

# Constitution (enacted May 2012)

ÉCOLE VAN WALLEGHEM SCHOOL  
 PARENT COUNCIL  
 1 Princemere Road  
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## CONSTITUTION

### ***I. NAME***

This organization shall be known as “École Van Wallegghem School Parent Council” and shall be referred to as the “Council” in this Constitution and its Bylaws.

### ***II. GOALS***

1. To enhance the education of our children and foster life long learning.
2. To act as an advisory structure to the principal and staff, presenting parental and community concerns and perspectives on school policies, activities, finances and organization, including:
  - a) departmental and locally developed curricula,
  - b) cultural and extra-curricular activities,
  - c) issues that may occur at École Van Wallegghem School that are relevant to parents and students;
  - d) the annual budget for the school, and
  - e) community access to school facilities.
3. To participate in developing an annual school plan and to participate in any review of the school that the Minister of Education and Literacy or the School Board has directed be carried out.
4. To act as a means of disseminating information about the school and parental priorities as well as promoting community understanding and involvement in the school.
5. To act as a liaison between the school, parents, community and other school support organizations for the purpose of information sharing and co-operation.
6. To act as an advisory structure to the School Board in matters relating to the School Division that pertain to École Van Wallegghem School.
7. To enhance communication, co-operation and collaboration between the parents, students, members of the community, school staff and trustees in order that the optimum education be achieved for all students at École Van Wallegghem School.
8. To advise the Principal about fund-raising initiatives for projects supported or undertaken by the Council.
9. To encourage parent involvement in the school, and to support programs that promote parent involvement.
10. To provide parent education and a forum for discussion of educational issues

### ***III. MEMBERSHIP OF THE COUNCIL***

#### ***1. Voting members:***

The Council shall consist of all parents and guardians of children attending École Van Wallegghem School who shall be entitled to vote at all meetings of the Council including the Annual General Meeting. In this Constitution and in the Bylaws parents and guardians are referred to as “members”.

#### ***2. Non-voting members:***

The Principal, Vice-principal and members of the teaching staff are ex-officio, non-voting members of the Council. However, if they have children in the School they are entitled to vote as members.

### ***IV. EXECUTIVE COMMITTEE***

1. The Executive Committee shall consist of the following Officers and/or Co-Chairs for any of the following positions:

- President

- Vice-president
  - Secretary
  - Treasurer
  - Past President
  - Site Chairperson
  - Communications Chairperson
  - Education Chairperson
  - Fund-raising Chairperson
  - Lunch Program Chairperson
  - Social Chairperson
- Other Committees may be established and dissolved by the Executive Officers, as necessary, to fulfill the mandate of the Council.
2. The goals and responsibilities of Executive Officers and Committees are set out in the Bylaws to the Constitution.
  3. Executive officers shall be elected by the voting members at the Annual General Meeting of the Council which shall be held between May 1st and May 31<sup>st</sup> of each and every year.
  4. Council shall advise parents of the election process and current Executive Officers seeking re-election and/or any interested candidates, along with their desired position in an April school newsletter or by letter/e-mail at least 14 calendar days prior to the Annual General Meeting. Any other interested candidates must submit in writing/e-mail to the Nominating Committee at least seven calendar days prior to advise of their intention to be elected for a stated position. The list of all interested candidates by position shall be posted on the Parent Council webpage or sent via email to all parents/guardians who have children at École Van Walleghem School five calendar days prior to the Annual General meeting.
  5. At the Annual General Meeting, candidates may declare their interest to be elected for only those positions that do not have a declared candidate as per 4. above.
  6. Executive Officers shall be elected for a one year term, where the term shall run from July 1<sup>st</sup> to June 30<sup>th</sup> on an annual basis.
  7. Executive Officers must advise voters of any potential or perceived conflict of interest prior to the election.
  8. The President (or Co-Chair(s)) shall seek candidates to stand for election to the Executive Committee. Should the President/Co-Chair(s) be unable to fulfill this role, the Executive Officers shall appoint another Executive Member to serve in this role.
  9. The duties and responsibilities of the Election Process are set out in the Bylaws.
  10. Vacancies:
    - a) The office of an Executive Officer shall be vacated:
      - i) if by notice in writing to the Executive, the Executive Officer resigns; or
      - ii) if an Executive Officer no longer has children attending the school; or
      - iii) if an Executive Officer is absent without notice from 3 consecutive meetings of the Council or Executive.
    - b) If a vacancy occurs on the Executive, the remaining Executive Officers may, after a majority vote, appoint a new Executive Officer to serve the unexpired portion of the term.

#### ***V. SPECIAL COMMITTEES***

A special or ad hoc committee may be created by a motion of Council that a matter be referred to a special or ad hoc committee. The motion shall include the purpose of the committee, the number of members, how they shall be appointed and when they shall report back to Council.

#### ***VI. FINANCIAL AUTHORITY***

1. The Council's Fiscal Year shall run each and every year from July 1<sup>st</sup> to June 30<sup>th</sup>.
2. Signing authority for cheques and other financial documents shall be vested in the President, Vice-president, Secretary and Treasurer. Two signatures are required to execute each document, one being the Treasurer's -
3. All financial expenditures must be approved by motion at a regular or annual meeting of the Council.
4. With regard to the Lunch Program only, signing authority for cheques and other financial documents shall be vested in the Lunch Program Chairperson (or Lunch Program Co-Chairpersons), the Principal of École Van

Wallegghem School, and the employed Lunch Program Co-ordinator. Two signatures are required to execute each document.

5. The Council will appoint at the May Annual General Meeting an individual, preferably, with the professional designation of a Certified Management Accountant, Certified General Accountant, or Chartered Accountant to confirm appropriate accounting practices and controls of the Council. This shall include the accounts of any Committees that are not part of the Council Account. The person conducting the review of the financial accounts shall report in writing to Parent Council by the October Parent Council Meeting or as soon as possible thereafter upon completion of the Review.

6. The President (or Co-Chair) is allowed at his or her discretion to spend up to a maximum of fifty dollars (\$50.00) in a year and shall account for this expenditure at the next Council meeting.

## **VII. MEETINGS**

1. *Conduct at Meetings:*

- a) All meetings of Council and its subcommittees shall be conducted in an orderly and respectful manner.
- b) Meetings are to be conducted in accordance with the most recent edition of Robert's Rules of Order.
- c) The President (or Co-Chairs) is not entitled to vote at any meeting except in the case of an equality of votes.

2. *Council Meetings*

- a) All Council meetings must be called by the President or by a majority of the Executive Members in writing.
- b) A minimum of 5 Council meetings must be held during the year.
- c) A quorum consists of 6 members of the Council.
- d) A motion is passed when it is approved by a majority vote of the members present.
- e) Council meetings are open to all members of Council, teaching staff of the school, Board members and employees Pembina Trails School Division and any interested members of the community.
- f) Members of the Council can make representation on any topic at a Council meeting by contacting the President/Co-Chairs at least one week in advance if possible, and asking for consideration for the item to be placed on the agenda.

3. *Annual General Meetings*

- a) An Annual General Meeting shall be held between May 1st and May 31st.
- b) The date of the Annual General Meeting must be announced fourteen days prior to the date of the meeting
- c) Members of the Council can make representation on any topic at the Annual General Meeting by contacting the President at least seven days prior to the meeting and asking to be placed on the agenda.

4. *Executive Committee Meetings*

- a) Executive meetings must be called by the President or by a majority of Executive members in writing.
- b) A minimum of one Executive meeting must be held during the year.
- c) The outgoing Executive and the new incoming Executive Officers shall meet by June 30<sup>th</sup> to co-ordinate the transition process.
- d) Fifty per cent of the Executive Officers constitute a quorum for the purposes of a meeting.

## **VIII. BYLAWS**

1. Council may make Bylaws relating to administrative matters and the operation of the Council including the duties and responsibilities of Executive Officers and Committees, but not including matters set out in the Constitution.
2. Notice to amend the Bylaws may be given by any member of Council. Notice to amend must be given in the school newsletter at least 5 days prior to the date of the meeting held to vote on the proposed amendment.
3. Where notice has been given, Bylaws may be passed or amended by a majority vote of members present at any meeting of the Council.

## **IX. AMENDMENTS TO THE CONSTITUTION**

1. The Constitution may be amended at the Annual General Meeting by a majority vote of members present.
2. Notice to amend the Constitution must be given to all members of Council at least fourteen days prior to the date of the meeting held to vote on the proposed amendment.

## **X. DISSOLUTION**

If the Council dissolves and no longer exists, any monies that are remaining shall be given to the School to be used for the benefit of all Van Wallegghem Students.

## Bylaws (amended October 2016)

# BYLAWS OF ÉCOLE VAN WALLEGHEM SCHOOL PARENT COUNCIL

### *I. EXECUTIVE OFFICERS*

1. Executive Officer positions are set out in the Constitution.
2. Executive Officers shall attend monthly Council meetings and provide a verbal report at the meeting and a written report to the Secretary or President/Co-Chairs. If the Executive Officer is absent, he or she shall submit a written report to the Secretary or President/Co-Chairs, to be read at the meeting.
3. Each Executive Officer is responsible for keeping the President updated on their committee's progress on a regular basis.
4. Executive Officers shall give an end-of-year report at the Annual General Meeting.
5. Each Executive Officer is responsible for familiarizing the incoming Executive Officer with his or her duties and passing on all pertinent information.
6. Executive Officers shall perform other duties as assigned by the Executive.
7. The Chairpersons of Ad Hoc and Special Committees are not members of the Executive but may attend Executive meetings at the discretion of the President.

### *II. DUTIES OF OFFICERS AND COMMITTEES*

#### *1. President*

- a) Chairs all meetings of the Council.
- b) Sets the agenda for monthly meetings.
- c) Consult and liaises with the School's Principal to collaborate and co-ordinate on Parent Council activities and events.
- d) Acts as official spokesperson of the Council in dealing with the school, School Division or Department of Education and Literacy.
- e) May appoint another member of the Executive to represent the Council.
- f) Ensures that the provisions of the Constitution are adhered to and all decisions made at regular and annual Meetings by the membership are acted upon.
- g) Receives and reviews all correspondence and passes on relevant correspondence to the appropriate committee chairperson or the Secretary.
- h) Attends Council of Presidents meetings of the School Division and reports on these meetings at regular Council meetings.
- i) Is a signing officer.

#### *2. Vice President*

- a) Learns the duties of the President and acts as chairperson when the President is absent, or when called upon by the President.
- b) Assists the President whenever possible.
- c) Assumes duties as assigned by the Council.
- d) Reviews information from the Manitoba Association of Parent Councils and acts as a contact person for that association.
- e) Is a signing officer

#### *3. Secretary*

- a) Records and maintains Minutes of all Regular and Annual Meetings of the Council and of all Executive Meetings.
- b) Performs such other duties as may be incidental to the office of Secretary.
- c) Is a signing officer

#### *4. Treasurer*

- a) Safeguards the financial assets of Council; ensures all financial business transactions approved by Council are completed and recorded. In that regard it would be preferable for the Treasurer to have knowledge and professional experience in standard accounting

practices and policies.

- b) Develops and puts forward a budget for the consideration of the Council with regard to proposed activities of the Council
- c) Provides financial accountability reporting and advises Council on financial matters.
- d) Deposits all funds, writes all cheques for expenditures approved by Council, and maintains all investments related to Council events and activities held during the year.
- e) Reports on the financial status of the Council at each meeting.
- f) Maintains financial records of the Council, including deposits, investments and expenditures.
- g) Prepares annual financial statements of the Council for the year end independent review of the Council's accounts.
- h) Prepares and submits banking letters of authority to the financial institution of the Council.

#### 5. *Past President*

- a) Provides assistance and support to the Executive and Parent Council.
- b) Provides pertinent information and records to the Incoming President/Co-Chairs

#### 6. *Site Chairperson*

Goal: To formulate and present ideas to the Council and Administration and Staff on projects concerning the school grounds.

Key Responsibilities:

- a) Explores and applies for appropriate grants to fund projects.
- b) Brings problems with regard to vandalism, snow removal, landscaping or play structures to the attention of the appropriate authorities.
- c) Works with administration when appropriate in exploring solutions to traffic problems.

#### 7. *Education and Communications Chairperson*

Goal: To implement informational and educational programs for parents, students and school staff that are pertinent to the education and well-being of the students and operation of the school and to facilitate and promote communication between parents, students and the school.

Key Responsibilities:

- a) Identifies areas of educational interest by dialoguing with the school administration, members of the Council and parents to plan speaker or workshop programs during the school year.
- b) Co-ordinates speakers, notices, room bookings and set-up, honorariums, evaluations and any other details for the successful delivery of educational programs.
- c) Writes articles for the school newsletter reporting on special activities organized by the Council for parents and/or students.
- d) Prepares and presents and/or provides information regarding Parent Council for new parents at the school.
- e) Gathers ideas for improving communication between the school, parents and students and explores these with administration and members of the Council.
- f) Formulates and presents a budget to the Council regarding expenditures for speakers, workshop programs, honorariums and refreshments, as well as, printing and advertising.

#### 8. *Fund Raising Chairperson*

Goal: To undertake fund raising activities to provide funds for programs and projects supported or undertaken by the Council.

Key Responsibilities

- a) Co-ordinates fund raising event(s) as required.
- b) Maintains financial and other records relating to the fund-raising activities.
- c) Consults with the Principal as to a "Wish List" for the use of the funds raised.

#### 9. *Lunch Program Chairperson*

Goal: Together with the Administration implements a lunch supervision program to meet the needs of students.

Key Responsibilities:

- a) Prepares an annual budget for the operation of the Program to be presented to Council at its Annual General Meeting for consideration and approval. The Budget shall establish the fees to be charged to each student for the Program's upcoming school year.
- b) Facilitates the registration of students in the program (i.e. full time, winter or casual attendance.)
- c) In conjunction with the School Principal hires the position of a paid Lunch Co-ordinator to administer the day to day aspects of the Lunch Program
- d) Maintains financial records for the operation of the program- collects fees, prepares bank deposits, invests funds, and pays all accounts

related to the program.

- e) Maintains a separate bank account for the Lunch Program. The signing authorities for the Lunch Program account are: the Lunch Program Chairperson (or Co-Chairpersons), the employed Lunch Program Co-ordinator, and the School Principal. Two signatures are required to execute a financial document or cheque.
- f) Develops and reviews the Lunch Program's Policies and Procedures.

#### *10. Social Chairperson*

Goal: To co-ordinate and oversee the social functions of the Council.

Key Responsibilities:

- a) Develops and puts forward a budget, as required, to be approved by the Council, for social activities.
- c) Organizes the annual Barbecue.
- d) Organizes Teacher Appreciation Week activities.
- e) Organizes other activities as may be desired.

### **III. ELECTION PROCESS**

1. Where possible, a slate of candidates will be presented where the group of candidates is diverse and representative of the school's population.
2. A list of all available positions with their job descriptions, as described within these Bylaws, shall be made available to the membership prior to the Election.
3. If there is more than one candidate for an Executive position, each candidate shall be allotted time to make an election speech prior to voting by the membership.
4. If a vote is necessary it shall be done by secret ballot and conducted by the Past President or a Former Executive Member
5. Ballots will be destroyed at the end of the meeting.