École Luxton School Parent Advisory Council

CONSTITUTION

1. **NAME**
   The name of the organization will be "École Luxton School Parent Advisory Council" (PAC).

2. **PURPOSE and OBJECTIVES**
   The Parent Advisory Council operates as a non-profit, volunteer organization with no personal financial benefit to the Council or its members.

   The purpose of the Council is to promote, support and enhance meaningful parent involvement and participation in educational programs by:
   - Fostering a positive and collaborative relationship with the school administration.
   - Promoting effective communication between the school, the Winnipeg School Division (both the Board of Trustees and the Administration), home, and community.
   - Providing input where a significant change is contemplated for a school or school program.
   - Initiating and coordinating fundraising projects in consultation and with the approval of the principal where staff and students are involved and provide an accounting of spending from the fundraising projects.

3. **MEMBERSHIP**
   - All parents/guardians whose children attend École Luxton School shall be voting members.
   - The principal or designate are non-voting members of the Council. The principal or designate shall serve as a resource member and act as a liaison between staff and community through the Council and shall be responsible to ensure all Council activities are in alignment with the Winnipeg School Division policies and procedures.
   - School staff representative(s) shall be non-voting members of the Council and shall be selected by administration.
   - Members of the school community who are not parents/guardians of students currently in the school may attend meetings as non-voting members.

4. **PARENT COUNCIL EXECUTIVE**
   - The Executive Council shall consist of an elected Chair, Vice-Chair, Secretary, Treasurer, Fundraising Coordinator, and Communications Coordinator to be elected at the Annual General Meeting.
   - All positions aside from the Chair and Vice-chair may be shared by two or more elected members (for example there may be co-fundraising coordinators and co-treasurers etc.)

- The role of the Executive is to carry out specific duties as outlined in section 5. All Council activities and decisions must be approved at Council meetings.
- Terms of office are for one year. Executive positions can run consecutive terms as long as the membership continues to nominate and elect that member in each election year.

5. POSITIONS AND DUTIES OF OFFICERS

5.1 The Role of the Chair:

- Shall prepare an agenda for all meetings.
- Shall preside at all meetings of the Council including:
    - Announcing each item of business as it arises and call on the proper person to speak
    - Ensuring efficient and orderly progression through the agenda
    - Ensuring discussion is on topic
    - Ensuring a motion is stated clearly before allowing discussion
    - Calling for a vote on motions
    - Recognizing members who are entitled to the floor
    - Maintaining order, proper conduct and decorum during meetings
- Shall supervise all affairs of the Council and see that all order and resolutions of the Council are carried out.
- Shall be a signing officer.
- Shall be the official spokesperson for the Council.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the Council.
- Shall ensure the Treasurer submits financial statements to the principal for review.
- Shall monitor all communications through the Council email.
- Shall appoint committees where authorized to do so.

5.2 The Role of the Vice Chair:

- Shall chair all meetings in the absence of the Chair. In the absence of both of these officers, the Council shall elect an acting chair.
- Shall assume the position of the Chair in the event of the resignation of the Chair on an interim basis until a new Chair can be elected.
- Shall take such action or ensure that such actions are taken by others to achieve the objectives and purpose of the Council.
- Shall be a signing officer.
- Shall assist with monitoring all communications through the Council email.
- Shall carry out the duties and assume the responsibilities of the Chair in the event the chair cannot.
- Shall be responsible for arranging childcare for all Council meeting

5.3 The Role of the Secretary:

- Shall record the minutes of all meetings. Minutes will be approved by the principal and the Executive and then the Secretary shall ensure the minutes are posted on the school website and in the Council's Google Drive.
- Shall assist with monitoring all communications through the Council email.
- Shall prepare sign-in sheets for all meetings.

5.4 The Role of the Treasurer:

- Shall ensure all funds collected through fundraising activities are deposited at a banking institution immediately after or as soon as possible after each event.
- Shall prepare and present a financial report at each meeting.
- Shall prepare and present a statement of account and balance sheet at the Annual General Meeting for approval.
- Shall provide a current financial report to the principal at the end of each school year.
- Shall be a signing officer.
- Shall ensure that another financial singing officer has access to the books and banking papers in the event of their absence.
- Shall ensure all financial documents are stored properly at the school.

5.5 The Role of the Fundraising Coordinator:

- Shall prepare a fundraising plan for the school year in coordination with the principal and in accordance with Division policies.
- Shall inform the Treasurer of the fundraising plan with estimated revenue.
- Shall prepare and provide all fundraising materials to the principal for distribution to the students for each fundraiser.
- Shall coordinate space and volunteers to help with distribution of items from fundraisers as needed.
- Shall provide a fundraising report at each meeting.

5.6 The Role of the Communications Coordinator:

- Shall maintain all social media accounts for the Council.
- Shall prepare and provide Council information to the principal for the school newsletter each month.

6. ANNUAL GENERAL MEETINGS AND ELECTIONS

- The first Council meeting of the school year in September will be the Annual General Meeting (AGM).
- All eligible Council members are invited to the AGM.
- Notification of the AGM shall take place in advance and shall include details of the meeting (elections, amendments to the Constitution etc.).

- The election of members to the Executive shall take place at the AGM. Elections will occur following a specific procedure:
    - Only parents/guardians of children registered in the school at the time of the elections can be nominated.
    - Nominations can be made in advance and provided with the notice of the AGM however nominations from the floor will also be accepted during the meeting. A parent/guardian does not need to be present during the meeting to be nominated but must provide written notice that they accept their nomination.
    - The outgoing Chair, their designate, or a third party will conduct the elections.
    - The voting procedure at the elections will be by a show of hands or by ballot if anyone objects to a show of hands.
    - Where two or more nominations are being considered, voting shall be done by secret ballot.
    - To be elected a nominee requires more than one-half of the votes of the members present.
    - Terms of office will begin on the first day of October and run for one calendar year.

7. RESIGNATIONS AND VACANCIES

- If an executive member finds that they are unable to perform their duties midterm, they shall notify the Council in writing with a minimum of two weeks notice.
- Any elected member who is not performing their duties as stipulated in the Constitution, will be asked by the Chair to resign from their position. The member shall have the right to appeal at a Council meeting.
- The absence of any executive member from three consecutive Council meetings, without prior notification, will constitute a vacancy.
- The Chair in consultation with the Executive, may appoint another parent/guardian to the Executive to complete the term of a resignee, or to fill a vacancy.

8. REGULAR MEETINGS

- The Council will strive to hold regular monthly meetings with a minimum of five meetings held within a school year.
- Regular meetings shall be held on dates agreed upon at the first Council meeting of the year. Changes to meeting dates/times must be agreed upon at a Council meeting.
- All members must be notified of Council meetings at least 48 hours in advance.
- Council meetings shall take place at the school. A virtual option to attend meetings may also be offered as available.
- Childcare shall be provided for regular parent council meetings.
- A meeting of the Executive must take place prior to each Council meeting to establish an agenda for the meeting.

9. QUORUM

- For all Council meetings a minimum of 5 voting members must be present to constitute a quorum.
- For all Executive meetings a minimum of 3 Executive members must be present to constitute a quorum.
- If quorum is not achieved the meeting may continue to provide opportunities for members to discuss topics and ask questions however no motions can be voted on.

10. AGENDA

- The Chair or designate will conduct the meeting according to the agenda. All items to be discussed must appear on the agenda.
- Any member may request that an item be added to the agenda by advising the Chair at least seven days in advance of the 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.

11. MOTIONS

- Before any motion is considered, every motion shall be moved, seconded and stated by the chair after which it shall be accepted, 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 amendment is voted on and the motion as amended or not amended is voted on.
- The Chair shall declare the results of the vote as carried or defeated and ensures that the Secretary documents the results accurately.

12. VOTING

- All parents/guardians are eligible to be voting members.
- All voting shall be done by a show of hands or by a secret ballot if requested.
- All motions shall be decided by a majority vote of the members present.
- The Chair may vote with the other members on all motions. Any motion on which there is an equality of votes shall be deemed to be defeated.

13. FINACIAL AUTHORITY AND ACCOUNTABILITY

- All funds will be deposited in the Council's bank account.
- All disbursements must be made by cheque and must be accompanied by an original invoice or receipt.

- All expenditures must be approved by the Council. The Executive has the authority to allocate funds in an emergency situation prior to a Council meeting providing that an official receipt is presented to the Council at the next meeting.
- Signing authority for cheques shall be the Chair, Vice-Chair, and Treasurer and the principal in an emergency.
- Request for finances must be presented to the Council with a written quote, estimate or detailed outline of items required to purchase for approval at a regular meeting.
- The Council's fiscal year is August 1st to July 31st.
- An internal audit shall be completed at the end of the fiscal year by the Treasurer.

14. CODE OF CONDUCT

- All Council members shall:
    - Comply with Winnipeg School Division policies including the Code of Conduct;
    - Uphold the Constitution;
    - Perform their duties with honesty and integrity;
    - Work to ensure that the wellbeing of students is the primary focus of all decisions;
    - Advocate on behalf of students;
    - Be punctual at in regular attendance;
    - Seek to make equitable decisions;
    - Demonstrate discretion and confidentiality with respect to information;
    - Be supportive of decisions adopted by the majority;
    - Refrain from the use of offensive language;
    - Respect the decision of the Chair on points of order.

15. 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.

16. CONSTITUTIONAL AMENDMENTS

- Amendments to the Constitution may be made at any regular meeting at which business is conducted providing:
    - A minimum of fourteen days written notice of the meeting has been given;
    - Notice that there will be amendments proposed to the Constitution has been given.
- A two-thirds majority will be required to amend the Constitution.