

**ÉJR Parent Association**  
**Constitution & Bylaws**  
**Adopted at AGM October 2024**  
**Amended May 2025**

# École Julie-Riel Parent Association

## Constitution and Bylaws

*The École Julie-Riel Parent Association operates on the traditional lands of the Anishinaabeg, Ininewak and Dakota peoples, and on the homeland of the Red River Metis. We respect the Treaties that were made on this land and acknowledge the harms and mistakes of the past and present.*

### **1. Name:**

The official name of the association shall be the École Julie-Riel Parent Association.

The mailing address for all École Julie-Riel Parent Association related business shall be the school located at:

École Julie-Riel  
316 Ashworth Street  
Winnipeg, MB  
R2N 2L7

### **2. Mission Statement:**

- The École Julie-Riel Parent Association will work in cooperation with parents, guardians, school staff, students and community members to encourage healthy connections between all parties and strive to enhance learning experiences of all students at École Julie-Riel.

### **3. Purposes:**

- To advance education through the provision of teaching aids and equipment and by sponsoring educational programs at École Julie-Riel.
- To advance education by providing publicly available scholarships, bursaries, and other forms of financial assistance to École Julie-Riel graduates attending Collège Jeanne-Sauvé.
- To undertake activities ancillary and incidental to the attainment of the above charitable purposes.

#### **4. Code of Conduct:**

The École Julie-Riel Parent Association will:

- act in an ethical and honourable manner.
- perform duties with honesty and integrity.
- communicate clearly and constructively with transparency.
- ensure that problems are addressed via the proper channels and as per school divisional policies.
- encourage a positive environment in which diverse perspectives are both respected and valued.

#### **5. Interpretations and Definitions:**

- **ÉJR** means École Julie-Riel.
- **Executive** means President, Vice-President, Secretary and Treasurer.
- **AGM** means Annual General Meeting.

#### **6. Membership:**

- **General Members:** A parent or guardian of a child attending École Julie-Riel shall be considered a general member of the Association. School staff who are also a parent or guardian of a child attending École Julie-Riel are considered a general member of the Association.
- **Community Member:** A community member is a person who lives, works, or owns property in the catchment area of École Julie-Riel and is not a parent of a child attending the school.
- **Voting Member:** A voting member is a general member or community member who can vote when in attendance at an École Julie-Riel Parent Association Meeting.
- **Non-Voting Member:** École Julie-Riel staff shall be considered a non-voting member of the Association unless the staff member has a child attending École Julie-Riel.
- **Executive Member:** An executive member is nominated and elected in September or at the first Annual General Meeting (AGM) in October. An Executive member must have a child attending École Julie-Riel.

## **7. Executive Members Responsibilities:**

### **The President:**

- will convene and preside at all meetings.
- will act as a spokesperson for the École Julie-Riel Parent Association.
- will prepare and provide an agenda for all meetings.
- will put forward a motion at each meeting to approve minutes from previous meeting.
- will share information sent to École Julie-Riel Parent Association and distribute information to the members upon request.
- is one of the signing officers for financials.
- is authorized to deposit all funds, cash and cheques collected on behalf of the École Julie-Riel Parent Association into the École Julie-Riel Parent Association Assiniboine Credit Union chequing account. Each fundraising event will be deposited separately for tracking purposes and receipts of these deposits will be kept with the École Julie-Riel Parent Association deposit book.
- will prepare a projected annual budget outlining the basic annual expenditures and present it at the École Julie-Riel Parent Association Annual General Meeting in October.
- shall ensure that the Charitable Tax Return is filed to Canada Revenue Agency by December of each year.

### **The Vice-President:**

- will assume the responsibilities of the President if the President is absent.
- will maintain the École Julie-Riel Parent Association calendar of events and activities.

### **The Treasurer:**

- will assume the duties of the President in the absence of the President and the Vice-President.
- will ensure detailed recording sheets of all funds raised, invoices, receipts, bills and expenditures are kept in the École Julie-Riel Parent Association financial binder ensuring all expenditures are authorized by motion or through approved budget.
- will display a detailed copy of the most recent monthly financial statement from the Assiniboine Credit Union at each monthly meeting showing and providing a description for each deposit and withdrawal.

- will share a financial report at each monthly meeting showing up-to-date financial activity for the fiscal year. The membership shall vote at each monthly meeting to accept the financial report. The Treasurer will then provide school administration with a copy of approved report.
- will be one of the signing officers for financials.
- shall file the Charitable Tax Return to CRA by December of each year.
- is authorized to deposit all funds, cash and cheques collected on behalf of the École Julie-Riel Parent Association into the École Julie-Riel Parent Association Assiniboine Credit Union chequing account. Each fundraising event will be deposited separately for tracking purposes and receipts of these deposits will be kept with the École Julie-Riel Parent Association deposit book.
- shall ensure that all financial documents including monthly financial bank statements and a copy of the yearly charitable tax returns are kept in the École Julie-Riel Parent Association financial binder for auditing purposes. A formal audit may be performed by an outside auditor if deemed necessary by a motion of two-thirds of members in attendance at a monthly meeting. An audit can also be requested by ÉJR administration or the Louis Riel School Division.
- shall present a Statement of Financial Activities for the previous year at the AGM. A copy of this document will be put into the ÉJR Parent Association financial binder.

**The Secretary:**

- will assume the responsibilities for recording all minutes of regular scheduled ÉJR Parent Association meetings.
- will record attendance at all meetings.
- will ensure that within ten days of the monthly meeting that meeting minutes are posted in the ÉJR Parent Association section on the École Julie-Riel website.
- will make a current copy of the Constitution and Bylaws available in the Parent Association section on the École Julie-Riel website.

**8. Sub-Committees:**

- The Executive shall appoint sub-committees and their leads to support the mission and purposes of the École Julie-Riel Parent Association.
- Sub-Committees may consist of general members or community members.
- Sub-Committee member leads will be responsible for sharing and updating the Executive at every École Julie-Riel Parent Association meeting through a written or verbal report.

- Sub-Committee leads shall have a copy of the Constitution and Bylaws for reference and adherence.

#### **9. Elections:**

- The Executive (President, Vice-President, Secretary and Treasurer) will be elected at a nomination's meeting held annually in September.

#### **10. Terms of Office:**

- Terms of office are from Annual General Meeting to Annual General Meeting of the following year.
- No person shall hold more than one elected position at any one time.
- Any elected ÉJR Parent Association Executive member may serve on the executive for a limit of three (3) consecutive terms in any one executive position.
- In the event that an executive position remains vacant due to lack of nominated members, past executive members who have reached their limit of consecutive terms may be considered for the position if they are willing to continue.

#### **11. Meetings:**

- The ÉJR Parent Association shall meet a minimum of eight (8) times per year monthly from September through to June. On occasion, meetings may need to take place virtually.
- The AGM will be held in October. At this meeting, the ÉJR Parent Association will share their vision and proposed budget for the upcoming school year.
- An Executive meeting may be held outside of a regular ÉJR Parent Association monthly meeting if deemed necessary. The purpose of such meeting would be to discuss business between general meetings. The meetings must include at a minimum, two executive members and a member of ÉJR administration.

#### **12. Voting:**

- Two Executive members must be in attendance to put forth a motion for vote.
- To pass a motion, two executive members plus three voting members must be in attendance and must vote in favour of the motion.

### **13. Constitution and Constitutional Amendments:**

- Each school year, no later than October 31st, the ÉJR Parent Association must supply a copy of their current Constitution and Bylaws to the ÉJR school administration.
- The Constitution and Bylaws may be amended from time to time at an Annual General Meeting or throughout the year at a monthly meeting.
- Amendments to the Constitution and Bylaws of the ÉJR Parent Association may be made at any AGM or monthly meeting with both:
  1. written notice of proposed amendment given to members of the Executive fourteen (14) days prior to presentation at a monthly meeting and
  2. two executive members plus three voting members in attendance voting in favour to pass the proposed amendment.

### **14. Vacancy:**

In the event of a vacancy on École Julie-Riel Parent Association, the Executive shall:

- accept nominations at any monthly meeting for any open position.

### **15. Fundraising:**

- ÉJR Parent Association can fundraise for school-based projects, activities and events.
- A member of the Executive shall appoint two members to jointly count fundraising money at the school.
- The amount fundraised and counted must be recorded on the ÉJR Parent Association Accounting Sheet that will remain at the school in the ÉJR Parent Association Financial Binder.
- A financial recording sheet must be signed by the two appointed members who completed the count. This financial recording sheet shall remain at the school in the ÉJR Parent Association Financial binder for community member access.
- The money shall then be secured in the ÉJR school office until an authorized member can deposit the counted money into the ÉJR Parent Association Assiniboine Credit Union chequing account.

### **16. Finances:**

- The fiscal year shall begin September 1st and end August 31st.
- The Charitable Tax Return shall be filed to CRA by December of each year.

- All cheques written will require two signing officer signatures with one of the two signing officers always being the school principal.
- All ÉJR Parent Association Assiniboine Credit Union Business cheques shall remain at the school in a locked filing cabinet.
- All funds raised will be deposited into the École Julie-Riel Parent Association chequing account at the Assiniboine Credit Union.
- All funds raised by the ÉJR Parent Association will support ÉJR's school goals and initiatives.
- Non-Profit Clause - The ÉJR Parent Association shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.
- With approval from ÉJR administration, ÉJR Parent Association can seek grants to support the school that may be available from government, charitable foundations and similar sources.
- A detailed recording sheet of all funds counted by the ÉJR Parent Association will be kept at the school in the ÉJR Parent Association financial binder for community member access.
- The principal of the school is a signing officer for all financials and will have direct access to all ÉJR Parent Association banking and financial information.
- All financial documents for each fiscal year including monthly bank statements, statement of activities and a copy of the yearly charitable tax return shall be filed by fiscal year and kept in binders at the school and in a digital file with the EJR Parent Association treasurer and president.

**17. Non-Performance:**

- An elected officer of the ÉJR Parent Association who fails to perform the duties of the office or misses two (2) consecutive meetings without providing notification or reason may be given an official notice of non-performance by a vote of two executive members plus three additional voting members in attendance at a monthly meeting.
- Any member of the ÉJR Parent Association who feels an Executive member qualifies for non-performance should bring their concerns directly to that member to attempt to address the issue. If the issue cannot be resolved in that way, it will be brought to the Executive as a whole to attempt to address the issue. If the issue can still not be resolved, it will be brought forward for discussion at an ÉJR Parent Association monthly meeting.

**18. Dismissal:**

- After an elected member of the ÉJR Parent Association receives an official notice of non-performance, the member shall be considered dismissed from office. The position shall become vacant.
- A member dismissed for non-performance shall not be considered for a future position on the ÉJR Parent Association or as part of a sub-committee.

**19. Resignation:**

- An elected member of the ÉJR Parent Association Executive or Sub-Committee lead may submit a resignation, in writing, to the ÉJR Parent Association Executive at anytime.
- At the discretion of the Executive as a whole, the requirement for a written statement of resignation may be waived.


**20. Dissolution:**

- The Minister of Education may dissolve the ÉJR Parent Association if the minister is of the opinion, after ensuring that a review has been conducted, that the ÉJR Parent Association is not functioning in accordance with Regulation 54 /96 of the Education Administration Act, or in the best interests of the school.  
<https://web2.gov.mb.ca/laws/statutes/ccsm/e010.php>
- Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charities registered under the Income Tax Act (Canada).

**21. Constitution and Bylaws:**

- The above approved Constitution and By-laws will be signed by the Executive and posted in the École Julie-Riel Parent Association section on the École Julie-Riel website.

The above Constitution and Bylaws was first adopted on October 22nd, 2024 and was amended on May 1st, 2025 by École Julie-Riel Parent Association in the Province of Manitoba.

  
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President – Katie Sereda

  
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Vice-President – Ron Horch

  
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Secretary – Britta Krahn

  
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Treasurer – Kendra Floyd