

## **WINDSOR PARK COLLEGIATE PARENT ASSOCIATION CONSTITUTION**

### 1) NAME

- a) The name of the Association is the Windsor Park Collegiate Parent Association (hereafter referred to as the Association).

### 2) PURPOSE

- a) The Association operates as a non-profit organization to support student success in our school and community.
- b) The Association provides an opportunity to share with Administration the views and concerns parents may express related to general matters affecting students attending Windsor Park Collegiate.
- c) The Association provides a forum for discussion of school policy, programs, extra-curricular activities, facilities, and finances.
- d) The Association provides another venue through which parents are informed of school policies and activities.
- e) The Association serves to communicate information related to educational events and resources to the parent members.
- f) The Association reviews and responds to policy proposals as may from time to time be presented for consideration by the Division's Board of Trustees, by the Minister of Education, by the Manitoba Association of Parent Councils, or other agencies involved in the administration of education services to our students.
- g) The Association establishes and maintains effective communication amongst interested parents, individuals within the community, and educational authorities responsible for the provision of education programs in the Louis Riel School Division.
- h) The Association facilitates effective communication between the community, the students, the staff, and the administration of the school on matters of common interest.
- i) The Association participates as a member of the Manitoba Association of Parent Councils (MAPC).

### 3) POLICIES

- a) The Association's activities shall be carried out without purpose of gain for its members. Any profits or other monies received by the Association shall be used in promoting its objectives.
- b) Membership and activities of the Association shall be free of partisan, sectarian, racial, and gender bias.
- c) The name of the Association or the names of its members, in their official capacity, shall not be used to endorse any commercial advertising or gifts involving the commercial obligations.
- d) The Association may cooperate with other community groups on programs of common interest or concern. The Association shall, at all times, retain its own identity and be bound only by the commitments it specifically endorses.

- e) The Association shall not endorse or lend its name to any publications that contradict any or all of the Association's objectives.
- f) The Association shall adhere to all policies of the Louis Riel School Division, as applicable.
- g) The Association shall work in cooperation with the school administration, the Louis Riel School Division, the Student Council, as required in order to meet its objectives.
  - i) The school principal or staff representative shall serve as a liaison between the Association, the school, and the staff. This representative does not have voting rights.
  - ii) The Student Council shall provide a representative to serve as a liaison between the Association and the student body. This representative does not have voting rights.

#### 4) BUSINESS OF THE ASSOCIATION

- a) Administration of the Association
  - i) The Association may do all acts necessary to accomplish any matter authorized by the Association during any meeting, authorized by the Constitution, or required by statute. In particular, the Association shall have the power to:
    - (1) elect the Officers of the Association
    - (2) authorize expenditures on behalf of the Association
  - ii) The Association may develop operational policies, and may make changes to operational policies as necessary.
- b) Dissolution
  - i) In the event of wind-up or dissolution of the Association, and following payment of all outstanding debts, the Association shall transfer all of its property and assets to the Windsor Park Collegiate Student Council through the principal of Windsor Park Collegiate.
  - ii) Dissolution of the Association must be communicated in writing to all elected Association members and parents of students at Windsor Park Collegiate.

#### 5) MEMBERSHIP

- a) A minimum of 75% of Association voting members must be parents whose children attend the school. "Parent" includes the guardian, the person legally entitled to custody, or the person who usually has care and control of the student.
  - i) Community members in the catchment area with a vested interest in the education of our students may constitute the remaining 25% of members. They shall serve in an advisory capacity and are not eligible to run for elected positions or vote at any meeting.
- b) Executive Committee
  - i) The Association shall be governed by an Executive Committee elected at the Annual General Meeting. The Executive Committee shall consist of an elected President, Vice-President, Secretary, and Treasurer. With the exception of the Treasurer, each of the above Executive positions may be

filled by two individuals working together as co-chairs. Only one member of a family unit (mother, father, guardian) may serve on the Executive Committee annually.

- ii) The Executive Committee shall serve until the completion of the next annual meeting.
  - iii) No elected officer may hold the same executive position for more than two (2) consecutive years.
  - iv) All members of the Executive Committee with the exception of the President have the right to vote at all meetings of the Association.
  - v) The unexplained absence of any Executive member from three (3) consecutive meetings may constitute a vacancy subject to vote by the Executive. Vacancies occurring on the Executive, for any reason, shall be filled by appointment from the Members-at-Large.
- c) Member-at-Large
- i) Parents of students attending Windsor Park Collegiate (including those enrolled at ATC and Winnipeg Tech) may become a Member-at-Large by either allowing their name to stand as a candidate at the Annual General Meeting, or by attending three consecutive monthly meetings and declaring their interest. In either case the candidate will be acclaimed by motion at the applicable meeting. There is no limit to the number of Members-at-Large who may be elected.
  - ii) Elected Members-at-Large can attend any meetings of the Association and have the right to vote at all meetings of the Association.
  - iii) The Members-at-Large shall serve until the completion of the next Annual General Meeting.
  - iv) A Member-at-Large present at the Annual General Meeting may continue to serve in that role if they make a declaration to that effect and continue to have a child attending Windsor Park Collegiate. A Member-at-Large may send a notice of intent to remain as such ahead of time if they are unable to attend the AGM.
- d) An Executive Member or a Member-at-Large shall cease to be a member by delivering a written resignation to the Executive
- e) Parent Members
- i) All parents of students attending Windsor Park Collegiate are welcome to attend all Association meetings and participate in discussions.
  - ii) Parent Members shall be eligible to vote at the Annual General Meeting of the Association or any special meeting called to deal with a single issue of importance to the general parent body.
- f) Ad Hoc Committees
- i) Ad Hoc committees may be established by the Executive Committee as required.
  - ii) Ad Hoc committee members may include elected Association members, parents of students attending the school, or community representatives.

- iii) Each Ad Hoc committee shall report to the Association at regular meetings of the Association.
- 6) DUTIES OF EXECUTIVE COMMITTEE MEMBERS
- a) The President shall:
    - i) Preside at meetings of the Executive and Association
    - ii) Be the spokesperson for the Association, and represent the Association at all functions and through the school newsletter
    - iii) Oversee the operations of Ad Hoc committees
    - iv) Oversee the election process
    - v) Exercise signing authority as designated
    - vi) Receive and maintain relevant Association correspondence
    - vii) Endeavor to liaise with the Manitoba Association of Parent Councils
    - viii) Create and distribute the Annual Report
    - ix) Have the authority to delegate Presidential duties stated herein if/when necessary
  - b) The Vice-President shall:
    - i) Assist the President in performing Association duties
    - ii) Be vested with all powers and perform all the duties of the President in his/her absence, or as a result of his/her inability or refusal to act as President
    - iii) Exercise signing authority as designated
  - c) The Secretary shall:
    - i) Record and publish proceedings of all meetings
    - ii) Maintain a hardcopy record of all minutes to be filed and maintained for as long as the Association is in existence.
    - iii) Maintain an up-to-date membership list
    - iv) Maintain an accurate copy of the Constitution and all procedural documents
    - v) Provide a copy of the Constitution to prospective members.
  - d) The Treasurer shall:
    - i) Receive, collect, and deposit in a financial institution approved by the Association, all funds collected and due to the Association
    - ii) By way of cheque, be responsible for all payables of the Association.
    - iii) Exercise signing authority as designated. All cheques require the signatures of two (2) Executive members.
    - iv) Maintain complete and accurate accounting records and ensure such records are reviewed by an unbiased person on an annual basis.
    - v) Present the Association with a current financial report at each meeting of the Association
    - vi) Compile, present, and submit an annual financial statement at the Annual General Meeting.
    - vii) Maintain accurate financial records for a minimum of seven (7) years.

## 7) MEETINGS

### a) Annual General Meeting

- i) The Annual General Meeting of the Association shall be held annually in place of the regular meeting in October. All parents of students and elected members of the Association shall be notified of the annual meeting at least seven (7) days in advance of the meeting. At the AGM, the annual report of the Association and the financial statement shall be presented, the election of Executive and Members-at-Large shall be conducted, and any other business as necessary shall be conducted.

### b) Monthly Meetings

- i) The Windsor Park Collegiate Parent Association shall meet monthly during the school year, unless the majority of members vote to make an exception.
- ii) Notice of meeting shall be agreed upon at the end of the previous meeting and recorded in the meeting minutes. An agenda shall be sent to each member not less than seven (7) days prior to the meeting. Additional notices of each meeting may also be posted on the school's bulletin boards, website, and newsletters.
- iii) All monthly meetings of the Association shall be open to the parents of the school, but only the Executive committee and Members-at-Large may vote on motions raised.

### c) Special Meetings

- i) A special meeting of the Association may be called by the Executive committee or at the request of a minimum of five (5) Association members. Such a meeting is to be requested in advance and with a specific and limited agenda.

### d) "Roberts Rules of Order" shall be used to guide the conduct at meetings ([http://gsa.uusa.vt.edu/roberts\\_rules/Roberts\\_Rules.html](http://gsa.uusa.vt.edu/roberts_rules/Roberts_Rules.html)).

### e) Quorum

- i) For any monthly, annual, or special meeting of the Association, a quorum shall consist of fifty percent (50%) of the total of the Executive and Members-at-Large.
- ii) The President shall determine if quorum exists at the beginning of each meeting.

### f) Voting

- i) Every motion shall be decided by a majority of the votes of the voting members present.
- ii) Every motion shall be decided by a show of hands unless a poll is demanded by any member. A declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes shall be sufficient evidence unless a poll has been demanded. A poll would result in a recording of votes for and against the motion, and those that abstained.
- iii) The President shall have no voting authority during initial voting on all matters. In the case of a tie vote, the President shall provide the tie-breaking vote.
- iv) The President may postpone a vote for one meeting to allow additional participation or information to be collected.

- v) If the President/ Vice-President determine, at his/their discretion, that a matter must be voted upon between meetings, and determine that a special meeting is not feasible, a digital or electronic vote upon the matter shall be taken. All members who have provided a digital/electronic address or phone number to the Association must be sent the question to be voted upon and a reasonable time period for responses must be given. Any member who does not respond within the given time period shall be deemed to have abstained. Quorum is required. The results of the vote shall be communicated to all members, and shall be entered into the minutes of the next Association meeting.
- 8) NOMINATIONS
- a) The Executive Committee shall name a three (3) person nominating committee and identify a Chair.
  - b) The Nominating Committee will be responsible to nominate at least four (4) of the Executive, Members-at-Large, or general parent body who are willing to serve as Executive Committee members.
  - c) Voting for the Executive and Members-at-Large positions is conducted at the Annual General Meeting by the Chair of the Nominations Committee.
  - d) Additional nominations will be accepted from the floor at the Annual General Meeting. All nominees from the floor must be present to accept the nomination or have provided written consent in advance.
  - e) Elections will be decided by a simple majority of those eligible to vote at the Annual General Meeting. Voting will be conducted by ballot. The names of the successful candidates will be recorded in the minutes of the Annual General Meeting.
  - f) Individuals wishing to stand as Members-at-Large must be in attendance at the Annual General Meeting or have submitted their written intentions to the Association prior to the Annual General Meeting.
- 9) AMENDMENTS TO THE CONSTITUTION
- a) The Constitution may be amended at any time as proposed by the Executive Committee to the general membership, to be voted on at the following Annual General Meeting or a special meeting called for that purpose. All proposed amendments to the Constitution must accompany the notice of meeting to the parent body at least two (2) weeks prior to the meeting.
  - b) Parents wishing to propose amendments to the Constitution must submit such amendments in writing to the President at least two (2) weeks prior to the Annual General Meeting or the special meeting (as the case may be) including explanations of the proposed amendments.
  - c) Amendments require a 2/3 majority vote to be approved.
  - d) A copy of the revised Constitution shall be provided to all elected members, and be made available to all parents through normal communication channels.

This Constitution was amended, approved and adopted on  
the 11<sup>th</sup> day of February, 2014  
and  
replaces the Constitution of September 19<sup>th</sup>, 2011.