

**École Guyot Parent Advisory Council
(PAC) Bylaws**

October 11, 2016

École Guyot Parent Advisory Council (PAC) Bylaws
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Article I - NAME

- 1) The name of this organization is the École Guyot Parent Advisory Council (PAC), hereafter referred to as the Council.
- 2) The Council was established as an Advisory Council in 2003 in accordance with the Education Administration Act. The École Guyot PAC operates in compliance with Regulation 54/96 – Advisory Councils for School Leadership Regulation.
- 3) For common use, the terms École Guyot PAC, Advisory Council, Council, and PAC shall have the same meaning.

Article II - PURPOSE

The purpose of the Council is to communicate, support, and collaborate with our school in order to promote student success, learning, and well-being of our students and school and community. This is accomplished through the following strategies.

- 1) Communication
 - a. Receiving information from school administrators regarding school activities, programs, and policies.
 - b. Communicating with parents to understand priorities and concerns of students and parents.
 - c. Sharing Council and parents' views with school administrators.
 - d. Working in partnership with other groups, including the school division, to represent parents and members.
- 2) Support and Collaboration
 - a. Initiating and carrying out **fundraising** with proceeds to be used to support school activities and to enhance the learning environment at École Guyot.
 - b. Coordinating and hosting **events** designed for learning, enjoyment, community-building or well-being of students and families.
 - c. Collaborating with the school to provide **support to school activities** and events via parent **volunteers**.

Article III - CODE OF CONDUCT

- 1) The Council shall be accountable to the school and community for involvement, activities, expenditures and recommendations.
- 2) The Advisory Council members should consider the interests of the students and parent community at the forefront of decisions to undertake fundraising and other activities.
- 3) The Council's activities shall be carried on without personal gain for its members.
- 4) The Council is not a forum for the discussion of individual problems or concerns. Such matters should be addressed via the proper channels as per school and divisional policy.
- 5) Privacy and respect must be observed at all times.

- 6) Members must adhere to the policies set out by the Louis Riel School Division and the Manitoba Department of Education and Training.

Article IV - MEMBERSHIP

1) Representatives

- a. All parents/guardians of students attending École Guyot are considered parent representatives and are members-at-large.
- b. All community members who live, work or own property within the school catchment area are considered community representatives and are members-at-large.

2) Elections

- a. The members-at-large shall elect the Council members for the school year at each Annual General Meeting (AGM).
- b. Each member-at-large shall be eligible to vote at each AGM and at Special Meetings.
- c. The Council must consist of at least seven (7) elected members, including executive members.
- d. At least two-thirds ($\frac{2}{3}$) of the total number of members on the Council must be parent representatives.
- e. Not more than one-third ($\frac{1}{3}$) of the elected members on the Council may be community representatives.
- f. Teachers and staff within the Louis Riel School Division who are also parent representatives or community representatives may comprise not more than one-third ($\frac{1}{3}$) of the total number of elected members.
- g. When there is more than one nominee for a position or more nominees than there are open positions, voting for election to the Council shall be by secret ballot.
- h. Only one (1) member of a family unit may be elected to the Council in any given year.
- i. Each elected member will serve a specific role on the Council, either as an Officer or as a Committee member, and is eligible to vote at all Regular Meetings of the Council.

3) Non-Voting Members

- a. The school administration and a teacher representative from the school are ex officio (non-voting) members of the Council.
- b. Student representatives, from any student leadership program, shall be encouraged to attend Council meetings.

4) Officers

- a. The Council Officers shall consist of one (1) Chair or two (2) Co-Chairs, one (1) Secretary, and one (1) Treasurer. The remaining Council membership shall consist of elected Committee members.
- b. Chair/Co-Chairs shall:
 - i) be responsible for overseeing all Council and Committee operations;
 - ii) set the agenda for Council meetings;
 - iii) conduct Council meetings or appoint another member to do so;
 - iv) act as spokesperson for the Council, and correspond and communicate on

- behalf of Council;
 - v) have signing authority on the accounts of the Council;
 - vi) lead all Council business with financial stewardship in mind, and be current on Council's financial position;
 - vii) conduct an AGM and prepare an Annual Report;
 - viii) ensure all records of the Council are complete and safeguarded, and relevant documents are passed on to incoming Chair(s).
 - c. The Secretary shall:
 - i) be responsible for recording and transcribing accurate minutes and attendance records of Council meetings, and distributing those documents on a timely basis;
 - ii) maintain a current list of Council member names and contact information;
 - iii) maintain Council minutes, and an ongoing list of motions for Council records;
 - iv) act as signing officer as required;
 - v) attend events and assist Chair(s) with Council business and correspondence as required.
 - d. The Treasurer shall:
 - i) be responsible for the accounting of all financial matters pertaining to the Council;
 - ii) have signing authority on Council accounts;
 - iii) receive, collect and deposit in a bank account(s) approved by the Council any and all funds on a timely basis;
 - iv) pay accounts and invoices on time;
 - v) prepare bank account reconciliations each month, including deposits, disbursements, and fund totals, and present them at Council Meetings;
 - vi) prepare the annual budget in conjunction with the Chair(s) for approval by Council;
 - vii) prepare annual financial statements (including income, expenses, account balances and reconciliations) using accepted accounting practices;
 - viii) ensure that complete records are kept of receipts and expenditures, and that adequate evidence to support these activities in the form of bank statements, cancelled cheques, bank reconciliations, invoices, receipts, and vouchers are retained;
 - ix) make financial records available for review or audit at any time.

5) Nominations

- a. The Officers may appoint a nominating committee consisting of current elected members and shall include at least two (2) Officers.
- b. The nominating committee will recruit and nominate members-at-large to fill open positions on the Council for the upcoming year.
- c. Nominations may be accepted at the last regular meeting of Council before the AGM. Additional nominations will be accepted from the floor at the AGM.
- d. Nominees from the floor must be present to accept the nomination or provide written intention to stand for election.

- 6) Terms of Office
 - a. Each elected Officer or Committee member shall serve a term of one (1) year. The Chair/Co-chair(s) may serve a term of one (1) year or two (2) years.
 - b. No elected member shall hold the same Officer position for more than two (2) consecutive terms unless the majority of the elected members vote to make an exception at an AGM or Special Meeting.
 - c. Other than Chair/Co-chair(s), there are no term limits for other Council positions provided that the member continues to be elected at the AGM.

- 7) Vacancies
 - a. If Council positions are not filled at the AGM, nominations may be called at Regular Meetings until filled.
 - b. If a Council position becomes vacant mid-term, Council may appoint an elected member or elect a member-at-large to a position until the next AGM.
 - c. If an elected Council member is absent for four consecutive meetings without valid reason, the absences may be considered by the Council as a resignation.
 - d. Any elected Council member acting in a manner that is contrary to any provision of the by-laws may be subject to removal from their position. In order to remove a member, a motion must be brought forward at a meeting of the Council and must be seconded. A vote by secret ballot shall occur and a majority vote will rule.

- 8) Committees
 - a. The Council may establish and dissolve standing committees as it sees fit to achieve the purpose of the Council.
 - b. At least one individual will be elected to each standing committee.
 - c. The Council may recruit members-at-large to serve as members of standing committees, as required.
 - d. The Council may establish and dissolve ad hoc committees as required for special projects or events. The members of such committees shall be appointed by the Council may include Council members and/or members-at-large.
 - e. All committees shall report on their activities at Regular meetings and submit an annual report for the AGM.

Article V – MEETINGS

- 1) Regular Meetings

Council meetings shall be held once a month during the school year, unless the majority of the elected members vote to make an exception. All meetings of the Council shall be open to the public, but only the elected members may vote.

- 2) Special Meetings

A Special Meeting of the Council may be called with seven days' notice at any time by the Officers of the Council, or at the written request of at least six (6) elected members of the Council. The written request must specify the reason(s) for the meeting. Such a meeting shall be held within 28 days of the receipt of such a request by the Chair(s).

- 3) Annual General Meetings (AGM)
 - a. An Annual General Meeting must be held before October 15th of each year as per the Education Administration Act Regulation 54/96.
 - b. All Council members shall be notified of the AGM at least seven (7) days in advance of the meeting. Notification shall be given to parent representatives and public notice shall be provided to the community.
 - c. The business of the AGM shall include:
 - i. the Annual Report of the Council;
 - ii. the Annual Financial Statement;
 - iii. election of members to the council.
 - d. "Robert's Rules of Order" shall be used to guide the conduct at meetings.

Article VI - VOTING AND QUORUM

- 1) Regular Meetings

Elected members are eligible to vote. Each elected member shall have one (1) vote.
- 2) Annual General Meetings and Special Meetings

Members-at-large are eligible to vote. Each member-at-large shall have one (1) vote.
- 3) Voting Procedures at All Council Meetings
 - a. Voting shall be conducted by a show of hands.
 - b. A simple majority of those voting is required to approve actions, decisions or motions.
 - c. Quorum for a Council meeting shall be five (5) elected members. The Officers shall determine if quorum exists at the beginning of each meeting.
 - d. In cases where a vote must occur between Regular Meetings, it is permissible for motions to be presented and voted upon via electronic mail. In such situations, a minimum of five (5) voting members must respond to the email and a majority of those who vote is required to approve the motion. The motion and outcome of the vote will be presented at the next Regular Meeting and recorded in the minutes.

Article VII - FINANCES AND RECORDS

- 1) The fiscal year of the Council shall be September 1 to August 31 inclusive.
- 2) An annual budget shall be approved by the Council each year.
- 3) All disbursements must be in accordance with the annual budget or be specially approved by motion at a Council meeting.
- 4) Signing Officers
 - a. Two (2) Officers of the Council shall be required to approve all cheques and disbursements.

- b. The Treasurer and Chair will be the primary signing officers.
 - c. The Secretary and the Co-Chair will be auxiliary signing officers.
- 5) Financial Procedures
 Financial procedures shall be in accordance with the administrative guidelines of the Louis Riel School Division, as specified in the École Guyot Advisory Council Member Guidelines document.
- 6) Records and Accountability
- a. Financial records and accountability procedures shall comply with Louis Riel School Division and Canada Revenue Agency requirements regarding financial records.
 - b. The Council may secure an independent auditor, if required.
 - c. Archived records including meeting minutes, bank statements, cancelled cheques, bank reconciliations, invoices, receipts, and vouchers shall be stored by school administration for a minimum of seven (7) years.
 - d. Upon approval at a Council meeting, the Chair(s) will dispose of records older than seven (7) years.

Article VIII - AMENDMENTS TO BYLAWS

- 1) The by-laws continue in force from year to year unless they are amended at a meeting of the Council called for that purpose. All proposed amendments to the by-laws must accompany the notice of meeting to the membership.
- 2) Any amendment must be approved by a majority of elected members who vote at a meeting of the Council called for that purpose.
- 3) A review of the by-laws will take place every three (3) years with any proposed amendments to the by-laws put forward for approval at the AGM or at a special meeting called for that purpose.
- 4) Members wishing to propose amendments to the by-laws must submit them in writing to the Officers for review prior to consideration by the Council.

Article IX – DISSOLUTION

- 1) The Minister of Education may dissolve the Council if the Minister is of the opinion, after ensuring that a review has been conducted, that the Council is not functioning in accordance with these by-laws or in the best interest of the school.
- 2) The Council may be declared inactive by a vote of two-thirds (2/3) of the elected members-at-large present at a special meeting called for that purpose.
- 3) In the case of dissolution, a majority vote of the Council will determine how the remaining funds and assets shall be distributed. Distribution of funds and assets shall be to organizations that will use the funds to benefit the student body of École Guyot.

Article X - DATE OF APPROVAL

Bylaws Amended – October 11, 2016

Bylaws Amended – June 14, 2016

Bylaws Amended – September 10, 2013

Bylaws Replace Constitution – June 2, 2010

Constitution Amended – June 5, 2007

Original Constitution Adopted – June 3, 2003