

Elmwood High School
Parent Advisory Council
Constitution
Drafted September 2024
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ARTICLE 1 - NAME

1.1 The name of the organization shall be "Elmwood High School Parent Council."

ARTICLE 2 - DEFINITIONS

2.1 In this document the following definitions are used:

- a) Council: the Elmwood High School Parent Advisory Council
- b) Parents: parents/guardians/caregivers of students attending Elmwood High School
- c) Area Residents: residents of the catchment area of Elmwood High School who are not parents of children currently attending the school
- d) Community: the catchment area of Elmwood High School
- e) Executive: Chairs/Secretary/Treasurer Elmwood High School Parent Council

ARTICLE 3 - PURPOSE

3.1 The purpose of the Council shall be to complement the educational program of Elmwood High School and to help maintain communication between home and school as well as the community for the following purposes:

- a) That parents and area residents will understand the school and its work
- b) That school activities are an appropriate educational response to the needs and aspirations of the community.

3.2 The Council may form connections and communicate with other organizations that have similar goals and objectives.

3.3 The Council shall not be used for commercial purposes, nor for partisan politics.

ARTICLE 4 - OBJECTIVES

4.1 The Council is involved in the development of activities that will:

- a) Obtain the best for each child, according to their academic, athletic, mental, physical and social needs
- b) Foster racial and cultural understanding, particularly within the community; and
- c) Assist in creating a safe community environment for the physical well-being of the students.
- d) Help students to understand and use skills to work towards reconciliation.

4.2 The Council makes itself aware of current school and division policy, procedure, curriculum, finance, facilities, etc. to offer input into these critical areas in an advisory capacity.

4.3 The Council contributes to a sense of neighbourliness in the community.

4.4 The Council communicates to the parents and area residents.

4.5 The Council supports activities for students and families in the school and community.

4.6 The Council advises on the availability of resources and agencies to support the educational program and meet community needs.

ARTICLE 5 - MEMBERSHIP

- 5.1 The Council consists of those eligible members present at any duly constituted meeting
- 5.2 Eligible members of the Council shall include:
 - a) Parents/guardians/caregivers of Elmwood High School Students- voting members
 - b) The Principal of Elmwood High School or designate as determined by the principal- nonvoting
 - c) The past chairperson of the Council (if applicable)
 - d) Area residents at the approval of the executive – nonvoting
- 5.3 Quorum at any duly constituted meeting shall be seven (7) eligible members including members of the executive

ARTICLE 6 – EXECUTIVE

- 6.1 All executive positions, except for the past chairperson, must be held by parents.
- 6.2 Membership of the executive shall consist of a minimum of 3 officers to a maximum of 7 officers, hereafter referred to as "the executive." The offices of Chairperson, Secretary and Treasurer, and Co Chair/Treasurer/ Secretary for the Council Shall be elected to the executive and must attend a minimum of 4 meetings a year. The past chairperson is a member of the executive only for the first year after vacating the position. Any position not filled, or that may become vacant, can be filled by election at a duly constituted meeting
- 6.3 The executive is to be elected at the Annual General Parent Meeting.
- 6.4 The Past Chairperson acts in an advisory capacity on the executive.
- 6.5 The Chairperson shall preside at all meetings of the Council and shall perform all duties pertaining to the office.
- 6.6 The Secretary shall attend all meetings of the Council and shall keep full and accurate minutes of all meetings of the Council. The secretary shall provide minutes to the executive within 14 days of any meeting. The Secretary shall also act as the Corresponding Secretary.
- 6.7 The Treasurer shall attend all meetings and conduct the financial business of the Council and shall perform the duties pertaining to the office.
- 6.8 Co-positions shall assist or share the Chair, Secretary, and Treasurer roles when called upon and perform the duties in their absence.
- 6.9 If the Chairpersons are unable to attend a meeting, an acting chairperson shall be chosen by the executive members in attendance.

ARTICLE 7- ROLES OF THE EXECUTIVE

- 7.1 CHAIRPERSON/CO CHAIRPERSON (can be shared or held solo)
 - a) Shall preside at all meetings of the Council
 - b) Shall speak on behalf of the Council
 - c) Shall be a signing officer on all Council accounts
 - d) Shall create and share meeting agendas with the Council
 - e) Shall be the spokesperson for the Council
 - f) Shall represent the Council and all Division meetings

7.2 SECRETARY/CO SECRETARY (can be shared or held solo)

- a) Shall attend all meetings of the Council
- b) Shall record attendance and proceedings at all meetings of the Council
- c) In the absence of the secretary the Council shall appoint another member to record proceedings

7.3 TREASURER/CO TREASURER (can be shared or held solo)

- a) Shall attend all meetings of the Council
- b) Shall provide a written financial report to the Council
- c) Shall be a signing officer on all Council financials
- d) Shall oversee all financial activities of the Council

7.4 PAST CHAIRPERSON

- a) Shall provide advice and support to the Council

ARTICLE 8 – REGULAR AND SPECIAL MEETINGS

- 8.1 At the first regular meeting of the Council (also called the Annual General Meeting), the Council will establish the dates for all regular meetings for the upcoming year. The Council shall hold a minimum of four (4) regular meetings a year. Unless the school requires this information earlier.
- 8.2 A special meeting of the Council may be held at the call of the Chairperson providing one week's notice is given to parents.
- 8.3 The first meeting of the year will be considered the Annual General Meeting for the Council.
- 8.4 All eligible members shall have the opportunity to vote at a Council meeting provided they have attended a minimum of one (1) previous meeting.
- 8.6 At least three quarters of the members must be parents.

ARTICLE 9 – FINANCIAL CONTROL

- 9.1 Expenditures of up to \$50 may be authorized by the Chairperson in conjunction with the Treasurer
- 9.2 Expenditures more than \$50 but less than \$200 require the authorization of a majority of executive members. Email may be used to document this expenditure if not authorized at a meeting.
- 9.3 Expenditures more than \$200 require the authorization of the Council.
- 9.4 Expenditures of more than \$1000 must be presented to the Council as a notice of motion one month prior to acceptance by the Council.
- 9.5 For any projects which receive the financial support of the Council, all expenses and income (including grants) shall be made public to the parents, said report to be made within six (6) weeks of the project's completion or eight (8) weeks of its initiation, whichever comes first.

- 9.6 The Chairperson/Co-Chairperson, Treasurer, /Co-Treasurer, and the School Principal are authorized to act as signing officers of the Council at the bank, with respect to bank resolutions, cheques etc. Two signatures must be affixed to cheques issued by the Council.
- 9.7 The Council may utilize any electronic or digital technology to assist in banking
- 9.8 No soliciting shall be done in the name of the Council, without the express consent of the Council.
- 9.9 The Council may appoint an auditor to audit the activities of the Council before the annual general meeting and when the Council deems else auditing necessary.

ARTICLE 10- PROGRAMS

- 10.1 Council shall have the authority to recommend programs, in consultation with the Administration, that will foster the objectives of the Council.

ARTICLE 11- SAFE GRAD

- 11.1 The Parent Council shall establish a Safe Grad Committee Annually
- 11.2 Membership of the Safe Grad Committee shall consist of one member of the Parent Council Executive with signing authority and a minimum of 2 parents of graduating students as well as one staff member
- 11.3 The Safe Grad Committee will provide a financial and activity report to the Parent Council at every meeting.
- 11.4 The Safe Grad Committee will maintain a written protocol on items that need to be completed for Safe Grad to occur

ARTICLE 12 - RECORDS

- 12.1 All records of the Council shall be the property of Elmwood High School
- 12.2 Current records of the Council shall be kept by the Secretary and Treasurer during their office terms. Upon completion of the office these records will be handed over to the Principal
- 12.3 Copies of all Meeting Agendas, minutes and Reports will be held in a binder in the school office

ARTICLE 13- AMENDMENTS TO THE CONSTITUTION

- 13.1 At any regular meeting the Council may amend or add articles to this Constitution.
- 13.2 Notices of Motion of proposed amendments must have been given at the previous regular meeting.
- 13.3 In order to pass, an amendment or addition must be approved by 51% of the members present.
- 13.4 The Constitution needs to be reviewed every two years.