

## **BYRNE CREEK COMMUNITY SCHOOL**

### **CONSTITUTION**

**Section I. Name:** Byrne Creek Community School

**Section II. Purpose:**

The purpose of the council is to work with the school, community members and agencies to respond to school and community needs.

**Section III. Objectives:**

To provide for a formal means of consultation regarding school and community matters.

To foster effective communication between the school, parents, and other community members.

To promote the involvement of parents and other community members in the life of the school.

To assist in the development of a variety of educational, recreational, cultural and social opportunities for children, youth and adults in response to needs defined by the community.

To develop and promote the use of the school and other neighborhood facilities for desired community services and programs.

To provide opportunities for all people living or working in the Byrne Creek community to work cooperatively in addressing community issues.

**Section IV.**

In the event of dissolution of the Council, and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting. Any funds remaining in the Gaming Account will be donated to a similar charity in B.C.

All records of the organization shall be placed under the jurisdiction of the School District #41 in the person of the Principal of the School.

This dissolution clause cannot be altered at any time.

## **BYLAWS**

### **SECTION I. Membership**

#### **1. General members**

Persons who live in the community

Persons who work in the community

Persons who are parents/guardians of any student attending Byrne Creek Community Secondary School

#### **2. Elected Executive Committee**

Chairperson

Vice-Chairperson

Secretary

Treasurer

Co-Treasurer

Members at Large (2)

#### **4. Unelected Members**

Parks, Recreation and Culture Staff

Non-voting members - acting in an advisory capacity only

Principal

Byrne Creek Community School Staff

Community School Coordinator

#### **5. Student Council Representatives**

### **SECTION II: Terms of Membership**

Members will represent the community and will make recommendations based on the best interests of the community

Members serve a minimum of two year term from June to June the following year

In June of each year, an annual general meeting will be held. The AGM will be announced four weeks in advance inviting nominations for executive positions. Open elections will be held to select new council members and executive officers.

If an executive officer resigns during a term of office, the voting members may appoint someone to fill the vacancy until the next election.

### **SECTION III: Council Organization**

#### **Executive Committee**

The executive committee consists of Seven members:

Chairperson

Vice-Chairperson

Secretary

Treasurer

Co-Treasurer

Members at Large (2)

Additional positions may be added to the executive committee depending on organizational needs of the council.

#### **Role of the Executive Officers**

The chairperson is elected by the general membership to direct and coordinate the work of the council. The chairperson will have a clear understanding of the philosophy of the community education and the role of Byrne Creek Community School in the neighborhood it serves.

##### **The chairperson:**

The chairperson is the officer elected by the Council to direct and coordinate its work.

The chairperson will prepare meeting agendas, chair the meetings of the Executives, Council and special meetings.

Ensure that the Council is represented at the DAC and DPAC meetings.

##### **The Vice-chairperson:**

Will assist and support the chairperson in all aspect of the duties

Assume the chairperson's duties in their absence

### **The Secretary:**

The Secretary ensures that minutes are taken at council meetings and distributed to council members with typing assistance provided by the Coordinator's office

Maintains a mailing list of committee and executive members

Receives and responds to correspondence

Keep a record of all council meetings

### **The Treasurer and Co Treasurer**

Maintain the council's books and financial records

Deposit money and write checks

Report the council's financial position at each meeting

Prepare an annual statement for the Annual General Meeting

To disburse Council funds, the Treasurer or the Co Treasurer must be authorized by the Executive Officers and must have each cheque signed by two signing officers.

### **Members at Large**

Voting members

Community members to Council will represent the Council in the following organizations:

#### **District Parent Advisory Committee (DPAC) (up to three parent Representatives)**

School District #41's committee of representatives from all Burnaby schools meet eight times a year with School District Senior staff and trustees to provide feedback of the district policy and concerns.

#### **District Advisory and Coordinating Committee (DAC) (one representative)**

School District #41's committee of council representatives from all eight Burnaby Community Schools, School District Senior Administrators and representatives from the Planning Department, Interagency Council, Multicultural Society and CUPE. This group shapes the policy and direction of Burnaby Community Schools.

Council representatives to both organizations should maintain an overall awareness of Council and School activities so that they can appropriately represent Council concerns. A report would then be given to Council on any business resulting from either organization. It is preferred the Chairperson or past chairperson attend these meetings although in the event that neither can attend anyone can represent the Council at these meetings. Parents or legal guardians of students enrolled at BCCS are preferred representatives at the District Parent Advisory Council.

### **Appointed School Staff**

It is desirable that there be representation from the school staff. By expressing the view points of the staff from two different perspectives, they will provide a more comprehensive understanding of the educational programs and priorities for all Secondary children.

In order to ensure two-way communication between staff and Council, member or members attend Council meetings and provide a brief report on school events. Conversely, a report would then be presented at Staff Meetings on business resulting from Council Meetings.

### **Ex-officio Members - Principal, Coordinator and Parks and Recreation Staff**

Principal and Coordinator

All persons are members of the Board and act in an advisory capacity. They hold no voting power but will interpret school policies and administrative responsibilities to the membership and share their expertise in planning educational and/or community programs.

Appointed Parks and Recreation Staff

A staff representative from the Department of Parks and Recreation serves as a liaison between Council and Municipality. He/she will work with Council, specifically with the Program Committee, by advising on program development, implementation and evaluation. He/she will also serve as a resource to Council in areas such as developing needs assessments, group process and other technical areas related to leisure services.

Student Leadership Representative

The student leadership from Byrne Creek may send two representatives to Council meetings to observe or to keep members informed of their activities. She/he holds no voting power.

**The Standing Committees of Council include:**

Ad Hoc Committee

From time to time, short-term committees are organized to achieve specific goals such as Dry Grad Committees.

**School Planning Council**

A School Planning Council is required by the School Act. "By a date specified by the board, a School Planning Council must prepare and submit to the board a plan for school in respect of improving student achievement and other matters contained in the board's accountability contract relating to the school."

Three School Planning Council representatives shall be elected by secret ballot from the voting parent members at the Annual General Meeting, or at another meeting for which proper notification of the election has been given. Notification that the SPC representatives will be elected at a Byrne Creek Community Council General Meeting other than the Annual General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to the meeting.

Each Candidate for SPC representatives must be a parent or legal guardian (as defined by the School Act) of a student(s) enrolled in the school. The School Act prohibits employees of any School Board from being parent representative on the SPC. Nominations may be received up to, and during, the Byrne Creek Community Council General Meeting until declared closed by the Chairperson.

The election of three SPC representatives must be conducted by secret ballot.

The School Act requires that one of the representatives must be an elected officer of the Byrne Creek Community Council Executive.

The Byrne Creek Community Council Executive member of the SPC is expected to regularly attend the Byrne Creek Community Council Executive meetings and act as a liaison between the SPC and the BCCC and to foster close working relations between the two bodies. The BCCC Executive may also invite all the SPC representative to attend a BCCC Executive meeting from time to time.

The term of office for SPC representatives will be for not more than one year. The SPC must consult with the BCCC during the preparation of the school plan.

## **SECTION IV. Election Procedures**

Elections:

In June of each year, elections will be held to select the next Executive

The elected person shall serve for a term of two years and shall be eligible to hold office in consecutive terms. The Treasurer shall serve for term of three years.

No employee/elected official of the School District or Ministry of Education shall hold an executive position

Nominations:

Nominations may be received up to and during the Annual General Meeting, until declared closed by the Chairperson

A notice for nominations will be announced at the meeting in May prior to the Annual General Meeting in June

## **SECTION V: Meetings**

### **Executive Meetings**

The executive committee meets at least once a month to plan the agenda. The executive has the power to make decisions on behalf of the council. However, all executive decisions must be made known to the council members at the next general meeting. Council has the right to approve or reverse executive decisions. The Principal or Coordinator will act as advisors to the executive committee but will hold no voting power.

Special executive meetings may be called by an executive member, the principal or coordinator if a prompt decision is required on matters directly affecting the Council.

### **Council Meetings**

Council Meetings will be held once a month in September, October, November, January, March, April, May and June at a day and time selected by council members. Meetings will be held at Byrne Creek Community School. All meetings of the council are open to the general public.

Dates and times are announced via list serve, school website and school calendar.

Extraordinary council meetings may be called by the Executive.

### **Quorum**

The voting members present at any Council Meeting shall constitute a quorum.

### **Procedure**

Meetings will be conducted efficiently and with fairness to the members present.

If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

Only matters of policy or expenditures of funds will be voted upon after thorough discussion is held.

The Constitution and By-Laws of the Byrne Creek Community Council shall be filed with and approved by the Board of School Trustees for School District #41 (Burnaby) upon application for recognition.

### **SECTION VI: Finances**

All funds of the organization shall be on deposit in a Chartered Bank or Credit union or any financial establishment registered under the Bank Act.

The Council signing officers for banking purposes shall consist of the Chairperson, Treasurer and Co Treasurer and/or one other executive member.

The fiscal year of the BCCC shall be August 1 - July 31st.

The Treasurer shall present a written financial statement of annual income and expenditures to the Annual General Meeting.

The books and records of the Council shall be open for inspection by any member upon request.

All monies spent to be voted on by the Executive and then approved at a General Meeting for amounts in excess of \$50.

### **SECTION VII: Code of Conduct**

This section describes areas of discussion which are inappropriate for the organization to discuss.

The Byrne Creek Community Council is not a forum for the discussion of individual school personnel, students or other individual members of the community.

Any Board member who is approached by an individual with a concern of a personal nature is in a privileged position and must treat such discussions as confidential.



### **SECTION VIII: Constitutional Amendments**

Amendments to the constitution and By-Laws of the Byrne Creek Community Council may be made at the General Meeting at which business is conducted providing:

1. Written notice of the specific wording of the proposed amendment(s) shall be provided to the membership at least thirty (30) days before the meeting.
2. A majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.
3. Any proposed amendments must be submitted to the Executive sixty (60) days prior to the Annual General Meeting.
4. Any extraordinary amendments to the Constitution may be made throughout the year. These proposed amendments must be submitted to the Executive sixty (60) days prior to the voting date and written notice of the specific wording of the proposed amendments shall be provided to the membership at least thirty (30) days prior to the voting date.

January 12, 2015.