

BY-LAWS OF THE BROCK CORYDON ADVISORY COUNCIL

In compliance with "Advisory Councils for School Leadership" Regulation 54/96 of The Education Administration Act (C.C.S.M. c E10) these by-laws govern the proceedings and activities of the Brock Corydon Parent Advisory Council.

DEFINITIONS

"advisory council" means an advisory council established for a school in accordance with Regulation 54/96 of The Education Administration Act (C.C.S.M. c E10).

"community member" means a person who lives, works or owns property in the catchment area of an affected school and who is not a parent of a child attending the school.

"catchment area" means the area around a school that has been determined by the school board as the catchment area for that school.

I. MISSION STATEMENT

The Brock Corydon Parent Advisory council is dedicated to the education and well-being of the students of Brock Corydon School. The parent advisory council's mandate is to provide input into school plans and to promote effective communication between the school, home, and community. The parent advisory council shall encourage parents to participate in meaningful school activities and decision making, and to strengthen the role of families in education and schooling.

II. OBJECTIVES

The objectives of the organization will be:

- 1) To enhance communication between parents, school staff, administration, students and members of the community.
- 2) To review, discuss, and make recommendations to the school staff and administration on:
 - school policy and procedures
 - programs and services
 - school planning
 - budgeting
 - commercial ventures
 - management of the school
 - facilities and equipment
 - parent/community education
 - learning resources
- 3) To promote co-operation between the home and the school in providing for the education of children.

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- 4) To work collaboratively with the school regarding school programs, activities, and special events.
- 5) To assist in disseminating information about the school and about parental priorities.
- 6) To liaise with the Winnipeg School Division #1, other schools, and community organizations in matters affecting the education and welfare of our children.
- 7) To organize and coordinate fund raising activities.

III. MEMBERSHIP

The membership of Brock Corydon Parent Advisory Council shall include voting and non-voting members:

- 1) All parents and guardians of students registered at Brock Corydon School. They shall be voting members of the group.
- 2) Administration and staff (teaching and non-teaching) of Brock Corydon School. They shall be non-voting members of the group.
- 3) Members of the school community. They shall be non-voting members of the group.

IV. EXECUTIVE

A slate of executive officers shall be elected each year from the voting members of the council. The executive will be responsible for coordinating the activities required to fulfill the objectives of the council.

1) Executive Positions

a) Chairperson who shall:

- Convene and chair all membership, special and executive meetings
- In consultation with the school staff and administration, ensure that an agenda is prepared for each general meeting and presented at the beginning of each meeting.
- Prepare Parent Advisory Council report for monthly newsletter
- Receive and distribute parent council correspondence

b) Past Chairperson who shall:

- Help smooth the transition between chairs
- Act as a consultant for the chair
- Chair the nominating committee

- c) Vice-Chairperson who shall:
 - Assume the responsibilities of the chair in the chair's absence
 - Accept other duties as required
 - Be responsible for organizing room representatives
 - Be responsible for teacher appreciation
- d) Secretary who shall:
 - Record and keep copies of the minutes of membership, special, and executive meetings
 - Issue correspondence on behalf of the organization
 - Ensure that records are transferred to the incoming secretary at the end of her/his term
- e) Treasurer who shall:
 - Be responsible for and report on the financial accounts of the organization
 - Be one of the three signing officers of the Executive as per Section XIII
 - Prepare a financial report for publication in the school or parent council newsletter as per Section XIII
 - With the assistance of the other executive members, draft a budget and tentative plan and expenditures as per Section XIII
- f) South End Parent Advisory Representative who shall:
 - Attend South District meetings
 - Report back to the Brock Corydon Parent Advisory Council
 - Seek input from Brock Corydon Parent Advisory Council when requested
- g) Committee Chairperson's (as per section V) who shall:
 - Provide periodic reports to the Brock Corydon Parent Advisory Council

2) Executive Positions

Executive meeting times are set by the Executive
Extraordinary meeting may be called by the Chair

3) Vacancy on Executive

If any officer resigns during a term of office or if any office is not filled at the time of elections, the Brock Corydon Parent Advisory Council may appoint a voting member of the council.

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V. COMMITTEES

Committees may be formed by the executive of council to fulfill the objectives of the organization. The Brock Corydon Parent Advisory Council shall be the umbrella organization for all parent committees operating in the school. Each committee shall have stated objectives and shall provide periodic reports to The Brock Corydon Parent Advisory council in order to facilitate the co-ordination of the various interests of The Brock Corydon Parent advisory council members and to consolidate efforts and avoid duplication and conflict.

- 1) Committees are responsible to the Brock Corydon Parent Advisory Council

VI. ELECTIONS

- 1) The length of term of Executive positions shall be one year.
- 2) Terms shall take effect at the beginning of the school year.

VII. ELECTION PROCEDURES

Election of the Executive will take place in May/June.

VIII. NOMINATIONS

Nominations are to be put forward at the May/June Parent Advisory Council Meeting.

IX. MEETINGS

- 1) General meeting dates will be set by the Parent Advisory Council at the beginning of each school year.
- 2) There will be a minimum of 7 General Meetings in a school year.
- 3) Extraordinary meetings may be called by the Executive with a minimum of seven (7) days notice.

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X. BY-LAW AMENDMENTS

Amendments to the Constitution and By-Laws of the Brock Corydon Parent Advisory Council may be made at any General Meeting at which business is conducted providing:

- 1) Written notice of the meeting has been given to all members (14 minimum).
- 2) The notice of the meeting shall include notice of the specific amendments proposed.
- 3) A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the By-laws.

XI. QUORUM

The voting members present at any duly called General Meeting shall constitute a quorum.

XII. PROCEDURE

- 1) Meetings will be conducted efficiently and with fairness to the members present.
- 2) If procedural problems should arise, "Robert's Rule of Order" will be used to resolve the situation, unless these rules are in conflict with the guidelines in this constitution. When there is a conflict, the guidelines in this constitution shall take precedence.

XIII. FINANCES

- 1) All funds of the organization will be on deposit in a Bank of financial Establishment registered under the Bank Act.
- 2) The Executive shall name at least 3 signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signatures will be required for these documents.
- 3) The Brock Corydon Parent Advisory council shall not be used for commercial purposes.

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XIV. CODE OF CONDUCT

- 1) The Brock Corydon Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- 2) An Executive member who is approached by a parent with a concern relating to an individual in a privileged position must treat such discussion with discretion, protecting the confidentiality of the people involved.
- 3) The Brock Corydon Parent Advisory Council shall not be used for commercial purposes.

XV. DISSOLUTION

- 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.
- 2) All records of the organization shall be placed under the jurisdiction of the Winnipeg School division No. 1 District in the person of the principal of school.

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