

South Pointe Parent Advisory Council Constitution

1. Name of the Organization

The name of the organization is the South Pointe Parent Advisory Council (“SPPAC”).

2. Mission Statement

SPPAC represents the students and families of École South Pointe School. Our goal is to work in cooperation with school staff, the school division, and families of the school to provide a voice to enhance and support education and a sense of school community.

3. Role of SPPAC

SPPAC will work in cooperation with school staff, the school division, and families of the school in the following ways:

- As an advisory body to the principal, staff, and school division.
- As a liaison between the school, families, and other school support organizations.

4. Responsibilities of the SPPAC

- a. SPPAC shall conduct its business in a manner that is transparent to the school, and parents. This transparency includes regular reporting of activities (i.e., through meeting minutes) and expenditures (i.e., through regular financial reports).
- b. SPPAC shall not be used for commercial purposes, nor for partisan politics.
- c. Any profits or gifts to SPPAC (e.g., through fundraising or program fees) shall be used solely to support the school, and SPPAC initiatives.
- d. At the request of the principal, provide feedback regarding school policies, activities, and organizations.
- e. Hold regular SPPAC Meetings and an Annual General Meeting (AGM) that are open to the school community.

5. Membership, Representation and Voting

- a. Eligible membership on the SPPAC will be open to:
 - Family members of children attending School.
 - Family members that have children that will be attending the school within 1-2 years.
- b. SPPAC will include the following Executive positions that must be filled by family members of children attending the school:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
- c. SPPAC will also include up to 9 members at large.

Approved on September 11, 2024

South Pointe Parent Advisory Council Constitution

- d. Terms, resignations and voting rights.
 - SPPAC members will be nominated and voted on during the AGM, with a 2-year term, and renewable every 2 years thereafter by vote at the AGM.
 - SPPAC Members will have voting privileges and are expected to attend SPPAC meetings to provide regular updates on sub-committee activities.
 - A simple majority of voting SPPAC members are required to pass motions.
 - In the event of a tie, the current Chair shall cast the deciding vote.
 - Members at large are expected to attend at least 50% of the meetings and assist at least one sub-committee.
 - A member may resign from SPPAC by tendering a letter of resignation to the chair.

- e. School Representatives:
 - The principal, vice-principals, and school representatives may attend meetings, but are non-voting members of the SPPAC.

- f. Other:
 - SPPAC and School Representatives can invite others to attend and participate in the meetings. However, they will not have voting rights.

6. Quorum

Quorum shall consist of 50% of all voting SPPAC members.

7. SPPAC Election

- a. An election to fill vacant SPPAC positions shall take place during the AGM or when needed.
- b. A simple majority of voting SPPAC members are required to elect positions.
- c. In the event of a tie, the current Chair shall cast the deciding vote.
- d. Any SPPAC member not acting in accordance with the SPPAC Constitution may, by way of majority vote, be asked to resign.

8. SPPAC Duties

- a. Chair
 - Act as the official spokesperson for the organization.
 - Help develop the SPPAC Meeting Agendas.
 - Lead the SPPAC Meetings.
 - Communicate with school administration.
 - Assist with committees, when needed.
 - Ensure members fulfil their duties.
 - Ensure that SPPAC decisions are acted upon.
 - Prepare monthly updates of SPPAC activities for distribution to the school community.

- b. Vice Chair
 - assumes the responsibility of the chair in the chair's absence.
 - accepts extra duties as required.

Approved on September 11, 2024

South Pointe Parent Advisory Council Constitution

- c. Secretary
 - Communicate with the school about SPPAC meetings and provide meeting material to the school to be distributed on behalf of SPPAC.
 - Communicate meeting information to the school community.
 - Book spaces.
 - Prepare agendas and prepare minutes for the meetings.
 - Keeps attendance records of all SPPAC meetings.
 - Ensure all material is safely stored in a designated space (Ex. Box Software)
 - Provide approved agendas and minutes to the school for posting on the School Website.

- d. Treasurer
 - Develop a budget for the year.
 - Prepare and present financial information to SPPAC related to activities.
 - Carry out all financial transactions approved by SPPAC.
 - Maintain all financial records and ensure that these records are safely stored in a designated space for ten years.
 - Prepare and maintain an inventory of SPPAC assets.
 - Prepare and present an annual financial report at the AGM.

- e. Members at Large
 - Regularly attend meetings.
 - Assist with at least one sub-committee.
 - Assist with other SPPAC activities as needed.

9. Sub-Committees

- a. SPPAC can include sub-committee positions that can be filled by SPPAC members. Members may hold more than one position. Changes to the committees can be made by the Executive. The committees can include the following:
 - Fun lunch
 - Fundraising
 - Communications
 - Playground and projects
 - Membership and recruitment
 - Grant applications
 - Events
 - Staff appreciation

- b. Sub-Committees will:
 - Work with SPPAC to determine the purpose and expected outcome of the sub-committee.
 - Provide updates on sub-committee activities.

South Pointe Parent Advisory Council Constitution

10. Procedures

- a. Recommendations will be determined by consensus whenever possible.
- b. Unless otherwise indicated, decisions to be made at any meeting shall be determined by a majority vote of SPPAC Members using the following format:
 - Motion put forward by any person attending the meeting.
 - Another person attending the meeting will second the motion. If the motion does not receive support from a second person, no further discussion is required.
 - After a motion has been made and seconded, the floor is then open for discussion and clarification of the matter or decision.
 - When there are no further questions or discussion about the motion, the motion will go to a SPPAC vote.

11. Finances

- a. Signing authority for SPPAC shall be vested in the Chair, Vice-Chair, and Treasurer.
- b. All accounts and all cheques must have two signing authorities.
- c. The SPPAC members must approve a budget.
- d. Unbudgeted expenditures greater than \$250 must be approved by a SPPAC vote.
- e. Unexpected expenditures of less than \$250 may be approved by the signing authorities. The expense must be added to the subsequent SPPAC agenda with explanatory evidence.
- f. Expenses related to pre-approved activities can be reimbursed with receipts within 30 days of incurring the expense.
- g. SPPAC shall maintain an account balance of approximately \$4,000.
- h. The fiscal year of the SPPAC shall end on July 31 of each year.
- i. SPPAC's financial report for the fiscal year shall be reviewed and approved by majority vote at the AGM.
- j. No Executive Committee Member shall expend any money of SPPAC or bind SPPAC, pledge its credit, or enter any contracts on its behalf without the express authority of the Executive Committee.

12. Constitutional Amendments

Amendments to the Constitution and by-laws of SPPAC may be made only at the AGM.

13. Dissolution

In the event of dissolution all records of SPPAC shall be placed under the authority of the principal.