

École Van Belleghem

Parent Advisory Council



SURVIVAL GUIDE



Welcome!

Thank you for your commitment to École Van Belleghem Parent Advisory Council. Your time is greatly appreciated and will benefit our children.

In this document you will find tools to help you with your duties.

- 2017/2018 Parent Advisory Council Member directory
- Parent Advisory Council Protocol
- Council Member Roles and Responsibilities
- Parent Advisory Council Constitution

"Excellence is
doing ordinary things
extraordinarily well."

John W. Gardner



2017/2018 Parent Advisory Council Members

EXECUTIVE COMMITTEE

President Pamela Kolochuk

Vice President Tanya Stokotelny

Treasurer Kristy Beriault

Secretary Emma Robin

Principal Michele Olson

MEMBERS AT LARGE

Emily Alderson
Susan Baird
Jennifer Campbell
Cheryl Gervais
Monique Heise
Lisa Hunt
Heather McDonald
Crystal McPherson
Shannon Palahitski
Kelly Pedrick
Tara Robinson
Kathy Ward

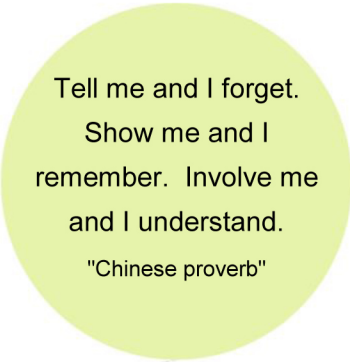


Protocol

The following guidelines are set out for the purposes of continuity and easing the initiation period for first term members. This protocol summary is offered to help to build and nurture École Van Belleghem's collaborative community spirit.

1. We are expected to respect the École Van Belleghem Mission Statement and Statement of Beliefs at all times.
2. The Advisory Council will develop and maintain a positive relationship with the school staff and Principal. This relationship will be based on trust and respect.
3. All school personnel matters, especially complaints, are the responsibility of the school Principal and are handled privately. These are NOT Council business.
4. Members of the Advisory Council are at times delegated to attend meetings, workshops or conferences. We are representing the school and should conduct ourselves responsibly and respectfully.
5. All notes and letters from the Council or its committees to the parent body must be approved by the Principal and the Council President. All written correspondence must have the École Van Belleghem Parent Advisory Council heading.
6. The presence and contributions of each member are important, and we function best when we are all in regular attendance at the monthly meetings. According to our constitution, absence from three consecutive council meetings will initiate a review of member's status.

7. In order to be open in our deliberations and able to share freely our opinions, we must be assured that our words or views are not misrepresented or taken out of context. Therefore, discretion and confidentiality, where applicable, are very important.
8. Occasionally, opposing opinions are voiced during a discussion or deliberation. Sometimes, these may become heated. As a council of representatives, we need to try to reach a consensus through the differences. There will be times when one's personal opinions do not fall in with the opinions of the majority. The minutes may reflect the opposition, if one desires to be on record as opposed. However, once a vote has passed, we need to defer to the majority and be publicly supportive.
9. Meetings follow Roberts Rules of Order. Rigid adherence to this style (except in matters of voting) is at the discretion of the President.
10. School promotion is the responsibility of the Advisory Council, but must be executed within Division guidelines and with the knowledge of the Principal.
11. This document should be distributed to all Advisory Council members at their inaugural meeting, and is available to any member of the community wishing to view it.
12. This document should be reviewed regularly in conjunction with the review of the École Van Belleghem Parent Association Constitution.



Tell me and I forget.
Show me and I
remember. Involve me
and I understand.
"Chinese proverb"



Roles and Responsibilities

President

- Coordinate and lead meetings for Members
- Encourage Committee Members to take an active role in meetings and projects
- Prepare and deliver reports and updates to the Council on the progress of the committees' projects
- Help other Committee Members where needed

Vice President

- Step in for the President when necessary
- Actively participate in monthly meetings
- Volunteer to serve or chair a committee
- Help other Committee Members where needed

Treasurer

- Manage the Council's finances
- Maintain account books
- Advise Committee & Members on financial matters
- Pay accounts
- Bank money
- Provide receipts
- Help other Committee Members where needed

Secretary

- Take minutes of Committee & General Meetings
- Distribute copies of minutes to Council Members within two weeks of meeting
- Email a copy of approved minutes to school secretary for school website
- Maintain a digital file of all correspondence and letters (to be passed on each year to incoming secretary)
- Help other Committee Members where needed

Role of Committee Members At Large

- Actively participate in committee meetings
- Take on assignments to help meet the committees' objectives
- Help other Committee Members where needed

Principal

- Develop and state educational goals and objectives
- Informs parents of school programs, policies, procedures and events
- Help Committee Members where needed

Past President

- To facilitate the transition to the new Council
- Help other Committee Members where needed



École Van Belleghem Parent Association Constitution

ARTICLE I NAME

The name of the Association shall be École Van Belleghem Parent Association.

ARTICLE II MEMBERSHIP

Any parent with a child attending École Van Belleghem, any member of the community living in the school catchment area, and any staff member teaching at École Van Belleghem will be a member of the Association.

ARTICLE III COUNCIL

- a) The Association shall be governed by an Advisory Council consisting of the immediate past president and a minimum of ten (10) to a maximum of sixteen (16) elected parents and/or community members, the Principal of École Van Belleghem and one other staff member from École Van Belleghem appointed by the teaching staff.
- b) Up to three members (3) of Council can be community members living in the school catchment area, with the remainder of Council consisting of parents whose children attend École Van Belleghem and who are not employed at École Van Belleghem.
- c) Only one member of a family may be selected to the Council during the same fiscal year.
- d) The principal and a staff representative are non-voting, ex officio members who serve as liaison between École Van Belleghem and the Council.
- e) Committees may be established by Council as required. Any member of the Association is eligible for committee membership.

ARTICLE IV ELECTIONS AND VOTING

- a) The Association shall elect ten (10) to sixteen (16) members to the Council at each annual meeting of the Association for a term of one year.

Each member of the Association present at the annual meeting shall have a vote for the election of council members.

b) Voting for election to Council shall be by show of hands. If there are sixteen (16) or fewer persons nominated for such election, they shall be declared elected by acclamation.

ARTICLE V EXECUTIVE COMMITTEE

a) From among the Parent and community members of Council, the Council shall elect annually a President, a Vice-President, a Secretary and a Treasurer and these officers along with the Past President and the Principal (ex officio) shall form the Executive Committee. The Council shall elect the Executive Committee at its first meeting following the Annual General Meeting, and this Committee shall serve until the next annual meeting is completed.

b) The President may not hold that office for more than two (2) consecutive terms, and no other elected officer may hold one executive office for more than two (2) consecutive terms. Special circumstances may apply.

c) The Council shall meet as soon as is possible after the annual meeting to elect executive officers, and in no case later than twenty-one (21) days following the annual meeting.

d) Committees may be established by Council as required. Any member of the Association is eligible for committee membership.

e) Vacancies occurring on Council for any reason shall be filled by appointment from those members of the Association who stood for election to Council at the last Annual General Meeting of the Association, but who were not then elected. If any such members not then elected are unwilling to accept the appointment, Council shall fill the vacancy or vacancies from the membership of the Association. The inability to secure willing appointees shall not however render the Council inoperative.

ARTICLE VI

FUNCTIONS OF THE COUNCIL

The role of the Council is to work in co-operation with school staff, trustees, parents and members of the community in the following ways:

- a) To act as a liaison between parents, principal, staff, school board, divisional administration, and other agencies as deemed necessary.
- b) To promote community interest, understanding and involvement in the school.
- c) To establish ongoing communication with all parents of the children enrolled in the school and with community members. The Council will be representative of their priorities and concerns.
- d) To establish a means of regular accountability to the school and community for involvement, activities, expenditures and recommendations.
- e) To become involved in the development of activities which:
 - Enhance learning of both children and parents;
 - Foster racial and cultural understanding, particularly of groups within the neighbourhood;
 - Assist in creating a safe neighbourhood environment for the physical well being of the children.
- f) To contribute to a sense of community in the school neighbourhood.
- g) To communicate educational information and special events to the parents and area residents.
- h) To advise and initiate adult activities in the school and community.
- i) To advise on the use of community resources and agencies to support the educational program and meet community needs.
- j) To support annual fundraising events with all proceeds used to the betterment of the children's education, both directly and indirectly.

ARTICLE VII MEETINGS

The Association shall hold an Annual General Meeting, on a date to be set by the Council. All members shall be notified of the annual meeting in writing at least seven (7) days in advance of the meeting, with notice to the homes of children attending École Van Belleghem.

A special meeting of the Association may be called:

- by the Council (upon seven (7) days advance written notice including the reason or reasons of the meeting);
- by the Council upon written request to the President of at least ten percent (10%) of members of the Association (which request shall specify the reasons for the meeting);
- within twenty-eight (28) days of such written request to the President, the special meeting shall be held upon seven (7) days advance written notice including a reason or reasons for the meeting.

The Council shall meet ten (10) times during the school year. Any member of the Association may present business or a brief to Council and that member shall give seven (7) days notice to either the President, Vice-President or the Principal of the intention to attend for that purpose.

The first Council meeting of the year shall include a review of the constitution and the protocol document to familiarize the members of the Council with the functions of the Council.

A presentation by both the Administrative representative and the staff representative regarding their plans for the year may be made at the first Council meeting of the year.

Attendance at Council meetings is expected. Absence from three (3) consecutive meetings will initiate a review of member's status.

ARTICLE VIII NOMINATIONS

- a) Council shall appoint a three (3) person nominating committee no later than April 15th each year. The nomination committee shall consist of up to three (3) members of Council.
- b) The nominating committee will be responsible to nominate at least ten (10) members of the Association who are willing to serve on Council.
- c) Additional nominations will be accepted from the floor at the Annual General Meeting. All nominees from the floor must be present to accept the nominations.
- d) At each Annual General Meeting, all positions on the Council may be open to contention by secret ballot if required.
- e) All members of the Association present shall have a vote for the election of the Council members.

ARTICLE IX QUORUM

- a) A quorum for the Annual General Meeting shall be ten (10) members of the Association present in person.
- b) A quorum at a Council meeting shall be a simple majority of Council members.
- c) Voting by proxy (voting when absent) will be acceptable when the absent voting member provides their vote in writing, text, or email to at least 2 members of the executive prior to the start of the meeting.

ARTICLE X FISCAL YEAR

The fiscal year shall be July 1st to June 30th, inclusive.

ARTICLE XI POLICIES

- a) The Council shall be carried on without purpose of gain for its members and any profits or other monies received by the Council shall be used in promoting its objectives.
- b) The Council shall be non-commercial - the name of the Council or names of its members, in their official capacity, shall not be used to endorse any commercial concern or product. The Council does not allow commercial advertising or gifts involving commercial obligations.
- c) The Council shall be non-sectarian/non-racial - new and existing members of any race or creed are welcome.
- d) The Council may co-operate with other community groups on programs of common interest and concern. The Council shall retain its own identity and be bound only by the commitments it specifically endorses.
- e) The Council shall not endorse or lend its name to any publications that contradict any or all of the Council's function.
- f) On matters within the school board's authority, the Council may send its own representation.

ARTICLE XII AMENDMENTS TO THE CONSTITUTION

- a) Amendments to the constitution may only be made at the Annual General Meeting, or at a special meeting called for that purpose. All proposed amendments to the constitution must accompany the notice of meeting to the membership.
- b) Members wishing to propose amendments to the constitution must submit such amendments in writing to the President at least three (3) weeks prior to the Annual General Meeting or the special meeting (as the case may be) including explanations of the proposed amendments.

ARTICLE XIII REPORTING TO GENERAL MEMBERSHIP

Council shall report expenditures and activities to the Association in the Annual Report to be presented at the Annual General Meeting.

ARTICLE XIV STORAGE OF RECORDS

Council records (which include treasurer's reports, financial statements, accounting records, and other financial information, minutes of meetings, or any other records deemed appropriate to be saved by the Council) shall be stored at the school for a minimum of five (5) years.

ARTICLE XV DISPOSAL OF RECORDS

The disposal of records older than five (5) years shall be the responsibility of the President, in consultation with the Council.

ARTICLE XVI DISSOLUTION

The Association may be dissolved by a vote of two-thirds of the members present at a special meeting called for that purpose. Upon dissolution, the remaining funds and any other assets of the Association shall be distributed to such organization(s) as decided by the Council by a vote of simple majority. For this purpose, the guiding principle as to the choice of such organizations(s) should be that the funds shall, to the maximum extent possible, continue to be used on a fair and equitable basis for the benefit of the student body of École Van Belleghem existing at that time in a manner that is consistent with activities of the Association.