

# Constitution of the Bothwell School

## Advisory Council

(Revised in 2016)

### Purpose

1. The purpose of the Bothwell Parent Advisory Council is to help create an environment for staff and students conducive to the highest level of learning through encouragement, support and involvement. This PAC also exists to act as a liaison between the parents and the school.
2. Our goal is to work alongside the staff and faculty to encourage them as they strive to fulfill their mission statement:  
“Bothwell School is a student-centered, safe community that uses engaging learning experiences to empower all to be positive, contributing citizens.”

### Bylaws

#### Section 1: Membership

- Any parent or guardian of a student in the Bothwell School will be considered to be a member.
- Accepting resignation of committee members: A notification of resignation should be given to the council verbally or in writing. They should make every effort to stay in their position until a replacement can be chosen and trained (unless extenuating circumstances apply).

#### Section 2: Meetings

- The chairperson will make the agenda for meetings, in consultation with the school principal.
- The chairperson will lead the discussions.
- Minutes from the previous meeting will be accepted as presented and changes will be made if necessary.
- Meetings will be held on a regular basis to plan activities such as Christmas hamper program, yearbook fundraiser, teacher appreciation, school picnic, babysitting course, etc.
- Meetings will also be held to discuss concerns raised by parents.
- Voting at meetings will be done by show of hands. Decisions can be voted on outside of meetings by email.

### Section 3: Voting

- Elections will be held at the AGM. All parents/guardians of a student at Bothwell School will be eligible to stand for election of any office.
- Members may nominate themselves or another member for a position.
- Nominations may be received up to and during the AGM. Nominations should be called for and may be given from the floor, provided the consent of the nominee is given verbally or in writing.
- Conducting elections:
  - a. Ask an impartial person to conduct the election (i.e., principal)
  - b. A “call for nominations from the floor” for each position.
  - c. The person nominated must be asked if they agree to let their name stand.
  - d. If they are the only person nominated and have agreed to let their name stand that person will be declared “acclaimed” to that position.
  - e. If there is more than one nomination for a position, an election must be held. This will be done by ballot with voting done by all members present (see Membership Sec 1).

### Section 4: Executive/Duties

- Chairperson
  - a. Will make the agenda and lead the meeting.
  - b. Abstains from voting unless a tie occurs.
  - c. Will ensure the PAC is represented in school and school division activities.
  - d. Is a signing officer.
  - e. Ensures the HSD code of conduct is followed.
  - f. The chairperson will have a two year term and will not be elected to this position for more than two consecutive terms.
- Vice-Chair
  - a. Fills in for Chairperson when the Chairperson is absent and assists the Chair in the performance of his/her duties.
  - b. The vice-chair will have a one year term.
- Treasurer
  - a. Follows all HSD finance guidelines.
  - b. Be a signing officer.
  - c. Maintains an accurate record of all receipts and expenditures of the council.
  - d. Collect all monies owing to the council.
  - e. Present financial records/summary to the committee quarterly.
  - f. The treasurer will have a one year term.
- Secretary
  - a. Record minutes at meetings.
  - b. Provide minutes from the previous meeting for adoption.

#### Section 5: Finances

- The fiscal year for the Bothwell PAC is September to August.
- HSD finance guidelines must be followed.
- Two signatures required on all banking documents.
- Treasurer's report will be presented at the AGM.

#### Section 6: Code of Conduct

- All committee members are required to follow the HSD code of conduct.
- Any committee member who fails to uphold the code of conduct and/or commits an act that may negatively affect the interest and/or the mandates of the Bothwell PAC may be given notice of dismissal.
- The impeached individual shall have the right to defend their actions
- A two-thirds (2/3) majority vote of members present will result in the removal of the impeached individual from the PAC.

#### Section 7: AGM

- Every school year before the end of October Bothwell PAC will host an AGM.
- A chairperson, vice-chair and treasurer will be elected by the membership at the Annual General Meeting.
- The Annual General Meeting of the Bothwell Parent Advisory Council will be held by the end of October.
- Three PAC members form a committee to tabulate votes at the Annual General Meeting.
- The chairperson will give a highlights report to all attendees.
- The treasurer will provide a financial summary.
- Voting procedures will be followed as laid out in Section 3.

#### Section 8: PAC Guidelines

- The position of secretary will be elected within the council.
- The advisory council will consist of at least 4 representatives and one staff member/principal.
- The role of active PAC members is to regularly attend PAC meetings, be willing to organize events that support the school community and be able to call for volunteers.
- PAC members are encouraged to attend at least 50% of PAC meetings. Failure to do so may result in replacement.
- In the event that a council representative steps down during the year, the Chairperson may choose to seek a replacement who could be voted in by council.
- Two committee members must be present when handling PAC funds.

#### Section 9: Constitution/Amendments

- If no one allows their name to stand as chairperson; the current chair may remain in that position for a one year term; as long as members vote in agreement.

- Changes to the Bothwell Parent Advisory Council Bylaws, (any changes or amendments) would require that the change be presented to and voted on by the parents at the Annual General Meeting.
- Members/parents should be notified of recommended changes prior to the AGM.
- The committee will review the constitution every year.
- If any parent wishes to have an item on the constitution changed, the procedure is as follows:
  - a. Inform the committee
  - b. The chairperson will place the item to be discussed on the agenda for the next meeting.
  - c. Recommended change must be brought before the entire body of parents at the AGM and opportunity for questions or concerns will be given.
  - d. A vote will be taken on the proposed constitutional changes by parents attending the AGM.

Section 10: Dissolution

- Should the Bothwell Advisory Council at any time dissolve or cease to exist, any remaining funds shall be distributed as follows:
  - a. Pay all outstanding debts
  - b. Pay all dissolution costs
  - c. Deposited into the Bothwell School account.

\_\_\_\_\_ Date

Bothwell PAC Chairperson

\_\_\_\_\_ Date

Bothwell School Principal

Approval to be voted on at the AGM on November 10, 2016.  
 If the vote is in favor of this constitution, it will become effective immediately.