

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 provide a forum and a vehicle to better the educational and social environment for the students of Dr. D. W. Penner School (the "*School*").

3. OBJECTIVES

- To promote achievement and excellence in academic and all other School activities.
- To foster a safe learning, working, and playing environment.
- To give parents an understanding of the School and its' work, and to assist in interpreting the School in all its' aspects to the community.
- To provide a regular forum to discuss issues and have open discussions with respect to School, educational (i.e. School plan) and community matters.
- To advise on and initiate school-supportive adult activities in the School and community.
- To review School policies and/or proposals as may from time to time be presented for consideration by the school division, and to respond accordingly.
- To foster cooperation between parents, teachers and the community to achieve the above goals.
- To promote the conservation of resources and respect for the environment.

4. CODE OF CONDUCT

- The Council will act in an ethical and honourable manner at all times. The Council will endeavour to treat every person and every opinion with respect.
- The Council is not a forum for the discussion of 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 a Teachers Representative 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.

- 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 Representative shall be Non Voting Members 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.

The Executive Committee shall consist of:

- Past Chairperson;
- Chairperson;
- Vice Chairperson;
- Secretary; and
- Treasurer.

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 a duly convened 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. One Member of the Executive shall be a part of that committee when deemed necessary. When Committees are appointed by Council, Committee Members and its Chair shall be selected in accordance with the terms of reference for the Committee.

Chaired Committees

- Chaired Committees shall be appointed at the May AGM for those permanent or regularly recurring aspects of the business of the Council which require the attention of a Committee and a Chair outside of the regular Monthly Meetings.
- Council may create or dissolve Chaired Committees as the need and occasion may from time to time arise.
- Membership in a Committee is open to all Members.
- Unless waived by Council, the Chair of a Chaired Committee shall be a General Member of the Council.

- Chaired Committees shall report on their activities at all Monthly Meetings for ratification by the General Membership. Where no report is warranted, Chaired Committees shall nevertheless have a representative available for questions at all Monthly Meetings.
- 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 or a Chaired Committee.
- Roles, duties, and responsibilities of Adhoc Committees shall be defined by their enacting Committee.
- Adhoc Committees shall report directly to their enacting Committee. They shall not report at Monthly Meetings unless required by their enacting Committee.
- Adhoc Committees cannot form other Adhoc Committees. If a second such Committee is deemed necessary, the formation of such a Committee must be discussed with, approved by, and initiated by the original enacting Committee.

8. MEETINGS

Monthly Meetings

- Monthly Meetings shall generally be held in all months from September to June (with the exception of December). Specific Monthly Meeting dates will be determined for the upcoming school year at the June Monthly Meeting.
- Monthly Meetings of the Council shall be held for the transaction of general business and the discussion of questions of interest.
- 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. Ex officio members (such as a principal, teacher or trustee representative) are not counted in quorum, unless they are permitted voting rights.
- Quorum for Monthly Meetings during any school year shall be determined by the Council at the September Monthly Meeting of that year. This number will be published in the September Monthly Minutes. As a guideline, quorum should consist of at least five (5) General Members (i.e. the Executive Committee 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 the number of Members less one attending that Meeting.

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.

- 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, or by a two thirds vote in favour at a duly convened Monthly Meeting.
- Notices of a Special Meeting shall be sent out by the Secretary to all General Members 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.

Executive Meeting

- Executive Meetings shall be held at the discretion of the Executive Committee.
- In addition to any other business, the Executive Committee shall set the Agenda for the following Monthly Meeting.
- Quorum for the Executive Committee shall be three.

Committee Meetings

- Committee Meetings shall be held as required at such hour and place as determined by the Committee Chair.
- Quorum for Committee Meetings shall 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 Officers shall contact all currently sitting Members of the Executive and determine their intent for the next school year. They then shall publish to all General Members the list of the positions that are open for the next school year.
- The Elections Officer shall seek nominations for all Executive positions.
- 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 also preside and be responsible for the conduct of all Votes of Consequence (Constitutional, By - Laws, Dissolution, secret ballots, etc.). 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.

10. FINANCES

Fiscal Year

- Fiscal Year for the Council and its Committees shall run from September 1 to August 31 of the following year.

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. This budget will be finalized and approved at the September Monthly Meeting.
- The Council shall be informed of any changes or updates to these work programs at the earliest Monthly Meeting following any such changes.

Signing Officers

- Signing Officers for the Council shall be the Chairperson, Vice Chairperson, Secretary and the Treasurer. Two signatures are required for any cheques, authorizations, contract signings, etc.

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 ratification. A record of these expenses shall be maintained in the monthly Treasurer's report.

Committee Recommended Expenditures

- Motions to disburse funds to cover expenditures recommended to the Council by a duly formed Committee may be raised from the floor at any duly convened Monthly Meeting, and shall be approved by a majority vote.

Non-Budgetary Expenses

- Motions to disburse Funds under \$250 may be raised from the floor at any duly convened 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 duly convened 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.

- Exception:

Motions to disburse Funds over \$250 may be raised from the floor for an immediate Vote. If the immediate vote in favour by a two thirds majority, then the motion will be passed to the Executive Committee for their immediate approval. The Executive Committee must also vote in favour with a two thirds majority for immediate disbursement. If the Executive Committee denies the motion, then it shall go to a vote at the following Monthly Meeting as described above.

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.

13. DISSOLUTION

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

- At a duly convened 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 duly convened 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 or its Committees 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.

Dismissal from Office

- An Elected Officer of the Council or its Committees who receives two official Notices of Non Performance shall be 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. A two-thirds majority vote of Council is required to accept a resignation.
- 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 April 8th, 2014

APPENDIX A

EXECUTIVE COMMITTEE MEMBERS DESCRIPTIONS AND DUTIES

PAST CHAIRPERSON

At the end of the school year, the holder of the office of Chairperson shall assume the office of Past Chairperson, and shall hold this office until the end of the following school 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, the office shall be filled by another Past Chairperson of the General Membership for the balance of the term, elected at the first available Monthly Meeting after the vacancy.

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.

CHAIRPERSON

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

The Chairperson 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. The Chairperson shall sign all instruments and documents which require the Chairperson's signature, shall represent the Council at all functions and meetings which require official representation, 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, 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 shall hold office until the end of the following school year.

The Vice Chairperson must be a Parent or Guardian of a child attending the School during the term of office. The Vice Chairperson 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 shall perform all communication duties. These will include, but are not limited to, newsletter articles, notices to parents, public relations and community announcements.

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 a correct record of all proceedings. The Secretary shall send all notices and correspondence to Members in a timely fashion. These will include the Minutes of the previous Meeting and the upcoming agenda. 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 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.

Social - Social Events involving School and Community.

Hot Lunch - Planning and organizing the hot lunch program.

Special Events - This committee will be struck on an ad hoc basis. Some of their activities may include, but are not limited to:

- Thanksgiving Luncheon
- Staff Appreciation Week
- Welfare and Benefits (i.e. Staff Recognition, Thank yous, Retirement, Baby Congratulations, Sympathy, Farewell, etc.)