

BY-LAWS/CONSTITUTION

1.NAME

Pinkham Parent Council

2.PURPOSE

The purposes of Pinkham Parent Council are:

- 2.1 To support, promote and enhance meaningful parent involvement and participation in their advisory role at the school, division and provincial levels.
- 2.2. To promote parent understanding and awareness of educational issues.
- 2.3 The Parent Council may make recommendations to the principal of the school on any matter.
- 2.4 To fundraise for anything school related for the students.
- 2.5 To run the lunch program efficiently.

3. OBJECTIVES

- 3.1 To disperse funds earned from fundraising towards things that will enhance student's education and well being.
- 3.2 To address any matters regarding the lunch program so that it runs smoothly.
- 3.3 To engage parents involvement but not limited to Parent Council Meetings, fundraising, volunteering.

4. MEMBERSHIP

4.1 Positions, eligibility and admissions

(a) Chair, Co-Chair, Secretary, Treasurer.

These positions shall be held by parents/guardians of children attending Pinkham School. If there are not enough members to hold these positions the Secretary and Treasurer shall be one position.

(b) Member at Large.

These positions shall be held by parents/guardians and/or community member.

(c) Principal of Pinkham School

(d) One (or more) staff member(s) employed at Pinkham School other than the principal.

4.2 Election / Nomination of Executive and Members at Large

(a) A person is qualified to be an executive member of Parent Council if he or she is a Parent/ guardian of a student enrolled in the school and is not employed at the school. A person employed at school may still become a member as long as they inform voter of their employment in order to qualify as a member.

(b) A person is qualified to be a member at large on the Board if they live within the community and have a vested interest in the school and making it a better place.

(c) A person is qualified to vote if they are a member of the executive or a member at large.

(d) The nomination of a member will be held during the first 30 days of the school year on a date fixed by the Parent Council chair after consultation with the principal. The confirmation of nomination or the election of members if required will be carried out at the second (October) meeting of Parent Council.

(e) Anyone qualified to be an elected member can do so in writing if they are unable to attend the Annual General Meeting.

(f) Parent Council with the aid of the principal/CSPI worker shall, at least 14 days before the membership confirmation/election, provide written notice of the date, time and location of the aforementioned meeting to every parent/guardian.

(g) Any election of members shall be by secret ballot. A nomination form stands as membership qualification if no election is required.

4.3 Other Members

(a) Staff member(s) will not need to be voted into the parent council.

(b) Staff member(s) will have no voting privileges

4.4 Term of Office

(a) The Term of office for 'officers' for Parent Council is one year.

4.5 Termination of Membership

(a) By delivering a resignation in writing to the Parent Council.

(b) Being expelled with just cause

4.6 Expulsion

(a) A member can be expelled by a motion passed by parent council members of the board at a board meeting. The motion needs 80% of the board to be passed. Expulsion can be based on anything deemed reasonable such as engaging in activities which are deemed detrimental to Parent Council.

4.7 Notice of Proposed Expulsion

(a) The Board shall give a minimum of thirty days written notice of such action to expel a member, accompanied by a brief statement of reason or reasons for the proposed expulsion to the member in question and the Board shall give the member an opportunity to be heard at the Board meeting before the resolution is put to a vote.

4.8 Appeal

(a) An expelled member may appeal the expulsion to the members, within sixty days of the Board's action, for consideration at the next general meeting.

(b) An expelled member who is a member of the board of director, upon notice of an unsuccessful appeal, may be prohibited from returning to the board for a period of two years.

4.9 Remuneration

(a) A person shall not receive any remuneration for serving as a member or officer of the Parent Council

5. MEETINGS

(a) Parent Council shall meet at least once a month during the school year.

(b) The first meeting shall be held within the month of September

(c) A meeting must have a minimum of 5 voting members in order to constitute a meeting.

(d) The principal or his/her designate must be in attendance in order to constitute a meeting.

(e) All meetings shall be open to the public and held in a location accessible to the public.

(f) Parent Council with the aid of the principal/CSPI worker shall give written notice of the date, time and place of the meetings to parent/guardians. This can be done by sending a notice home with the child, in the regular school newsletter, or by posting a notice in the school in a location accessible to parents/guardians.

6. COMMITTEES

(a) The Parent Council may establish committees to make recommendations to the Council.

(b) Every committee must include at least one parent member of the parent council.

(c) A committee may include persons who are not members of the Parent Council.

(d) With necessary modifications, committee meetings are public and accessible with notice given to parents/guardians in a manner similar to Parent Council meetings.

7. VOTING

7.1 Each member of the Parent Council and/or committee is entitled to one vote when votes are taken. The Principal and staff are not entitled to vote in Parent Council and/or committee.

8. MINUTES AND FINANCIAL RECORDS

8.1 Minutes of all meetings and all financial records shall be kept and available without charge, at the school for examination by anyone for a period of four years.

8.2 Parent Council Treasurer will work with the school administration to maintain an accurate set of financial records.

8.3 For expenditures by the Parent Council, a check request form will be completed and signed by the authorized signatures' of the Parent Council (any two – Executive members or a member at large designated).

9. FUNDRAISING

9.1 The Parent Council may engage in fundraising that is agreed upon by 80% of the Parent Council.

9.2 In the event that circumstances should arise which affect students, staff may request funds from parent council. Parent Council requires a vote of at least 80% to pass.

9.3 Monies raised shall be counted by a minimum of 2 members of Parent Council

10. COMMUNICATION WITH PARENTS/GUARDIANS

9.1 The Parent Council shall regularly provide a written report/minutes, including any fundraising activities to the school principal and to anyone who requests a copy (on paper or via email).

11. ANNUAL GENERAL MEETING

11.1 The Annual General Meeting shall be held at a time and place decided upon by Parent Council within the month of September.

11.2 Business of the Annual General Meeting

(a) Shall hold elections of the Board by secret ballot.

(b) General overview of policies for clarification for new members if needed.

(c) Transact other business as may require the attention of the members.

11.3 Notice

(a) Notice of an Annual General Meeting shall specify the place, day and hour of meeting at least 10 school days prior to meeting.

(b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive does not invalidate proceedings at that meeting.

12. PROCEEDINGS AT GENERAL MEETING

12.1 Quorum

For purposed of determining policy, amending the Bylaws/Constitution and electing the Board, a majority vote of those regular or represented by proxy vote shall be required to pass any motions.

12.2 Chairperson

If at a general meeting there is no Chair or Co-Chair present within 15minutes after the time appointed for holding the meeting, the members present shall choose one of their own members to be chairperson for that meeting.

12.3 Voting

(a) Members of Parent Council are entitled to one (1) vote each.

(b) Motions shall be decided by a majority vote.

There may be times where decisions are required to be made outside of the regular meeting. In these cases, members' input and vote may be obtained via telephone or electronic mail. A report of any decisions made outside of the regular council meeting will be reported on at the next available meeting.

13. DIRECTORS AND OFFICERS

(a)The Board of Directors of Parent Council shall consist of not less than five (5) and not more than twelve (12) elected directors.

(b)The following executive positions are:

- i. Chair;
- ii. Co-Chair;
- iii. Secretary;
- iv. Treasurer

(c)Executive officer may hold their position for one (1) year and need to be voted in each year.

14. DUTIES OF EXECUTIVE

14.1 Chair:

- consults with the principal/CSPI worker to runs the meeting in a democratic manner;
- ensures that the constitution and by-laws are followed;

- ensures that meetings with parents and community are conducted on matters within the Parent Council's responsibility;
- works with the principal in communicating with the Board;
- communicates as required with other school councils and organizations;
- other duties assigned to the chair by the council.
- set the date of the annual election;
- calls meetings;
- ensures meeting dates and times are established;
- sets the agenda in consultation with the principal and community;
- Makes agenda available prior to meetings;

14.2 Co-Chair

- to chair meeting when chair is unavailable to attend;
- aid chair in their responsibilities

14.3 Secretary

- records and transcribes minutes of the meetings;
- publishes and distributes minutes prior to the next meeting.
- maintain an archive of minutes and pertinent correspondence for at least four years.

14.5 Treasurer

- provides the Parent Council with a financial report at each meeting;

The duty of 'accounting procedures' will be conducted by the Treasurer, together with administration of the school.

15. DUTIES OF ALL MEMBERS

15.1 Attendance. The Parent council does no with to spell out expectations and consequences of extended absences.

15.2 Standard of contact. The following is a sample code of conduct for a meeting:

- One person shall speak at a time.
- No abusive language.
- Confidential issues shall not be discussed.
- Speakers shall limit comments to a reasonable time.
- Speakers shall limit comments to the topic under discussion.
- Use appropriate communications channels when questions arise.

- Accept accountability for decisions.
- Declare any conflict of interest.
- Focus on the best interest of all students.

15.3 Conflict of interest

(a) It is expected that any individual with a conflict of interest with respect to any issue shall immediately notify the Parent Council, who will then decide on that individual's further participation on the issue.

Anything not mentioned in here shall follow Roberts Rules.

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