

Niverville High School Parent Advisory Council (PAC)

Constitution and By-laws

- Name:** The official name of the association shall be NIVERVILLE HIGH SCHOOL (NHS) PARENT ADVISORY COUNCIL (PAC) hereafter referred to as the Council.
- Mission:**
- The Council will work in cooperation with parents, students, school staff, trustees, parents and members of the community and the Hanover School Division to promote healthy school connections for students, faculty and parents. In addition, the Council will support and enhance learning experiences of the students at NHS, including a means of regular student recognition and support.
- The Council will consult and liaise with the school, parents, community and other school support organizations for the purposes of ongoing communication and information sharing, determining student and school needs and in the cooperation of fundraising where needed.
- The Council will provide students of NHS and the community of Niverville with an accessible, interactive and engaging green space, and school equipment and supplies where feasible.
- The Council will promote parent priorities, community interest, understanding and involvement in the school, and establish a means of regular accountability for activities and Council expenditures and recommendations.
- Dissolution:** The Minister of Education may dissolve the advisory 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 Regulation 54/96 of the Education Administration Act, or in the best interests of the school.
http://www.edu.gov.mb.ca/k12/docs/support/school_partnerships/appendix_d.pdf
- If the Council should dissolve, all its remaining funds, resources and assets will be given to a qualified donee described in subsection 149.1 (1) of the Income Tax Act. <http://laws-lois.justice.gc.ca/eng/acts/l-3.3/section-149.1.html>

NIVERVILLE HIGH SCHOOL (NHS)

BY-LAWS

CODE OF CONDUCT

- a) The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b) Council is not a problem solving process for individuals; problems should be addressed via the proper channel and as per school division policies in place.

INTERPRETATIONS AND DEFINITIONS

In these By-laws and Constitution, unless the context otherwise requires:

- a) "Advisory Council", "School Committee (SC)", "School Partnership Council (SPC)", "PAC", "Parent Council" or "Council" means the Niverville High School Parent Council.
- b) "Member" means anyone, parent or guardian, with a student enrolled in Niverville High School.
- c) "Community Member" means a person who lives, works or owns property in the catchment area of Niverville High School and who is not a parent of a child attending the school.

GENERAL MEMBERSHIP AND ELIGIBILITY:

- a) All parents or legal guardians of students attending Niverville High School shall be members of the Council.
 - Executive Members and Committee Coordinators in attendance during a voting process will hold voting rights.
 - Parents in attendance and identified as members in good standing will hold voting rights.
 - Voting eligibility is defined and maintained in the *Executive Committee Policy*.
 - Principal and/or Vice-Principal of NMS and Teacher Representative(s) present will not hold voting rights.
- b) Executive Members for the next school year are nominated and elected at a nominations meeting held in April or September (as required for succession planning) with acclamation of their positions ratified at the first annual general meeting. PACs hold regular open, public meetings and are guided by school and board policies and procedures as outlined in the *HSD SPC Organizational & Financial Requirements*.
- c) PACs must adhere to the legislation as set out in THE EDUCATION ADMINISTRATION ACT (C.C.S.M. c. E10). <https://web2.gov.mb.ca/laws/statutes/ccsm/e010e.php>

NIVERVILLE HIGH SCHOOL (NHS)

EXECUTIVE COMMITTEE:

- a) An Executive Committee shall administer the affairs of the Council for the members of the Council.
- b) The Executive Committee shall appoint (nominate and motion for approval) from its members the officers of the Council: Chair, Past Chair (optional) in addition to a Vice Chair (optional), Secretary, and Treasurer.
- c) The Executive Committee shall have the power to co-opt members to fill any vacancies in the Secretary and/or Treasurer roles on the committee.
- d) The Executive Committee duties are detailed in *the Executive Committee Policy and Handbook*. At a summary level, the Executive position responsibilities include:

Chair

- Convene and preside at all membership, special and executive meetings.
- Shall appoint committees where authorized to do so by Council.
- Shall take such actions or ensure that such actions taken by the Council to achieve the objectives and purpose of the organizations
- Shall preside as a signing officer for financials and applications as required.

Vice-Chair

- The Vice Chair will assume the responsibilities of the Chair in the Chair's absence.
- Shall preside as a signing officer for financials and applications as required.
- Accept extra duties as required.

Treasurer

- The Treasurer will assume the duties of the Chair in the absence of the Chair and Vice-Chair.
- The Treasurer will assume the responsibility for all financial transactions on behalf of the Council.
- Shall preside as a signing officer for financials and applications as required.

Secretary

- The Secretary will assume the responsibilities for recording all minutes of regularly scheduled meetings of the Council and ensure a file is kept of the council's ongoing meetings and reports.

SUB-COMMITTEES:

- a) The Executive Committee shall have the power to appoint sub-committees (and their leads) to assist it from time to time. Sub-Committees may consist of members or community members (that could add an expertise needed by that committee) of the Council and shall report to the Executive Committee.
- b) Sub-Committee leads will be responsible for monthly reports to the Executive Committee. Sub-Committee leads shall have a copy of the constitution for reference and adherence.

NIVERVILLE HIGH SCHOOL (NHS)

ELECTIONS:

- a) The Council will be elected at a nominations meeting held annually in April or September (as required for succession planning) or within a by-election. The annual meeting shall be organized and advertised by the Council Chair with assistance from the school.
- b) Terms of office shall be determined by Council and outlined in the *Executive Policy*.

MEETINGS:

- a) The Executive Committee shall meet nine (9) times per year and shall be open to parents and guardians of students attending the school, students, school staff, and community members.
 - The Executive Committee and Members shall meet each month from September to May
 - Annual Organizational & Nominations Meeting to fill any remaining Executive and Sub-Committee Chair vacancies will be held in September.
 - Annual General Meeting (AGM) will be held in October, unless otherwise necessary within a by-election or new school construction/transition timeline. The business of the AGM shall be to: receive an annual financial report, elect a new Advisory Council, and attend to ongoing and new business.
- b) Proxy voting shall not be permitted.
- c) Child care is not provided for parents attending meetings.

QUORUM:

- a) The quorum for such meetings shall consist of fifty percent plus one (i.e. 50% +1) of the voting members of council
- b) Fifty per cent of Executive Committee members must be in attendance to put forth a motion for vote.

CONSTITUTION AND CONSTITUTIONAL AMENDMENTS:

- a) Each school year, no later than October 31, Council must supply a copy of their current constitution to the school. Council is responsible for posting a secured and approved copy of the constitution on the school website (Parent page).
- b) This constitution may be amended from time to time at an Executive Annual General Meeting. A representation of fifty percent plus one (i.e. 50%+1) of the Executives present shall be required to carry an amendment to the Constitution.
- c) Any exceptions to the Constitutional Amendment and review process are outlined in the *Executive Policy*.

NIVERVILLE HIGH SCHOOL (NHS)

VACANCIES ON COUNCIL:

- a) In the event of a vacancy on the Council, the Chair shall, at the direction of the Council:
 - a. Call a by-election to fill the vacancy. In the event of the Chair or Vice-Chair coming vacant, the position shall be filled by election within the Council. A member of the Chair or Vice Chair may be deemed to have resigned from the Council or office if three consecutive meetings have been missed and unaccounted for.
 - b. Fill the open position by consensus of the Council as an acting position until the next Nomination or Annual General Meeting (AGM).
- b) A member may resign from the Council, Chair, or Vice-Chair by tendering a letter of resignation as outlined in the *Executive Committee Policy* to the Chair and/or Principal.

SCHOOL DIVISION POLICIES & PROCEDURES

- a) Council will follow policies and procedures with regard to financial transactions as outlined in the *Financial Controls Policy and HSD SPC Organizational & Financial Requirements*.
- b) Council will be responsible for the development and maintenance of PAC Policies, Committee Handbooks, Planning documents and related Parent materials as outlined in the *Communication Policy*.
- c) If Council is unsure of the policy or guideline to follow, they shall consult with their school principal or the school division finance department prior to completing any transaction.

FUNDRAISING & GIFTING

- a) Council can fundraise for specific projects, events or use according to the policies and guidelines outlined in the *Fundraising & Gifting Policy*.
- b) Gift cards are not to be purchased for prizes; exceptions for consideration are outlined in the *Fundraising & Gifting Policy*.

OFFICIAL STATEMENTS AND REPRESENTATIVES (MEDIA)

- a) No member of the Council other than the Chair, or member nominated either by the Chair or by the Executive Committee, shall make any official or public statement or representation on behalf of the Council unless otherwise outlined in the *Communication Policy*.

COMMUNICATION & LIAISON WITH SCHOOL AUTHORITIES

- a) Council shall communicate with parents, the school, division and community as outlined in the *Communication Policy*.

NIVERVILLE HIGH SCHOOL (NHS)

FINANCES

Council will adhere to record keeping, budgeting, reporting and audits as outlined in the *HSD SPC Organizational & Financial Requirements*.

The *Financial Controls Policy* outlines detailed requirements for the Executive Committee to adhere to financial protocol, record keeping, budgeting, reporting and audits; in addition to expenditures, revenue and account balances.

The fiscal year shall begin September 1st and end August 31st in each and every year.

- a) All cheques will require two signing officer signatures and only one signature from a co-opted Executive role is permitted.
- b) All funds raised by the Council will be deposited into the Niverville Credit Union Chequing account.
- c) Council shall have the power to:
 - Seek grants that may be available from government, charitable foundations and similar sources.
- d) 3 times per year on November 30, February 28 and May 31, SPCs will review their account balances and transfer excess funds to their school.
- e) NHS Parent Council Treasurer will keep a record of the funds raised and transferred (and spent) to the school in-year at the specified dates.

NIVERVILLE HIGH SCHOOL (NHS)

CONSTITUTION AND BYLAWS

A copy of the Constitution and Bylaws, Policies and Handbooks will be provided to:

- a. New Elected Council members
- b. Any member, upon request
- c. School Administration for website posting under Parent Web pages as appropriate.

Amendments to the Constitution and Bylaws:

- a. Must be approved by a majority of members (i.e. 50%+1) by special motion or after notification of intent to do so is provided on the notice (agenda) of the Annual General Meeting.
- b. The approved constitution will be signed by the Chair and Secretary and recorded as outlined in ***Record Keeping***.

Enacted this 30 day of June, 2019

Chair

Secretary