

## GENERAL VANIER PARENT ADVISORY COUNCIL

### CONSTITUTION

#### OBJECTIVES:

1. Cooperate in establishing programs for parents through which they may become informed of school activities.
2. To enhance the learning of the children and parents.
3. To assist in creating a safe neighbourhood environment for the physical and moral wellbeing of the children.
4. To contribute to a sense of community in the local school neighbourhood.
5. To communicate educational information and special events to the parents and community.
6. Its purpose is to advise and support existing programs.
7. All personal grievances are to be taken directly to the Administration (i.e. conflicts between parents, children and staff).

#### POLICIES:

1. The policies and programs shall be educational, non-commercial, non-sectarian, and non-racial.
2. The Council may cooperate with other community groups to develop coordinated programs based on the common interest and concern with the welfare of children and youth. The Council *must* retain its own identity and the program is bound only by the commitments, which it shall specifically endorse. Ultimately the goal being further support for our children.
3. The name of the Council shall not be used to endorse any publication, which is not identified with the objectives of the Council.
4. The Council shall cooperate and work together with the administration to formulate policies for General Vanier School, which will be in keeping with the objectives of the Council.
5. The Council may make representation to the Louis Riel School Division on any matter, which falls within the objectives of the Council.
6. Lists of the names of members of the Council shall not be made available to any concern, for commercial consideration.

#### BYLAWS:

##### ARTICLE I – Name:

The name of the Council shall be the **General Vanier Parent Advisory Council**.

##### a) Executive

The Council shall have at least four (4) elected members to its Executive Board.

##### b) Members-At-Large and Community Members

The Council shall support a maximum of four (4) members-at-large and one (1) community member.

#### ARTICLE II – Voting Rights:

- a) All parents and guardians of students registered at General Vanier School shall be voting members of the group at the Annual General Meeting only.
- b) All four (4) executive members shall have voting rights.
- c) Four (4) members-at-large will have voting rights. Unlimited non-voting members-at-large.
- d) One (1) community member will have voting rights.
- e) Administration and staff (teaching and non-teaching) of General Vanier School shall be non-voting members of the group.
- f) Committee members (fundraiser, volunteer and lunch) will be non-voting unless they are voting members-at-large.
- g) In the instance of a tied vote, the President will have a second vote.

#### ARTICLE III – Dissolution:

If the Council desires to disband it shall notify all executive members in writing.

#### ARTICLE IV – Executive Committee:

- a) The Council shall be governed by executive committee consisting of a minimum of four (4) members including: President, Vice-president, Secretary, Treasurer and four (4) members-at-large, a community member, the Principal and Teacher Representative acting as liaisons between the School and the Council.
- b) The normal term of office for the officers of the Council shall be from annual meeting to annual meeting.
- c) Any member of the executive shall be allowed to hold the same office for two or more consecutive years if voted in.
- d) The absence of any executive member from the three (3) consecutive meetings will constitute a vacancy.
- e) Vacancies occurring in any office of the Council between annual meetings shall be filled by the Executive Committee, for the unexpired portion of the term.
- f) A quorum of the Executive Committee shall be one-half of its executive members. There must be a quorum to have a voting meeting.

## ARTICLE V – Duties of Officers:

### President:

- Chairs monthly meetings of the Council and Executive Committee
- Delegates as needed
- Attends special meetings as needed
- Coordinates special projects as needed, and
- Perform other duties pertaining to the office.

### Vice-president:

- Assists President as required
- Chair meetings in the absence of the President, and
- Attends special meetings as needed.

### Secretary:

- Keep full and accurate minutes of all meetings of the Council and of the Executive Committee
- Type and distribute minutes before the next executive meeting, and
- Other communication as required.

### Treasurer:

- Shall receive, collect and deposit in a chartered bank or credit union approved by the Council all funds of the Council
- Keep accurate records of all receipts and expenditures
- Shall pay by cheque all bills and accounts which have been approved by the Executive Committee
- Signs all cheques along with either the President, Vice-president or secretary, and
- Shall submit a statement of the finances of the Council when requested and present an annual report at the Annual Meeting of the Council.

### Fundraising:

- Determine fundraising activities approved by the Council
- Organize, distribute and collect monies for the product or activity being undertaken
- Forward all monies or receipts to the Treasurer, and
- Coordinate volunteers for these activities.

Volunteer:

- Compile list of volunteers for various committees or activities
- Update the list of volunteers, and
- Coordinate volunteers as required.

Lunch:

- Coordinate program, determines prices, and
- Organize volunteers for counting money and attend on the days of the event.

ARTICLE VI – Nominations:

Nominations for all offices may be made from the floor at the annual meeting.

ARTICLE VII – Elections:

- a) Each member present shall be entitled to cast one vote and shall be eligible to nominate and vote in the election of officers.
- b) A majority of the members present at the annual meeting shall be necessary to elect.
- c) The vote can be by ballot or show of hands.

ARTICLE VIII – Meetings:

- a) The regular Executive Committee meeting shall be held at least once every two (2) months during the school year on a date and time to be set by the Executive Committee.
- b) A special meeting of the Executive Committee may be called by the President or by written request of three (3) members of the Executive Committee. No other business may be transacted other than that which has been stated in the request.
- c) Executive Committee meetings shall be open to all members as observers. Any member wishing to present business or a brief to the Executive Committee must do so in writing to the President two (2) days in advance of the regular Executive Committee meeting.
- d) A special meeting of the Council may be called either by the Executive Committee or at the written request of fifteen (15) members, providing that such a request shall state a specific reason for the meeting, and no other business may be transacted that that which has been stated in the request.
- e) The Annual General Meeting shall be held before the last day of school.

ARTICLE IX – Amendments:

- a) Amendments to the constitution may only be made at the Annual Membership Meeting, or a special meeting called for that purpose.
- b) Membership wishing to propose amendments to the constitution must submit such amendments in writing to the President at least three weeks prior to the Annual Meeting or the special meeting (as the case may be) including explanations of the proposed amendments.

ARTICLE X – Order of Business:

The order of business of the Council may be:

1. Call to Order
2. Adoption of Minutes
3. Presentations
4. Unfinished Business
5. Presidents Report
6. Principals Report
7. Committee Reports
8. New Business
9. Adjournment

Proposed revision – April 2000

Revised – May 2009