

St. John's Academy Shawnigan Lake Parent Community Engagement Group CONSTITUTION AND BYLAWS

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SECTION I – ORGANIZATION

The name of the Association shall be St. John's Academy Shawnigan Lake (SJASL) Parent Community Engagement Group known as the SJASL PCEG. The PCEG will operate as a non-profit organization with no personal financial benefit. The business of the PCEG shall be unbiased in accordance with the Human Rights Legislation.

SECTION II – PURPOSES

1. To enhance the education and well-being of students at SJASL through the involvement of parents, including:
 - a. facilitating relationships between students, parents, SJA staff, and the broader community;
 - b. organizing and promoting school events and activities; and
 - c. raising funds to support student education and associated events/activities.
2. To develop strong two-way communication between parents and SJASL staff, including:
 - a. functioning as an organized forum to raise and discuss student, parent and SJASL staff issues of interest and concern;

- b. providing meaningful input on educational issues and policies to the Head of School; and
- c. aiding in the development and expression of collective parental views if/when necessary.

SECTION III – INTERPRETATION OF TERMS

THE EXECUTIVE refers to the SJASL PCEG Executive.

PARENT(S) refer to the Parent/Parents or guardian of a child or children at SJASL.

SCHOOL refers to St. John’s Academy Shawnigan Lake (SJASL).

STUDENT(S) refers to children registered at SJASL.

PARENT COMMUNITY ENGAGEMENT GROUP (PCEG) refers to the organized group of parents recognized under the British Columbia School Act Bill 67, Div. 2, Section 8.

SECTION IV – MEMBERSHIP

Any parent who has a child registered at SJASL is a member of the PCEG and may attend any regular PCEG meeting as a voting member. They may also address the meeting at the discretion of the Chair.

SECTION V – MEETINGS

1. There shall be an Annual General Meeting (AGM) held in June of each year. Regular General Meetings shall be held a minimum of seven times during the school year.
2. Executive meetings will be held at the discretion of the Chair in consultation with the Executive.
3. Additional General Meetings shall be held at the discretion of the Executive, or upon receipt of a petition representing one third (1/3) or more voting members provided the request includes the purpose of the meeting.
4. Meetings will be conducted efficiently and with fairness to the members present.
5. Meetings may be conducted in an informal manner, however if procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in the Constitution and Bylaws.
6. A notice of PCEG meetings and school events will be included in the newsletter circulated by SJASL. Meeting agendas will be made available upon request.
7. Between meetings the Executive will carry out business of the PCEG with the assistance of committees appointed by the Executive. Business shall be to support the purposes of the PCEG and be communicated to the membership in the SJASL newsletter and at the General Meetings, as appropriate.

SECTION VI – VOTING

1. Six voting members present at any duly called General Meeting shall constitute a quorum.
2. Questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the motion shall be lost.
4. The Chair retains his/her vote.
5. Voting of members on all matters must be given personally (including participation via teleconference, videoconference, or other electronic methods); voting by proxy shall not be permitted.

6. Voting shall be done by a show of hands and/or verbally, with the exception of election of officers, which shall be done by secret ballot if so desired.

SECTION VII – ELECTION OF EXECUTIVE OFFICERS

1. The Executive shall be elected in June each year with 2 weeks' notice of election.
2. Call for nominations shall be made at the meeting in May.
3. Voting shall be done by a show of hands/verbally or by secret ballot if so desired.
4. In the event of a vacancy on the Executive during the year, the Executive must call an election of a replacement at the next General Meeting.
5. Nominated individuals are required to have attended a minimum of four General Meetings in the current school year.

SECTION VIII – LENGTH OF TERM OF OFFICE

1. The term of office shall commence immediately following the adjournment of the election in June and run until the adjournment of next year's election.
2. No Officer shall hold the same position for more than three consecutive years; however, any PCEG Member may serve on the Executive for as many years as he/she is elected to a position. In addition, in the event that an executive office is not filled after voting has concluded, that position maybe filled by a PCEG Member for a fourth year or until a replacement is found.

SECTION IX – EXECUTIVE OFFICERS

1. The affairs of the PCEG shall be managed by a Board of elected Executive Officers consisting of the following positions:
 - A. Chair
 - B. Vice Chair
 - C. Secretary
 - D. Treasurer
2. Executive Officers must abide by PCEG policies, including the Conflict of Interest and Perceived Bias Policy and the Code of Ethics.

SECTION X – DUTIES OF OFFICERS

A. CHAIR

1. Shall convene and preside at all General and Executive meetings.
2. Shall ensure that an agenda is prepared in consultation with the Executive and Head of School; agendas can be made available to PCEG members through the SJASL newsletter or website.
3. Shall appoint committees where authorized to do so by the PCEG.
4. Shall be an ex-officio member to all committees.
5. Shall ensure that actions taken by others support the purposes of the PCEG.
6. Keeps meetings orderly. Calls for additions to the agenda must be given at the beginning of the meeting.
7. Must remain objective while presiding over meetings.
8. Listens for consensus. When this is not possible, she/he may call for a vote on a motion following a period of discussion.
9. Shall have signing authority on cheques.

B. VICE-CHAIR

1. Shall assume the Chair's responsibilities in his/her absence.
2. Shall assist the Chair in the performance of his/her duties.
3. Shall accept extra duties as required.

C. SECRETARY

4. Shall keep accurate and official minutes of the General Meetings.
5. Shall make available un-amended minutes to PCEG members on the SJASL website within two weeks of the last meeting.
6. Shall finalize minutes (once they are approved) and make them available on the SJASL website.
7. Shall keep a current copy of the Constitution and Bylaws. If and when changes are made, they shall be highlighted and the copy amended shall be dated and initialed.
8. Shall provide a current copy of the Constitution and Bylaws to all Executive Officers and Committee Chairs.
9. Shall make available on request, to any member of the PCEG, a copy of the Constitution and Bylaws.
10. Shall be responsible for maintaining files.

D. TREASURER

1. Shall receive all funds for the PCEG.
2. Shall deposit all funds collected on behalf of the PCEG into the PCEG account at a recognized financial institution approved by the Executive.
3. Shall disburse funds as authorized by the Executive and/or members.
4. Shall be one of the financial signing officers (cheques require two signatures).
5. Shall maintain an accurate record of all expenditures of the PCEG, including receipts.
6. Shall give a report of all receipts and expenditures to the Executive and the PCEG as requested, and at the AGM.
7. Shall submit an annual financial statement at the AGM to the PCEG.
8. Shall prepare a proposed budget for the coming year, in conjunction with the Executive, and submit it for approval at the first General Meeting in the school year.

SECTION XI – OFFICES TO BE VACATED

The following are grounds for termination of office of any Executive Officer:

1. Does not attend a minimum of five (5) General Meetings and/or Executive Meetings without written consent from the Chair or proper notice of prolonged absence.
2. Is convicted of a criminal offence.
3. For failure to observe the Constitution and Bylaws, policies or Code of Ethics of the PCEG.

SECTION XII – INTERNAL COMMITTEES

1. Committees are accountable to the Executive and members and will be established on an as-need basis.
2. The Chair of each committee shall be appointed by the Committee.
3. The Chair of each committee must abide by PCEG policies, including the Conflict of

Interest and Perceived Bias Policy and the Code of Ethics.

SECTION XIII – FINANCES

1. Incidental expenditures not in the yearly budget require approval at a PCEG meeting or by all Executive Officers in writing.
2. The Treasurer shall maintain a PCEG account at a recognized financial institution approved by the Executive.
3. The financial signing authorities shall be vested in the Executive.
4. A proposed Annual Budget shall be developed by the Treasurer in consultation with the Executive and PCEG members within two weeks following the June meeting for approval at the first General Meeting in the school year.
5. The financial records must be maintained using currently accepted accounting practices.
6. An informal audit by someone outside of the Executive, who is familiar with current accounting practices, will occur annually within 14 days of the AGM.

SECTION XV – CHANGING THE CONSTITUTION AND BYLAWS

1. Amendments to the Constitution and Bylaws of the SJASL PCEG may be made at any General Meeting, at which business is conducted, providing:
 - a. Written notice of the meeting has been given to all members.
 - b. A two-thirds (2/3) majority vote of those members present at the General Meeting will be required to amend the Constitution and Bylaws.

**ST. JOHN'S ACADEMY SHAWNIGAN LAKE (SJASL) PCEG
CONFLICT OF INTEREST AND PERCEIVED BIAS POLICY**

RATIONALE: The PCEG expresses the views of parents regarding education, well-being, and concerns at SJASL.

DEFINITIONS:

Conflict of Interest refers to a situation in which an individual, his/her family or his/her affiliations could benefit from a decision of the PCEG, which that individual can influence or vote upon.

Perception of Bias refers to a situation, which may exist if an individual, who represents the PCEG to an external organization or to the general public, is also an employee of SJASL or a related organization/group. There may be a perception that he/she is not speaking solely in the interest of parents and this may undermine PCEG decisions or actions.

POLICY:

1. **Conflict of Interest:** That individuals refrain from discussing, influencing and voting upon any matter before the PCEG in which they, or their families, have an interest, pecuniary or otherwise.
2. **Perceived Bias:** That the voice of PCEG must clearly be, and must be perceived to be, that of the parents of SJASL. That individuals who may be in a situation of perceived bias by virtue of another role in the education system or with any other affiliation, avoid functions within the PCEG which involve representation to external organizations and the general public.
3. **Concerns:** That those members who have concerns regarding conflict of interest or perceived bias refer those concerns to the Executive.

**ST. JOHN'S ACADEMY SHAWNIGAN LAKE (SJASL) PCEG
CODE OF ETHICS**

1. The SJASL PCEG is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. An Executive Officer that is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a PCEG Executive Officer or Committee Chair will:
 - a. uphold the Constitution and Bylaws, policies and procedures of the PCEG.
 - b. perform her/his duties with honesty and integrity, including:
 - i. approaching all PCEG issues with an open mind, prepared to make the best decision for the good of all concerned; and
 - ii. demonstrating a constructive attitude in order to fulfill the goals of the PCEG.
 - c. work to ensure the well-being of students is the primary focus of all decisions.
 - d. respect the rights of individuals, including:
 - i. always focusing on the issues, not on personalities; and
 - ii. speaking, listening and acting toward other members with respect and dignity, mindful of other members' rights and sensibilities.
 - e. encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
 - f. work to ensure that issues are resolved through due process.
 - g. strive to be informed and only pass on information that is reliable.
 - h. respect all confidential information.
 - i. not use the PCEG or any associated position for personal advantage or for the advantage of family, friends or supporters.

**ST. JOHN'S ACADEMY SHAWNIGAN LAKE (SJASL) PCEG
PROCEDURES FOR REVIEW OF CONCERNS REGARDING CONFLICT OF
INTEREST, PERCEIVED BIAS OR BREACHES OF THE CODE OF ETHICS**

1. Concerns regarding Conflict of Interest and Perceived Bias or the Code of Ethics will be referred to the Executive.
2. The Executive will comprise a Committee of: the Executive Officers (unless one of them is the individual in question, in which case another PCEG member may replace that officer), two (2) additional PCEG members, and the SJASL Head of School, to comprise a committee of seven (7) members to address any questions or concerns regarding Conflict of Interest and Perceived Bias or breach of ethics.
3. The Committee will review any concerns and make recommendations to the PCEG as to how the situation may be addressed.
4. The Committee will review any concerns that a perception of bias exists. If a perception of bias is determined to exist, this will be brought to the individual's attention, with a suggestion that the individual request a reassignment to another committee or position as appropriate.
5. The Committee will review any concerns that an individual has breached the Code of Ethics and make recommendations to the PCEG as to how the situation may be addressed.
6. If the matter is unresolved with the individual, the Committee will report to the PCEG with proposed options on how to reach resolution and identified next steps.