

CONSTITUTION AND BY-LAWS

PARENT ADVISORY COUNCIL

CLEARSPRING MIDDLE SCHOOL

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CLEARSPRING MIDDLE SCHOOL

**Clearspring Middle School Parent Advisory
Council CONSTITUTION**

SECTION I – NAME

The name of the association will be the CLEARSPRING Advisory Council for School Leadership, from now on referred to as the PAC.

The business of the PAC will be unbiased towards ancestry, nationality, ethnic background, religion, age, sex, gender or physical characteristics, political belief or physical or mental disability.

SECTION II – PURPOSES OF THE PAC

- A. The purpose of this organization is to help create an environment for the

school staff and students conducive to the highest level of learning through encouragement, support and involvement. It also exists to act as a liaison between the general membership and the school.

Meaningful collaboration between school, parents and the community members will:

1. Enhance student achievement.
2. Improve classroom and school effectiveness.
3. Promote better understanding between educational partners.
4. Encourage participation at home.
5. Empower parents and students.
6. Increase parent support.

7. Create a closer bond with the community at large.
 8. Increase accountability among all educational partners.
 9. Provide an environment where discipline and respect is expected.
- B. The purpose will be achieved through good communication and participation in some or all of the following in an advisory capacity:
1. Promoting community interest in the school.
 2. Promoting parental involvement in the school system.
 3. Developing an annual school plan.

4. Recommending and promoting types of optional curricula are to be offered.
 5. Recommending and promoting extracurricular activities the school should offer.
 6. Recommending uses for discretionary funds within the school budget.
- C. The Advisory Council may get involved with fundraising and with providing resources for extracurricular activities or school equipment and supplies as determined by the membership.
- D. All ongoing projects will be reviewed on an annual basis.

E. The constitution and bylaws will be reviewed every two years.

SECTION III – DISSOLUTION

A. In the event of the dissolution of the PAC, after payment of all outstanding debts, liabilities and commitments, the assets and remaining funds of the PAC will be distributed to another Parent Advisory Council or another not for profit organization for use in educational purposes in Manitoba, as determined by a vote of the membership. This clause will be unalterable.

B. In the event of dissolution of the PAC, all records will be placed under the jurisdiction of the Hanover School Division to be archived until they determine that the records can be destroyed.

BYLAWS

SECTION IV – MEMBERSHIP OF THE PAC

- A. The general membership consists of all parents and guardians of students registered at Clearspring Middle School and members of the community who are ratepayers but have no children attending Clearspring Middle School.
- B. Staff (teaching and nonteaching) of Clearspring Middle School may be non-voting members.

- C. At no time will the PAC have more non-voting members than voting members.

SECTION V – MEETINGS OF MEMBERS

- A. The annual general membership meeting will be held within the first two weeks of the school term but may be rescheduled if necessary to occur no later than October 31st.
- B. There must be a minimum of seven persons who are entitled to vote in attendance at the meeting.
- C. At each annual general membership meeting, election of the PAC Executive will take place according to the

procedures outlined in Section VI –
Nomination and Election Procedures.

D. General meetings are open to the public and are meant to promote the exchange of information and ideas among the principal, staff and parents. Meeting dates will be published in school newsletters and posted in the school.

E. Meetings will be conducted efficiently and with fairness to the members present.

F. Minutes will be kept for all PAC membership and executive meetings, these minutes will be published and open to all members. Individuals

wishing printed copies may obtain extra copies from the PAC.

G. PAC meetings will not be a forum for the discussion of individual concerns regarding school personnel, students, parents, or other individual members of the school community. This does not preclude members bringing forth individual examples to speak to a general issue where appropriate.

H. Questions or motions arising at any meeting will be decided by a simple vote (50% +1). In case of a tie vote, the motion will be considered defeated.

I. Members must vote personally on all matters, voting by proxy will not be

permitted. Each member will have one vote.

J. Voting will be done by a show of hands.

SECTION VI – NOMINATION AND ELECTION PROCEDURES

- A. It will be determined in June what positions on the PAC Executive need to be filled for the next school year.

- B. Recruitment of nominees will be via school newsletter, general meeting and word of mouth. Only parents and guardians of students at Clearspring Middle School are eligible for election to the PAC Executive.

- C. Elections will take place at the annual general membership meeting.

1. A list of nominees will be presented by the current PAC Executive.
 2. Nominations from the floor will be accepted.
 3. Voting will be done by secret ballot or by acclamation.
- D. If a position becomes vacant, a replacement may be appointed by the PAC Executive to complete the remainder of the term.

SECTION VII – PAC EXECUTIVE

- A. The PAC Executive will consist of seven members elected at the annual general membership meeting as described in Section VI above.
- B. The principal and a teacher representative (optional, selected by

the principal) are non voting members, ex officio members of the PAC Executive.

- C. Meeting days and times for the year and a general calendar of events will be established by the PAC Executive at its first meeting after the annual general membership meeting.
- D. Regular PAC Executive meetings will be held a minimum of 6 times per year. Approximately one time per month.
- E. Additional PAC Executive meetings may be held anytime or place as deemed necessary
- F. PAC members may be asked to step down if three consecutive meetings are missed without just cause.

G. The meeting procedures outlined in Section V, Parts E-K will apply to PAC Executive meetings as well.

SECTION VIII – PORTFOLIOS OF PARENT ADVISORY COUNCIL

A. The PAC PORTFOLIOS will consist of the following:

1. Chairperson
2. Vice chairperson
3. Treasurer.
4. Secretary.
5. Member at large
6. Member at large
7. Member at large

- B. The duties of the chairperson are as follows:
- a. Be in regular contact with the school principal.
 - b. Prepare agenda for and lead all regular PAC Executive meetings and meetings of members.
 - c. Designate portfolios.
 - d. Distribute or mail all correspondence, forms, etc. pertaining to PAC.
 - e. Be the official spokesperson of the PAC.
 - f. Ensure that PAC activities are consistent with the objectives and purposes of the organization.
 - g. Know the constitution and bylaws and meeting rules and ensure they are followed.

h. Know where to find resources to assist members.

C. The duties of the treasurer are as follows:

a. Present an annual financial statement to the PAC Executive committee within 60 days of the fiscal year end, and provide updates upon request.

b. Deposit all monies collected on behalf of the PAC.

c. Pay all invoices.

d. Receive monies, issue receipts, and co-sign cheques with one other officer for the payment of authorized expenditures.

e. Report at each meeting the state of the finances.

- f. Ensure that another signing officer has access to the books in the event of their absence.
 - g. With the assistance of the rest of the PAC Executive, draft a revenue and expenditure budget for each fiscal year.
- D. The duties of the secretary are as follows:
- a. Ensure PAC members are notified of meetings.
 - b. Issue and receive correspondence on behalf of the PAC.
 - c. Keep accurate and official minutes of the the Council.
 - d. Distribute minutes to Council members as soon as possible after the last meeting.

- e. Keep an accurate and up-to-date copy of the Constitution and Bylaws. If and when changes are made, the previous copy should be retained and the amended copy should be dated and signed.
- f. Make available upon the request, to any member of the PAC, a copy of the Constitution and Bylaws and minutes of any PAC Executive or membership meeting.
- g. Keep and up-to-date record of the members of PAC.

E. Members at large

- a. Regular meeting attendance
- b. Represent families at meetings.

SECTION IX – FINANCES

- A. A fiscal year of the PAC will be September 1 to August 31.

- B. A financial statement will be presented to the PAC Executive annually within 60 days of the fiscal year end. This statement is available to the general membership upon written request.

- C. An annual budget and fundraising plan will be prepared and approved by the PAC Executive as early as practical in each fiscal year.

- D. Any fundraising initiative or purchase not included in the annual plan and budget must receive the approval of the PAC Executive before proceeding.

E. Any single expenditure or project in excess of \$10,000 (e.g. playground equipment, school-wide program, technology updates, etc.) must be approved by the PAC Executive and then presented to a general membership meeting for approval.

F. All cheques will have two signatures: the treasurer and one other chair or vice chair. Signing Authority will be updated at the banking institution after the PAC Executive meeting at which new officers are appointed.

G. All funds of the organization will be deposited in a financial institution

registered under applicable bank or credit union acts.

H. All financial records are the property of the PAC.

SECTION X – PROPERTY IN DOCUMENTS

Documents, records, minutes, correspondence, or other papers kept by a member or committee member in connection with the PAC, will be deemed property of the PAC and all minutes of meetings and financial documents will be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

SECTION XI – CONSTITUTION AND BYLAW AMENDMENTS

- A. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the PAC.
- B. Written notice of a meeting at which a resolution will be considered to amend the bylaws will be made available to all members via the school newsletter and the school website at least 14 days before the meeting. The notice of the meeting will include the proposed amendments.
- C. A constitution or bylaw amendment will be dated and signed by all current members of the PAC Executive.

SECTION XII – NOT FOR PROFIT NATURE

- A. The Clearspring Middle School Parent Advisory Council for School Leadership will operate on a not for profit basis.
- B. All resources, finances or otherwise, and any profit resulting from any activity of the organization will be used solely for the purposes set out herein and will not enure the benefit of any member, director, officer, or any other individual.

SECTION XIII – CODE OF ETHICS

- A. A parent, guardian or rate payer who accepts a position as an executive member or general member will:
 - 1. Uphold the constitution and bylaws, policies and procedures of the PAC.
 - 2. Perform their duty with honesty and integrity.

3. Work to ensure the wellbeing of students as the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from members, ensuring representation processes are in place.
6. Encourage and support parents and students with individual concerns to act on them and provide information on the process for taking forward concerns.
7. Work to ensure those issues are resolved in due process.
8. Strive to be informed and only pass on information that is reliable.
9. Respect all confidential information.
10. Support public education.

Name (Print)

Signature

PAC Position