

The

**CONSTITUTION OF
ECOLE HOWDEN PARENT ADVISORY COUNCIL
(EHPAC)**

Date Adopted: Wednesday, April 16, 2008

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**Ecole Howden Parent Advisory Council
Constitution**

The EHPAC Constitution is to be used as a guideline to explain the purpose and activities for which the Council is organized.

Article I Name

The name of this organization shall be the **Ecole Howden Parent Advisory Council (EHPAC)**.

Article II Purpose

The purpose of this Council is to work in conjunction with Ecole Howden, the Louis Riel School Division (LRSD), staff, parents, students and volunteers for the purpose of enhancing the environment of students within Ecole Howden during a school calendar year.

Article III Members

Section 1. Active Members of EHPAC (including Officers and Associate Officers) must have a child who is currently enrolled in Ecole Howden from Kindergarten to Grade 6, or a parent with a child enrolled in the Ecole Howden Pre-school who intends on having their child attend Kindergarten in the following year of enrollment. Active Members are not required to hold an Officer or Associate Officer position but may sit on the Council, volunteer their time and still have full voting rights on matters of the Council.

Section 2. Associate Members of the Council may be faculty or staff of Ecole Howden interested in the activities of EHPAC. They shall not be eligible to hold Office, Associate Office or vote on matters directly relating to EHPAC. The purpose of an Associate Member is to be a resource to the Council in school matters directly related to Council activities.

Section 3. There are no annual dues to be paid by any Active or Associate Member of EHPAC. All activities are voluntary.

Section 4. All Voting Members of EHPAC must commit themselves to the Council as an Active Member. Active Members not holding an Office but joining at the Annual General Meeting may not have voting rights until the first regular meeting of the year. However, new Active Members who join at the Annual General Meeting will gain full voting rights if they join an Office or Associate Office.

Section 5. Active Membership shall not be denied to any parent, Officer, Associate Officer or Associate Member on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability.

Article IV Officers and Associate Officers

Section 1. The Officers of EHPAC shall be as follows: President, Past-President, Vice-President, Secretary and Treasurer. These Officers shall perform the duties prescribed in the Constitution and bylaws of the LRSD, along with any other authority that governs all involved in EHPAC. The Officers of EHPAC form what is called the Executive Council. The Executive Council holds special voting power in case of amendments (see **Article XV, Amendments, Section 2.**).

Section 2. Associate Officers of EHPAC shall be as follows, as Membership allows but not limited to: Fundraising Coordinator(s), Volunteer Coordinator(s), Hot Lunch Coordinator(s), Hot Soup Coordinator, Communications/Publicity (Newsletter) Coordinator;

Scholastic Book Fair Coordinator(s). Any new Associate Office required will be set-up by the rules of EHPAC, LRSD and Ecole Howden and given a recognized status. Any new Associate Office shall follow the rules of Amendments (see **Article XV, Amendments**). The Associate Officers of EHPAC form what is called the Associate Council to the Executive, and has the special status of Applied Positions within Voting and Active Membership.

Section 3. The Officers and Associate Officers of EHPAC will be nominated if needed in September of each school calendar year. Those seeking the status of Officer as outlined in **Article IV, Officers and Associate Officers, Section 1.**, shall be nominated by at least one Active Member (not themselves) and “seconded” by another. Any Officers, Associate Officers or Active Members returning to serve on the Council from the previous year may vote for their respective Officers in an open vote environment (by a show of hands understanding one hand equals one vote). Associate Officers do not require an EHPAC vote but instead an intention to volunteer and carry out the activities of their position for one school calendar year.

Section 4. The Officers and Associate Officers of EHPAC shall serve a term of at least one full school calendar year. In the event that an Office cannot be filled the Membership will discuss interim positions as required. The term of an Officer or Associate Officer shall begin at the close of the meeting at which they are elected.

Section 5. The Officers and Associate Officers may serve more than one year on the Council in their elected or volunteered positions insofar that Officers, Associate Officers, Active and Voting Membership approve. Each Officer and Associate Officer should carry their position into

the Annual General Meeting of the year following their year of service, and dissolve it then if need be. No member of EHPAC will be required to serve once they declare their intention to dissolve their participation in EHPAC. Their position will be considered dissolved and open to being filled once declared verbally or in written form.

Article V

Description of Officers and Associate Officers

Officers (i.e. Executive Council)

Section 1. President. An Officer position that shall include but is not limited and/or restricted to the following: Shall preside at the September Annual General Meeting and monthly Council meetings; develop, type and distribute the monthly agenda; be a member ex-officio of all committees; act as a liaison between the school administration, other schools in LRSD, the School Board and parents; ensure the Religious Exercises request to the School Board is carried out; be a signing authority of the Council; train the Vice President for his/her upcoming role; attend School Board meetings as/if needed; bear the ultimate responsibility for the efficient performance of EHPAC.

Section 2. Past-President. An Officer position that shall include but is not limited and/or restricted to the following: Shall assist the President as required; act as a resource to EHPAC; attend monthly Council meetings; attend School Board meetings as/if needed.

Section 3. Vice-President. An Officer position that shall include but is not limited and/or restricted to the following: Shall assist the President as required; assume the duties and exercise the powers of the President in his/her absence;

be a signing authority of EHPAC; attend monthly Council meetings; attend School Board meetings as/if needed.

Section 4. Secretary. An Officer position that shall include but is not limited and/or restricted to the following: Shall take minutes at EHPAC meetings; type and distribute minutes prior to the next meeting; prepare and distribute Council phone/information list; attend monthly Council meetings; attend School Board meetings as/if needed.

Section 5. Treasurer. An Officer position that shall include but is not limited and/or restricted to the following: Shall be responsible for all EHPAC financial matters; do day-to-day bookkeeping and financial statements including all cheques, bill payments and reconciliation of bank statements, etc.; do bank deposits; be responsible for doing the follow-up on NSF cheques; give monthly reports at Council meetings; educate Council members as to the proper accounting procedure required; prepare yearly financial statements to be presented at the September Annual General Meeting; prepare a yearly financial statement to be presented according to LRSD for audit; contact the President immediately after a missed Council meeting to ensure any money matters that may have arisen from that meeting are resolved; be a signing authority of EHPAC; attend monthly Council meetings; attend School Board meetings as/if needed.

Section 6. An Officer of EHPAC may also hold an Associate Officer position or any other voluntary position as the Council requires.

**Associate Officers
(i.e. Associate Council to the Executive)**

Section 7. Fundraising Coordinator(s). An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall research fundraising possibilities as directed by parent-body, LRSD and EHPAC; contact company representatives and set-up appointments for them to make presentations to EHPAC if necessary; act as a liaison between a chosen fundraising organization and EHPAC; be responsible for organizing the fundraisers (generally one in the Fall and one in the Spring); be responsible for the City Permit Application; assist the Treasurer in doing the follow-up of any NSF cheques incurred during fundraising; do a critical evaluation at the end of the event; attend monthly Council meetings.

Section 8. Volunteer Coordinator(s). An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall distribute volunteer forms at the beginning of the year and compile and distribute an up-to-date list for EHPAC event coordinators; coordinate the “telephone tree” communication list by recruiting volunteers, advising volunteers of their responsibilities and requesting they conduct their respective telephone calls to their fellow parents; attend monthly Council meetings.

Section 9. Hot Lunch Coordinator(s). An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall be responsible for the purchasing of the supplies necessary; print and distribute order forms two weeks prior to each event; collect completed order forms and money from classrooms; obtain and organize volunteers to work the days needed; be responsible for filling out monthly income/expenditure statements to be handed in to

the Treasurer at Council meetings; report monthly profit at Council meetings; attend monthly Council meetings.

Section 10. Hot Soup Coordinator. An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall be responsible for the purchasing of the supplies necessary; obtain and organize volunteers to work the days needed; run Soup Days from early November to Spring Break; be responsible for filling out monthly income/expenditure statements to be handed in to the Treasurer at Council meetings; report monthly profit at Council meetings; attend monthly Council meetings.

Section 11. Communications/Publicity (Newsletter) Coordinator. An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall write the EHPAC monthly newsletter and provide a hard copy to the school secretary as administrative guidelines permit; ensure the EHPAC Bulletin Board is up-to-date (current agendas, current minutes of meeting, community events, etc.); ensure that applicable media such as The Lance; Community Bulletin and major local newspapers are advised of upcoming EHPAC events and school activities to promote Ecole Howden to the community; attend monthly Council meetings.

Section 12. Scholastic Book Fair Coordinator(s). An Associate Officer position that shall include but is not limited and/or restricted to the following: Shall book the Scholastic Book Fair during parent-teacher conferences when appropriate; be the liaison to Scholastic Book Fair; distribute information to all the students and their families regarding the fair; obtain and organize volunteers to work the days needed; be responsible for filling out income/expenditure statements to be handed in to the Treasurer; report profit at

Council meetings; attend monthly Council meetings as needed.

Section 13. An Associate Officer of EHPAC may also hold other volunteer positions as required or accepted.

Section 14. A posting of all Officers, Associate Officers, Associate Members, Active and Voting Membership must be displayed. Any changes of Membership in EHPAC should be posted as soon as possible (see **Article XIII, Notice, Section 2.**).

Article VI Committees

Section 1. EHPAC may form a Committee through need or appointment if there is a special issue that must be resolved or undertaken. Anyone who is an Officer, Associate Officer, Active or Voting Member may join and form the Committee. The Committee shall not have authority over EHPAC but may be formed in order to resolve an issue put forward by the school, LRSD, parents, students or Membership.

Section 2. Once a Committee has fulfilled its intended purpose it may be dissolved. Any findings, recommendations, etc., of the Committee shall be kept on hand by the President of EHPAC as relevant and may be included as an Amendment (see **Article XV, Amendments**).

Section 3. A Committee will operate as its Membership decides and may not contravene the Constitution of the organization under which it is formed.

Section 4. Any Members involved in a Committee should be posted (see **Article XIII, Notice, Section 2.**).

Article VII Meetings

Section 1. The regular meetings of EHPAC shall be held on a predetermined day each month of the school calendar year unless a meeting does not need to be held in a given month as decided by Active Membership. Each school year is ten months where at least eight of those ten months should have meetings, the first of which is the Annual General Meeting.

Section 2. The first meeting of EHPAC shall be held in September, at the beginning of the school calendar year and it shall be known as the Annual General Meeting. The purpose of the Annual General Meeting will be to elect Officers, fill Associate Officer positions, receive reports and organize EHPAC for the upcoming year.

Section 3. The final meeting of EHPAC shall be held in June each school calendar year. This meeting will finalize any events yet to occur, donate scholarship funding to College Beliveau and decide on next year's EHPAC council activities.

Section 4. The meetings of EHPAC shall not be used to promote any political (benign or radical), religious or extraneous agendas not under the guidelines of the school or LRSD.

Section 5. Each meeting will be guided by the following Agenda:

**Ecole Howden Parent Advisory Council
150 Howden Road
Winnipeg, Manitoba
R2J 1L2**

(Month, Day, Year, Time)

1) Call Meeting to Order

- a. Approval of Minutes From Last Meeting
- b. *Amendments to Posted Agenda?*

2) Executive Reports

- a. President
- b. Treasurer

3) Reports

- a. Administration
- b. Special Guests?
- c. Teacher Representative
- d. Hot Lunch
- e. Hot Soup
- f. Fundraising
- g. Volunteer Activities
- h. Scholastic Book Fair

4) New Business

(as required)

5) Old Business

(as required)

6) Newsletter

7) Adjournment

- a. Next Meeting Date?

Section 6. The Agenda shall include an opportunity for all the Officers and Associate Officers, Active, Voting and Associate Members to bring forth any issues relevant to their Office, Ecole Howden, LRSD, staff, parents and students.

Article VIII Relationship

Section 1. EHPAC shall not be controlled by any other local, provincial or national organization, but may be a member of another local, provincial or national organization relevant to Ecole Howden, LRSD, staff, parents and students.

Article IX Activities

Section 1. EHPAC shall hold regular meetings with invited speakers or guests on topics of interest relevant to EHPAC, LRSD, Ecole Howden, staff, parents and students.

Section 2. EHPAC shall organize but not be limited to the following: Christmas Store, School Dance, Scholastic Book Fair(s); Soup Days, Hot Lunch Days; Fundraising events (at least two, one in the Fall and the other in the Spring); Babysitting Course; parent/student activities as determined on a yearly basis; Annual School Barbeque; Teacher Appreciation Week; 50/50 Draws, Silent Auction Draws.

Section 3. EHPAC shall distribute allocated funding to the school acquired through fundraising by written request of the administration and approval of Voting Membership. This may be done at any meeting insofar that funding is available. All members of the Council need not be present for such votes regarding funding allocation, however three of five members of the Council Executive must be present.

Article X Advisory and Authority

Section 1. EHPAC will work with Ecole Howden, LRSD, staff, parents and students in the best interests of all involved. EHPAC has no authority in overriding the administration of Ecole Howden or the LRSD and may not interfere with the staff, parents or students of Ecole Howden in any manner not relevant to the well being of all involved.

Article XI Liability

Section 1. No Officer, Associate Officer, Active or Voting Member of the EHPAC shall be held liable for the acts, receipts, neglects or default of any other Officer, Active or Voting Member of EPHAC through the insufficiency or deficiency of title to any property acquired for or on behalf of the EHPAC, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the EHPAC shall be invested, or for any loss or damage arising from bankruptcy, insolvency or malicious acts of any person with whom any of the moneys, securities or effects of the EHPAC shall be deposited, or for any loss arising from any error or judgment or oversight, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their Office or in relation thereto, unless the same is occasioned by their own willful neglect or default.

Section 2. Any Officer, Associate Officer, Active or Voting Member of EHPAC who abuses their position for any purpose not outlined by the rules of this Constitution, Ecole Howden or the LRSD will have their position immediately dissolved under just cause.

Article XII Conflict Resolution

Section 1. In the event that a conflict arises within EHPAC, or between EHPAC and any other relevant party such as the school or LRSD, the following steps must be recognized.

Section 2. EHPAC shall define “conflict” as a disagreement through which the parties involved perceive a threat to their needs, interests or concerns. A four-step process shall be engaged by those involved with an agreed upon means (be it through mediation, the LRSD, an independent party, etc.):

- 1. Disagreement** – Generally a distinction must be made between the true and perceived disagreement that may be quite different from one another. Once the true disagreement is recognized a second step must be employed.
- 2. Parties Involved** – There must be recognition of who is and is not involved in the conflict since there are often disparities with both. The parties involved can become an elusive concept to define and unless clearly demarcated, the matter must be considered doubtful and only reopened when clearly defined.
- 3. Perceived Threat** – Generally, there must be a distinction between the true and perceived threat involved with a disagreement. Unless a true threat can be recognized in a disagreement, a perceived threat is not enough to work toward a resolution and therefore will be considered doubtful and only reopened when clearly defined as true.

4. Needs, Interests or Concerns – Though a conflict may be specific and dynamic, out of any conflict resolution process there are needs, interests or concerns that are put forward. Those needs, etc., relevant to the matter at hand will be used as instruments to resolve the conflict. Once the matter is resolved, the conflict will be deemed over and the decision handed down by the agreed upon mediator held firm, as this is the function of the mediator.

Section 3. The conflict resolution process for EHPAC shall follow these general guidelines but be understood as specific to each matter as it arises. It will be best to recognize any conflict in writing and ultimately resolved in the same manner as a matter of event and record. Such events can be placed in **Article XVI, Amendments** if the conflict resolution process affects the regular goings on of the Council. The placement of such resolutions must follow the Amendments process (see **Article XV, Amendments**).

Section 4. EHPAC will be able to operate during a conflict resolution process insofar that it will function with the appropriate Membership required.

Article XIII Notice

Section 1. Whenever possible all activities or plans of EHPAC should be given through whatever available media including telephone, fax, email, newsletter, school website, word of mouth, etc. This would include the date of the Annual General Meeting, regular monthly meetings, the

Active and Voting Membership of the Council and any other pertinent details including this Constitution. EHPAC shall operate in a completely transparent manner and make available all information for the parents, students, faculty and staff of Ecole Howden as or if requested. Members of EHPAC are encouraged to personally participate in the announcement of any activities or plans as scheduled.

Section 2. Postings of the aforementioned should be in a readily accessible and public area of the school for any parents, students, faculty and staff of Ecole Howden.

Section 3. The minutes from each meeting should be posted as outlined in **Article XIII, Notice, Section 2.**, at least three days after the meeting but no more than fourteen days before the next regularly scheduled meeting.

Section 4. The Agenda for any monthly meeting must be posted as outlined in **Article XIII, Notice, Section 2.**, at least fourteen days prior to the meeting date. Any amendments to the Agenda after the initial posting may be added during this time period and may not be posted. Amendments to the Agenda, however, must be clearly shown and announced on the actual meeting date (see **Article VII, Section 5.**, 1) *b. Amendments to Posted Agenda?*).

Article XIV Dissolution

Section 1. EHPAC may be dissolved if there is not enough Membership to keep it functioning as outlined in the Constitution. Once dissolved this Constitution will be considered null and void and another will be required to be written as soon as possible under the direction of the new parent council.

Section 2. A new parent advisory council may be formed at the initiative of anyone willing to organize it and if the school feels a parent council is necessary; as well as if there is enough interest from within the school to have an active Associate Membership.

Section 3. There shall not be two parent advisory councils operating at the same time.

Article XV Amendments

Section 1. The **CONSTITUTION OF ECOLE HOWDEN PARENT ADVISORY COUNCIL (EHPAC)** may be amended at any regular meeting of the Council by a unanimous vote including Officers, Associate Officers, Active and Voting Members, provided that the Amendment has been submitted in writing at the previous regular meeting or at least fourteen days in advance and publicly posted (see **Article XIII, Notice**).

Section 2. A minimum three of five members holding Officer positions must be present for the Amendment (any combination of President, Past-President, Vice-President, Secretary and Treasurer). Any Officer absent during an Amendment vote must notify other Members of the Council Executive beforehand and this will be noted in the Amendment. An Officer, Associate Officer and any Voting Member can provide a vote while absent as long as it is done in writing, submitted to a member of the Council Executive and included during an Amendment vote. It shall be considered best but not essential if all Officers, Associate Officers Active and Voting Members of the Council can

decide on an Amendment. An Amendment to any Office must have that member present at the vote.

Section 3. All Amendments, once approved, shall be included in the **CONSTITUTION OF ECOLE HOWDEN PARENT ADVISORY COUNCIL (EHPAC)** in **Article XVI, Amendments** which is reserved for Amendments to the **CONSTITUTION OF ECOLE HOWDEN PARENT ADVISORY COUNCIL (EHPAC)**.

Section 4. Amendments shall include the date of the regular meeting, those present and voting, those absent and the Amendment being approved. An Amendment will be given the following form:

1. What is being added or amended?
2. A brief explanation to its purpose.
3. Date of the Amendment vote.
4. Membership present/absent during the vote.
5. When the Amendment shall become active.

Section 5. Any Amendment that does not gain approval by majority can be reintroduced in writing at the next regular meeting or at least fourteen days prior to the next regular meeting and voted upon after its reading. Any Amendment that does not gain approval twice in one school calendar year will be carried over until the next school calendar year beginning in October (the first regular meeting of EHPAC).

Section 6. Proposed Amendments may be debated within a regular meeting or subject to conflict resolution if needed.

Article XVI Amendments

Article XVI
AMENDMENTS
AMENDMENT 1 – VOLUNTEER COOPERATION

Section 1. Amendment to adopt Volunteer Handbook and Confidentiality Pledge for all EHPAC Members.

Section 2. The purpose of this amendment is to bring all members of EHPAC in line with the expectations as outlined in the Volunteer Handbook and Confidentiality Pledge as followed for all other volunteers within Ecole Howden.

Section 3. Date of Amendment Vote: November 18th, 2008.

Section 4. Membership present: Janice Bernardin, Wendy Bowen, Heather Carriere, Jocelyn DeNora, Sandi Desharnais, Therese Houston, Darryl Nanka, Melissa Pelland, Ron Popiel, Christa Rusk, Marcie St. Godard, Shera Stroet

Section 5. Membership absent: Launey Chudy, Janice Rigg

Section 6. Amendment will become active in January 2009, immediately upon receipt of Volunteer Handbooks and Confidentiality Pledges. All new members of EHPAC will be required to accept Volunteer Handbook and Confidentiality Pledge upon joining EHPAC.

Article XVI
AMENDMENTS
AMENDMENT 2 – LITERACY PROGRAM
(i.e. CLASSROOM LIBRARIES)
SUPPORT THROUGH FUNDRAISING PROFITS

Section 1. Amendment to provide ongoing support through a percentage of fundraising profits to the Literacy Program (i.e. Classroom Libraries) within Ecole Howden.

Section 2. The purpose of this amendment is to provide continual funding as outlined below:

- Initial cash injection: \$1800.00
- The percentage of profits from fundraising, twice a year being allocated: 10%
- EHPAC will commit to the Literacy Program within Ecole Howden before reassessing in: 2 years
- Special details: Teachers will be encouraged to spend their portion of fundraising at the Ecole Howden Scholastic Book Fairs held twice yearly

Section 3. Date of Amendment Vote: November 18th, 2008.

Section 4. Membership present: Janice Bernardin, Wendy Bowen, Heather Carriere, Jocelyn DeNora, Sandi Desharnais, Therese Houston, Darryl Nanka, Melissa Pelland, Ron Popiel, Christa Rusk, Marcie St. Godard, Shera Stroet

Section 5. Membership absent: Launey Chudy, Janice Rigg

Section 6. Amendment will become active immediately and remain in effect until September, 2013. The first reassessment will take place November, 2010, the second reassessment, November, 2012.

Section 1.