

Bairdmore Advisory Council for School Leadership *Constitution*

The constitution of the Bairdmore Advisory Council for School Leadership has been developed in accordance with Regulation 54/96 of the Education Administration Act. Regulation 54/96 describes the guiding principles for parent advisory councils which have an advisory role at a school.

1. Name of the Organization

The name of the organization is the Bairdmore Advisory Council for School Leadership (hereafter referred to as the Council or BAC).

2. Mission Statement

The Bairdmore Advisory Council represents the parents and community of Bairdmore Elementary School. Our goal is to provide a voice for parents and community members to ensure school activities are, and continue to be, a reflection of the needs and aspirations of the students.

3. Role of the BAC

3.1. The BAC shall work in cooperation with parents, community members, school staff and board trustees in the following ways:

- 3.1.1. Serve as a means of disseminating information about the school to parents and the community. Examples of areas where the BAC can help with the dissemination of information are listed below in 4.4.
- 3.1.2. Encourage involvement in school-related activities and programs offered by the school or the broader community.
- 3.1.3. To provide a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing and cooperation.
- 3.1.4. In cooperation with school administration, manage the school lunch and milk programs.

4. Responsibilities of the BAC

- 4.1. The BAC shall conduct its business in a manner which is transparent to the school, parents, and community. This transparency includes regular reporting of activities (i.e. through meeting minutes) and expenditures (i.e. through regular financial reports).
- 4.2. The BAC shall not be used for commercial purposes, nor for partisan politics.
- 4.3. Any profits of the BAC (e.g. through fundraising or program fees) shall be used solely to support the school, community, and council initiatives.
- 4.4. At the request of the principal, provide feedback regarding school policies, activities and organizations, including:
 - a) fundraising, including participation in fundraising activities
 - b) cultural and extra-curricular activities
 - c) annual school plan
 - d) annual school budget
 - e) community access to school facilities
- 4.5. At the request of the school board, provide feedback regarding the hiring and assigning of principals or other school board personnel

- 4.6. Participate in any review of the school that the minister or school division board has directed to be carried out.

5. Membership and Representation

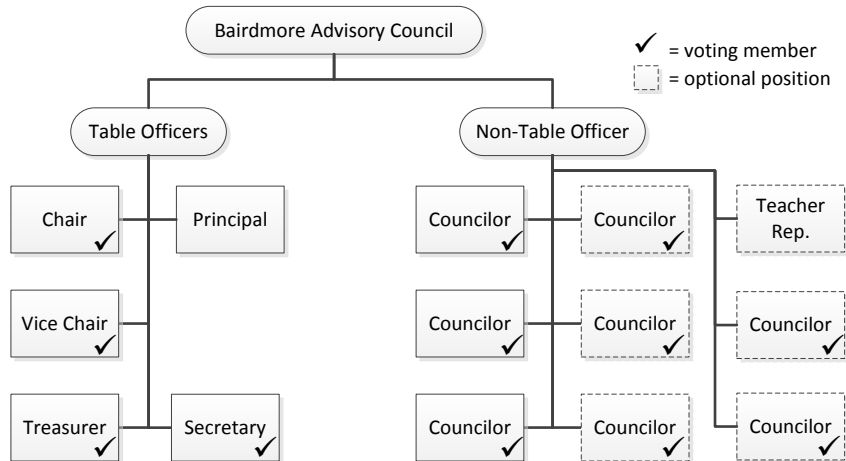
- 5.1. Membership on the BAC will be open to:
 - a) All parents/guardians of children attending Bairdmore School.
 - b) Community members (who live in, or own property in the catchment area of Bairdmore School, but who is not a parent of a child attending the school).
- 5.2. The BAC council shall consist of at least 5 elected voting councilors.
- 5.3. The BAC council may have up to 12 elected councilors.
- 5.4. Every effort will be made to ensure the BAC council membership is representative of the school and the community. The following guidelines should be followed to ensure proper representation:
 - a) 2/3 of the positions on the BAC should be filled by parents/guardians of children attending Bairdmore School (see 5.1.a).
 - b) Up to 1/3 of the positions on the BAC may be filled by community members (see 5.1.b)
- 5.5. The principal and one teacher representative are considered non-voting members of the BAC.
- 5.6. Parents and community members not serving on the BAC are welcome to attend and participate in the meetings, with the provision that they do not have voting privileges.

6. Council Election

- 6.1. An election to fill vacant council positions shall take place during the annual general meeting.
- 6.2. There must be at least seven (7) voting members present to elect new BAC members.
 - a) Parents/guardians of children attending Bairdmore (see 5.1.a), and community members (see 5.1.b) are eligible to vote.
- 6.3. The voting process shall take place using a show of hands (or secret ballot if there are objections).
 - a) A simple majority is required to elect.
 - b) In the event of a tie, the current Chair shall cast the deciding vote.
- 6.4. Any council member not acting in accordance with the BAC Constitution may, by way of majority vote, be asked to resign.
- 6.5. Candidates shall be elected for both the table officers and non-table officers (See 7.1.

7. Advisory Council Composition

7.1. The elected councilors of the BAC shall be organized into two groups; table officers and non-table officers.



- a) The Table Officers of the BAC are *chair, vice-chair, treasurer, secretary, and principal*.
- b) All other councilors are considered Non-Table Officers, and will normally chair standing and/or ad-hoc committees

7.2. Terms of Office

- a) Members of the BAC serve a two (2) year term.
- b) Members are eligible for re-election, providing they still meet the criteria for membership in Section 5.
- c) The positions of *Chair* and *Vice-Chair* hold one (1) year terms.

7.3. Election of Table Officers

- a) The individual holding the *vice-chair* position in the previous year shall hold the position of *chair* in the current year.
- b) The positions *chair* and *vice-chair* must be held by elected councils who are parents/guardians of children attending Bairdmore (see 5.1.a).

7.4. Roles of Table Officers

- a) Chair
 - 7.4.a.1. Convenes and presides at all Council and Executive Meetings.
 - 7.4.a.2. In consultation with the Principal, ensures that an agenda is prepared and presented.
 - 7.4.a.3. Ensures that actions are taken by others to achieve the objectives and purpose of the BAC.
 - 7.4.a.4. Acts as the official spokesperson for the BAC.
 - 7.4.a.5. Encourages participation by all interested parties in the efforts of the BAC.
- b) Vice-Chair
 - 7.4.b.1. Assumes the responsibilities of the Chair in the Chair's absence.
 - 7.4.b.2. Accepts extra duties as required.
 - 7.4.b.3. Acts as the milk and lunch program liaison.
- c) Secretary
 - 7.4.c.1. Records and makes available the minutes of Council meetings.
 - 7.4.c.2. Keeps an attendance record of all Council meetings.
 - 7.4.c.3. Issues and receives correspondence on behalf of the Council.

- d) Treasurer
 - 7.4.d.1. Manages the financial affairs of the BAC.
 - 7.4.d.2. Responsible for and provides reporting on the accounts of the BAC.
 - 7.4.d.3. Is one of the three signing officers.
 - 7.4.d.4. Delivers a financial update at all Council meetings.
 - 7.4.d.5. Prepares an annual financial report at the annual general meeting.
 - 7.4.d.6. With the assistance of the Budget Committee, develops the annual budget.

8. Quorum

- 8.1. A quorum shall consist of a minimum of sixty percent (60%) of the voting Council members. (or 50% plus 1 for example: seven members = 4 for quorum)

9. Procedures

- 9.1. Recommendations will be determined by consensus whenever possible.
- 9.2. If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

10. Constitutional Amendments

- 10.1. Amendments to the Constitution and by-laws of the Council may be made only at the next Annual General Meeting of the Council providing:
 - a) Notice of the Annual General meeting has been given to all Council members fourteen (14) days minimum in advance.
 - b) The notice of the meeting included notice of the specific amendments proposed. A two-thirds (2/3) majority vote of those Council members present at the meeting will be required to amend the Constitution.

11. Vacancies on Council

- 11.1. In the event of a vacancy on the Council, the chair shall, at the direction of the Council, call a by-election to fill the vacancy.
 - a) In the event of the chair or vice chair coming vacant, the position shall be filled by election within the Council.
 - b) A member, or chair, or vice chair may be deemed to have resigned from the Council or office if three meetings are missed.
 - c) Or, will fill the open position by consensus of the council as an acting position until the next Annual General Meeting.
- 11.2. A member may resign from the Council or chair or vice chair by tendering a letter of resignation to the chair and/or principal.

12. Dissolution

- 12.1. In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.