

The George Waters Middle School Parent Council Constitution

September 2007

1. – Name

- 1.1 The Name of this association shall be the “George Waters Middle School Parent Council”, hereinafter referred to as the Parent Council.

2. – Definitions

- 2.1 “Executive” means the executive of the George Waters Middle School Parent Council (president, principal, vice-president, secretary, treasurer, and past-president providing that the past-president still has a child attending George Waters Middle School)
- 2.2 “Division” refers to the St. James-Assiniboia School Division.
- 2.3 “Principal” means the Principal of George Waters Middle School.
- 2.4 “Parent” means a parent/legal guardian of a student attending George Waters Middle School.

3. – Objectives

- 3.1 The Parent Council shall be a non-profit organization. Any profits or gains to the organization shall be used in promoting its objectives.
- 3.2 The Parent Council is dedicated to creating a sense of community and cooperation with one another, the staff, the students, and the board in promoting the well being of every student at George Waters Middle School. The Parent Council’s function is to assist and improve the educational process without usurping administrative authority.
- 3.3 The Parent Council wishes to provide and receive information on policies, procedures, and curriculum, seeking ways in which they may assist in their implementation to ensure the best possible education for every student.
- 3.4 The Parent Council will be actively engaged in fundraising activities in order to provide financial assistance wherever possible to ensure that all students have the opportunity to participate in applicable programs.
- 3.5 The Parent Council will assist the principal in finding volunteers when required.
- 3.6 The Parent Council will communicate with and involve parents of children attending George Waters Middle School so that it can properly represent their priorities and concerns, and to influence change.

4. – Membership

- 4.1 Each parent or guardian of a child enrolled in George Waters Middle School shall be an eligible member of the Parent Council.
- 4.2 Any eligible member has the right to vote at any General Meeting and may stand for any office of the Parent Council.
- 4.3 Citizens residing in the school catchment area may be Associate Members. Associate members may attend meetings of the Parent Council. Associate Members shall be non-voting members of the Parent Council.
- 4.4 The Principal of George Waters Middle School (or designate) and preferably one teacher, where possible, shall be members of the George Waters Middle School Parent Council, with voting rights to be determined at the Annual General Meeting.
- 4.5 The Parent Council shall have an elected executive, who will be elected at the Annual General Meeting.
- 4.6 The Parent Council may appoint committees, both Standing Committees or ad hoc committees when deemed necessary by the executive.

5. – Executive of the Parent Council

- 5.1 The Executive of the Parent Council shall take their direction from the Parent Council.
- 5.2 The Executive shall consist of a minimum of 5 members:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Principal (or designate)
- 5.3 The Principal (or designate) cannot be President of the Parent Council.
- 5.4 At the discretion of the Executive, the Past President may be included as a member of the Parent Council Executive.
- 5.5 At the discretion of the Executive, the Chairperson of an appointed Standing Committee may be included as a member of the Parent Council Executive.
- 5.6 The Executive shall have the power to conduct routine and emergency business of the Parent Council and shall carry out such commitments as made by the general membership of the Parent Council at the Parent Council Meetings.
- 5.7 A Quorum of the Executive shall be 2/5ths of its members.
- 5.8 No elected member of the Executive may hold the same office for more than 3 consecutive years. If an elected executive member resigns, or ceases to be a member, the executive may appoint another member to replace the person at the next executive meeting.
- 5.9 All documentation to effect the change of financial signing authority shall be sent to the bank within one month of the AGM.

6. – Duties of the Executive

- 6.1 President:
 - a) Shall call and chair the meetings of the Parent Council and the Executive.
 - b) Shall direct all activities of the Council.
 - c) Shall work in close consultation with the principal.
 - d) Shall represent the Council in all matters not delegated to specific Chairpersons.
 - e) Shall act as one of three possible signatories on all authorized expenditures of the Council funds.
- 6.2 Vice President:
 - a) Shall act in the capacity of president in the event that the president is ill, not available, or resigns.
 - b) Shall assist the president in all matters not delegated to specific Chairpersons.
 - c) Shall act as one of the three possible signatories on all authorized expenditures of the Council funds.
 - d) Shall assume other duties as may be assigned by the Parent Council Executive, Committees, or President.
- 6.3 Past President:
 - a) Shall act in an advisory capacity for the President and the Parent Council.
 - b) Shall assume other duties as may be assigned by the President.
- 6.4 Secretary:
 - a) Shall keep full and accurate minutes of all meetings of the Parent Council and of the Executive Committee. Shall maintain all records pertaining to the Parent Council.
 - b) Minutes should be available within two weeks after any Parent Council or Executive meeting. Minutes shall be forwarded to members of the executive and be available to eligible members. One copy should be posted for general public information.

Copies shall be retained at the school for a seven year period, for audit purposes and the school division reference.

- c) Shall have charge of all the official correspondence of the Parent Council and the Executive.
- d) Shall assist in the general administrative and functional operation of the Council.
- e) Shall act as one of the three possible signatories on all authorized expenditures of the Parent Council.

6.5 Treasurer:

- a) Shall be responsible for the financial accounting of the Parent Council.
- b) Shall act in the capacity of financial advisor to the Parent Council.
- c) Shall act as one of the three possible signatories on all authorized expenditures of the Parent Council.
- d) Shall conduct the financial business of the Parent Council as directed by the Executive.
- e) Shall present a proposed budget to the Executive not later than December of each school year.
- f) Shall present a statement of accounts at each meeting.
- g) Shall present an Annual Report to the AGM of the Parent Council.
- h) The "Financial Operations of the Parent Organizations Policy", Policy Code shall be abided by.
- i) All documentation to effect the change of financial signing authority shall be sent to the bank within one month of the AGM.

6.6 Principal:

- a) Shall be present at all meetings of the Parent Council to advise and assist in conducting Parent Council business and to advise on Division policy.
- b) Shall provide occasional secretarial service and photocopying requirements at no charge.
- c) Shall provide the Parent Council general information regarding all school activities.
- d) Shall provide the Treasurer with advance notice of upcoming audits.

7. – Committees

- 7.1 Committees may include Standing Committees, ad hoc committees, and special committees, as deemed necessary in any given school year term.
- 7.2 Chairpersons of Committees shall be appointed from the eligible members of the Council.
- 7.3 Duties and activities of the Committees should be assigned and approved by the executive.
- 7.4 Recommendations of the Committees should be reported to the executive and approved by vote before any action takes place.

8. – Elections and Voting

- 8.1 The school Principal (or designate) shall chair the process of electing the Executive Members of the Parent Council.
- 8.2 Each eligible member shall entitled to one vote. Only eligible members who have registered into the meeting shall be eligible to nominate, vote, or stand for election to office.
- 8.3 Votes may be by ballot, if requested.
- 8.4 Installation of Executive shall take place at the Annual General Meeting, and they shall hold positions until successors are installed.

9. – Meetings

9.1 Annual General Meeting

- 9.1.1 An Annual General Meeting of the Parent Council shall occur not later than September 30th of each school year in order to receive annual reports, and to elect Executive of the Parent Council. The AGM is open to any eligible members.
- 9.1.2 A notice of this meeting shall be forwarded to all parents/guardians of children attending George Waters Middle School through the school newsletter, or special notice, no later than one week prior to the meeting.
- 9.1.3 The first order of business at the Annual General Meeting shall be the decision, to be voted on by the parents/guardians in attendance, regarding the form the parent organization will establish. Before the vote is taken, the principal shall review the Division policies to help the assembly understand the main features of each form of parent organization.
- 9.1.4 The principal shall be the chairperson of the Annual General Meeting for period of the elections.
- 9.1.5 The second order of business shall be to determine voting privileges of the staff and shall be decided by a vote of parent/guardian members only.
- 9.1.6 The quorum of the Annual General Meeting to elect an executive shall be a number of parents/guardians equal to or greater than 5% of the student enrollment of the school. In the event that such a quorum is not reached, those assembled, may, by specific resolution for that year only, set aside the requirement for the 5% quorum.

9.2 – Regular Meetings

- 9.2.1 Regular meeting dates to be established at the Annual General Meeting with the minimum being two times during the school year.
- 9.2.2 All Parent Council members who are in attendance are eligible to vote.
- 9.2.3 Decisions shall be on a majority vote, with all present members entitled to one vote.
- 9.2.4 The President has the option of calling an Executive meeting whenever deemed necessary.
- 9.2.5 The President has the option to table any motion until a later date.
- 9.2.6 Parent Council has the right to strike whatever committee may be necessary.
- 9.2.7 In the event of a dispute, the rules contained in Robert's Rules of Order shall govern.
- 9.2.8 Parent Council meetings must be announced to all members no less than 2 days prior to the meeting through the school newsletter or on the school webpage.

10. – Financial Business

- 10.1 At least 3 executive members shall be established as signing members.
- 10.2 Two signing officers shall be required to sign all cheques written on behalf of the Parent Council.
- 10.3 No cheque shall be issued or signed unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- 10.4 The President in conjunction with the Treasurer, may authorize expenditures of up to \$50.00 total each month. These expenditures must be reported to the Executive for approval at the first meeting following the expenditure.

11. – Minutes and Financial Records

- 11.1 The minutes of the Parent Council shall record all pertinent business and decisions, and shall be retained by the Secretary at all times. The minutes shall be available for perusal by any eligible member of the Parent Council at any time.
- 11.2 The Financial records of the Parent Council shall be retained by the Treasurer and shall be available for inspection by any eligible member of the Parent Council at any time. These financial records shall be audited annually by the school division.

12. Conflict of interest

- 12.1 No parent/guardian may vote on any resolution which would provide an individual or organization that he/she may represent with financial gain.
- 12.2 The principal cannot vote on any monies going to George Waters Middle School.

13. – Amendments to the Constitution

- 13.1 At any regular meeting the Parent Council may amend or add to this Constitution. Notice of Motion must have been given at the previous regular meeting. In order to pass, an amendment or addition must be approved by two-thirds of the general and council members present. All amendments must be consistent with the division KMA policy.

14. – Dissolution

- 14.1 Upon a two-thirds vote of the eligible members present at a general meeting, this Parent Council may disband.
- 14.2 In the event that the Parent Council is dissolved, all property and money of the Parent Council, after payment of all debts and liabilities, will be turned over to George Waters Middle School, St. James Assiniboia School Division, Winnipeg, Manitoba.