

## **Constitution**

### **Section 1 Name of Organization**

The name of the organization shall be the **Kleefeld School Parent Advisory Council**.

### **Section 2 Purpose of Organization**

The purpose of the organization shall be to promote and support families and liaison with the administration and contribute to the community of Kleefeld school.

### **Section 3 Objectives of the Organization**

The objectives of the organization will be:

3.1 To enhance communication between:

- I) the parents and the school administration,
- II) the parents and the school staff,
- III) the parents and the school student body,
- IV) the parents and the school division,
- V) the parents and the community.

3.2 To provide for a formal means of consultation and recommendation for:

- I) budgetary matters,
- II) curriculum offerings,
- III) new instructional programs,
- IV) facilities and equipment,
- V) learning resources,
- VI) school policies and activities,
- VII) fundraising,
- VIII) development of the annual School Plan.

3.3 To contribute to the effectiveness of the school by promoting the positive involvement of parents, children and other community members.

3.4 To organize and provide additional resources to the school through approved fundraising activities.

## **Bylaws**

### **Section 4 Membership**

All parents and primary guardians of students enrolled at Kleefeld School shall be voting members of the group, except for the Annual General Meeting in which only those who have attended a minimum of three Parent Advisory Council meetings in the past year may be eligible to vote for executive positions.

Administration and staff (teaching and non-teaching) of Kleefeld School shall be non-voting members of the group.

Members of the school community who are not parents of students currently in the school may also be non-voting members of the group.

## **Section 5 Meetings**

### **Meetings shall be held as follows:**

#### **5.1 Meeting Parameters**

- A) There shall be an Annual General Meeting held by the fifteenth (15<sup>th</sup>) of October each year. The purpose of this meeting will be to review the past years goals and set goals for the upcoming school year. Elections will also be held at this time.
- B) The number of general meetings will be set by the newly elected Executive. A minimum of five (5) meetings (including the Annual General Meeting) shall be held during one school year.
- C) Meeting will be conducted efficiently and with fairness to all members present.
- D) Any decisions made by the Council must fall within the guidelines of the Manitoba Public Schools Act and Hanover School Division Policy.
- E) The principal has the right to revoke/ cancel any permit to the school if for any reason the personal safety of any individual is deemed to be at risk.

#### **5.2 Quorum**

- A) The voting members present at any duly called General Meeting shall constitute the quorum.

#### **5.3 Voting**

- A) Unless otherwise provided, questions arising at any meeting shall be decided on by a simple majority.
- B) In the case of a tie vote the motion shall be lost.
- C) On all matters, votes must be cast personally. Voting by proxy shall not be permitted.
- D) Voting shall be done by a show of hands with the exception of the election of officers which shall be done by secret ballot.
- E) All voting shall be conducted under the guidelines of Section 5.1 (D)

## **Section 6 Election of Officers**

### **6.1 Nominations**

- A) Nominations are to be made during the Annual General Meeting.
- B) All voting members of the Council are eligible for and may accept a nomination upon nomination by one voting member.

### **6.2 Election Procedure**

- A) The executive officers shall be elected by the voting of members at the Annual General Meeting, the date of which is to be set according to Section 5.1 (A).
- B) Voting shall be conducted by a secret ballot.

### **6.3 Terms of Office**

- A) The term of office for all Executive positions shall commence after the Annual General Meeting.
- B) The terms of office for the executive shall be one (1) year.
- C) Any elected member of the Council may serve on the executive for as many years as he/she is elected to a position.
- D) The Past President may hold that office for one (1) year if they choose.

### **6.4 Executive Vacancy and Resignations**

- A) In the event of a resignation or sudden vacancy on the Executive during the year, or if any office has not been filled at the time of the election, the Executive may appoint a member to fill the vacancy for the remainder of the term until the next election.

## **Section 7 Executive**

### **7.1 Executive Officers**

- A) The affairs of the Council shall be managed by an executive of elected officers and the immediate Past President and should include the following:

President      Vice-President      Secretary      Treasurer      Past-President

- B) Executive officers are expected to present at all meetings. Failure to do so may result in warnings and if necessary as the result of repeated absences loss of position.

## **7.2 Roles and Responsibilities of Officers**

### **7.2.1 President**

- A) Shall convene and preside at all membership, special and executive meetings.
- B) Shall ensure that an agenda is prepared and presented.
- C) Shall allow input from membership.
- D) Shall appoint committees where authorized to do so by the executive or membership (pending ratification and approval of the Kleefeld Parent Advisory Council).
- E) Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the council.
- F) Shall be an ex-officio member of all committees.
- G) Shall be a signing officer in any and all correspondence/contracts pertaining to Parent Advisory Council Business.
- H) Shall submit at the Annual General Meeting, an Annual Report.
- I) Shall be the official spokesperson for the council
- J) Shall ensure representation at the Hanover School Division Liaison Meetings.

### **7.2.2 Vice-President**

- A) Shall assume the responsibilities of the President in the Presidents absence.
- B) Shall assume the position of President in the event of the resignation of the President.
- C) Shall accept extra duties as required.

### **7.2.3 Secretary**

- A) Shall record the minutes of membership, special and executive meetings.
- B) Shall issue and receive correspondence on behalf of the council as required in conjunction with the President.
- C) Shall prepare and distribute minutes to council members.
- D) Shall keep an accurate copy of the Contitution and Bylaws: and if and when changes are made such changes shall be dated and initialed.
- E) Shall keep all records of the Council excepting financial records as under Section 7.2.4(C), for the duartation that the Parent Council requires the use of such records.
- F) Shall be certain to ensure that all minutes are kept in a binder at school.

### **7.2.4 Treasurer**

- A) Shall open bank accounts, in conjunction with the signing authority(ies), in the name of Kleefeld School Parent Advisory Council. And all revenues shall be deposited in that account.
- B) Shall be responsible for and report on the account.
- C) Shall be one of the signing officer of the executive as per Section 9.2
- D) Shall maintain good record keeping of all financial activities of the Parent Advisory Council using acceptable accounting standards.
- E) Shall present a written financial statement of the Parent Advisory Councils account at each meeting of the organization and shall submit a financial report yo the principal who shall retain one copy on file at the school for a seven-year period. This financial statement shall consist of at least:
  - I) A reconciled bank statement as of the end of the last proceeding month.
  - II) A listing of all issued cheques indicating amount and purpose.
  - III) A statement of revenue and expenditures for each fundraising activity and committee.
- F) Share prepare and present an annual Financial Statement to the Annual General Meeting of the Parent Advisory Council with a statement that the records have been

reviewed by an individual with an accounting background that is not a member of the Parent Advisory Council.

- G) Shall ensure that another financial signing officer has access to the books and banking papers (including cheques) kept at the school, in the event of his/her absence.
- H) Will not issue or sign a cheque unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Receipt of purchase is required as soon as possible after the expenditure.
- I) Shall prepare a Year-end Financial Statement and provide such to the president for submission to the membership as per section 7.2.1
- J) Shall ensure that funds collected through fundraising activities shall be counted and deposited at a banking institution immediately after collection.
- K) Shall not sign any blank cheques (for either an unknown vendors and/or an undetermined amount).

#### **7.2.5 Past President**

- A) Shall help facilitate transition between presidents.
- B) Shall assist and advise the Parent Advisory Council.
- C) Shall act as a consultant for the President.

#### **7.3 Additional Members**

Titles and duties of additional executive officers (Members at Large), and non-executive officers (Committee members or representatives, Committee chairperson, and so on) may be added as determined by the needs of the organization.

#### **Section 8 Sub-Committees**

8.1 Committees shall be responsible to the Executive and its members, conforming to all rules/regulations as imposed by the Kleefeld School Parent Advisory Council, and shall report at each Parent Advisory Council meeting.

8.2 Special committees shall be established by the Executive or upon recommendation of the general membership for set purposes.

8.3 Members may be appointed to special committees by the President (after consultation with the executive).

8.4 At the discretion of the Executive, school staff may be afforded representation on committees.

8.5 Each committee shall elect a chairperson of its meeting; but if no chairperson is elected, or it at a meeting the chairperson is not present, the members of the committee shall choose one of their members to be chairperson of the meeting.

### **Section 9 Finances**

9.1 All funds of the organization will be on deposit in a Chartered Bank or Credit Union, or any financial establishment registered under the Bank Act.

9.2 The executive shall name a minimum of two (2) signing officers for the Parent Advisory Council, one of whom shall be the Treasurer, for banking and legal documents. Any two (2) of the signatures will be required for these documents.

9.3 All monies spent above and beyond a predetermined petty cash amount of one hundred dollars (\$100.00) will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.

9.4 A Treasurer's Report to all members should be available at each general meeting, and a Financial Statement should be published and presented for the acceptance by the Parent Advisory Council membership prior to the end of October of each year.

9.5 Before making any major purchase or entering into a contract with any supplier or outside organization, the President or a member of the Executive is advised to consult with the school administration, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchases and tendering requirements under the Public Schools Act.

9.6 Monies handed over by the Parent Advisory Council to be administered by the School are only to be spent on the activities (specific purpose) for which those monies were originally raised. All funds received from the Parent Advisory Council will become part of the School's funds and will be administered within all policies/procedures of the School Division.

9.7 No cash or valuables are to be left in the school overnight, other than the cash box float which may be locked away in the office.

### **Section 10 Code of Conduct**

10.1 It is agreed that the Kleefeld School Parent Advisory Council is not a forum for the discussion of Individual school personnel, students, parents, or other individual members of the school community, but that effective mechanisms exist within the school system for the resolution of concerns about individuals. The Executive will offer support and guidance to those mechanisms to members with such individual concerns.

10.2 An Executive member or parent advisory council member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bound of this Constitution.

10.3 A parent who accepts a position as a Parent Advisory Council Executive Member shall:

- A) Work to ensure that the well being of all students is the primary focus of all decisions.
- B) Perform his/her duties with honesty and integrity.
- C) Uphold the constitution and bylaws, policies and procedures of the Parent Advisory Council.
- D) Respect the rights of all individual.
- E) Take direction from the member, ensuring that representation processes are in place.
- F) Encourage and support parents and students with individual concerns to act on their own behalf and provide information on he process for taking forward such concerns.
- G) Work to ensure that issues are resolved through due process.
- H) Strive to be informed and only pass on information that is reliable and correct.
- I) Respect all confidential information.
- J) Support public education.

## **Section 11 Constitutional Amendments**

11.1 Amendments to the Constitution and Bylaws of the Kleefeld School Parent Advisory Council may be made at any General Meeting at which business is conducted, providing:

- A) A minimum of fourteen (14) days Written Notice of the meeting as been given to all members.
- B) The notice of the meeting included notice of the specific amendments proposed.

11.2 A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

## **Section 12 Dissolution**

12.1 In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.