

CONSTITUTION and BYLAWS

OF THE

ECOLE SPERLING SCHOOL PARENT ADVISORY COUNCIL

CONSTITUTION

Section 1 NAME AND LEGISLATIVE AUTHORITY

- 1.1 The name of the organization shall be the "Ecole Sperling School Parent Advisory Council" (Council).
- 1.2 The Council is established pursuant to Section 8, School Act, RSBC 1996, c. 412.

Section 2 PURPOSES AND LIMITATIONS OF THE COUNCIL

- 2.1 The purpose of the Council is to:
 - 2.1.1 Advise the Burnaby School Board (Board) and the principal and staff, both teaching and non-teaching, of the School respecting any matter relating to the School.
 - 2.1.2 Promote and facilitate communication and cooperation between the School, the Board, and Parents toward the education of the students at the School (Students).
 - 2.1.3 Assist Parents to access the School and Board and to advocate on behalf of Parents and Students with the School, the Board and other appropriate entities.
 - 2.1.4 Organize activities and events for the benefit of the School community.
 - 2.1.5 Contribute to the effectiveness of the School by promoting the involvement of Parents and others.
- 2.2 The Council is not a forum for the discussion of individual School personnel, Students, Parents, or other individual members of the School community.

Section 3 DISSOLUTION

- 3.1 The Parents may dissolve the Council at a General Meeting, providing:

- 3.1.1 reasonable efforts have been made to give written notice to all Parents at least 14 days before the General Meeting that the Council will be dissolved;
 - 3.1.2 at least two thirds (2/3) of Parents present at the General Meeting vote in favour of the proposed dissolution;
 - 3.1.3 provision is made for the payment of all outstanding Council debts from Counsel funds available for that purpose; and,
 - 3.1.4 that upon winding up or dissolution of the Council, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose. This provision shall be unalterable.
- 3.2 Section 3.1.4 cannot be altered.
- 3.3 If the Council is dissolved, the Executive shall give copies of all Council records to the Board, either directly or to the principal of the School.

BYLAWS

Section 4 MEMBERSHIP

- 4.1 "Parents" is defined as all parents and guardians of students registered at Ecole Sperling School (School).
- 4.2 Parents are voting members of the Council.
- 4.3 "Staff" is defined as the principal and staff, both teaching and non-teaching, of Ecole Sperling School (School).
- 4.4 Staff are non-voting members of the Council.
- 4.5 The principal or the principal's designated replacement attends General Meetings and Executive Meetings.

Section 5 MEETINGS

- 5.1 A General Meeting is a meeting of the Parents.
- 5.2 An Executive Meeting is a meeting of the Executive.
- 5.3 The Chairperson shall make reasonable efforts to notify Parents of General Meetings and to notify the Executive of Executive Meetings, for instance by arranging for notices to be taken home by children of the School.
- 5.4 The Chairperson shall call at least eight (8) Meetings during the school year to conduct business.
- 5.5 In or near May of each year, the Chairperson shall call a General Meeting at which the Council shall elect Executive Officers and conduct other business (Annual General Meeting).
- 5.6 Upon the receipt of a petition from 30 or more Parents, the Chairperson, an Executive Officer, or the principal shall call an additional General Meeting as soon as possible.
- 5.7 All General Meetings will be conducted efficiently and with fairness to Parents.
- 5.8 Upon request from a Parent with respect to an issue to be discussed, Robert's Rules of Orders will apply to that issue in a General Meeting or Executive Meeting, except to the extent that those rules are in conflict with the Constitution and Bylaws of the Council

Section 6 VOTING

- 6.1 The Parents present at a General Meeting shall constitute a quorum.
- 6.2 Unless otherwise provided by this Constitution and Bylaws:
 - 6.2.1 the Council shall act and make decisions by a simple majority vote of those Parents present at a General Meeting; and,
 - 6.2.2 voting shall be done by a show of hands.
- 6.3 The Council may decide that the matter shall be dealt with by secret ballot of those Parents present at a General Meeting.

Section 7 EXECUTIVE OFFICERS

- 7.1 The Executive is made up of the Executive Officers and shall provide leadership and efficient management of the affairs of the Council.
- 7.2 The Executive Officers present at an Executive Meeting shall constitute a quorum.
- 7.3 The Executive shall decide questions by a simple majority vote of those Executive Officers present at an Executive Meeting, conducted by a show of hands.
- 7.4 The Executive Officers are:
 - a. Chairperson;
 - b. Vice-Chairperson;
 - c. Treasurer;
 - d. Secretary;
 - e. two District Parent Advisory Council (DP AC) Representatives;
 - f. Committee Chairpersons, as appointed from time to time;
 - g. Past-Chairperson (in some years); and
 - h. One School Planning Council representative

Section 8 TERM OF OFFICE

- 8.1 The Executive Officers and SPC Representatives shall hold their positions for one year from the July following the Annual General Meeting until the following July.
- 8.2 An Executive Officer may not hold the same Executive position for more than two consecutive years except for Committee Chairpersons, DP AC Representatives and SPC Representatives who may serve any number of times.
- 8.3 With the exception of one School Planning Council representative, no person may hold more than one Executive position at anyone time.
- 8.4 The Chairperson from one year shall automatically hold the position of Past-Chairperson in the next year, unless they hold another Executive position in that next year or unless they no longer have children registered at the School in that next year.
- 8.5 In the absence of a nomination for any Executive position, the Executive Officer shall continue in that position until a nomination is received and the nominee is elected to the position at a General Meeting, unless they hold another Executive position in that next year or unless they no longer have children registered at the School in that next year.
- 8.6 If the Chairperson is unable or ineligible to fulfil the duties of Chairperson, the Vice-Chairperson shall be declared Chairperson, and the position of Vice-Chairperson will be vacant.
- 8.7 If the Vice-Chairperson is unable to fulfil the duties of Chairperson, then the person who was the Chairperson in the previous year shall be declared the Chairperson, if

that person still has children registered at the School. If that person also holds another Executive position, then that other position will be vacant.

Section 9 ELECTION OF EXECUTIVE OFFICERS

- 9.1 Elections for Executive Positions will be conducted at the Annual General Meeting, except with respect to the position of Past-Chairperson.
- 9.2 If there is more than one nominated candidate for an Executive position, then the vote with respect to that Executive position will be conducted by secret ballot.
- 9.3 Reasonable notice prior to the Annual General Meeting must be given to Parents respecting the call for nominations of Executive Officers.
- 9.4 The Executive Officers must be Parents.
- 9.5 A Parent must disclose that the Parent is an employee, contractor, appointee or elected official of the Board or of the Ministry of Education prior to being elected to the Executive or their election will be null and void.
- 9.6 Subject to 8.5 and 8.6 if there is a vacancy on the Executive during the year, the Council shall elect a new Executive Officer at a General Meeting and that Executive Officer shall remain in the Executive position until the next Annual General Meeting.
- 9.7 The election of the SPC Representatives must be by secret ballot.
- 9.8 Three SPC Representatives shall be elected annually from Parents who are not employees of any school district. One of the representatives must be an Executive Officer of the council.

Section 10 DUTIES AND RESPONSIBILITIES OF THE EXECUTNE OFFICERS

- 10.1 Executive Officers shall:
 - a. uphold the Constitution and Bylaws, policies and procedures of the Council;
 - b. perform their duties with honesty and integrity;
 - c. work to ensure that the well-being of students is the primary focus of all decisions;
 - d. respect the rights of all individuals;
 - e. take direction from the Council;
 - f. encourage and support parents and students with individual concerns to act on their own behalf, provide information on the process for taking forward concerns, and treat such discussions with discretion;
 - g. work to ensure that issues are resolved through due process;
 - h. strive to be informed and only pass on information that is reliable and correct;
 - i. respect all confidential information, protecting the confidentiality of all
 - j. people involved; and,

- k. support public education.

10.2 The Chairperson shall:

- a. convene and preside at all General and Executive Meetings;
- b. ensure that an agenda is prepared and presented for General and Executive Meetings;
- c. is a non-voting member of all Committees, except any Committee struck for the purpose of nominating individuals for election to Executive positions;
- d. take action, including the coordination and encouragement of others, to achieve the objectives and purpose of the Council;
- e. act as the official spokesperson for the Council;
- f. be a Signing Officer, as per Section 12; and,
- g. submit an annual report.

10.3 The Vice-Chairperson shall:

- a. assume the responsibilities of the Chairperson in the Chairperson's absence;
- b. assist the Chairperson;
- c. submit an annual report, upon the request of the Council;
- d. organize a volunteer list at the beginning of the school year;
- e. organize a student directory of phone numbers, addresses and parents' names;
- f. arrange for the appointment of parents as Classroom Representatives; and,
- g. organize a Staff appreciation function.

10.4 The Secretary shall:

- a. record the minutes of General and Executive Meetings;
- b. distribute minutes to Executive Officers, post a notice for parents on the bulletin board, and give a copy to a Parent upon request;
- c. shall keep an accurate copy of the Constitution and Bylaws and if and when changes are made, highlight the changes, date and initial the amended copy, and submit a copy to the Board for safe-keeping;
- d. shall issue and receive correspondence on behalf of the organization; e. shall safely keep all Council records; and
- e. shall submit an annual report, upon the request of the Council.

10.5 The Treasurer shall:

- a. take primary responsibility for and report to the Parents at General Meetings on the accounts of the Council;
- b. be a Signing Officer, as per Section 12;
- c. draft a proposed budget, including proposed expenditures, with the assistance of the other Executive Officers, as per Section 12;
- d. ensure that another Signing Officer has access to the financial records and accounts in the event of the Treasurer's absence;
- e. prepare a Financial Report as per Section 12; and,
- f. prepare a current financial report and present it at each General Meeting.

10.6 The DP AC Representatives shall:

- a. attend DP AC meetings and report back to the Council;
- b. seek input from the Council to take to the DP AC meetings; and,
- c. submit an annual report, upon the request of the Council.

10.7 Committee Chairpersons shall:

- a. serve in a capacity to be determined by the Council at the time of their appointment, and at other times throughout their tenure as the needs of the Council might require; and,
- b. submit an annual report, upon the request of the Council.

10.8 The Past-Chairperson shall:

- a. help smooth transition from the previous year;
- b. assist and advise the Council and Executive;
- c. act as a consultant for the Chairperson; and,
- d. submit an annual report, upon the request of the Council.

10.9 The SPC Representatives shall:

- a. be one of the three elected SPC representatives;
- b. represent and speak on behalf of the Council at SPC meetings;
- c. take direction from the Council membership;
- d. report back to the Council at general meetings; and,
- e. submit an annual report, upon the request of the Council.

Section 11 COMMITTEES

11.1 The Council shall form and disband Committees when necessary or appropriate to further the purposes of the Council.

11.2 The Council shall confirm the appointment of Committee Chairpersons annually and thereafter as needed, upon vacancies occurring.

11.3 Committee Chairpersons shall report to the Executive and, may be called upon by the Council or the Executive to report at a General Meeting.

11.4 If there is a vacant Committee Chairperson position during the year, the Chairperson shall, after consulting with all Committee members, appoint a new Committee Chairperson, and shall at the next General Meeting move that the Council confirm the appointment of the new Committee Chairperson.

Section 12 FINANCES

- 12.1 The Executive shall present a proposed budget to the Council and ask for the Council's approval of the budget, including the proposed expenditures, at a General Meeting in the fall of each year.
- 12.2 All Council funds must be kept on deposit in a bank or financial establishment registered under the Bank Act.
- 12.3 Signing Officers have authority to execute banking and legal documents for the Council however at least two Signing Officers must execute any banking and legal documents in order for the documents to have legal effect.
- 12.4 The Treasurer and the Chairperson are Signing Officers.
- 12.5 The Executive may also appoint other Signing Officers from the Executive Officers.
- 12.6 The Executive must appoint the principal or head teacher or both as Signing Officers, except that the signing authority of the principal or head teacher will not extend to any funds derived from the BC Gaming Commission.
- 12.7 The Signing Officers must disburse all funds in accordance with the budget as originally approved or later amended by the Council.
- 12.8 The Treasurer will prepare and the Executive will publish a Financial Report in a School or Council newsletter prior to the end of each school year.
- 12.9 The Council may require an audit to be conducted and appoint an auditor for that purpose.

Section 13 CONSTITUTION & BYLAW AMENDMENTS

- 13.1 Parents may make amendments to the Constitution and Bylaws of the Sperling School Parent Advisory Council at a General Meeting, providing:
 - 13.1.1 reasonable efforts have been made to give written notice to all Parents at least 14 days before the General Meeting that such changes will be voted on;
 - 13.1.2 the notice includes the specific amendments proposed or indicates the sections where changes will be proposed; and,
 - 13.1.3 at least two thirds (2/3) of Parents present at the General Meeting vote in favour of the proposed amendments.

*Last revised March 13, 2007.