



Bond Academy Community Council Constitution Amended October 2016

Article 1 – Name

- 1.1 The organization shall be known as the “Bond Academy Community Council” (hereinafter the “BACC”).
- 1.2 The Bond Academy community refers to students, parents, stepparents, guardians, administrators, teachers and staff.

Article 2 – Objectives

- 2.1 The objectives of the BACC 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, stepparents and guardians whose children/charges are current students at Bond Academy;
 - c) To provide educational and social activities for the Bond Academy community;
 - d) To facilitate a closer liaison within the Bond Academy community for the benefit of the students and the school;
 - e) To address with the administration issues of importance to students, parents, stepparents and guardians and to make appropriate recommendations to the school administration regarding these issues; and
 - f) To maintain and account for a treasury to fund activities in accordance with the objectives above.

Article 3 – Executive

- 3.1 The BACC shall be governed by an Executive. The Executive shall include:
 - a) Executive Roles (voting);
 - b) Members-at-Large (voting); and
 - c) Administrative Committee (non-voting).
- 3.2 The Executive Roles are elected by the voting members of the Executive. The Executive Roles will consist of the following:
 - a) Chair;
 - b) Vice-Chair;
 - c) Treasurer; and
 - d) Communication Liaison.
- 3.3 A minimum of five (5) and a maximum of eleven (11) Members-at-Large shall be nominated annually. The immediate Past Chair shall be assigned a Member-at-Large position, if he or she chooses to hold that position.
- 3.4 The Administrative Committee will provide an advisory role to the BACC and shall include the following:
 - a) Elementary Principal;
 - b) Secondary Principal and/or Secondary Vice-Principal; and

- c) One (1) Elementary Staff Representative and one (1) Secondary Staff Representative, elected by their peers.

Article 4 – Nomination Process

- 4.1 Any parent, stepparent or guardian of a student registered at Bond Academy is eligible to be a BACC Executive member.
- 4.2 Eligible parents, stepparents and guardians can either nominate themselves (i.e., declare their candidacy for an elected position) or nominate other parents, stepparents and guardians (with their prior permission) to be members of the Executive.
- 4.3 A notice for nominations will be distributed to all Bond Academy families at least nine (9) days prior to the BACC Executive meeting and close seven (7) days after the notice for nominations.
 - a) If there are fewer nominations submitted than available positions at time of closing, then those nominated are acclaimed.
 - b) If more nominations are submitted than available positions at the time of closing, then the election process will be activated. (See Article 5).
- 4.4 If there are still vacant positions following the deadline of the formal nomination process, additional nominations up to the maximum available may be received up to and during the BACC Executive meeting, until declared closed by the Elementary Principal or the Secondary Principal.

Article 5 – Election Process

- 5.1 If there are more nominations than the 15 voting Executive positions available, elections will be held (note: one (1) Member-at-Large position is assigned to the immediate Past Chair).
- 5.2 If there are 15 or fewer nominations received, there will be no need for an election and the Executive (voting members) is established.
- 5.3 The first meeting of the new BACC Executive will be held to elect any vacant Executive Roles: Chair, Vice-Chair, Treasurer and/or Communication Liaison.
- 5.4 Each vacant Executive Role position shall be filled by nomination from the Members-at-Large.
- 5.5 Executive Roles shall be elected by the BACC Executive (voting members) or by acclamation without competition if there is only one nominee for a position. If there is an election required, it will be administered and verified by the Principal(s).
- 5.6 The results of the election will be announced via email broadcast to the Bond Academy community at the conclusion of the election process.

Article 6 – Terms of Office

- 6.1 The Chair, Vice-Chair, Treasurer and Communication Liaison (Executive Roles) shall be elected for a two (2) year term, with the option of resigning after one (1) year.

- 6.2 Executive Roles may be re-nominated for the same position, if no replacement is elected, for ONE (1) additional term for a maximum total of two (2) consecutive terms, or a maximum of four (4) years.
- 6.3 Members-at-Large are elected for a one (1) year term and can serve as members for consecutive terms. Any Member-at-Large whose term of office is finished will stand down. If he or she is willing to go forward for the next year, he or she would seek a nomination again.
- 6.4 The two (2) year term Executive Roles and the one (1) year term Members-at-Large shall hold office until the elections for the new Executive in September.
- 6.5 Vacancies occurring within the Executive, prior to the commencement of the school year or during the term of office, shall be filled by majority vote of the Executive.

Article 7 – Duties of the Executive Roles

- 7.1 The Executive Roles shall perform their respective duties as follows:

7.1(a) Chair (8+ hours/month)

- Act as Chair for all Executive and General meetings;
- Direct the affairs of the BACC;
- Be an ex-officio member of all sub-committees;
- Be the official spokesperson for the BACC;
- Be the official liaison with the school administration;
- Ensure that the first General meeting is held within three weeks of the elections in September;
- Gather input and/or feedback from the Bond Academy community prior to Executive and General meetings;
- With the Vice-Chair, meet with the school administration on a monthly basis;
- Lead the BACC Information Session during the Meet the Teacher Evening;
- Co-ordinate the design and submission of the annual BACC yearbook page;
- Prepare updates and revisions, as required, to the BACC website;
- Prepare an annual written report of the council activities, including financial activities;
- Provide continuity for the administration and functioning of the BACC;
- Appoint volunteers to the sub-committees, with consultation and approval from the Executive;
- Liaise with the sub-committees to promote BACC events and initiatives;
- Assist with the preparation of the BACC submissions to the Bond Newsletter, as required; and
- Be the Signing Officer on any and all correspondence/contracts pertaining to BACC business.

7.1(b) Vice-Chair (6-8+ hours/month)

- Assist the Chair in the performance of his or her duties;
- Act for the Chair in his or her absence;
- With the Chair, meet with the school administration on a monthly basis;
- With the Chair, prepare an annual written report of the council activities, including financial activities;

- Lead the BACC Information Session during the Meet the Teacher Evening;
- Co-ordinate the seals for the Winit certificates, with the school administrators, for BACC-sponsored extracurricular activities;
- Liaise with the sub-committees to promote BACC events and initiatives;
- Assist with the preparation of the BACC submissions to the Bond Newsletter, as required; and
- Be the alternate Signing Officer on any and all correspondence/contracts pertaining to BACC business.

7.1(c) Treasurer (2-3+ hours/month)

- Responsible for the safe control of all BACC funds;
- Attend to all financial matters and affairs, including the administration of funding requests;
- Responsible for setting-up a meeting or conference call with the Executive to discuss all funding requests over \$1,000;
- Maintain proper bank accounts and records of the BACC as required for audit;
- Prepare and present a financial statement at every Executive and General meeting;
- Prepare and submit to the Executive an annual financial statement; and
- Ensure all BACC cheques are signed by two Executive roles, one of whom shall include the Chair, Vice-Chair or the Treasurer.

7.1(d) Communication Liaison (2-3+ hours/month)

- Record and maintain minutes of the Executive and General meetings;
- Prepare and distribute minutes to the Executive;
- Draft and carry on the correspondence of the BACC;
- Review and respond to, or redirect as applicable, all emails to the BACC email address and report all correspondence at meetings; and
- In consultation with the Chair and Vice-Chair, assist with the preparation of the BACC submissions to the Bond Newsletter, as required.

Article 8 – Duties of the Members-at-Large and the Administrative Committee

8.1 Members-at-Large and the Administrative Committee shall perform their respective duties as follows:

8.1(a) Members-at-Large (1-2+ hours/month)

- Attend all Executive and General meetings;
- Contribute to the discussions of the school council;
- Obtain the views of other parents, stepparents, guardians and members of the Bond Academy community to share with the BACC;
- Vote on funding requests and other BACC business; and
- Lead or Co-Lead a minimum of one (1) BACC sub-committee, event or initiative.

8.2(b) Administrative Committee

- Attend all Executive and General meetings;
- Appoint a representative in the event of their absence from any meeting; and
- Encourage participation of the Junior Council to support the objectives of the BACC.

Article 9 - Meetings

- 9.1 The BACC shall meet on a regular basis, as deemed by the Executive and whenever necessary, but at a minimum of four (4) times per academic year.
- 9.2 The Chair, Vice-Chair, Treasurer and Communication Liaison and each Member-at-Large shall have one (1) 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.
- 9.3 A majority of the Executive is required to convene a meeting of the BACC, which shall include the Chair and/or the Vice-Chair.
- 9.4 Members of the Executive must attend 80% of the Executive and General meetings, with exemptions for illness, vacation, etc.

Article 10 – Sub-committees

- 10.1 The Executive shall form as many sub-committees as it may deem appropriate, to assist the Executive in the management of the BACC.
- 10.2 Sub-committees will be administered as follows:
 - a) The Chair and/or Vice-Chair, in consultation with and with approval from the Executive, shall appoint volunteers to the sub-committees;
 - b) An Executive member shall sit on all sub-committees, unless this condition is otherwise waived by the Chair or Vice-Chair;
 - c) The lead of a sub-committee may be any member of the Bond Academy community;
 - d) The make-up and size of a sub-committee will be at the discretion of the lead; and
 - e) The lead of a sub-committee may bring a motion to dissolve the sub-committee once the sub-committee's function has been carried out or, alternatively, at the end of the school year.

Article 11 – Conflict

- 11.1 The BACC recognizes that, at times, some members of the Executive might be in conflict with some of the engagements expected of the BACC. In keeping with the goals and objectives of the Constitution, the BACC will support all efforts put forth by serving members as long as the intention is of obvious good faith and towards the direct benefit of the Bond Academy community. The BACC will support the serving members and, if conflict occurs, whether actual or perceived, the member(s) may be excused from participating or voting on the issue or topic as long as notification of the conflict is provided in advance to the Executive.

Article 12 – Amendments to the Constitution

- 12.1 This Constitution may be amended in whole or in part by a two-thirds majority of the Executive provided reasonable notice of the proposed amendments has been given to all members of the BACC.