

Donwood School Parent Advisory Council Constitution

March 2018

1. Mission Statement

The Donwood Parent Advisory Council (PAC) is a committed partnership of parents and school staff whose purpose is to support, enhance, and advocate for the social, emotional, physical and intellectual development of students in a safe environment that supports the C.A.R.E.S. motto for our students.

C - we **cooperate** with others

A - we **aim** to do our best

R - we **respect** ourselves, others, and property

E - we have **empathy** for others

S - we stay **safe** in work and play .

PAC acknowledges that parents/guardians have a role to play in fostering learning opportunities within both home and school environments. In keeping with the above, we support the mission statements of both Donwood School and the River East Transcona School Division (as outlined in Addendum I).

2. Objectives

2.1 To provide an avenue of respectful communication on items that support Donwood School and are agreed upon by the voting members of PAC and ex-officio members.

2.2 To promote family involvement with their child's education.

2.3 To encourage families to offer their time and talents in support of school centered activities.

2.4 To raise funds to enhance and enrich the educational experience of the students.

2.5 A solution-focused approach, along with the school plan, will guide PAC's efforts.

These objectives intend to be guidelines for the operations of the Donwood Parent Advisory Council and do not restrict any activity that complies with the intent of the Donwood Elementary School PAC Mission Statement.

3. Code of Conduct

3.1 The PAC is not a forum for the discussion of school personnel, individual students, or other personal concerns regarding instruction. Parents who wish to discuss concerns regarding a staff member, student, or instruction are encouraged to meet privately with the Principal or classroom teacher to discuss these concerns.

3.2 Should the concerns in above said 3.1 not be addressed to the parent's satisfaction, they are encouraged to consider using the RETSD Concern Protocol Policy KE-R as an avenue to voice their concern.

4. Membership

4.1 All parents and legal guardians whose children attend Donwood School.

4.2 Donwood School Principal and Vice Principal are ex-officio members.

4.3 School Administration may invite teacher representative(s) as ex-officio members.

5. Executive

5.1 The Donwood Parent Advisory Council Executive shall consist of a minimum of four and a maximum of eight parents/guardians elected at an Annual General Meeting.

5.2 The Executive shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Fund Raising Coordinator and a Greening Committee person (to be elected by the Executive) and up to 2 Members at Large. Shared positions can be considered.

5.3 Only one member per family unit may be elected to the Executive during the same school year.

5.4 Positions shall be deemed to be vacant if the incumbent is absent for 3 consecutive meetings, unless otherwise agreed upon by a majority of the remaining members.

5.5 The term of office shall be for 1 year. It is strongly recommended that at least one member of the Executive remain on for 2 years to provide continuity.

6. Duties of the Executive

6.1 To conduct the day-to-day business of the Donwood School Parent Advisory Council, in consultation with the membership and in accordance with the mission and objectives of the Association.

6.2 To carry out the duly approved resolutions voted upon at Executive meetings.

6.3 To elect a Chairperson, Vice-Chairperson, Secretary, Treasurer and Fund Raising Coordinator (as outlined in Addendum II -Election Guidelines). Suggested duties of these and other Executive positions are outlined in the attached guidelines (Addendum II).

6.4 Appoint an auditor to provide audited financial statements on an annual basis as outlined by the divisional requirements.

- 6.5 *Appoint any committees deemed necessary for carrying out the business of the Donwood School Parent Advisory Council, from the membership.*
- 6.6 *To give signing authority to the Treasurer, Chairperson and another designated member of the Executive. Two signatures are required for all the financial transactions of the Donwood School Parent Advisory Council.*
- 6.7 *To fill vacant positions by way of election or by-election provided notice be given to the membership prior to the next general meeting.*
- 6.8 *Designate attendees for divisional parent meetings as agreed upon by the Donwood Parent Advisory Committee in rotation. Attendee will deliver report at the next General Meeting.*
- 6.9 *Provide written report in support of oral submission to the Secretary for inclusion in the minutes.*
- 6.10 *Assist in identifying special interest activities, guest speakers, etc. which may be considered as an avenue to promote the mission statement.*

7. Meetings

- 7.1 *The **Annual General Meeting (AGM)** shall be held in May of each year. The exact date is to be set by the existing Executive. Written notice must be given to the membership at least 2 weeks in advance. The election of officers for the following year are voted on at the AGM and begin their duties the following September.*
- 7.2 *In addition to the AGM, **General Meetings** will be open to the membership of the Donwood Parent Advisory Council and are to be held a minimum of five times throughout the school year.*
- 7.3 ***Executive Meetings** shall be held as needed with notice given to each Executive member at least 14 days prior to that meeting. Executive Meetings can be scheduled to coincide with General Meetings.*
- 7.4 *The first General Meeting will take place no later than the September following the election of a new Executive.*
- 7.5 *Notice to cancel a General or Executive Meeting may be waived by a two-thirds majority of the Executive.*

8. Voting – Executive Resolutions

- 7.1. *Only Members of the Executive are entitled to vote.*
- 7.2. *The Principal, Vice Principal and Teacher representatives are non-voting members of the Donwood School Parent Advisory Council.*

7.3. Quorum for a meeting shall be two-thirds of the Executive members.

7.4. A two-thirds majority of voting members present is required to pass a motion. When passing a motion during a meeting, it must be "moved" or "motioned" by one member, "seconded" by another, then carried or denied by a show of hands.

9. Constitution Amendments

9.1. This constitution can only be amended at an Annual General Meeting, and shall require two-thirds majority vote by those eligible members present.

9.2. Any proposed constitutional amendment must be published and publicized to the Donwood School Parent Advisory Council membership at least two weeks prior to the Annual General Meeting.

ADDENDUM I

River East Transcona School Division

Mission Statement

To fulfill our purpose and in our journey toward our vision, River East Transcona School Division is committed to providing relevant, progressive, educational programming and supportive services in a safe, stimulating learning environment.

Donwood School

Mission Statement

We help all children entrusted to us to develop to their potential, through teaching and learning in a safe, cooperative environment.

ADDENDUM II

Constitution Guidelines

The following section is not part of the constitution and is meant to be used as a guideline only. These guidelines may be adapted to meet the needs of the current Executive. Any adjustments to these guidelines do not require a formal constitutional change.

Election Guidelines

While voting in an election, each member must do so by secret ballot, to be counted by a school representative. Up to eight individuals are to be elected by the Donwood Parent Advisory Council membership at the AGM to sit on the Executive. Elections for the positions held on the Executive are to take place at the May AGM meeting and are to be by secret ballot.

Each position shall be filled in order of precedence, starting with the Chair, then Vice-Chair, Secretary, and Treasurer. Should there be only one person wishing to campaign for the position, it shall be given by acclamation. No member may hold more than one executive position unless the number of members deems this impossible, or by majority agreement of the members. In the case of a tie, each candidate must present to the voting members a verbal or written platform for the position. The vote will then be taken again. Should there be a second tie, the vote will be tabled until the next meeting.

Executive Positions Guidelines

Chairperson:

- Preside over all Meetings and the Annual General Meeting;*
- Call Executive meetings as deemed necessary;*
- Prepare an agenda and notice for each Meeting and the Annual General Meeting;*
- Act as a liaison between the Donwood School Parent Advisory Council and the school, school division or trustees, and the community in all matters of concern to the association;*
- Act as a signing authority for all financial transactions;*
- Shall receive and direct all mail to appropriate members of the association.*

Vice Chairperson:

- Preside over any Meeting or Annual General Meetings in the absence of the Chairperson;*
- Assist the Chairperson in fulfilling his/her responsibilities.*

Secretary:

- Record and prepare minutes of the association meetings and provide minutes to the Chairperson for distribution with the agenda;*
- Shall be responsible for all correspondence relating to the Donwood School Parent Advisory Council;*
- In the absence of both Chairperson and Vice-Chairperson, preside over Meetings or Annual General Meetings.*

Treasurer:

- *Keep accurate records and accounts of all funds and of all financial transactions;*
- *Prepare financial reports for distribution at each meeting;*
- *Prepare year-end statements for the auditor's approval and present auditors report to Donwood School Parent Advisory Council*
- *Be a required signing authority for all financial transactions of the Donwood School Parent Advisory Council;*
- *Be responsible for collection and review of all funds due to Donwood School Parent Advisory Council;*
- *Authorize payout funds as required for the running of the Association;*
- *Ensure second Executive member is present during all counting of monies when pertaining to PAC activities.*

Fund Raising Coordinator:

- *Coordinate fundraising activities approved by the Donwood School Parent Advisory Council;*
- *Develop a committee to operate the various fundraising events throughout the year;*
- *Provide ongoing reports.*

Members at Large:

- *Shall be ready to volunteer to serve on association committees and special initiatives;*
- *May be responsible for coordination of specific task-focused projects (e.g. fund-raising, special awards, parent groups, childcare task group, hot lunch, etc.).*

Greening Committee

- *Coordinate greening maintenance of Donwood Parent Advisory Council's initiated projects.*

Hot Lunch Coordinator*

- *Send out and tally order forms;*
- *Place food orders and purchase needed items;*
- *Assist on lunch day and arrange volunteers as necessary.*

**- May or may not be a member of the Executive;*