

Constitution of the Oakenwald Parent Advisory Council

Article 1- Name

The name of the organization shall be known as the Oakenwald Parent Advisory Council (hereinafter referred to as “the Council”).

Article 2- Mandate

The council will work cooperatively:

1. As an advisory structure to the principal and staff, presenting parental and community concerns and perspectives on issues related to the school
2. To disseminate information about the school and to promote community understanding and involvement in the school.
3. To develop advice to the school board.
4. To develop supportive relationships among the school, parents, and community.
5. To take such actions as the council deems desirable to enhance the educational environment of School.

Article 3- Membership

1. There is no limit to the number of members who can serve on the Council. The Council shall remain a minimum of seven members.
2. At least two-thirds of the members of Council shall be parents of students at the school
3. Up to one-third of the members may be residents of the school catchment area who do not currently have children enrolled in the school.
4. Not more than one-third of the members of the Council may be employees of the Pembina Trails School Division.
5. The principal and one representative staff member will be ex-officio members of the Council.

6. At least two weeks before the annual meeting all parents and the community shall be invited to nominate any eligible person as a member of the Council.
7. Nominations of additional members of the Council may be made at any regular Council meeting and a vote on the acceptances of those members shall be made at that meeting.

Article 4- Operation

1. Those nominated will be presented for approval as members of the Council at an annual meeting to be held no later than the third Friday of October. The name of every person will be presented for approval as a member.
2. Council members will be approved at the Annual Meeting by a majority vote of those in attendance who are parents of children attending the school or community members in the school catchment area.
3. All members shall be elected for a term of one year.
4. At the first meeting of the Council members will elect an Executive from among themselves.
5. The Executive committee shall consist of:
 - a. A Chairperson
 - b. A Vice-Chairperson
 - c. A Secretary
 - d. A Treasurer
 - e. The Chairperson of the Fundraising Committee
 - f. The Chairperson of other standing committees established by the Council. The duties of and responsibilities of Executive members are defined in Schedule A.
6. The Executive Committee shall have the power to conduct Advisory Council business and to attend to all matters which require action between general meetings.
7. The Executive Committee shall have the authority to undertake only those actions or expend those funds approved by a majority of the quorum at a meeting of the Council.
8. A minimum of five meetings of the Council membership shall be held each school year. All meetings shall be publicized within the community and will be open to the public.

9. Subcommittees may be established by the Council and may include as members any individual whose expertise is deemed useful to meeting the objectives of the Council.
10. A quorum of Council shall consist of 6 members.

Article 5- Voting

All members of the Council may vote at the meetings of Council.

Article 6- Amendment

This constitution may be amended by a majority vote of the council. Any member may present in writing a notice to amend the constitution at any meeting of the Council. The motion to amend shall be considered at the next meeting of the Council, not sooner than thirty days from the presentation of the notice to amend.

Schedule A

Executive Duties

Unless otherwise determined by the Council, the Executive of the Council shall have the following duties:

1. Chair

The Chair shall:

- a) Preside when present at and participate in all meetings of the Council
- b) Have general supervision of all activities of the Council
- c) Be the official spokesperson of the Council
- d) Be the official liaison between the School and the Council

2. Vice-Chair

The Vice-Chair shall:

- a) Aid the Chair and undertake tasks assigned by the Chair
- b) In the absence of the Chair, supervise the affairs and preside at any meetings of the Council
- c) In the event of the resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities.

3. Secretary

The Secretary Shall:

- a) Cause accurate minutes of all Council meetings and proceedings to be kept
- b) Have charge of all the correspondence and official records of the Council
- c) Maintain a dated record of all the Members of the Council [and their addresses]
- d) Cause notices of Council meetings and proceedings to be given in accordance with Council policy

4. Treasurer

The Treasurer shall:

- a) Be responsible for the deposits of all monies paid to the Council in whatever bank, trust company, credit union, or treasury branch the Council may order
- b) Properly account for all funds of the Council and keep such books as may be directed
- c) Present a full detailed account of receipts and disbursements to the Council whenever requested, and prepare the financial statements for the annual report.ⁱ
