

Luxton School Parent Advisory Council

CONSTITUTION

Article 1 - Name

The name of the organization will be “Luxton School Parent Advisory Council”, hereinafter referred to as the Council.

Article 2 - Policy

1. The policy and program of the Council will be to complement the educational program of Luxton School and to improve communications between home and school, thus giving parents and area residents an understanding of the school and its work. Communications between home and school should also be to ensure that school activities are, and continue to be, an appropriate response to the needs and aspirations of the community.
2. The Council may form ties and maintain cooperation with other organizations with similar goals and objectives.
3. The Council will not be used for commercial purposes. Nor for partisan politics.
4. No soliciting may be done in the name of the Council without the express approval of the Council.
5. Any funds acquired by the Council will be used only for the benefit of students and staff of Luxton School. There will be no funding of outside organizations without the approval of the Council for each specific case/instance.

Article 3 - Objectives

1. To facilitate communication between home and school.
2. To increase parents' understanding of, and participation in, the educational process by:
 - (a) Encouraging involvement in school-related activities and programs offered by the school or the broader community.
 - (b) Encouraging on-going communication between the parents of the school and Winnipeg School Division (both the Board of Trustees and the Administration).
3. To initiate and coordinate Council - sponsored activities in the school, and fund-raising projects when deemed necessary, in consultation with the school administration or staff.

Article 4 - Membership

1. The membership of the Council will be open to:
 - (a) All parents / guardians of children attending Luxton School.
 - (b) Representatives of other organizations that work in conjunction with Luxton School.
 - (c) Principal and school staff.
 - (d) The Principal may be a member of the Council, but will not be the Chairperson. The Principal will be consulted on all matters pertaining to the school.
2. All residents of the Luxton School boundaries are encouraged and welcome to attend regular Council meetings, and bring fourth to the Council their concerns and issues, but will not hold "the privilege to vote."
3. Voting privileges at all Council meetings will be held by eligible members. Exclusive of parents/caregivers, eligible voters will be of the age of majority, designated staff representation (1 primary, 1 intermediate staff member and the Principal) and designated community representation. Catchment area residents will not be permitted to vote.
4. The Chairperson of the Council does not vote, except to break a tie. When at all possible, enough discussion will be allowed so that there can be a consensus.

Article 5 - Structure

The structure of the Council will be as follows:

1. Executive Officers, consisting of the Chairperson, the Vice-Chairperson, the Recording Secretary, the Treasurer, the Fundraising Coordinator, the Past Chairperson and Member(s) at Large (could be more than one person).
2. Standing Committees as deemed necessary by the Executive Committee (i.e. Hot Lunch, Volunteer Recruitment and Activities, Staff Appreciation, North District Advisory Committee, etc.).
 - (a) A Statement of Purpose for each Standing Committee will be kept on record in the "PAC Guidelines" maintained by the Executive Committee.
 - (b) A job description and guidelines will be kept on record in the "PAC Guidelines."

Article 6 - Duties Of Elected Executive Officers

A detailed job description and guidelines will be kept on record in the "PAC Guidelines."

- 1. The Chairperson will :**
 - (a) Preside at all meetings of the Council.
 - (b) Supervise all affairs of the Council and see that all order and resolutions of the Council are carried out.
 - (c) Prepare the agenda.
 - (d) Coordinate with organizations in the community.

- (e) The Chairperson will turn over all records to the new Chairperson of the Council after the conclusion of their term, no later than June 30th.
- (c) When not present, the Vice-Chairperson will preside over meetings.

2. The Vice-Chairperson will :

- (a) Monitor the Lunch Program on a regular basis. Ensure administration requirements are being met.
- (b) Attend the North End Advisory Council meeting.
- (c) Preside meetings, when the Chairperson is absent.
- (d) Carry out the duties and assume the responsibilities of the Chairperson in the event that the Chairperson cannot.
- (f) The Vice-Chairperson will turn over all records to the new Chairperson of the Council after the conclusion of their term, no later than June 30th.

3. The Secretary will :

- (a) Keep full and accurate minutes of all meetings and keep them in a formal Minute Book. These minutes will contain such recommendations as have been made. Dissenting opinions may be recorded on request. Prior to each meeting, minutes of the last meeting will be distributed to all Council members.
- (b) The Secretary will turn over all minutes to the new Chairperson of the Council after the conclusion of their term, no later than June 30th.
- (c) Carry on correspondence as instructed and approved by the Council.

4. The Treasurer will:

- (a) Receive, collect and deposit in a bank approved by the Council, all funds of the Council. All counting of money must be done at Luxton School, with a second Executive Officer present.
- (b) Conduct the financial business of the Council, and will present financial reports to the Council at their regular meetings, as well as an Annual Report to the Council's Annual General Meeting.
- (c) Ensure that complete records are kept of all receipts and expenditures and that adequate evidence to support these records in the form of bank statements, invoices and receipts will be retained for verification.
- (d) The Treasurer will turn over all the books to the new Chairperson of the Council after the conclusion of their term, no later than June 30th.

5. The Fundraising Coordinator will:

- (a) Obtain approval from the Council Executive Officers, and then the Principal prior to presenting to the Parent Council members.

- (b) Work with school staff and Council Executive Officers to choose appropriate dates to run the fund raiser, make contact with the company(ies) which will be used for fund raising and sign contracts.
- (c) Manage communications to inform parents/guardians of upcoming fund raising events. All correspondence must be approved by the Council Executive Officers before being distributed. Consult with Principal and head secretary before copying and distributing notes to students. Distribute fund raising information to students on the starting date. Follow up with reminder notes periodically.
- (d) Head up a team of parent volunteers and delegate responsibilities (note distribution, money collection, product distribution, etc.).
- (e) Keep records of monies brought in and prepare receipts. Prepare deposit with the Treasurer.

6. The Member at Large will:

- (a) Assist in special projects and assist other Executive Officers as needed.
- (b) Represent the community at large for interest, views and direction.

***Proviso:** The Principal, Vice-Principal, staff representatives, and those employed by the Lunch Program, including those who are also parents, will not be eligible to hold an Executive position unless no other candidate can be found. Spouses will not be permitted to serve together on the Executive Committee. Spouses of the Executive Committee will not be employed by the Council. All Executive Officers and Council employees must be registered as a school volunteer, and be subject to a Child Abuse Registry Check.*

Article 7 - Council Employees (Lunch Program)

1. A Lunch Program Coordinator will be hired by the Executive Committee and will be reviewed annually. The Lunch Program Coordinator will be accountable to the Council and report to the Vice-Chairperson. A monthly operational report (including financial statements) must be given to the Council. The Lunch Program Coordinator has the authority to reject applicants based on outstanding debts in excess of 3 weeks. The Lunch Program Coordinator will conduct interviews for Lunch Program Staff. The applicant must be approved by the Executive Committee.
2. The Lunch Program Coordinator will receive, collect and deposit in a bank approved by the Council all funds of the Lunch Program.
3. The Vice-Chairperson, Principal and Lunch Program Coordinator will be authorized to act as Signing Officers of the Lunch Program at the bank with respect to bank resolutions, cheques, etc. Two signatures must be affixed to cheques issued by the Lunch Program.
4. The Lunch Program Coordinator will turn over the books to the Vice-Chairperson of the Council by June 30th.

Article 8 - Financial Authority

1. The Executive Committee may authorize expenditures of Council funds up to \$250.00.
2. Expenditures in excess of \$250.00 require the approval of Council.
3. In the event of a project requiring financial undertaking by the Council, progress reports will be given to the Council at regular meetings, with a financial report submitted in writing within six weeks of the project's completion.
4. The Chairperson, Vice-Chairperson, Treasurer and Secretary will be authorized to act as Signing Officers of the Council. Two signatures must be affixed to cheques issued by the Council and the person receiving the cheque may not also be one of the signing officers of that cheque.
5. The Council will appoint an auditor who is unaffiliated with the Executive Committee, to review the books of the Council whenever financial review is deemed necessary by the Council. The fiscal year will end the second Monday of July for the purpose of the review, and the reviewed financial report submitted at the Annual General Meeting.

Article 9 - Annual General Meeting And Elections

1. The Annual General Meeting to elect the Executive Officers will be held no later than May 31st of each year.
2. The eligible voters for the Executive Officers will be in accordance with Article 4 of the constitution. Eligible voters must be present at the Annual General Meeting to participate in the election.
3. A minimum of 11 people must be present to constitute an Annual General Meeting and a simple majority will elect. In the event of a tie, the Chairperson will cast the deciding vote.
4. The outgoing Chairperson, his/her designate or a third party will conduct the elections.
5. Written notification of the Annual Meeting, along with a proposed slate of nominees, will be given to all parents of Luxton School students at least two weeks prior to the meeting.
6. 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. In case of a tie, the meeting chairperson will cast the deciding vote.

Article 10 - Council Meetings

1. Meetings of the Council will be open to all eligible persons in accordance with Article 4 of the constitution. The Council will hold a minimum of five regular meetings per year.
2. Eligible voters for a meeting will be in accordance with Article 4 of the constitution.
3. A quorum for a Council meeting will require 9 members.
4. Subcommittees can be appointed at the discretion of the Council.
5. The dates of the meetings will be made public through the monthly school newsletter.

Article 11 - Appointments

The Chairperson, in consultation with the Executive Committee, may appoint another parent/guardian to the Executive to complete the term of a resignee, or to fill a vacancy.

Article 12 - Amendments To Constitution

The Council may amend or add to the constitution at the annual General Meeting. Notice of Motion must have been given at the previous Council meeting in order to pass amendments or additions. Itemized changes must be presented prior to the meeting it will be voted on. Amendments to the constitution must be approved by a simple majority.

Article 13 - Removal of an Executive Officer

1. Any Executive Officer may be removed from their elected or appointed position by a two - thirds majority vote of the entire remaining Executive Committee, plus the Principal, upon the occurrence of any one of the following events:
 - (a) Failure to fulfill their duties as outlined by the PAC Guidelines.
 - (b) Failure to attend any three consecutive regular monthly meetings or Executive meetings.
 - (c) Breach of confidentiality.
2. The Executive Officer being removed will be given the opportunity to respond to the grievance, within two weeks.
3. A motion to remove an Executive Officer may be presented at any meeting.
4. The meeting considering the motion to remove an Executive Officer must have a quorum of Executive without counting the Executive Officer who brought the motion, or the Executive Officer who is the subject of the motion, neither of whom may vote on the motion.

Article 14 - Appendix

1. All records (finances, documents, templates, worksheets, etc.) created for the use of the Council will be the property of the Council.
2. All Council records of previous administrations will be kept on file for 7 years in the school and made available to the present Council. In the 8th year, the information must be shredded.

Article 15 - Definitions

FISCAL YEAR - A period of 10 consecutive months (September to June).

MAJORITY VOTE - Fifty (50 %) plus one of the voters.

AGE OF MAJORITY - A person who is eighteen years (18) of age or older, as according to the Provincial law.