



Parent Advisory Council / Booster Council Protocols

1. Executive of the Parent Advisory Council

- 1.1 The Executive of the Parent Advisory Council/ Booster Council shall consist of a minimum of 5 members:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Principal
- 1.2 The school principal is automatically a member of the Executive, and shall be consulted in all matters pertaining to the school. The voting rights of the principal on the executive shall be as determined under section 5.4.
- 1.3 The Parent Advisory Council/ Booster Council may elect additional members-at-large as deemed appropriate.
- 1.4 No elected member of the Executive may hold the same office for more than 3 consecutive years.
- 1.5 The Executive shall take direction from the general membership of the Council (s).
- 1.6 The Executive shall ensure that proper financial procedures are followed by the organization, as detailed later in this policy.
- 1.7 The Executive shall have the power to conduct the routine and emergency business of the Parent Advisory Council and shall carry out such commitments as may be made by the general membership of the Parent Advisory Council at Parent Advisory Council meetings.
- 1.8 A quorum of the Executive shall be two fifths (2/5) of its members.
- 1.9 Terms of Office of Executive Members:
 - i. No elected member of the Executive may hold the same office for more than 3 consecutive years.
 - ii. Any staff member on the Executive shall hold a one-year term (elected annually). The membership of students on the Executive is to be determined locally.
 - iii. 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.



2. Duties of Executive

2.1 President

- i. shall chair meetings of the Council and the Executive;
- ii. shall be ex-officio member of any sub-committees which may be struck by the Council or the Executive;
- iii. shall take direction from the Council regarding Council business, and shall work in close consultation with the school principal;
- iv. shall direct all activities of the Council between regular meetings; and
- v. shall be responsible to the Council.

2.2 Vice-President

Shall assume the duties and responsibility of the president during the absence of same; and other duties as may be assigned.

2.3 Secretary

- i. may maintain, in a space at the school provided therefore by the Principal, and in close consultation with the Principal, copies of all records pertaining to the Parent Advisory Council/ Booster Council and Executive;
- ii. shall be responsible for any correspondence issued under the direction of the Parent Advisory Council or Executive;
- iii. shall take the minutes at all meetings of the Council and Executive;
- iv. shall, within two weeks after any Council or Executive meeting, provide to the members of the Executive copies of all Council or Executive minutes, and shall forward copies to the Principal, who shall, in turn:
- v. post one copy for general public information, and
- vi. retain one copy on file at the school for a seven-year period, for audit purposes and school division reference
- vii. one copy for distribution to trustees
- viii. Meeting minutes are a permanent, legal record of the PAC meeting. Minutes should include what was done and not what was said. Minutes must include the name of the group, the date, time and location of the meeting and all individuals present, absences and regrets. Meeting discussions should be recorded as a brief and objective summary of the key points made during the discussion of the agenda item. The entire and exact conversation of "who said what" is unnecessary. Names should only ever be recorded in the attendance section of the minutes when a motion or action item is recorded. They are not necessary for a summary of the dialogue.

2.4 Treasurer

Shall be responsible for the financial accounting of the Parent Advisory Council/ Booster Council, in the following manner:

- i. shall maintain records of all financial transactions of the Parent Advisory Council



- ii. shall be responsible for banking Council funds, and for arranging banking services
- iii. shall present a financial statement of the Parent Advisory Council's accounts at each meeting of the Executive, and at the Annual Meeting, and shall submit a copy of each financial report to the principal, who shall retain one copy on file at the school for a seven-year period, for audit purposes and school division reference.
- iv. an audit of the accounts of the Parent Advisory Council/ Booster Council shall be done concurrently with the school funds audit.

3. Duties of the Principal (or designate)

- 3.1 Shall be present at all meetings of the Council;
- 3.2 Shall advise the Council and Executive on Division Policy;
- 3.3 Shall assist the Council and Executive in conducting Parent Advisory Council/ Booster Council business. This may include:
 - i. arranging for use of school facilities for meetings and activities, where appropriate;
 - ii. providing consultation and advice on the organizational functioning of the Parent Advisory Council;
 - iii. providing occasional secretarial service, as available;
 - iv. providing normal photocopying requirements of minutes, notices of meetings, and routine correspondence at no charge
 - v. assisting the Parent Advisory Council in distributing information to the community, consistent with Board policy, under the review of the principal.
- 3.4 Shall provide to the Parent Advisory Council general information regarding all school activities, as appropriate
- 3.5 Shall, at each Council meeting, present a report on school activities which may include areas such as the following:
 - i. Selected Curricula (especially where change has occurred)
 - ii. Student Discipline Policy
 - iii. School Budget
 - iv. School Staffing and Enrolment
 - v. Co-curricular Activities
- 3.6 Shall provide the treasurer advance notice for upcoming audits.

4. Committees of the Executive

- 4.1 Committees are a useful part of any organization. They may include:
 - Standing Committee
 - Ad Hoc Committee



Special Committees

- 4.2 The chairpersons of the committees shall be determined locally.
- 4.3 The duties and activities of the committees should be assigned and approved by the Executive Committee.
- 4.4 Recommendations of committees for action should be reported to the Executive and approved by vote before action takes place.

5. Rules of Order, Quorums, Voting Procedures

- 5.1 The quorum of the annual meeting to elect an Executive shall be a number of parents equal to or greater than five percent of the student enrolment of that school. In the event such a quorum is not reached, those assembled, may, by specific resolution for that year only, set aside the requirement for the 5% quorum.
- 5.2 At meetings of the Parent Advisory Council Executive, two fifths of the Executive shall constitute a quorum.
- 5.3 Both the Council and the Executive shall follow Robert's Rules of Order as adopted by the St. James-Assiniboia School Division (copies available from the Division on request).
- 5.4 At meetings of both Parent Advisory Council and the Parent Advisory Council Executive, decisions shall be on a majority vote basis, with all members of either the Council or the Executive, as applicable, present entitled to one vote on each matter of business. The president shall cast the deciding vote in the case of a tie.

6. Conducting the Financial Business of the Parent Advisory Council

- 6.1 At least three Executive members, if an Executive exists, or other members if an Executive does not exist are to be established as signing officers.
- 6.2 Two signing officers (if an Executive exists the President or Treasurer and one other) shall be required to sign all cheques written on behalf of the Parent Organization.
- 6.3 No cheques shall be issued to any signatory of a cheque.
- 6.4 No cheques 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.



- 6.5 Any cheque for over \$ 50.00 shall be issued only by specific resolution of the Executive. (For on-going financial projects a single annual resolution addressing the requirements of the project by setting a maximum payment amount is recommended.)
- 6.6 Before making any major purchase or entering into a contract with any supplier or outside organization, the Executive is advised to consult with the school division, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchase and tendering requirements under the Public Schools Act. Local preference should be considered in major purchases by Parent Advisory Councils.

7. Parent Advisory Council Constitution

- 7.1 In cases where the school does not have on hand an established and duly adopted Constitution, the Parent Advisory Council Executive shall, as its first order of business, prepare and present to the next Annual Meeting of the Parent Advisory Council a draft constitution to govern the operation of the Parent Advisory Council.
- 7.2 Any Parent Advisory Council constitution shall adhere to the requirements of this policy, but may otherwise include such additional features as shall be approved by the Parent Advisory Council, by a two-thirds majority, at its next Annual Meeting.
- 7.3 The Principal shall submit a copy of the Constitution to the Superintendent/CEO.
- 7.4 Revision of the Constitution shall require a two-thirds majority.