

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 parents and community of École South Pointe School. Our goal is to work in cooperation with school staff, the school division, parents/guardians and members of the community to provide a voice to enhance and support education and a sense of school community.

3. Role of SPPAC

- a. SPPAC will work in cooperation with school staff, the school division, parents and guardians and members of the community in the following ways.
- b. As an advisory body to the principal, staff, and school division.
- c. As a liaison between the school, parents/guardians, community 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, parents, and community. 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, community, and council initiatives.
- d. At the request of the principal, provide feedback regarding school policies, activities and organizations.
- e. At the request of the school board, provide feedback regarding the hiring and assigning of principals or other school board personnel.
- f. Participate in any review of the school that the minister or school division board has directed to be carried out.

5. Membership, Representation and Voting

- a. Eligible membership on the SPPAC will be open to:
 - i. All parents/guardians of children attending School.
 - ii. Community members (who live in, or own property in the catchment area of the School, but who is not a parent of a child attending the school).
- b. SPPAC will include the following executive positions that must be filled by a parent/guardian of children attending the school:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
- c. SPPAC will include the following sub-committee positions that can be filled by any eligible member. Members may hold more than one of the following positions. Changes to the sub-committee can be made at the discretion of the executive.
 - Fun lunch – up to 2 co-leads
 - Fundraising – up to 2 co-leads
 - Communications – up to 2 co-leads
 - Playground – up to 2 co-leads
 - Grants – up to 2 co-leads
 - Events – up to 2 co-leads
 - Members at large – up to 5
- d. Terms, resignations and voting rights.
 - All positions will be nominated and voted on during the AGM.
 - Each position will have voting privileges.
 - A simple majority of voting council members is required to pass motions.
 - In the event of a tie, the current Chair shall cast the deciding vote.
 - Positions can be re-elected.
 - Members at large are expected to attend at least 50% of the meetings.
 - A member may resign from the Council by tendering a letter of resignation to the chair.
 - A vote can occur to fill any vacancy on SPPAC or to address changing needs of SPPAC.
- e. School Representatives:
 - i. The principal, vice-principals, and school representatives may attend meetings, but are non-voting members of the SPPAC.
- f. Other:
 - i. Parents and community members not serving as members on SPPAC are welcome and encouraged to attend and participate in the meetings. However, they will not have voting rights.

6. Quorum

- a. A quorum shall consist of 50% of all voting council members.

7. Council Election

- a. An election to fill vacant council positions shall take place during the annual general meeting (AGM) or when needed.
- b. The voting process shall take place using a show of hands (or secret ballot if there are objections).
- c. A simple majority of voting council members is required to elect positions.
- d. In the event of a tie, the current Chair shall cast the deciding vote.
- e. Any council member not acting in accordance with the SPPAC Constitution may, by way of majority vote, be asked to resign.

8. SPPAC Duties

- a. Chair
 - i. Assist with special tasks and projects as required.
 - ii. Assist other Executive Committee members with their duties as requested
 - iii. Chair Council meetings.
 - iv. Establish the agenda for each meeting in consultation with the School Administration and Council members.
 - v. Ensure open and full discussions at meetings.
 - vi. Ensure that all Council decisions are acted upon.
 - vii. Act as the official spokesperson for the organization.
 - viii. Prepare monthly updates of Council activities for distribution to the larger parent community.
- b. Vice Chair
 - i. assumes the responsibility of the chair in the chairs absence
 - ii. accepts extra duties as required
- c. Secretary
 - i. Prepare agendas for each meeting.
 - ii. Records proceedings at meetings.
 - iii. Keeps attendance records of all Council meetings.
 - iv. Prepare draft minutes for distribution.
 - v. Ensure all material is safely stored in a designated space (Ex. Box Software)
 - vi. Provide approved agendas and minutes to the school for posting on the School Website.
- d. Treasurer
 - i. Prepare a current financial report when required.
 - ii. Carry out all financial transactions approved by the Council.
 - iii. Maintain all financial records and ensure that these records are safely stored in a designated space for ten years.
 - iv. In conjunction with the Fundraising coordinator and school administration, prepare and submit an account of all fundraising initiatives by June 30th of each year.
 - v. Prepare and maintain an inventory of Council assets.
 - vi. Prepare and present an annual report at the annual general meeting.

9. 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 using the following format:
 - i. Motion put forward in support of a particular decision by any person in attendance at the meeting.
 - ii. If the motion has support from another person in attendance at the meeting, it will be seconded by another person. In the event the motion does not receive support from a second person, no further discussion is required.
 - iii. After a motion has been made and seconded, the floor is then open for discussion and clarification of the matter or decision.
 - iv. When there are no further questions or discussion about the motion, the motion will go to a vote.
- c. If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

10. Finances

- a. Signing authority for the Council shall be vested in the Chair, Vice-Chair, and Treasurers, to be decided by majority vote at the AGM.
- b. All accounts must have two (2) signing authorities, one being the Chair, Vice Chair or Treasurer.
- c. Expenditures of Council funds greater than \$1000 must be approved at Council meetings by a quorum.
- d. Unexpected requests for Council funds of not more than \$250 may be approved without formal presentation at a Council meeting by a majority vote of the Executive, in consultation with the treasurer. The expense must be added to the subsequent Council agenda with explanatory evidence.
- e. Expenses related to pre-approved activities can be reimbursed with receipts within 30 days as these expenses are incurred and do not require a motion before funds are distributed.
- f. The Council shall maintain an account balance of no less than \$500 with the target of \$1000.
- g. The fiscal year of the Council shall end on July 31 of each year.
- h. The Council's financial report shall be reviewed and approved by majority vote at the AGM.
- i. No Executive Committee Member shall expend any money of the Council or bind the Council or pledge its credit or enter in any contracts on its behalf without the express authority of the Executive Committee.

11. Constitutional Amendments

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

12. Dissolution

- a. In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.