constitution and By-laws or Policies of the BAPAC.

The decision to terminate a Board or Executive Member’s position shall be decided at an Emergent or Special meeting attended by no less than 80% of the Board Members. The Board/Executive member is permitted to defend the charges before the Executive Committee and general membership. 14 day written notice to the Board/Executive Member will be given prior to the Emergent or Special meeting.

### **Article 9: Committees**

- The Executive Board shall appoint committees and such special purpose (“AD HOC”) committees as they deem necessary.
- All committees are responsible to the BAPAC through the Executive Board.
- Committees may include but not limited to:
  - Grants Committee. Research, present and apply for on behalf of the board.
  - Nominating Committee. Present nominations for positions on the board at the AGM. Preference will be given to outgoing board members as members of this committee.
- Committee chairs shall make reports at the BAPAC meetings when necessary.

### **Article 10: Amendments**

- This constitution shall be valid and operational year to year.

- The Executive Committee will review the constitution and By-laws as needed and present any suggested changes to membership at the AGM to ensure they continue to meet the BAPAC needs.
- Proposed amendments to the constitution or By-laws must be posted for examination for 30 days, by the Board Members prior to voting on said amendments.
- A majority vote of the voting members will be required to ratify the amendments to the constitution or By-laws at the AGM.
- It may be required to propose amendments to the Constitution or By-laws prior to the AGM. 30 days' notice will be given to membership by the Board Members an Emergent or Special meeting will take place for ratification.

### **Article 11: Finance**

- The BAPAC shall be prohibited from pledging funds not yet realized.
- Funds of the BAPAC shall be kept in an account(s) in a registered financial institution in the following name: BRANT-ARGYLE PARENT ADVISORY COMMITTEE
- The fiscal year of the BAPAC shall be the October 1<sup>st</sup> – September 30<sup>th</sup>.
- A financial summary shall be provided at each BAPAC meeting.
- All fundraising project/event monies are to be turned over to the treasurer upon completion of the project/event.
- The financial records are subject to audit annually prior to the AGM.
- The allotment of funds is decided upon prior to fundraising projects/events. Any additional funds received will be voted on in regards to allocation and communicated to the members.

### **Article 12: Dissolution**

- In the event of dissolution of the BAPAC, payment to all debtors will occur.
- Following payment of all outstanding debts, disbursement of the remaining assets will revert to Brant-Argyle School.
- Once all funds are dispersed all registered financial accounts shall be closed.
- All records of the organization shall be placed under the jurisdiction of the Brant-Argyle School

### **Article 13: Code of Conduct**

- All BAPAC Members understand, accept and adhere to the Constitution, Policies and By-laws.
- All members perform his/her duties with honesty and integrity.
- Respects the need for confidentiality.

## **Article 14: Affiliations**

- The BAPAC is affiliated with:
  - The Settlers, Rails and Trails Museum
  - The Argyle Curling Club
  - The Argyle Memorial Community Centre
  - The Manitoba Association of Parent Councils (MAPC)

## **Article 15: Parliamentary Procedure**

- The BAPAC is a Parent Advisory Council for School Leadership as described in the Manitoba Education Act. (<https://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>)
- This organization shall be governed by the latest edition of Robert's Rules of Order, except in cases governed by the constitution, bylaw and special rules adopted by this council.