CONSTITUTION

ATHLONE
PARENT COUNCIL

Athlone Elementary School

110 Athlone Drive

Winnipeg, Manitoba R3J 3L4

Article 1: NAME

1.1 The name of this association shall be the "Athlone Parent Council", herein after referred to as the Parent Council.

Land Acknowledgement: The Athlone Parent Council acknowledges that our community is on Treaty One Land. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, and the Dakota Oyate peoples. It is the birthplace and national homeland of the Red River Métis. It is also home to members of the Denesuline, the Anisininewuk, and Inuit nations.

We acknowledge that the water we drink flows from Shoal Lake 40 First Nation in Treaty 3 territory and our buildings are powered by hydro electricity generated in Northern Manitoba in Treaty 5 territory. We are all tied together through the treaties that were signed across these lands.

We respect the treaties that were made on these lands and that these treaties come with a responsibility to the land, the water, the animals, and each other. We are committed to honour and learn about the history of this place, and to do our parts to move our community forward in a true spirit of justice, reconciliation, and collaboration.

ARTICLE 2: OBJECTIVES AND ACTIVITIES

The Parent council shall be a non-profit organization emphasizing, but not restricted to, the following general objectives:

2.1 To act as a general liaison, between parents/residents in the Athlone area, and the educators/support staff of Athlone School.

2.2 To act as a resource organization to the school, filling those needs not already covered by the government bodies or by other means.

2.3 To act as a resource organization to parents/residents, providing information and assistance on school/school division activities and helping to reconcile differences between the school and community.

2.4 To inform parents of programs within the school and to involve them in activities which will enable them to better assist their children with their school courses and studies, and to advise on the initiate other adult activities in the school and community.

2.5 To raise necessary funds, by various means, to meet these and other general objectives.

2.6 To ensure that every program and activity of the Parent Council recognizes that the student is the most important and vital component in the educational system.

2.7 To advise the principal about policies and activities.

2.8 To participate on division and school committees as required by school board policy.

2.9 To participate in developing an annual school plan.

ARTICLE 3: PARENT COUNCIL MEMBERSHIP

3.1 All parents and or guardians of the students attending Athlone shall be members of the Parent Council and shall be eligible to vote at all council meetings.

3.2 The Principal, and a minimum of one staff member elected by the school staff, shall be members of the Council, with voting rights determined yearly.

3.3 Citizens residing within the school's catchment area may be associate members of the Parent Council, Associate members may attend meetings of the Parent Council and may serve on Parent Council committees. Associate members shall be non-voting members of the council.

ARTICLE 4: EXECUTIVE OF THE PARENT COUNCIL

4.1 The Executive of the Parent Council shall consist of the following:

President – elected yearly

Vice-President – elected yearly (President/VP positions may be filled by co-chairs)

Secretary - elected yearly

Treasurer – elected yearly

Teacher Representative – appointed yearly

Principal

4.2 The Principal shall be consulted on all matters pertaining to the school. Voting rights of the school Principal will be determined yearly.

4.3 No elected member of the Executive may hold the same office for more than 3 consecutive years.

4.4 The Executive shall take direction from the general membership of the Parent Council.

4.5 The Executive shall ensure that proper financial procedures are followed by the organization, as outlined in article 10.

4.6 The Executive shall have the power to conduct the routine and emergency business of the Parent Council and shall carry out such commitments as may be made by the general membership of the Parent Council at Parent Council meetings.

4.7 A quorum of the Executive shall be 2/5 of its members.

4.8 Terms of Office of Executive members:

a) No elected member of the Executive may hold the same office for more than 3 consecutive years.

b) The Teacher Representative on the executive shall hold a one-year term (appointed annually).

c) 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.

ARTICLE 5: DUTIES OF THE EXECUTIVE

The duties of the Officers of the Parent Council shall include:

5.1 PRESIDENT:

- shall be present at all meetings of the Parent Executive Council.
- shall chair meetings of the Parent Council/Executive Council.
- shall be an ex-officio member of all Parent Council committees.
- shall take direction from the Parent Council regarding Parent Council business.
- shall work in close consultation with the Principal.
- Shall direct all activities of the Parent Council between all regular meetings; and
- shall be responsible to the Parent Council.

5.2 VICE-PRESIDENT:

- shall assume the duties and responsibilities of the President during the absence of same.
- shall chair meetings of the Parent Council when the President is unable to do so; and
- shall be an ex-officio member of all Parent Council committees.

5.3 SECRETARY:

- shall take the minutes at all meetings of the Council and Executive.

- shall maintain records pertaining to the Parent Council for a period of seven years for audit purposes and school division references, in a space provided in the school by the school Principal.

- shall be responsible for any correspondence issued under the direction of the Council.

- shall provide copies of Council or Executive minutes to Executive members within two week(s) after any meeting, shall send the meeting minutes to the school admin assistant for posting on the school website, and in addition shall post one-copy for the general public and provide on copy for the trustees.

5.4 TREASURER:

- shall keep an account of all financial transactions of the Parent Council.

- shall be responsible for banking Parent Council funds, and for arranging banking services.

- shall present a statement of the Parent Council's accounts at each meeting of the parent Council; and at the Annual Meeting (with the assistance of a committee), 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 and school division reference;

- shall ensure that financial records are in order for the audit of the accounts of the Parent Council, which shall be done concurrently with the school funds audit.

- shall conduct the financial affairs of the Council according to the following guidelines:

a) At least three Executive members are to be established as signing officers (may not include the Teacher Representative or the Principal).

b) Two signing officers shall be required to sign all cheques & deposits.

c) No cheque shall be issued to any signatory of the cheque.

d) Any cheque for over $50.00 shall be issued only by specific motion of the Executive.

e) Before making any major purchase or entering into a contract with any supplier or outside organization, the Executive is 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.

ARTICLE 6: MEETING REQUIREMENTS

6.1 Meetings of the Parent Council shall be held at the school on a regular basis, with a minimum number of two meetings per school year.

6.2 Planning for Council Meetings shall be the responsibility of the Executive.

6.3 Eligible voters at all Parent Council meetings shall be as described in section 3, above.

6.4 The Principal shall advertise all meetings of the Parent council on Instagram and on the school website at least one week in advance of the date of the meeting.

6.5 The Principal or Teacher Representative shall be present at all meetings of the Parent Council.

6.6 Any 20 members of the Parent Council may demand by written submission that the President call a General Meeting of the Parent Council.

6.7 All business at Parent council meetings shall be decided by majority vote, with all eligible voters being entitled to one vote on each matter of business. In the event of a tie vote – the motion shall be lost.

6.8 Any Executive member missing two (2) consecutive Parent Council Meetings shall be deemed to have resigned his/her position, unless his/her absence is approved by the Executive.

ARTICLE 7: NOMINATIONS, VOTING, TERMS OF OFFICE

7.1 The Parent council shall hold a meeting no later than one month following the Annual General Meeting and shall elect officers to fill the following positions:

a) President

b) Vice President

c) Secretary

d) Treasurer

7.2 The Principal or Teacher Representative shall chair the election process.

7.3 The Nominating Committee shall consist of the Vice President, and two Parent Council members.

7.4 The Nominating Committee shall attempt to nominate at least one (1) person to each position.

7.5 The teacher representative on the Parent Council will be appointed by the school staff to represent the interests of the school. The Teacher Representative may not serve as an Officer of the Parent Council.

7.6 No more than on (1) member of each immediate family with children attending the school may serve on the Parent Council Executive at the same time.

7.7 In the event of a vacancy on the Executive between Annual General Meetings, the Executive may appoint another member of the Parent council to fill the position.

7.8 All members of the Parent council Executive shall be bound by the Conflict of the Interest guidelines as used by the St. James-Assiniboia School Board.

ARTICLE 8: ELECTIONS AND MEETINGS

8.1 An Annual General Meeting of the parent council shall occur by the end of October of each year in order to receive annual reports, and to elect the Parent council Executive. A notice of this meeting shall be forwarded to all parents through Instagram and the school website no later than two (2) weeks prior to the date of the meeting. Article 3 defines those who are entitled to attend and vote.

8.2 Regular meetings of the council will be held at least twice per year and will be announced via Instagram and posted on the school website.

8.3 Additional meetings of the Parent council may be called from time to time by the President, by the President on the advice of the council, or by the President on the request in writing to same from at least twenty (20) eligible members of the Parent Council, as defined in Article 3. These meetings shall be announced through Instagram and the school website at least two (2) weeks in advance, together with the specific purposed of the meeting.

8.4 As the case my be, a majority of votes will decide an issue at all Parent Council Meetings.

8.5 If deemed necessary to carry out the business of the Parent Council, the Executive may meet between regularly scheduled meetings.

8.6 Any items to be placed on the agenda should be in the hands of the secretary no later than one week prior to the next council meeting.

8.7 The quorum of an Annual General Meeting shall be equal to or greater than five percent (5%) of the student enrolment.

8.8 All reports shall be presented to the secretary in writing at the end of the oral presentation.

ARTICLE 9: COMMITTEES

9.1 Ad Hoc Committees may be established, and their members appointed by the Executive of the Parent Council. These committees will be chaired by an Executive member.

9.2 Committee decisions shall be reported to the Executive in writing and must be subject to ratification by the Parent Council.

ARTICLE 10: MINUTES AND FINANCIAL RECORDS

10.1 The signing officers of the Parent Council shall consist of any two (2) of the officers as defined in Article 4.1, provided that at least one of these signatures is that of the President or the Treasurer.

10.2 The minutes of the Parent council shall record all pertinent business and decisions and shall be retained by the Secretary at all times, and shall be available for inspection by any member of the Parent Council at any time.

10.3 The financial records of the Parent Council shall be retained by the Treasurer and shall be available for inspection by any member of the Parent Council at any time. These financial records shall be audited annually by a person approved by the council, and the audited statement presented to the Annual General Meeting.

ARTICLE 11: AMENDMENTS TO THE CONSITITION

11.1 Notice of motion of upcoming constitutional changes must be made at the meeting prior to the changes being presented.

11.2 Notice of proposed constitutional amendments must be publicized through the school website at least two (2) weeks prior to a Parent Council Meeting.

11.3 Any proposed constitutional amendments must be approved by a least two-thirds (2/3) of those members present.

ARTICLE 12: DISSOLUTION

12.1 In the event that the Parent Council is dissolved, all property and money of the Parent Council, after payment of all just debts and liabilities, will be turned over to the St. James-Assiniboia School Division, Winnipeg, Manitoba, intrust.

12.2 If the Parent Council is reactivated within five (5) years of its dissolution, all property and money, plus applicable interest, shall be returned to the reactivated Parent Council by the School Division. However, if reactivation does not occur within this time period, all entrusted property and money shall be used to provide benefits to Athlone School, or its successor as deemed appropriate by the School Division.

ARTICLE 13: DEFINITIONS

13.1 Annual General Meeting: A meeting held every September, open to any eligible Parent Council Member to review reports, and to elect officers. All eligible Parent Council Members may vote (see Article 3).

13.2 General Meeting: A meeting called by the President, twenty (20) eligible Parent Council members (see Article 3) or by the President on the advice of the Council to discuss a specific issue or issues. All eligible Parent Council Members may vote (see Article 5.8).

13.3 Executive Council Meetings: Meetings of the officers held from time to time to conduct the business of the Parent council between regular meetings.

This Constitution was adopted at a Parent Council Meeting of the Athlone Parent Council at Winnipeg, Manitoba on November 4, 2026.