

École Robert Browning Parent Advisory Council Constitution

1. Name

The name of this association is **École Robert Browning Parent Advisory Council**, hereafter referred to in this document as “**ÉRB PAC**” or “**Parent Advisory Council**”.

2. Organization

- 2.1. The ÉRB PAC is a separate entity from both École Robert Browning and St. James-Assiniboia School Division (SJASD).
- 2.2. This Constitution shall govern the action of the ÉRB PAC, but is subject to and superseded by all governing laws and policies of SJASD and Province of Manitoba.
- 2.3. The ÉRB PAC will be administered by an Executive, consisting of a President, Vice-President, Treasurer, Secretary, and Principal.
- 2.4. The ÉRB PAC is a non-profit organization. (*SJASD Policy KMA Parent Involvement in Schools Section 1.4*)

3. Mission Statement

The École Robert Browning Parent Advisory Council exists to support the excellence of learning at École Robert Browning - not only for academic success, but also in the development of our students into creative, fun-loving, productive and respectful citizens for the future. The ÉRB PAC aims to promote cooperation, communication, and positive relationships between the home, school, and community, as well as promote parental involvement in the school.

4. Land Acknowledgement

The ÉRB PAC acknowledges that École Robert Browning and the surrounding community sits on Treaty One land, the traditional territories of the Anishinaabe, Ininiw, and Dakota peoples, and the homeland of the Métis Nation. It is also the current home of the Dene and Oji-Cree peoples.

5. Code of Conduct

- 5.1. The ÉRB PAC will establish a means whereby it is regularly accountable to the school and community for its activities and expenditures.
- 5.2. Under the Public Schools Act, the Board of Trustees has ultimate responsibility for policy development and for the total operation of the school division, including instructional activities in schools. The Board discharges this responsibility through designated personnel employed by the Board. Parent organizations, therefore, are advisory and supportive in nature, and shall work with the principal to operate in ways consistent with school division policy. (*SJASD Policy KMA Parent Involvement in Schools Section 1.3*)
- 5.3. The École Robert Browning Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community, nor is it a problem solving process for individuals; problems should be addressed via the proper channel and as per school divisional policies in place.
- 5.4. Any fundraising done by the ÉRB PAC must be performed in accordance with *SJASD Policy DD Fundraising*.

6. Membership

- 6.1.** Membership shall not be denied to any eligible person on the basis of race, color, national origin, religion, gender, sexual orientation, age, marital status or disability.

6.2. General Membership

All parents and/or guardians of the students attending the school shall be members of the ÉRB PAC and shall be eligible to attend and vote at all ÉRB PAC meetings, including the Annual Meeting to elect the Parent Advisory Council Executive.

6.3. Associate Membership

- 6.3.1.** Associate members may attend meetings, but are non-voting members and cannot run for any Executive positions.
- 6.3.2.** Staff members may be associate members of the ÉRB PAC and/or sub-committees of the ÉRB PAC. In cases where a member is both a staff member and a parent/guardian, they will retain their voting privileges.
- 6.3.3.** Citizens residing within the school's catchment area may be associate members of the ÉRB PAC and/or sub-committees of the ÉRB PAC.

6.4. Ex-Officio Membership

The Principal of the school is an ex-officio member of the ÉRB PAC, and does not have voting privileges.

7. Position Details

7.1. Executive Positions

- 7.1.1.** The Executive positions must be elected by a majority vote and be a parent/guardian of a current student of École Robert Browning.
- 7.1.2.** Executive positions carry a maximum term of 3 years, with the exception of the Principal who is an ex-officio member.
- 7.1.3.** 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 general meeting.
- 7.1.4.** The Executive has a duty to prepare for the succession of the ÉRB PAC. This means that the ÉRB PAC should be operated in an organized manner to facilitate the passing of operations from one year to the next.

7.1.5. President

The duties and responsibilities of the President include, but are not limited to, the following:

- Chair all meetings of the ÉRB PAC and ÉRB PAC Executive.
- Be an ex-officio member of all standing committees.
- Take direction from the ÉRB PAC and work closely with the school and school district administration.
- Direct all activities of the ÉRB PAC between general meetings.
- Prepare an agenda at least one week prior to general meetings.

7.1.6. Vice-President

The Vice-President is responsible for assisting the President with their duties and responsibilities, as well as acting in their place if they are unavailable or unwilling to act. Other duties and responsibilities may be assigned. If the President steps down, the Vice-President will become the Interim President until a new President has been appointed or an Annual Meeting is held.

7.1.7. Treasurer

The Treasurer is responsible for the financial accounting of the ÉRB PAC, with duties and responsibilities including, but not limited to, the following:

- Act in accordance with *SJASD Policy KMA-R Financial Operations* of Parent Organizations, and ensure that the most recent version of the policy is followed.
- Maintain records of all financial transactions of the ÉRB PAC.
- Be responsible for banking ÉRB PAC funds, and for arranging banking services.
- Present a financial report 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.
- Ensure an audit of the ÉRB PAC accounts is done concurrently with the school audit.
- Ensure that all records, procedures, and logs are available to be given to the succeeding Treasurer.

7.1.8. Secretary

The Secretary is responsible for the record keeping of the ÉRB PAC, with duties and responsibilities including, but not limited to, the following:

- 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 ÉRB PAC and ÉRB PAC Executive.
- Record the minutes of all meetings of the ÉRB PAC and ÉRB PAC Executive in accordance with *SJASD Policy KMAB Guidelines for the Operation of Parent Advisory Councils Section 4.7*.
- Within two weeks of any Annual Meeting, General Meeting or Executive Meeting, forward the meeting minutes to the Executive.

7.1.9. Principal

The Principal of École Robert Browning is an ex-officio member of the ÉRB PAC Executive. Their duties and responsibilities include but are not limited to the following:

- Call and chair the Annual Meeting in accordance with *SJASD Policy KMA Parent Involvement in Schools Section 2.1*.
- Attend all meetings of the ÉRB PAC and present an administration report at all general meetings as appropriate.
- Advise the ÉRB PAC on division policy.
- Assist the ÉRB PAC in conducting Parent Advisory Council business. This may include:
 - arranging for use of school facilities for meetings and activities, where appropriate;
 - providing consultation and advice on the organizational functioning of the Parent Advisory Council;
 - providing occasional secretarial service, as available;
 - providing normal photocopying requirements of minutes, notices of meetings, and routine correspondence at no charge;
 - assisting the Parent Advisory Council in distributing information to the community, consistent with Board policy, under the review of the principal.
- Provide the Treasurer with advance notice of upcoming audits.

7.2. Non-Executive Positions

The ÉRB PAC may opt to create additional positions as needed. Examples may include Book Fair Coordinator, Fundraising Coordinator, Volunteer Coordinator. These positions do not require a formal election and are not subject to term limits.

8. Meetings

- 8.1. The ÉRB PAC will meet a minimum of 2 times per school year, including the Annual Meeting. Meetings may be in person, virtual, or a combination of both.

8.2. Annual Meeting (or Establishment Meeting)

- 8.2.1. The Principal shall call an Annual Meeting to form a parent organization no later than the third week of October. *(SJASD Policy KMA Section 2.1)*
- 8.2.2. The Annual Meeting shall be publicized as follows:
a.) By special notice in the school communications in the spring of the preceding year
b.) By special notice in the school communications twice in the fall, the second notice no later than one week in advance of the date of the meeting. *(SJASD Policy KMA Section 2.2)*
- 8.2.3. The Principal shall ensure that all arrangements and preparations are made and shall be the chairperson of the Annual Meeting for the period of the elections. *(SJASD Policy KMA Section 2.2)*
- 8.2.4. The Annual Meeting shall be held at the school. *(SJASD Policy KMA Section 2.3)*
- 8.2.5. The first order of business at the Annual Meeting shall be the decision, to be voted on by the parents/guardians in attendance, regarding the form of parent organization the parents wish to establish. Before the vote is taken the Principal shall review Division Policies KMA, KMA-R, KMAA, KMAB and KMAC, as well as Regulation 54/96, to help the assembly understand the main features of each form of parent organization. *(SJASD Policy KMA Section 2.4)*
- 8.2.6. If the decision is to form a Parent Advisory Council then the next part of the meeting shall be devoted to the election of a Parent Advisory Council Executive, under the procedures and terms outlined in Policy KMAB. Further, Division policies KMA-R, KMAA, and KMAB shall apply to the operation of the Parent Advisory Council (or one of its subsidiary forms) as applicable. *(SJASD Policy KMA Section 2.5)*
- 8.2.7. 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. *(SJASD Policy KMA Section 4.1)*
- 8.2.8. The second order of business at the Annual Meeting is to review the Constitution. The Constitution may only be amended at an Annual Meeting, so any changes must be reviewed and a vote to renew the Constitution should be held. The vote must pass with a two-thirds majority.
- 8.2.9. The Treasurer should present a report on the previous year's finances at each Annual Meeting. If the Treasurer from the previous year is no longer on the ÉRB PAC, the report should be prepared and left with the Principal or President to present.

8.3. General Meetings

- 8.3.1. Planning for ÉRB PAC meetings is the responsibility of the Executive. It is the President's job to ensure that agenda items follow the mandate of the ÉRB PAC, and to give the Principal adequate notice that a meeting will take place.
- 8.3.2. The President shall prepare an agenda a minimum of one week prior to a general meeting; anyone wishing to add an item to the agenda should contact the President.
- 8.3.3. The Principal (or designate) shall be present at all general meetings.
- 8.3.4. Any 20 parents/guardians may, in writing, demand the President to call a general meeting of the ÉRB PAC.
- 8.3.5. General meetings will include agenda items for reports from the President, Treasurer, and Principal.

8.4. Rules of Order, Quorum, Voting Procedures

- 8.4.1. 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.
- 8.4.2. At meetings of the Parent Advisory Council Executive, two fifths of the Executive shall constitute a quorum.

- 8.4.3.** Both the Council and the Executive shall follow Robert's Rules of Order as adopted by the St. James-Assiniboia School Division
- 8.4.4.** 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. Decisions require a Motion, a Second, and then are brought to a vote, cast by a show of hands. The President shall cast the deciding vote in the case of a tie.
- 8.4.5.** Meeting minutes are a permanent, legal record of the Parent Advisory Council meeting. Minutes must include the name of the group, the date, time, location of the meeting, and all individuals present. Meeting discussions should be recorded as a brief and objective summary of the key points made during the discussion of the agenda item. Minutes should include what was done and not what was said. (e.g.: The entire and exact conversation is unnecessary.) Names should only be recorded when a motion or action item is recorded.
- 8.4.6.** In the event a vote must be held and an in-person meeting is not possible, and electronic vote may be held. The motion must be made, seconded, and then voted on. Votes must be cast by email and include the members full name and their vote in the body of the email. The record of the vote should be kept with the meeting minutes by the Secretary.

9. Fiscal Policy

- 9.1.** At least 3 Executive members are to be established as signing officers. *(SJASD Policy KMA-R Section 2.1)* Signing officers should be reviewed yearly, and changed as soon as possible when there is a change in membership.
- 9.2.** Two signing officers shall be required to sign all cheques written on behalf of the ÉRB PAC. *(SJASD Policy KMA-R Section 2.2)*
- 9.3.** No cheques shall be issued to any signatory of a cheque. *(SJASD Policy KMA-R Section 2.3)*
- 9.4.** 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. *(SJASD Policy KMA-R Section 2.4)*
- 9.5.** 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.) *(SJASD Policy KMA-R Section 2.5)*
- 9.6.** 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. *(SJASD Policy KMA-R Section 2.6)*
- 9.7.** An audit of the accounts of the ÉRB PAC shall be done concurrently with the school funds audit. *(SJASD Policy KMA-R Section 1.4)*
- 9.8.** All incoming funds sent via Interac E-transfer must be sent directly to erbparentcouncil@gmail.com and deposited into the established chequing account for the ÉRB PAC. ÉRB PAC Members must not use their personal bank accounts to accept Interac E-transfers of funds meant for the ÉRB PAC, including but not limited to funds relating to an ÉRB PAC sanctioned event or fundraiser. Documentation for all incoming Interac E-transfers should be kept with the yearly financials.
- 9.9.** All outgoing funds sent via Interac E-transfer must follow the same protocol as cheque writing, specifically sections 9.3 and 9.4 of this document. Written documentation for outgoing Interac E-transfers should be kept with the chequebook.

10. Dissolution

- 10.1.** In the event of impending dissolution, all outstanding debts must be paid immediately.
- 10.2.** All records, funds, digital assets (including files and login information), and physical assets of the ÉRB PAC will be placed in care of the Principal, and must be done so within two weeks of dissolution or prior to the last day of the school year, whichever date is first.