

CONSTITUTION AND BYLAWS

SECTION I NAME

The name of the Association shall be Ecole R.W Bobby Bend School Parent Advisory Council. (PAC)

SECTION II PURPOSE

The purpose of the R.W. Bobby Bend School Advisory Council is to represent parents, students and community members through collaboration and cooperation with the principal, teachers, staff and school board to provide a quality education in a positive, nurturing environment thereby promoting a lifetime of learning

SECTION III OBJECTIVES

- 1) To Establish ongoing communication with parents of students attending the school, community members and school administration. The Parent Advisory Council is representative of their priorities and concerns.
- 2) To establish a means of regular accountability to the school and community for the Parent Advisory Council's involvement, activities, expenditures and recommendations.
- 3) To promote community and parental interest and understanding through meaningful involvement in the school and Parent Advisory Council. Involving but not limited to:
 - a. Fundraising Activities to support School specific needs as advised by School Administration or the Community.
 - b. Family Fun activities to promote school spirit.
 - c. Coordinating Volunteer Activities.
 - d. Sharing Community/Parental concerns with School Administration.
 - e.

SECTION IV INTERPRETATION OF TERMS

Act refers to the School Act

The Parent Advisory Council refers to all parents, guardians and community members who attend and participate in Parent Advisory Council meetings.

Executive refers to the elected Officers of the Parent Advisory Council

Chairperson refers to the Chairperson of the Executive

School refers to Ecole R.W. Bobby Bend School

School Board refers to the School Board of the Interlake School Division #21 in which the school is located.

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Students refer to the students enrolled in the School

Community member refers to a person who lives, works or owns property in the catchment area of the school and who is not a parent of a child attending the school

Divisional Employee refers to anyone in the employ of the Interlake School Division #21

Parent refers to parent or legal guardian of a child registers in the R.W. Bobby Bend School

Shall refers to the mandatory requirements (is directive)

May refers to the recommendation or that which is advised or intended but not mandatory

SECTION V

MEMBERSHIP

A) Eligibility:

1) Parents who have children attending Ecole R.W. Bobby Bend School are eligible to be ~~regular~~ members of the Advisory Council.

2) Community members are eligible to be regular members of the Advisory Council.

B) Types of Membership (voting/non-voting):

1) The principal or designate are ex-officio members of the Parent Advisory Council without voting privileges.

2) Only members of the Parent Advisory Council shall vote at meetings.

SECTION VI

ADVISORY COUNCIL

A) Composition:

1) One member of the Advisory Council shall be elected to each of the following executive positions:

a) Chairperson

b) Vice Chairperson

c) Secretary

d) Treasurer

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B) Terms of Office:

1) Upon dissolution of the entire Parent Advisory Council the initial term upon the establishment of the Advisory Council will be 50% of the Council Members for one year and 50% of the Council Members for a two (2) year term.

2) Subsequent terms will be for two (2) years.

3) Each Parent Advisory Council member shall be elected to serve a maximum of two (2) consecutive terms.

4) The Executive of the Parent Advisory Council shall hold office for two years from the date of appointment or election or until their successors are elected or appointed.

C) Elections and By-Elections:

1) The Business of the Annual General Meeting held once in each calendar year at Ecole R.W. Bobby Bend School is open to all eligible members and shall include the nominations and elections to the Advisory Council for a term of office as set out in The Parent Advisory Council-Terms of Office Section VI-(B). The Annual General meeting must be held after the first day of school but no later than the third Friday of October.

2) Votes and nominations for Parent Advisory Council members will be accepted from all parents and community members present at the Annual General Meeting.

3) Nominations of absent members will be accepted if accompanied by a signed letter indicating willingness to stand.

4) Every effort shall be made to publicize the Annual General Meeting in order to assure that all parents and members of the community are given an opportunity to participate in the election of the Parent Advisory Council Members

5) By-elections for vacated Parent Advisory Council positions shall be held within two (2) months to elect a replacement. If the vacancy occurs after May 31 no by-election needs to be held and Council may appoint a replacement to serve until the next general election.

6) A Council member will automatically cease to be a member upon resignation or failure to qualify as a Community Member.

7) The Executive shall be elected by the Advisory Council members annually at the Annual General Meeting.

8) The Executive may be removed from office at any time by a two-thirds (2/3) majority vote of the Advisory Council.

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D) Powers

The property and business of the Parent Advisory Council shall be managed by the Executive. All Executive and committees shall be responsible to and subject to the direction and control of the Parent Advisory Council.

E) Duties of the Executive of the Advisory Council:

The Chairman shall:

- preside when present at and participate in all meetings of the Parent Advisory Council
- have general supervision of all activities of the Parent Advisory Council
- be the official spokesperson of the Parent Advisory Council
- be a signing officer
- prepare and distribute the agenda for each meeting to all Parent Advisory Council members and place a copy of the agenda on each Parent Advisory Council bulletin board
- distribute the official minutes of the meetings to all Parent Advisory Council members to be voted for approval at the next Parent Advisory Council meeting.
- collect and present all correspondence addressed to the Parent Advisory Council

The Vice-Chair shall:

- aid the Chairperson and undertake tasks assigned by the Chairperson or Parent Advisory Council
- in the absence of the Chairperson, supervise the affairs and preside at any meetings of the Parent Advisory Council.
- in the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities
- be a signing officer

The Secretary shall:

- keep accurate minutes of all Parent Advisory Council meetings
- send the minutes of all Parent Advisory Council meetings to the Principal and Chairperson for review and approval.

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-post all current official minutes to the Advisory Council bulletin boards at the school

-deal with the correspondence as directed by the Executive

-maintain a dated record of all the Advisory Council members and their addresses and phone numbers

-be a signing officer

The Treasurer shall:

-keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Parent Advisory Council

-have charge of all monies of the Parent Advisory Council collected from any source

-deposit all monies, securities and other valuable effects in the name and to the credit of the Parent Advisory Council in the financial institutions designated by the Parent Advisory Council

-disburse the funds of the Parent Advisory Council as directed by the Parent Advisory Council taking proper vouchers for such disbursements

-report the status of all money accounts at each regular Parent Advisory Council meeting

-report the status of the yearly transactions for the Parent Advisory Council at the Annual General Meeting.

-be a signing officer

SECTION VII

COMMITTEES

- 1) Ad Hoc and Standing Committees may be established as necessary by the Parent Advisory Council
- 2) Committees of one or more persons may include Parent Advisory Council members, parents, teachers, community members and individuals with special expertise to help in developing recommendations for the Advisory Council's consideration.
- 3) The Chairperson of the Parent Advisory Council will cause Ad Hoc committees to cease once objectives of formation have been reasonably reached.

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- 4) The Ad Hoc committee chairperson shall be responsible for any committee thus formed to meet the needs of the Parent Advisory Council. The orderly practices of the committee and the appointment of some members to keep records if necessary will be the chairperson's responsibility (these records will be maintained by the Executive Secretary).
- 5) Should monies be allocated to assist an Ad Hoc committee in its objectives, a member of that committee shall be appointed by the Ad Hoc Chairperson to carry out the duties of treasurer, with final reporting to be done through the (Executive) Treasurer.
- 6) The Ad Hoc Chairperson, or his/her representative, must report back to the Council at regular meetings all the progress, problems, solutions and/or recommendations of the committee.

SECTION VIII

MEETINGS

A) Regular Meetings:

1) The Parent Advisory Council will determine regular meeting dates, a minimum of one per month during the school year excluding the months of June, September and December are to be held.

2) Under special circumstances additional meetings may be held as determined by the Chairperson provided the members have been given sufficient notice of seven (7) days or waive notice. The Chairperson shall call an additional meeting if he/she is petitioned for one by a majority of the regular Parent Advisory Council members. Notice shall include a proposed agenda for the meeting.

3) Minutes shall be kept of the proceedings of each meeting. Any member is entitled to have their objections to any resolution adopted by the Parent Advisory Council recorded in the minutes.

5) All parents and members of the community are welcome and encouraged to attend and participate in all meetings. The Advisory Council must ensure that information regarding the date, time and place of upcoming meetings receive wide dissemination amongst parents (as per duties of the Secretary)

6) All meetings will be conducted efficiently and with fairness to the members present

7) Meetings shall follow a standard agenda provided at the beginning of each meeting, or earlier if possible, by the Chairperson. This agenda will consist of:

Call to Order

Amendments to/Adoption of Previous Meeting

Business Arising from Minutes

Executive Reports

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Ad Hoc and Standing Committee Reports

Principal's Report

New Business (include parent/community member input)

Education Presentation (if scheduled)

B) Voting and Decision-Making Process:

- 1) Only members of the Parent Advisory Council in attendance shall vote at meetings.
- 3) Voting by proxy at any meeting of the Parent Advisory Council is not permitted.
- 4) The Parent Advisory Council decisions will be made by using the Majority Vote or the Consensus Building Models. When consensus cannot be reached the Majority Vote will be utilized.
- 5) If a tie is reached, the Chairperson will then be obligated to cast his/her vote.
- 6) The procedural principles contained in "Robert's Rules of Order" shall govern all matters of procedure where not in conflict or not covered in this Constitution and Bylaws. In the event of a disagreement over procedure, "Robert's Rules of Order" will prevail as the final authority.

C) Annual General Meeting:

- 1) The Advisory Council shall, once in each calendar year, hold an Annual General Meeting which shall be open to all parents and community members.
- 2) The Annual General Meeting will be held no later than the third Friday of October.
- 3) Open positions of the Executive of the Parent Advisory Council will be elected at the Annual General Meeting.
- 4) An annual report that includes the financial statement of the Advisory Council will be presented at the Annual General Meeting and made available to all persons at such meeting.
- 5) Notice of the Annual General Meeting shall be given at least once five (5) days but not more than twenty-five (25) days prior to the meeting by way of:
 - A) general circular through the school population
 - B) advertising in at least one issue of the "Stonewall Argus" or such other similar newspaper as the Parent Advisory Council may determine
 - C) post notice to Community Bulletin Boards
 - D) posted to the PAC Ecole R.W. Bobby Bend Facebook group

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SECTION IX

FINANCE

- 1) The financial signing authorities shall be vested in the Chairperson, Vice-Chairperson, Treasurer and Secretary with two of the four signatures required.
- 2) After each elections of officers, the Parent Advisory Council Chairperson shall advise the banking authority of any change of status of signing authority.
- 3) Expenditures over \$25.00 must be properly authorized by the Parent Advisory Council.
- 4) Any account being administered by the Parent Advisory Council shall be open to review and inspection by way of the treasury report given at regular meetings with a final year-end report presented at the Annual General Meeting.
- 5) Audits of the treasury reports may be arranged at any additional time.
- 6) An Advisory Council member may be reimbursed for reasonable expenses incurred in the performance of Parent Advisory Council duties.

SECTION X

AMENDMENT OF CONSTITUTION AND BYLAWS

Notice of intent to change the Constitution or any Bylaw shall be given by written submission prior to any Parent Advisory Council meeting.

Bylaws of the Advisory Council may be enacted, repealed or amended by two-thirds (2/3) majority vote of those present at any Parent Advisory Council meeting.

SECTION XI

DISSOLUTION

In the event of the dissolution of the Parent Advisory Council any assets or funds remaining after payment of all liabilities of the Parent Advisory Council shall be dispersed to Ecole R.W. Bobby Bend School. These assets or funds shall be used for the Library, Music Program and/or Physical Education Equipment unless otherwise designated by the Parent Advisory Council.

SECTION XII

INDEMNIFICATION

Every Parent Advisory Council Member who has undertaken or is about to undertake any liability on behalf of the Parent Advisory Council or any company controlled by it and their heirs, executors, and administrations, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Parent Advisory Council from and against:

- 1) All costs, charges and expenses whatsoever which such Parent Advisory Council Member, Officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her, in or about the execution of the duties of his or her office or in respect of any such liability: and

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- 2) All other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.