

École J.B. Mitchell School

Parent Advisory Council (P.A.C.)

Constitution

Approved at a meeting held May 7, 2019

1. NAME OF PARENT COUNCIL:

The Parent Council shall be known as the École J.B. Mitchell School Parent Advisory Committee (P.A.C.).

2. PAC MISSION STATEMENT:

The P.A.C. is dedicated to the education and the well being of the students attending the school by encouraging parents to participate in meaningful activities to enhance the students school experience, and to be a part of the decision making process concerning issues relevant to the school through effective communication between the home and the school.

3. ROLE OF PARENT COUNCILS IN EDUCATION:

The role of the Parent Council is to advise the principal and provide input on school policies, organizations and activities as follows:

- To involve parents/guardians and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
- To provide input in the development of WSD policies and procedures both at the school and the Division levels.
- To support children and parents/guardians of Ecole J.B. Mitchell School.
- To foster a positive, collaborative relationship with the school administration, staff members, parents and children for the betterment of Ecole J.B. Mitchell School.
- To communicate educational information and special events to the parents and area residents
- To foster an understanding of cultural diversity in the school and community.
- To assist in creating a safe community environment for the physical well-being of the children.
- To provide input with respect to identifying the needs of the school for vacancies of school principals and vice-principals.
- To provide input where a significant change is contemplated for a school or school program. A representative of the Parent Council may be involved as a member of the planning committee for all capital projects for major additions, renovations, replacement or the new construction of schools.
- To provide input and participate in fundraising activities and have the opportunity to be involved in the organization and operation of major fundraising projects initiated by the school.
- To initiate and coordinate fundraising projects in consultation and with the approval of the school principal where staff and students are involved and shall provide an accounting of spending from the fundraising projects.
- To initiate proposals for funding from outside organizations for human or material resources in consultation with, and the approval of, the school principal.
- To operate the lunch program under the Parent Council.
- To provide input and review policy and procedures on discipline which are to be implemented at each school in accordance with Division policies and Provincial Code of Conduct.
- To provide input on community access to facilities.
- To provide input on the annual budget for the school.
- To provide input on the annual school plan.

4. MEMBERS:

- All parents/guardians whose children attend École J.B. Mitchell School shall be voting members.
- Parents/Guardians who are employed/volunteer in the lunch program may attend meetings however are not eligible to vote on matters pertaining to the lunch program.
- The Principal or designate are non-voting members of the Parent Council. The Principal or designate shall serve as a resource member and act as a liaison between staff and community through the Parent Council and shall be responsible to ensure all Parent Council activities are in alignment with the Winnipeg School Division policies and procedures.
- School staff representative(s) shall be non-voting members of the Parent Council and shall be selected by administration.
- Members of the school community who are not parents/guardians of students currently in the school are non-voting members of the Parent Council.

5. THE PARENT COUNCIL EXECUTIVE:

- The P.A.C. shall consist of an elected Chairperson, Vice-Chairperson, Secretary, Treasurer and volunteer positions.
- These positions shall be elected at the first P.A.C. meeting at the Annual General Meeting in June.
- The role of the Executive is to carry out specific duties. Parent Council activities and decisions must be approved at Parent Council meetings.
- In the absence of provisions in this Constitution/By-Law, "Robert's Rules of Order" will be followed
- Executive positions can run consecutive terms as long as the membership continues to nominate and elect that member in each election year.

6. DUTIES

Chairperson:

The Chair shall:

- prepare an agenda for all meetings.
- preside at all meetings of the Parent Council.
- call the meeting to order on time or as soon as a quorum is present. If no quorum is present within ½ hour of the stated meeting time, the meeting will be cancelled or informal discussions held.
- announce each item of business as it arises and call on the proper person to speak.

- ensure that discussions are in accordance with the Freedom of Information and Protection of Privacy Act, The Personal Health Information Act and other applicable Acts.
- ensure that a motion is stated clearly before allowing discussion.
- recognize members who are entitled to the floor.
- call for a vote on motions for final decision by the Parent Council.
- In order to expedite the conduct of business and provide opportunity for all members to participate, the Chair shall:
 - Keep a speaking list and announce the list periodically.
 - Ensure efficient and orderly progression through the agenda.
 - Ensure the discussion is on topic.
 - Ensure all members have the opportunity to participate and that no one or more members dominates the proceedings.
 - Shall maintain order, proper conduct and decorum during the meeting.
 - Clearly state the motion or topic of consideration and ensure members are ready for the vote or that consensus has been reached, then move on to another topic.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- Shall be a signing officer.
- Shall be the official spokesperson for the Parent Council at school events.
- Shall conduct business with respect to the rights and obligations of each member.
- Shall prepare any Parent Council news to be included in the school's regular communications.
- Shall provide all files/records to the school any and all materials relating to the Parent Council in their possession at the end of their term of office to the principal.
- Shall ensure the Treasurer submits financial statements to the Principal for review.
- Shall oversee all matters pertaining to the operation of the lunch program.

Vice-Chairperson:

- shall chair all meetings in the absence of the Chair. In the absence of both these Officers, parent council shall elect an acting Chairperson.
- assume the position of Chair in the event of the resignation of the Chair on an interim basis not to exceed three months.
- take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
- conduct business with respect to the rights and obligations of each member.
- be a signing officer.

Secretary:

The Secretary shall:

- record the minutes of all meetings for approval at the next meeting and file a copy of the approved minutes with the school.
- Shall be responsible to provide the draft minutes to the Chair and Principal for review, within 10 business days following the meeting.
- keep a copy of the Constitution, and a permanent record of activities of the Parent Council during their time of office and deliver to their successor in office all official correspondence and records.
- coordinate sending a note home in beginning of September with calendar of events.
- coordinate sending a note home in May with a review of the year and AGM/elections notice.
- Prepare Monthly meeting Sign In Sheets/Agendas on printed letterhead.
- post approved minutes online with assistance from school support staff.
- manage the Ecole J.B. Mitchell School PAC email.
- share information about events from community with PAC Email Distribution List.
- keep all standard correspondence, policies and administrative content as well as a copy of all meeting minutes in the school office.

Treasurer:

The Treasurer shall:

- provide a current official statement from the financial institution at the end of each year.
- present a statement of account and balance sheet to the A.G.M. for approval.
- a copy of the approved statement of account and a copy of the balance sheet should be filed at the school.
- be responsible for and reporting on the accounts of the organization.
- be a signing officer on all accounts.
- maintain good record keeping of all financial activities of the Parent Council using acceptable accounting standards.
- prepare and make available a financial report for each meeting.
- ensure that another financial signing officer has access to the books and banking papers in the event of their absence.
- prepare a monthly financial statement for approval by the Parent Council.
- ensure all funds collected through fundraising activities are deposited at a banking institution immediately after or as soon as possible after each event.
- provide the school any and all materials relating to the Parent Council that are in their possession at the end of their term of office.

Volunteer Coordinator

The Volunteer Coordinator shall:

- maintain a call down list of all parents/caregivers who wish to be contacted via email and/or phone regarding upcoming PAC events.
- recruit and maintain a list of parents/caregivers who are willing to volunteer on behalf of PAC.
- manage monthly submissions on behalf of PAC to school newsletter coordinator.
- call parents about meetings, and volunteer opportunities.

The Role of Staff Representatives

The principal or designate shall:

- act as a liaison between staff and community through the Parent Council.
- be responsible for ensuring that the activities of the Parent Council are in agreement with the School board policies, directives, procedures and school goals.
- be a signing officer of parent council bank accounts.

7. ANNUAL GENERAL MEETING:

Notice of the Annual General Meeting shall be posted at least four (4) weeks prior to the meeting. Election of Parent Council Executive positions for the ensuing year shall be held at the Annual General Meeting in June.

8. ELECTIONS:

- The election of members to the Executive shall take place at the Annual General Meeting which is held the second Tuesday in June of each school year.
- The elections shall consist of Chair, Vice-Chair, Secretary, Treasurer, Volunteer Coordinator for the ensuing year.
- For all meetings a minimum of 4 voting members must be present to constitute a quorum.
- Voting shall be done by ballot where two or more nominations are being considered.
- Terms of office for all Executive positions shall commence on the first day of July.
- Notice of an election and vacant positions shall be sent out in April of each school year.
- A list of nominees shall be posted at the Annual Meeting. Nominations from the floor will be accepted at the Annual Meeting.
- The term of office of the elected members shall be 1 year.
- Only parents/guardians of children registered in the school at the time of the Annual General Meeting shall be eligible for election.
- The eligible voters for the elections shall be in accordance with Section 4 (Membership) of the constitution.

- Eligible voters must be present at the Annual Meeting to participate in the election unless previous arrangements to participate through electronic means have been agreed upon by the Chair in an emergency situation. Nominees must be present at the Annual Meeting unless previous arrangements to participate through electronic means have been agreed upon due to an emergency.
- All meetings shall be conducted efficiently and with fairness to the members present.
- The Parent Council shall appoint two scrutineers who are non-voting members to examine and count the ballots of each vote taken and report the results to the presiding officer.
- To be elected into an executive position, a nominee requires more than one-half of the votes of the members present.
- Where on any vote for an executive position there are more than two nominees, and no nominee receives more than one-half of the votes of those members present, the name of the nominee who received the least number of votes shall be struck off the list of nominees and a further vote shall be taken.
- In the event of a tie vote in electing an executive position, the members of the Parent Council present shall determine by lot who shall cast the deciding ballot.
- The voting/ratification procedure at the elections will be by a show of hands or by secret ballot if anyone objects to a show of hands. A simple majority will elect.

9. RESIGNATIONS:

- If an executive member finds that they are unable to perform their duties midterm, They shall notify the Parent Council in writing with a minimum of two (2) weeks notice.
- Any elected member who is not performing their duties as stipulated in the by-laws, will be asked by the Chair to resign from their position. The said member shall have the right to appeal at a Parent Council meeting.
- The absence of any executive member from three (3) consecutive Parent Council meetings, without notification, will constitute a vacancy.
- Vacancies of the executive members before an annual meeting shall be filled by an election for the duration of the term.

10. SUB-COMMITTEES:

The P.A.C. executive shall have the authority to create sub-committees and assign particular areas of responsibility. The sub-committees shall report regularly to the P.A.C. on activities of the sub-committee. Any requests for finances must be approved in advance by the Parent Council and shall be clearly subject to the authority of the P.A.C., financially and otherwise.

11. QUORUM:

For all meetings a minimum of 4 voting members must be present to constitute a quorum.

12. REGULAR MEETINGS:

- Parent Council will meet once every month.
- Regular meetings shall be held on dates agreed upon at the first council meeting of the year.
- Regular meetings may be called by the Chair or upon the request of at least four (4) voting members.
- All members of the Parent Council must be notified at least forty-eight (48) hours in advance.

13. SPECIAL MEETING:

A Special meeting shall be called by the Chair upon receipt of a request of four (4) members in writing, setting forth the reason which shall be stated in the notice and shall deal only with business stipulated in the request. All members of Parent Council must be notified at least forty-eight (48) hours in advance.

14. AGENDAS:

- Any member may request that an item be added to the agenda by advising the Chair at least seven days in advance of a meeting.
- A matter that is not included in the agenda may be added to the agenda at the beginning of the meeting at a regular meeting if a majority of the members present agree to do so.
- Following is the standard format for Parent Council meetings:
 - a) Call to Order
 - b) Approval of the Agenda
 - c) Approval of Minutes
 - d) Program Reports
 - e) Previous Business
 - f) New Business
 - g) Adjournment

15. MOTIONS:

- Before any motion is considered, every motion, shall be moved, seconded and stated by the Chair after which it shall be accepted, rejected, withdrawn or otherwise disposed of only by a vote of the present members
- The member who moved a motion may withdraw it from consideration before a vote is commenced and provided no other member present objects to it being withdrawn.
- If there are amendments to a motion, they are dealt with in the same way as the motion. The wording of the amendment must pertain to the wording in the actual motion - that is, you can amend a motion by adding words at the end, inserting words, deleting words and/or substituting other words in their place.
- Prior to a motion or amendment being voted on, the Chair may wish to have the motion read by the secretary.
- The amendment is voted on and the motion (as amended) (or not amended) is voted on.
- The Chair shall have the motion read to the Parent Council and declaring the result of the vote as carried or defeated or that the Committee has agreed by consensus, ensures that the secretary and all Parent Council members are aware of what were the results.
- A motion, other than an appeal from a ruling of the Chair, shall be defeated on a tie vote.

16. VOTING:

- All parents/guardians are eligible to be voting members.
- Arrangements may be made for a member to participate in a regular meeting through electronic means to achieve quorum and that member shall be deemed to be present at the meeting. The electronic means shall include teleconferencing and videoconferencing. Members must make a request in writing to the Chair 24 hours prior to the meeting.
- All voting shall be done by a show of hands or by a secret ballot if so desired.
- All motions shall be decided by a majority vote of the members present.
- Majority vote is determined by quorum (one half of the total number plus 1), unless otherwise provided for herein, shall be valid and shall bind the Parent Council.
- Prior to the vote being taken, the Chair should have the motion read to the Committee.
The Chair should call the vote: - "All those in favour"
- "All those opposed"
- The Chair may vote with the other members on all motions, and any motion on which there is an equality of votes shall be deemed to be defeated.
- The Chair shall declare the result of all votes.

- Parents/Guardians who are employed/volunteer in the lunch program may attend a meeting, however are not eligible to vote on matters pertaining to the lunch program.

17. APPEAL OF CHAIR'S DECISION ON RULES:

- A member may bring a departure from the rules of order to the attention of the Chair by raising a point of order. (A breach of the rules of order under this by-law)
- A member may interrupt another member to raise a point of order.
- The point of order shall be clearly stated, with reference to the particular rule that has been breached.
- The Chair shall decide on the point of order without debate.
- When the Chair is called upon to decide a point of order or practice, they shall give their decision, and shall state the rule applicable to the case without argument or comment, subject to an appeal.
- An appeal of the ruling of the Chair can be made by any member. If this appeal is seconded, the vote on the appeal shall be taken without debate and decided by a majority of the members present, except the mover may explain the reason for appeal and the Chair may explain the reasons for the ruling.

18. CODE OF CONDUCT:

All parents/guardians participating as a member of the École J.B. Mitchell School Parent Council shall not engage in discussion of individual school personnel, students, parents/guardians or other individual members of the school community.

All Parent Council members shall:

- a) Comply with Winnipeg School Division policies including the Code of Conduct
- b) Uphold the Constitution
- c) Perform their duties with honesty and integrity
- d) Work to ensure the rights of all individuals
- e) Work to ensure that the well-being of students is the primary focus of all decisions.
- f) Strive to be informed and only pass on information that is reliable and correct
- g) Respect all confidential information
- h) Support public education
- i) advocate on behalf of students;
- j) be punctual and in regular attendance;
- k) be prepared to listen and to respect the ideas expressed;
- l) be involved, frank and transparent in the expression of opinion;
- m) operate in a collegial manner with fellow members and administration;
- n) seek to make equitable decisions;
- o) ensure that items dealing with the disclosure of, personal or financial information about a parent or matters related to the lunch program; negotiations with employees, are discussed in confidence;
- p) demonstrate discretion and confidentiality with respect to information dealt;

- q) act respectfully towards others who may have differing opinions; be supportive of decisions adopted by the majority;
- r) refrain from the use of offensive language;
- s) respect the decision of the Chair on points of order;
- t) refrain from making disparaging remarks about parents/guardians/admin.

19. CONFLICT OF INTEREST:

Where, during any meeting, there arises a matter in which a parent/guardian or their dependent has a direct or indirect financial gain or loss; the parent/guardian shall disclose the general nature of the direct or indirect financial gain or loss and withdraw from the meeting without voting or participating in the discussion and refrain at all times from attempting to influence the matter.

20. FINANCES:

- Signing authority for cheques shall be the Chair, Vice-Chair and Treasurer and school administrator.
- Request for finances must be presented to Parent Council with a written quote, estimate, or detailed outline of items required to purchase for approval at a regular meeting.
- Expenditures; all disbursements of funds shall be made by cheques drawn on the Parent Council account and must be accompanied by an original invoice or receipt.
- Operations of the Parent Council will be financed through social activities, fundraising, grants and donations.
- The school will be given a determined amount of fundraising monies and in return, the Parent Council requires a complete record of expenditures with copies of receipts, when possible.
- All monies received must be accompanied by an official statement outlining where the funds came from. In turn, a receipt will be issued upon receipt of these funds.
- The Parent Council's fiscal year is August 1 to July 31.
- An Internal Audit shall be completed at the end of the fiscal year by the Treasurer.
- The Parent Council will retain the services of a professional accountant to conduct an official Audit every second year.
- Parent Council will not reimburse unauthorized expenditures.
- The Executive has the authority to allocate funds in an emergency situation prior to a Parent Council meeting providing that an official receipt is presented to the Parent Council at the next meeting.

21. LUNCH PROGRAM:

The Parent Council operates the noon-hour lunch program, hires a lunch program coordinator and lunch supervisors to deliver the program, therefore an employer/employee relationship will exist. The Parent Council has taken and will take appropriate actions to ensure it meets its legal responsibilities. This includes but is not limited to the following:

- The Lunch Program is administered by the Parent Council, with the Lunch Program Coordinator overseeing the day-to-day operation of the Lunch Program.
- The Parent Council sets all policies and lunch program fees in accordance with Division policies.
- The Lunch Program Coordinator will receive, collect and deposit lunch program fees in the Parent Council bank account.
- The Lunch Program Coordinator, Chair and Treasurer will be authorized to act as signing officers of the Lunch Program with respect to bank resolutions, cheques, etc. Two signatures must be affixed to cheques issued by the Lunch Program.
- The Lunch Program Coordinator shall turn over the financial records to the Chair of the Parent Council not later than June 30th of each school year.
- The Lunch Program Coordinator, under the direction and authorization of the Chair, will be responsible for communication with parents/guardians concerning the operation of the lunch program and any issues arising from it, including but not restricted to behavior and/or fee collection.
- A monthly operational report (including financial statements) must be submitted to the Parent Council in advance of the monthly meeting
- The Lunch Program Coordinator will be responsible for arranging for the collection of fees and the supervision of lunch program staff.
- The school principal may advise the parent council and/or lunch program coordinator on appropriate methods to address staff or student issues but is not responsible for the students attending the parent council lunch program.

22. LUNCH PROGRAM COORDINATOR

The Lunch Program Coordinator shall:

- attend Parent Council meetings and provide written reports on the day to day operations of the program.
- respond to all requests for information from the Parent Council and/or school administration.
- provide information about services of the school lunch program through school newsletters in September and January.
- reports directly to the Chair.

23. PUBLIC RELATIONS:

No member of the P.A.C. shall make a statement, or issue a formal statement on behalf of the P.A.C. except with the consent of the principal or designate.

24. DISSOLUTION:

- If this PAC wishes to disband, notice of such motion must have been given at the previous regular meeting and must be approved by two-thirds (2/3) of its members present at the time of the vote.
- In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be discussed upon by the membership at the final Parent Council meeting.
- In the event of dissolution of the Parent Council, all records of the organization shall be placed under the jurisdiction of the Principal of the School.
- Should this PAC disband, the record books will be placed in the archives of the school. The funds shall be turned over to the school Principal for school use as recommended by the members of the PAC.

25. CONSTITUTIONAL AMENDMENTS:

- Amendments to the Constitution may be made at any regular meeting at which business is conducted providing:
 - A minimum of fourteen (14) days written notice of the meeting has been given.
 - The notice of the meeting including notice of the specific amendment proposed.
- A two-thirds (2/3) majority will be required to amend the Constitution.