

# **Dr. D. W. PENNER SCHOOL**

## **Parent Advisory Council**

### **CONSTITUTION**

#### **1. NAME**

The name of this Organization shall be **The Dr. D. W. Penner School Parent Advisory Council** (the “*Council*”).

#### **2. PURPOSE**

The Purpose of the Council is to engage families to participate in a collaborative and supportive relationship with the School in order to foster an exceptional educational and social environment for students, families and school staff.

#### **3. OBJECTIVES**

- To welcome into membership all parents and guardians of Dr. Penner students.
- To work collaboratively with the school in supporting educational programs and initiatives undertaken by the teachers and administration.
- To bring parental and community ideas and issues related to the school to the attention of the teachers and administration.
- To bring teacher and administration ideas and issues related to the school to the attention of the parents.
- To initiate and coordinate fundraising projects in consultation with the administration to support funding projects/initiatives/activities of the school.
- To liaise with other school and community organizations, including the Louis Riel School Division, in matters affecting the education and growth of children.
- To provide a regular forum to discuss issues and have open discussions with respect to the School, educations, and community matters.
- To foster cooperation between families, teachers and the community to achieve the above goals.

#### **4. CODE OF CONDUCT**

- The Council will act in an ethical and honourable manner at all times. The Council will treat every person and every opinion with respect.
- The Council is not a forum for the discussion of matters pertaining to individual School personnel, students, parents or other individual Members of the School community.
- The Council is not a problem-solving process for individuals; problems should be addressed via the proper channel and as per the school divisional policies in place.

#### **5. MEMBERSHIP**

General Members:

- All parents and/or guardians of the students attending the School shall be considered as General Members in the Council.

- The Principal and Teachers shall be General Members of the Council.
- School Staff who are also parents or guardians of students in the School are eligible for General Membership in the Council.
- Morrow Avenue Childcare Dr. Penner Site supervisor (or designate) shall be a General Member of the Council
- All General Members are eligible to vote at all Monthly Meetings with the exceptions as indicated under Non-Voting Members.

#### Non Voting Members:

- The Chairperson shall be a Non-Voting Member of the Council except in the event of a tie vote, in which case the Chairperson shall cast the deciding vote.
- The Principal and Teachers shall be Non-Voting Members of the Council.
- The Morrow Avenue Childcare Dr. Penner Site Supervisor (or designate) shall be a non-voting member of the Council.

### **6. EXECUTIVE COMMITTEE**

The Executive Committee shall:

- be responsible for the day to day operations of the Council;
- meet separately in an Executive Meeting as required;
- oversee the operation of all other Committees of the Council; and
- report to the General Membership at the Monthly Meetings on all Executive activities and seek ratification for decisions and actions taken.
- Hold their executive committee position for a minimum two year term (with the exception of the Past Chairperson).

The Executive Committee shall consist of:

- Past Chairperson (when applicable);
- Chairperson;
- Vice Chairperson;
- Secretary; and
- Treasurer.

Following the end of an executive member's term (or dismissal if applicable) the vacant executive position may be assumed by any current elected executive committee member without an election. Should an executive member assume a new position, vacating their current position, then that position shall then be available for nominations at the next AGM. If two executive members express interest in moving into the same executive position, then voting will take place as per the usual process.

Descriptions and Duties of the Executive Committee Members are outlined in Appendix A. These Guidelines may be amended by the Executive Committee subject to approval of the Council at Monthly Meeting.

## **7. COMMITTEES**

Council may, from time to time, appoint Committees from the Membership for the purpose of facilitating the business of the Council. Committees are responsible to report to the Executive Committee and are required to have Co-Chairpersons whenever possible. One Member of the Executive Committee shall always be a part of each Chaired committee. When Committees are appointed by Council, Committee Members and its Co-Chairpersons shall be selected in accordance with the terms of reference for the Committee .

### **Chaired Committees**

- Chaired Committees shall be appointed at the September Monthly Meeting for those permanent or regularly recurring aspects of the business of the Council which require the attention of a Committee outside of the regular Monthly Meetings.
- Whenever possible, all chaired committees will have two Co-Chairpersons.
- Council may create or dissolve Chaired Committees as the need and occasion may from time to time arise.
- Chaired committees must maintain accurate records of all receipts, expenditures and receiving's and submit them to the Treasurer within two days of the event/activity occurring. If extraneous circumstances arise and the money cannot be submitted within two days, the Treasurer and Chairperson shall be notified and an alternate plan put in place.
- Membership in a Committee is open to all Members.
- Chaired Committees shall report on their activities at Monthly Meetings (when appropriate or requested) by the Executive Committee or General membership.
- The Terms of Reference of the Chaired Committees are included in Appendix B, and shall be kept current by the Executive Committee.

### **Adhoc Committees**

- Adhoc Committees shall be formed as necessary by the Executive Committee.
- Roles, duties, and responsibilities of Adhoc Committees shall be defined by the Executive Committee.
- Adhoc Committees will provide updates at the Monthly Council Meetings as requested by the Executive Committee or the General Membership.

## **8. MEETINGS**

### **Monthly Meetings**

- Monthly Meetings shall generally be held in all months from September to June. Specific Monthly Meeting dates will be determined for the upcoming school year at the June Monthly Meeting.
- The Notice of the Meeting and the Agenda for the Monthly Meeting shall be circulated and posted at least five days prior to the meeting.
- Monthly Meetings of the Council shall be held for the transaction of general business and the discussion of questions of interest.
- Meetings shall be conducted following the procedures outlined in Roberts Rules of Order.

- Quorum is the minimum number of voting members that must be present in order for voting to take place. If there is no quorum at the Meeting, then the Meeting becomes an “informational” one where discussions can be held but no motions, formal votes, allocations of funds or expenditures can be decided on. In determining Quorum, only those members of Council eligible to vote will be counted.
- Quorum will consist of at least five (5) General Members of the Council (i.e. the Executive Committee, excluding the Chairperson, plus two other individuals).
- At a Monthly Meeting where Quorum is not achieved, business may be discussed for inclusion in the Minutes, however no motions may be made and no votes taken.
- If two successive Monthly Meetings fail to achieve a Quorum, the Executive Committee may reduce the Quorum in the second Meeting to four (4).

### **Annual General Meeting**

- The Annual General Meeting of the Council shall be held during the May Monthly Meeting.
- In addition to the business of a regular Monthly Meeting, the Annual General Meeting shall include the election of officers to all available positions of the Council.
- At the Annual General Meeting, the Chairperson will present a report outlining the work of the Council over the year and the Treasurer will present the year end financial report.
- Quorum for the Annual General Meeting shall be that of any regular Monthly Meeting.
- If Quorum is not achieved for the Annual General Meeting, business may be discussed for inclusion in the Minutes, however no motions may be made and no votes taken. The election of officers shall be delayed until the June Monthly Meeting. At that Meeting, elections shall proceed and the results upheld regardless of whether Quorum is achieved or not.

### **Special Meetings**

- Special Meetings may be held to discuss or decide specific issues which require input from the Council sooner than the next available Monthly Meeting.
- Special Meetings may be called by the Executive Committee, or by a two thirds vote in favour at a duly convened Monthly Meeting.
- Notices of a Special Meeting and the Agenda of the Special Meeting shall be sent out to all General Members at least five (5) days prior to the Meeting.
- The business of the Special Meeting shall be indicated on the Notice. Other business may be discussed but no motions may be made or votes taken which pertain to any business not indicated on the Notice.
- Quorum for a Special Meeting shall be that of any regular Monthly Meeting.
- If Quorum is not achieved for a Special Meeting, business may be discussed for inclusion in the Minutes, however no motions may be made and no votes taken. In this situation, the business of the Special Meeting will be deferred to the next General Meeting of the Council.

### **Executive Meeting**

- Executive Committee Meetings shall be held monthly, and more frequently if requested by members of the Executive Committee.

- Quorum for the Executive Committee shall be three (3) when there is a person in the Past Chairperson position. If the Past Chairperson position is vacant, quorum for the Executive Committee shall be two (2). The Chairperson is included in quorum for Executive Committee meetings.

### **Committee Meetings**

- Committee Meetings shall be held as required at such hour and place as determined by the Committee Chair.

## **9. ELECTIONS OFFICER**

- The Elections Officer shall be appointed by the Executive Committee in March.
- The Elections Officer cannot be a Member of the Executive Committee.
- The Election Officer shall determine which executive committee positions are eligible for election (have fulfilled their two year minimum term) and contact those currently sitting Members of the Executive and determine their intent for the next school year.
- The Elections Officer shall preside and be responsible for the conduct of all Elections, including Elections at the Annual General Meeting and any Special Elections throughout the year. The Elections Officer shall conduct Elections and Votes in accordance with “Robert's Rules of Order”.
- The Elections Officer is eligible to Vote.
- The Elections Officer shall be responsible for the Ballots and the Ballot Box.
- Should the Elections Officer be absent when required, the Council shall appoint a temporary Elections Officers to fulfill the duties of the Office.
- The Elections Officer shall follow the procedure outlined in Appendix C when facilitating Council Elections.

## **10. FINANCES**

### **Fiscal Year**

- Fiscal Year for the Council and its Committees shall run from September 1 to August 31 of the following year.
- Council will carry forward a balance of \$1500 into the next fiscal year to allow a start-up budget for the incoming school year. In exceptional circumstances this amount can be reduced following a two-thirds vote majority at a General Council meeting.

### **Budgets**

- It is recommended that the incoming Executive Committee, in consultation with the previous/outgoing Executive Committee, prepare and propose a draft working budget at the June Monthly Meeting for the next school year for discussion. This budget will be finalized and approved at the September Monthly Meeting.
- If there are expenditures (i.e. Events) occurring in September, the General Council can vote and approve those specific budget items at the June General Council meeting.

### **Signing Officers**

- Signing Officers for the Council shall be the Chairperson, Vice Chairperson, Secretary and the Treasurer. Two signatures are required for any cheques and to make any changes to the bank account.

### **Accounting and Auditing Policies.**

- The Treasurer shall report at every Monthly Meeting, either in person or by written Report. The Membership shall vote to accept the Report.
- The banking records and receipts shall be kept in order. A formal audit may be performed by an outside Auditor if it is deemed necessary and voted on and approved by a two thirds vote in favour.

### **Executive Expenses**

- The Executive Committee may accrue monthly expenses up to \$50 without it being previously voted upon. A record of these expenses shall be maintained in the monthly Treasurer's report and reported on at the monthly meeting of Council.

### **Committee Recommended Expenditures**

- Where applicable, Chaired Committees will be notified of the budget for their specific event following the September General Council meeting. If the Chaired Committee anticipates or wishes to accrue costs higher than what was budgeted, it must be brought to the attention of the Executive Committee for a vote. If the Executive Committee approves the increase in budget, it must be discussed and voted upon at a General Council Monthly meeting.

### **Non-Budgetary Expenses**

- Motions to disburse Funds under \$250 may be raised from the floor at any Monthly Meeting, and shall be approved by a two-thirds vote in favour.
- Motions to disburse Funds over \$250 may be raised from the floor at any Monthly Meeting, and shall be voted upon at the following Monthly Meeting. Approval shall require a two-thirds vote in favour. Notice of Motion shall be communicated to all General Members prior to the next Monthly Meeting.
- When the motion to disburse funds over \$250 must be done prior to the following Monthly Meeting, the Executive Committee will call a Special Meeting (as outlined in Section 8).

## **11. RULES OF ORDER**

The proceedings at all Meetings shall be governed by the rules laid down in "Robert's Rules of Order", except as otherwise provided by the Constitution and By-Laws of the Council.

## **12. RESOLUTIONS AND AMENDMENTS**

Amendments to the Constitution, or the enactment or amendment of By-Laws may be made according to the following procedure:

- A written request to amend, including the wording of the proposed Amendment shall be introduced in a Monthly Meeting, and must be signed by the Executive Committee and not fewer than three General Members.

- Proposed amendments shall be communicated to all General Members prior to the following Monthly Meeting.
- At the following Monthly Meeting the proposed amendment shall be discussed and debated and eligible for a vote if a motion is so made.
- It shall require a two-thirds vote to adopt a proposed amendment.
- The Dr. Penner Parent Council Constitution is to be reviewed and updated three (3) years from the date of ratification by a committee made up of a minimum of two (2) Executive Committee members and two (2) members of General Council.

### **13. DISSOLUTION**

Should it be deemed necessary to dissolve the Council, the following procedure shall be followed:

- At a Monthly Meeting, a motion from the Floor must be made to Dissolve the Council. Upon a two-thirds vote in favour of Dissolving, the Executive Committee must begin the Dissolution Procedure at the next Monthly Meeting.
- The Dissolution Procedure shall require that written Notice of the Question to Dissolve be issued to all Members at the next Monthly Meeting. The Notice shall state the Intent to Dissolve, and the time, date and place for the vote on the Question. The Vote to Dissolve shall take place at the following Monthly Meeting. Notice must be given to the School, parents/guardians and community at least 15 days prior to the Vote.
- Dissolution will occur with a two-thirds vote in favour of Dissolving at a Monthly Meeting, and will take effect immediately upon the Adjournment of that Meeting.
- Upon Dissolution, any funds or other assets of the Council will be distributed to the School for use by the School and by a future Parent Advisory Council.

### **14. OTHER**

#### **Non Performance**

- An Elected Officer of the Council who fails to perform the duties of the office, whether through inability, negligence or other reason, may be given an official Notice of Non Performance by a two thirds vote of the Members present at a duly convened Monthly Meeting.
- Any member of the General Council who feels an Executive Committee member qualifies for Non Performance should bring their concerns to another member of the Executive Committee to attempt to address the issue. If the issue cannot be resolved in this way, it will be brought to the General Council for discussion and vote.

#### **Dismissal from Office**

- After an Elected Officer of the Council receives two official Notices of Non Performance, he/she shall be considered dismissed from Office. The Office shall become Vacant.
- A Member dismissed from Office shall not necessarily be dismissed from the Council.

**Resignation**

- An Elected Officer of the Council may submit a resignation, in writing, to the Council at any time.
- At the discretion of the Executive Committee, the requirement for a written statement of resignation may be waived.

**Vacancy**

- A Vacant Office shall be filled as described in the description of that Office included in the Appendices.

**Enactment**

- This Constitution shall become effective on January 9, 2018 and must be reviewed for updates in the 2020-2021 School Year (or before that time if deemed necessary).

## **APPENDIX A**

### **EXECUTIVE COMMITTEE MEMBERS DESCRIPTIONS AND DUTIES**

**PAST CHAIRPERSON (one year position)**

At the end of a Chairperson's term, the holder of the office of Chairperson shall assume the office of Past Chairperson, and shall hold this office for one year.

The Past Chairperson need not be a Parent or Guardian of a child attending the School during the term of office.

If the office of Past Chairperson becomes vacant for any reason before the expiry of the term of office, this position will remain vacant.

The Past Chairperson shall perform such duties as may from time to time be assigned by the Executive Committee. In the absence of the Vice Chairperson, the Past Chairperson shall assume all the powers and perform all the duties of the Vice Chairperson. If any Executive Committee positions become vacant during the school year, the Past Chairperson will assume all duties of that position until a new Executive committee member can be elected.

**CHAIRPERSON**

The Chairperson must be a Parent or Guardian of a child attending the School during the term of office and shall be elected by majority vote at the Annual General Meeting, and shall assume the office at the end of the school year.

If the office of Chairperson becomes vacant for any reason before the expiry of the term of office, the office shall be filled by the Vice Chairperson of the Council for the unexpired balance of the term.

The Chairperson shall chair at all Meetings of the Council and of the Executive Committee and shall provide leadership to the Council. The Chairperson shall set all meeting agendas (with the input of the Executive Committee) and chair all meetings of General Council. The Chairperson shall sign all instruments and documents which require the Chairperson's signature, shall represent the Council at Divisional and community functions, shall perform duties inherent to



the office, and shall assume other duties and powers as may from time to time arise and be assigned by the Council. The Chairperson will be an ex-officio member of all Chaired committees of the Council.

The Chairperson, when necessity arises, may temporarily assign some of the duties of the office to another Member of the Council. Such an assignment shall not diminish the Chairperson's powers or responsibilities. The assignment shall be usually made, but not limited to, the Vice Chairperson.

### **VICE CHAIRPERSON**

The Vice Chairperson shall be elected by majority vote at the Annual General Meeting, and shall assume the office at the end of the school year.

The Vice Chairperson must be a Parent or Guardian of a child attending the School during the term of office and must be able to meet the terms of eligibility for Chairperson for the term of office.

If the office of Vice Chairperson becomes vacant for any reason before the expiry of the term of office, the Council shall elect a new Vice Chairperson at the next Monthly Meeting

The Vice Chairperson will be an ex-officio member of all Chaired committees of the Council.

The Vice Chairperson shall perform such duties as may from time to time be assigned by the Council or the Executive Committee.

In the absence of the Chairperson, the Vice Chairperson shall assume all the powers and perform all the duties of the Chairperson.

### **SECRETARY**

The Secretary shall be elected by majority vote at the Annual General Meeting, and shall assume the office at the end of the school year.

The Secretary must be a Parent or Guardian of a child attending the School during the term of office.

If the office of Secretary becomes vacant for any reason before the expiry of the term of office, the Council shall elect a new Secretary at the next Monthly Meeting, who shall hold office for the unexpired balance of the term.

The Secretary shall conduct all correspondence of the Council, shall attend all Council and Executive Meetings, and shall keep accurate minutes of all proceedings. The Secretary shall send all notices and correspondence to Members in a timely fashion. These will include the Minutes of each Council Meeting and notices of Council meetings including the meeting agenda. The Secretary shall ensure childcare is arranged for each Monthly Council meeting for its membership. They shall perform such other duties as may from time to time be assigned by the Council.

### **TREASURER**

The Treasurer shall be elected by majority vote at the Annual General Meeting, and shall assume the office at the end of the school year.

The Treasurer must be a Parent or Guardian of a child attending the School during the term of office.

If the office of Treasurer becomes vacant for any reason before the expiry of the term of office, the Council shall elect a new Treasurer at the next Monthly Meeting, who shall hold office for the unexpired balance of the term.

The Treasurer shall maintain a bank account in the name of the Council and shall receive all payments to the Council, shall ensure that correct accounts are kept, shall furnish the accounts for audit when so required, and shall perform such other duties as may from time to time be assigned by the Council.

The Treasurer shall report at every Monthly Meeting, either in person or by written Report. The Membership shall vote to accept the Report.

## **APPENDIX B**

### **TERMS OF REFERENCE for CHAIRED COMMITTEES**

The descriptions and duties of current Chaired Committees are described herein and may be updated by the Executive Committee and the Council-as described in Section 7.

**Fundraising -** Must comply with rules/regulations of and as directed by the Province of Manitoba.

**Fun Lunch -** Planning and organizing the Fun Lunch program.

**Halloween Dance** Social event held in October for all Dr. Penner families and staff

**Thanksgiving Lunch** Held in co-operation with the school staff and students to celebrate Thanksgiving

**Family Movie Nights** Family Movie nights held throughout the school year

**School Staff Appreciation Week** Acts of recognition for all school staff in February during Teacher Appreciation Week (as declared by the Provincial Minister of Education).

**End of School Year Social Event** Social event held near the end of the school year to celebrate the school's success over the year and to welcome new families who will be attending kindergarten in September.

## **APPENDIX C**

- The Elections Officer shall give thirty days (30) notice to the Council of upcoming Executive Committee elections (applies to annual elections held in May or due to any vacancies in an Executive Committee position).
- The Elections Officer shall collect all nomination forms for those indicating interest in running in the Election to determine their eligibility and publish the names of the nominees as well as a brief introduction of each nominee (written by the nominee) five (5) days prior to the Election taking place.
- Prior to the Election taking place in the General Council meeting, the Elections Officer will allow each nominee an opportunity to introduce themselves.
- If there is only one nominee for an Executive Committee position the nominee will be asked to leave the room and voting will be done by show of hands:
  - For (Executive Committee position), \_\_\_\_\_ has been nominated and has accepted the nomination.
  - All in favor of \_\_\_\_\_ assuming the role \_\_\_\_\_ for next year?  
All opposed?
  - \_\_\_\_\_ is (or is not) elected into the position of \_\_\_\_\_
- If there is more than one nominee for an Executive Committee position, the nominees will be asked to leave the room and voting will be done by secret ballot.
 

For (Executive Committee Position) , \_\_\_\_\_ and \_\_\_\_\_ have been nominated and have accepted the nomination.

  - The nominees will be given a ballot to vote and then will leave the room as the voting (by secret ballot) takes place.
  - The Elections Officer will ensure that each voting member of Council gets one ballot (Chairperson, school staff, daycare staff, and guests are not eligible to vote).
  - Once all of the ballots have been collected, the Elections Officer and Principal (or teacher designate) will count the ballots
  - The Elections Officer will return to the meeting and invite the nominees back into the room and will announce the successful nominee.
  - All ballots will be destroyed.
- In the event there is a tie after counting the ballots, the Council Chairperson shall cast the deciding vote.