



Bond Academy Parent Council
Constitution
Amended October, 2008

Bond Academy Parent Council Constitution

Article 1 – Name

- 1.1 The organization shall be known as “The Bond Academy Parent Council” (hereinafter the “Parent Council”).
- 1.2 The Bond Academy Community refers to students, parents, teachers, the school administration, alumni and benefactors.

Article 2 – Objectives

- 2.1 The objectives of the Parent Council are as follows:
 - a) To engage in activities, as may be deemed necessary and as approved by the school administration, to assist the students;
 - b) To maintain an active association of parents whose children are current students at Bond Academy;
 - c) To facilitate closer liaison between the Bond Academy community for the benefit of the students therein and Bond Academy;
 - d) To provide educational and social activities for the Bond Academy community;
 - e) To address with the administration issues of importance to parents and students and to make appropriate recommendations to the school administration regarding these issues; and
 - f) To maintain a treasury through fundraising activities to participate in the above objectives.

Article 3 – Membership

- 3.1 Any parent, step-parent, guardian (or any parents standing in *loco parentis*) of any student of the school will become a Member of the Parent Council.



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Article 4 – Board of Directors

4.1 The Parent Council shall be governed by a Board of Directors. The Board of Directors shall include:

- a) An Executive Committee (voting);
- b) Directors at Large (voting); and
- c) An Administrative Committee (non-voting)

4.2 The Executive Committee will consist of the following annually elected Directors:

- a) Chair;
- b) Vice-Chair;
- c) Treasurer; and
- d) Secretary;

4.3 A minimum of three (3) and a maximum of eleven (11) Directors at Large shall be elected annually. The Immediate Past Chair shall automatically hold one of these positions, if he or she so chooses.

4.4 The Administrative Committee will provide an advisory role to the Parent Council and shall include the following:

- a) Elementary Principal;
- b) Secondary Principal;
- c) A minimum of one (1) and a maximum of two (2) Staff Representatives, elected by their peers; and
- d) A Student Representative.

Article 5 – Term of Office and Meetings

5.1 The Parent Council shall meet on a regular basis as deemed by the Executive Committee and whenever necessary, but at a minimum of 4 times per academic year.



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- 5.2 Each member of the Executive Committee and each Director at Large shall have one vote for any matter that is voted on. A simple majority is required to pass any motion. The Chair, in his or her capacity as Chair receives a second vote only in the event of a tie.
- 5.3 A majority of the Directors is required to convene a meeting of the Parent Council, which shall include the Chair or Vice-Chair.
- 5.4 The Board of Directors shall hold office until the final meeting of the academic year, which is to be held annually during the month of June. Elections for the new Executive will be held during the month of May or June, with all members of the Parent Council being eligible to vote.
- 5.5 A transitional meeting of the Board of Directors should be held during the summer preceding the new school year to acquaint the newly-formed Board of Directors.
- 5.6 Vacancies occurring in the Board of Directors prior to commencement of the school year or during the term of office may be filled by majority vote of the Board of Directors.
- 5.7 Members of the Board of Directors must attend 80% of the meetings with the exception of illnesses, vacation, etc.

Article 6 – Duties of the Executive

6.1 The Executive shall perform their respective duties as follows:

6.1(a) Chair

- To act as Chair for all Board of Director and General meetings;
- To prepare an agenda and to direct the affairs of the Parent Council;
- To be an ex-officio member of all Standing Committees;
- To be the official link with the school administration;
- To provide the continuity of administration and functioning of the Parent Council;
- and
- To appoint the Chairs to the Standing Committees, on consultation with and approval from the Board of Directors;

6.1(b) Vice-Chair

- To assist the Chair in the performance of his or her duties; and
- To act for the Chair in his or her absence.



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6.1(c) Secretary

- To keep an accurate account of all business transacted at Board of Director and General meetings;
- To draft and carry on the correspondence of the Parent Council;
- To sign all correspondence as instructed by the Board of Directors;
- To report all correspondence at the meetings; and
- T attend to all correspondence as instructed by the Board of Directors;

6.1(d) Treasurer

- To be responsible for the safe control of all the funds;
- To attend to all financial matters and affairs;
- To maintain proper bank accounts and records of the Parent Council as required for audit;
- To prepare and present a financial statement at every Board of Directors and General meeting;
- To prepare and submit to the Board of Directors an annual budget; and
- To ensure all Parent Council cheques are signed by two Directors, which shall include either the Chair or the Treasurer.

6.2 The Administrative Committee shall perform their respective duties as follows:

- To attend all Board of Director and General meetings;
- To appoint a representative in the event of their absence from any meeting; and
- To encourage participation from the SAC to support the objectives of the Parent Council

Article 7 – Committees

7.1 The Board of Directors shall form as many Committees as it may deem appropriate, to assist the Board of Directors in the management of the Parent Council.

7.2 Committees will be administered as follows:

- a) The Chair, on consultation with and approval from the Board of Directors, shall appoint the Chairs to the Committees;
- b) A Director shall sit on all Committees, unless this condition is otherwise waived by the Chair of the Parent Council;



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- c) The Chair of a Committee may be any member of the Parent Council;
- d) The make and size of a Committee will be at the discretion of its Chair; and
- e) The Chair of a Committee may bring a motion to dissolve the Committee once the Committee's function has been carried out or, alternatively, at the end of the school year.

Article 8 – Conflict

- 8.1 The Parent Council recognizes that some members of the Board of Directors, namely staff members, at times may feel in conflict with some of the engagements expected of the Parent Council. In keeping with the goals and objectives in the Constitution, the Council will support all efforts put forth by serving staff members as long as the intention is of obvious good faith and towards the direct benefit of the Bond Community. The Parent Council will support the serving staff members, and if conflict occurs whether actual or perceived, the staff member(s) may be excused from participating or voting on the issue or topic.

Article 9 – Amendments to the Constitution

- 9.1 This Constitution may be amended in whole or in part by a two-thirds majority of the Board of Directors provided reasonable notice of the proposed amendments has been given to all Members of the Parent Council.