

# Collège Béliveau Parent Advisory Council (CBPAC) Constitution

Adopted at the Annual General Meeting

September 2025

The CBPAC Constitution is intended to be used as a guide to explain the purpose for which the Council is organized and the duties and activities which the Council is expected to carry out.

## Article I: Name

The name of this organization shall be the Collège Béliveau Parent Advisory Council and is interchangeably also referred to as the CBPAC or the Council for the purposes of this document.

## Article II: Fiscal Year

The fiscal year of the CBPAC shall be September 1 to August 31 of the following calendar year.

## Article III: Purpose

The purpose of the CBPAC is to work in conjunction with Collège Béliveau, the Louis Riel School Division (LRSD), staff, parents/guardians, students, volunteers and other organizations for the purpose of enhancing the environment and experiences of students attending Collège Béliveau during a school calendar year. The Council shall be carried on without purpose of gain for its members. Any profits or other monies received by the Council shall be used in promoting its objective.

## Article IV: Objectives

The members of the CBPAC commit to acting in the best interests of students while carrying out the following primary objectives:

- To become involved and support the development of activities which:
  - enhance learning of both students and parents.
  - foster racial and cultural understanding, particularly among groups within the school environment.
  - assist in creating a safe environment for the physical well-being of the students.
- To contribute to a sense of community in the local school neighborhood.
- To communicate educational information and special events to the parents/guardians.
- To advise and initiate adult activities in the school and community.
- To advise on the use of community resources and agencies to support the school's educational program and meet community needs.
- To initiate and carry out annual fundraising events with all proceeds used to the betterment of the student education and experiences at Collège Béliveau.

## Article V: Code of Conduct

## Section 1

All members engaging in any CBPAC business shall conduct themselves in a professional manner that is welcoming to all participants and free from any form of discrimination, harassment, or intimidation.

In carrying out the duties of the CBPAC, all members shall agree to act with integrity, objectivity, competence, confidentiality, and professionalism.

## Section 2

Members shall obey all applicable local, provincial, and federal laws while acting on behalf of the CBPAC.

## Section 3

The CBPAC is not a forum for discussion about individual school personnel, students, parents/guardians, other CBPAC members or individual members of the school community. The CBPAC is not intended to act in a problem-solving capacity for individual students or parents/guardians. Problems should be addressed with the Collège Béliveau administration and according to school divisional policies.

# Article VI : Procedural Rules

## Section 1

Motions will be approved by majority vote or by show of hands. In the case of meetings held electronically in whole or in part, motions will be approved by majority vote by: a show of hands, and/or verbal indication, and/or other electronic polling means as appropriate based on the platform being used to host the meeting.

In the case of a tie, the motion will be defeated.

## Section 2

In cases where a vote must occur between regular meetings, it is permissible for motions to be presented and voted upon via email with a clear deadline to respond of not less than 24 hours. In such situations, a minimum of two-thirds of the Council must respond to the email and a majority of those who vote is required to approve the motion. The motion and outcome of the vote will be presented at the next regular meeting and recorded in the minutes.

If procedural problems should arise, *Robert's Rules of Order Newly Revised* will be used to resolve the situation unless they conflict with the CBPAC constitution.

# Article VII : Records

## Section 1

The President is responsible for maintaining all CBPAC records. All records of the CBPAC, in either paper or electronic format, are to be maintained and retained for a minimum of seven (7) years.

## Section 2

Upon the resignation or replacement of the President by election, the outgoing President is responsible for transferring ownership of, and access to, all CBPAC records to the incoming President.

## Article VIII: Members

### Section 1

Active Members of CBPAC (including Officers and Associate Officers) must be a parent or legal guardian of a student who is currently enrolled in Collège Béliveau. Active Members are not required to hold an Officer or Associate Officer position but may participate in regular meetings, volunteer their time, and still have full voting rights on matters of the CBPAC.

### Section 2

Associate Members of the Council may be faculty or staff of Collège Béliveau interested in the activities of CBPAC. They shall not be eligible to hold Office, Associate Office or vote on matters directly relating to CBPAC. The purpose of an Associate Member is to be a resource to the Council in school matters directly related to council activities.

### Section 3

There are no annual dues to be paid by any Active or Associate Member of CBPAC. All activities are voluntary.

### Section 4

Active Members not holding an Office must indicate their intention to join the CBPAC at the Annual General Meeting and intend to participate on the CBPAC for a least one full school year. New Active Members will not have voting rights until the first regular meeting of the school year. New members wishing to join CBPAC during the school year may do so with approval of the Executive Officers. New Officers or Associate Officers who join at the Annual General Meeting will gain full voting rights immediately. All Active Members will be included on a CBPAC contact list to be updated at least annually following the Annual General Meeting.

### Section 5

Active Membership shall not be denied to any parent/guardian, Officer, Associate Officer or Associate Member on the basis of race, colour, national origin, religion, gender identity, sexual orientation, age, marital status, political affiliation, or disability.

## Article IX: Nominations

## Section 1

Parents and guardians may self-nominate for any role, or may be nominated by another parent or guardian, council member, or non-voting member.

Nominees must accept their nomination in person or in writing before their name is put forward for election.

## Section 2

Nominations for the CBPAC positions for following school year may be accepted starting at the last regular meeting of the Council before the AGM. Additional nominations will be accepted from the floor at the AGM.

## Section 3

When there is more than one nominee for a position or more nominees than there are open positions, voting for election to the Council shall be by secret ballot or anonymous poll.

# Article X: Officers and Associate Officers

## Section 1

The Officers of CBPAC shall be as follows: President, Vice-President, Secretary, Treasurer, and one Member-at-Large. These Officers shall perform the duties prescribed in the CBPAC Constitution, along with any other authority that governs all involved in CBPAC. The Officers of CBPAC form what is called the Executive Council.

## Section 2

Associate Officers of CBPAC shall be as follows, as Membership allows but not limited to: Fundraising Coordinator(s), Volunteer Coordinator(s), Staff Appreciation Coordinator(s) and Social Media Coordinator(s). Any new Associate Officer required will be set-up by the active members of CBPAC and given a recognized status.

## Section 3

The Officers and Associate Officers of CBPAC will be elected annually at the AGM. Those seeking the status of Officer as outlined in **Article X, Officers and Associate Officers, Section 1**, can put their name forward or be nominated by a previous Active Member. All Officers and Associate Officers are elected every year at the AGM and with their intention to volunteer and carry out the activities of their position for one school calendar year.

## Section 4

The Officers and Associate Officers of CBPAC shall serve a term of at least one full school calendar year. In the event that an Office cannot be filled, the Council will discuss interim positions as required. The term of an Officer or Associate Officer shall begin at the close of the meeting at which they are elected.

## Section 5

The Officers and Associate Officers may serve more than one year on the Council in their elected or volunteered positions. All Officers, Associate Officers are elected annually at the AGM. Each Officer and Associate Officer should carry their position into the AGM of the year following their year of service and dissolve it then if need be. No member of CBPAC will be required to serve once they declare their intention to vacate their participation in CBPAC. Their position will be considered vacant and open to being filled once declared verbally or in written form.

## Article XI: Description of Officers and Associate Officers

### Officers (i.e. Executive Council)

All officers will have access to the CBPAC email ([collegebeliveaupac@gmail.com](mailto:collegebeliveaupac@gmail.com)).

#### Section 1: President

An Officer position that shall include but is not limited and/or restricted to the following: Shall preside at the Annual General Meeting and regular Council meetings; prepare and distribute the meeting agenda; act as a liaison between the school administration, other schools in LRSD, the School Board and parents; be a signing authority of the Council; train the Vice President for their upcoming role; attend School Board meetings as/if needed; bear the ultimate responsibility for the efficient performance of CBPAC.

#### Section 2: Vice-President

An Officer position that shall include but is not limited and/or restricted to the following: Shall assist the President as required; assume the duties and exercise the powers of the President in their absence; be a signing authority of CBPAC; attend scheduled council meetings; attend School Board meetings as/if needed.

#### Section 3: Secretary

An Officer position that shall include but is not limited and/or restricted to the following: Shall take minutes at CBPAC meetings; type and distribute minutes prior to the next meeting; prepare and distribute CBPAC Contact List; attend scheduled council meetings; attend School Board meetings as/if needed.

#### Section 4: Treasurer

An Officer position that shall include but is not limited and/or restricted to the following: Shall be responsible for all CBPAC financial matters; do day-to-day bookkeeping and financial statements including all cheques, bill payments and reconciliation of bank statements, etc.; do bank deposits; be responsible for following up on NSF cheques; give monthly reports at council meetings; educate council members as to the proper accounting procedure required; prepare yearly financial statements to be presented at the AGM; prepare a yearly financial statement to be presented according to the LRSD for audit; be a signing authority of CBPAC; attend scheduled council meetings; attend School Board meetings as/if needed.

#### Section 5: Member at Large

An Officer position that shall include but is not limited to serving as the tie-breaker vote in the event of a split vote; attend scheduled council meetings throughout the school year.

Associate Officers (i.e. Associates to the Executive Council)

An Officer of CBPAC may also hold an Associate Officer position or any other voluntary position as the Council requires.

### Section 6: Fundraising Coordinator(s)

An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall research fundraising possibilities as directed by parent-body, LRSD and CBPAC; contact company representatives and set-up appointments for them to make presentations to CBPAC if necessary; act as a liaison between a chosen fundraising organization and CBPAC; be responsible for organizing the fundraisers; be responsible for the City Permit Application (if required); assist the Treasurer in doing the follow-up of any NSF cheques incurred during fundraising; liaise with Treasurer and assist with organizing funds for bank deposit; present a fundraising report and attend monthly council meetings.

### Section 7: Volunteer Coordinator(s)

An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall create a volunteer sign-up sheet (paper or digital) and communicate opportunities to parents/guardians as needed; inform volunteers of their responsibilities; attend monthly council meetings.

### Section 8: Social Media Coordinator(s)

An Associate Officer position that shall include but is not limited and/or restricted to the following: shall monitor the CBPAC social media accounts, including but not limited to: Facebook, Instagram, Bluesky; and monitor the CBPAC email to bring forward issues raised by parents/guardians or other email inquires as applicable to the work of the CBPAC; inform CBPAC members of social media activities; and attend monthly council meetings.

### Section 9:

An Associate Officer of CBPAC may also hold other volunteer positions as required or accepted.

### Section 10

A posting of all Officers, Associate Officers, Associate Members, Active Membership must be available to parents/guardians. Any changes of Membership in CBPAC should be posted as soon as possible (see **Article VIII, Members, Section 1**).

## Article XII: Committees

### Section 1

CBPAC may form a Committee through need or appointment if there is a special issue that must be resolved or undertaken. Anyone who is an Officer, Associate Officer, or Active Member may

join and form the Committee. The Committee shall not have authority over CBPAC but may be formed in order to resolve an issue put forward by the school, LRSD, parents, students or CBPAC.

## Section 2

Once a Committee has fulfilled its intended purpose it may be dissolved. Any findings, recommendations, etc., of the Committee shall be kept on hand by the President of CBPAC as relevant (see **Article VII, Records**).

## Section 3

A Committee will operate as its membership decides and may not contravene the Constitution of the organization under which it is formed.

## Article XIII: Resignations

1. A council member may resign by tendering a letter of resignation to the President, and/or school principal. The member's resignation will be recorded in the minutes of the next regular meeting.
2. If the resignation causes the number of council members to fall below the required minimum (5) the vacancy will be filled by appointment from 1) elected members, or 2) from the membership who sought election to the Council at the last AGM, or 3) if such members are unwilling to accept the appointment, the Council shall fill the vacancy or vacancies from the parent/guardian population.

## Article XIV: Meetings

### Section 1

The regular meetings of CBPAC shall be held on a pre-determined day each month of the school calendar year unless a meeting does not need to be held in a given month as decided by CBPAC Active Members.

### Section 2

The first meeting of CBPAC shall be held at the beginning of the school calendar year (preference would be in September) and it shall be known as the Annual General Meeting. The purpose of the AGM will be to elect Officers, fill Associate Officer positions, receive reports and organize CBPAC for the upcoming year. The CBPAC may opt to hold a regular meeting immediately following the AGM.

### Section 3

The final meeting of CBPAC shall be held in May or June of each school calendar year. This meeting will finalize any events yet to occur, donate scholarship funding and decide on next year's CBPAC activities.



## Section 4

The meetings of CBPAC shall not be used to promote any political, religious or extraneous agendas not under the guidelines of the school or the LRSD.

## Section 5

Each meeting will be guided by the following Agenda that includes, but is not limited to:

**Collège Béliveau Parent Advisory Council 296 Speers Road  
Winnipeg, Manitoba R2J 1M7  
(Month, Day, Year, Time)**

Present:

Regrets:

1. Call Meeting to Order
  - a. Land acknowledgment
  - b. Approval of Minutes from last Meeting
  - c. Amendments to Posted Agenda
2. Executive Reports
  - a. Chair
  - b. Treasurer
3. Reports
  - a. Administration
  - b. Special Guests
  - c. Teacher Report
  - d. Student Report
  - e. Fundraising
  - f. Volunteer Activities
4. New Business (as required)
5. Old Business (as required)
6. Adjournment: Next Meeting Date

## Section 6

The Agenda shall include an opportunity for all the Officers and Associate Officers, Active and Associate Members to bring forth any issues relevant to their Office, Collège Béliveau, LRSD, staff, parents and students.

## Article XV: Quorum

### Section 1

Annual General Meeting: Quorum shall be the majority of eligible parents/guardians present in person or via electronic means.

### Section 2

Regular Meetings: Quorum shall consist of more than fifty percent (>50%) of the Council and must include at least two (2) Executive Members.

### Section 3

The President shall determine if quorum exists at the beginning of each meeting. If quorum is not present at the start of a meeting or is lost during a meeting the absence of quorum will be recorded in the minutes and the meeting will be adjourned.

## Article XVI: Council Affiliations

### Section 1

CBPAC shall not be controlled by any other local, provincial or national organization, but may be a member of another local, provincial or national organization relevant to Collège Béliveau, LRSD, staff, parents and students.

## Article XVII: Activities

### Section 1

CBPAC shall hold regular meetings with invited speakers or guests on topics of interest relevant to CBPAC, LRSD, Collège Béliveau, staff, parents and students. (see Article XIV: Meetings)

### Section 2

CBPAC shall distribute allocated funding to the school acquired through fundraising by written request of the administration and approval of Active Membership. This may be done at any meeting where funding is available to distribute. All members of the Council need not be present for votes regarding funding allocation, however three of five members of the Council Executive must be present, or available to vote by proxy.

## Article XVIII: Advisory and Authority

### Section 1

CBPAC will work with Collège Béliveau, LRSD, staff, parents and students in the best interests of all involved. CBPAC has no authority in overriding the administration of Collège Béliveau or the LRSD and may not interfere with the staff, parents or students of Collège Béliveau in any manner not relevant to the well being of all involved.

## Article XIX: Liability

### Section 1

No Officer, Associate Officer, or Active Member of the CBPAC shall be held liable for the acts, receipts, neglects or default of any other Officer, Associate Officer or Active Member of CBPAC.

### Section 2

Any Officer, Associate Officer, or Active Member of CBPAC who abuses their position for any purpose not outlined by the rules of this Constitution, Collège Béliveau or the LRSD will be immediately removed from their position under just cause.

## Article XX: Conflict Resolution

### Section 1

CBPAC shall define "conflict" as a disagreement through which the parties involved perceive a threat to their needs, interests or concerns.

### Section 2

In the event that a conflict arises within CBPAC, or between CBPAC and any other relevant party such as the school or LRSD, a conflict resolution process shall be engaged by those involved with an agreed upon means (be it through mediation, the LRSD, and independent party etc.)

### Section 3

CBPAC will be able to operate during a conflict resolution process insofar that it will function with the appropriate Membership required.

## Article XXI: Notice

### Section 1

Whenever possible all activities or plans of CBPAC shall be distributed through whatever available media including email, school website, social media, word of mouth, etc. This would include the date of AGM, regular monthly meetings, the Active Membership of the Council and any other pertinent details including this Constitution. CBPAC shall operate in a completely transparent manner and make available all information for the parents, students, faculty and staff of Collège Béliveau if requested. Members of CBPAC are encouraged to personally participate in the announcement of any activities or plans as scheduled.

## Section 2

Postings and/or distribution of notice of CBPAC activities should be in a readily accessible format for any parents, students, faculty and staff of Collège Béliveau.

## Section 3

The minutes from each meeting should be posted at least 1 week after the meeting but no more than 7 days before the next regularly scheduled meeting.

## Section 4

The Agenda for any monthly meeting must be posted at least 7 days prior to the meeting date. Any amendments to the Agenda after the initial posting may be added during this time period and may not be posted. Any amendments to the Agenda must be clearly shown and announced on the actual meeting date.

# Article XXII: Amendments

## Section 1

Amendments to the **CONSTITUTION OF Collège Béliveau Parent Advisory Council (CBPAC)** may be made only at the next Annual General Meeting of the Council.

## Section 2

All proposed amendments to the constitution must accompany the notice of the meeting sent to the parent/guardian community.

## Section 3

A two-thirds ( $\frac{2}{3}$ ) majority vote from eligible voters present at the Annual General Meeting will be required to amend the constitution.

## Section 4

Proposed amendments may be debated within a regular meeting or subject to conflict resolution if needed.

# Article XXIII: Dissolution

### Section 1

CBPAC may become dormant if there is not enough Membership to keep it functioning as outlined in the Constitution. Once dormant this Constitution may be considered null and void.

### Section 2

A new parent advisory council may be formed at the initiative of anyone willing to organize it and if the school feels a parent council is necessary; as well as if there is enough interest from within the school to have an active Associate Membership.

### Section 3

There shall not be two parent advisory councils operating at the same time.