

Woodlawn School Parent Advisory Council Constitution

Section 1 Mission Statement & Objectives

- A. To support and encourage students, staff and parents to create an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.
- B. The Woodlawn Parent Advisory Council is an active and committed group of volunteers who are dedicated to the education and the well-being of the students:
 - a. Promote effective communication between the home and school.
 - b. We encourage parents to participate in educational activities and decision making to strengthen the role of families in education and to foster meaningful parent participation.
 - c. We work alongside our school leaders in educating our students and promoting the same core values with our efforts.
 - d. We provide feedback on issues of importance such as school philosophy, mission and vision, school policies, programs and direction.
 - e. We organize special events, which benefit our school and community.
- C. Values: Woodlawn Parent Advisory Council members work as a team with school staff and all education organizations; as well as create an honest and respectful environment for all individuals and the diversity represented in the Woodlawn School.

Section 2 Membership

- A. The general membership consist of parents whose children attend Woodlawn School and members of the community who are residing within the catchment area but have no children attending Woodlawn School.
- B. The annual general membership meeting shall be held within the fall term; but no later than October 31st.
- C. There must be a minimum of 20 persons, who are entitled to vote, in attendance at the meeting.

Section 3 Parent Council

- A. Those eligible for membership are:
 - a. Parents with children in the Woodlawn School (minimum 2/3 of the council)
 - b. Community members residing within the catchment area (maximum 1/3 of the council)
 - c. The principal, vice principal and one teacher

- B. The principal, vice principal and a teacher representative selected by the teachers of the Woodlawn School, are non-voting, ex-officio members of the Council.
- C. The Council “executive committee” consists of chair, vice chair, secretary and treasurer.
- D. The council shall consist of 7-10 members excluding the principal and teacher representative.
 - a. The quorum for any meeting “to occur” of the council shall consist of 2/3 of the voting council members
 - b. The quorum “to vote” shall consist of a minimum of fifty percent (50%) plus one (1) of the voting council members.

Section 4 Nominating / Election Procedures

- A. It will be determined in June how many positions need to be filled for the next year.
- B. Recruitment will be via standard school communications (website, newsletter etc)
- C. Elections will take place at the annual membership meeting that occurs within the fall term of each school year.
 - a. A list of nominees will be present.
 - b. Nominations from the floor will be accepted, with adequate notice of “nominations cease.”
 - c. Voting by ballot will take place when requested or when nominations exceed amount of time required for office.
- D. The length of office is 2 years.
- E. If a position becomes vacant a replacement may be appointed by Council to complete the remainder of the year.

Section 5 Code of Conducts

- 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. The Council does not participate in the problem solving process of individuals; these concerns should be addressed through the school divisional policies.
- C. The Council abides by school confidentiality guidelines and all Council members are required to have the child abuse registry and volunteer form completed.

Section 6 Meeting At Parent Council

- A. At the first meeting following the AGM; a chairperson, vice chair, secretary and treasurer shall be elected / or re-elected by a majority vote of the Council.

- B. At the first Council meeting following the AGM after the fall elections; a list of portfolios will be presented and the Council members will volunteer for a committee or be appointed to a committee by the chairperson.
- C. Regular Council meetings shall be held a minimum of six times per year.
- D. The monthly school newsletter will notify members of the date and time of the parent council meetings.
- E. Tentative meeting day and time for the year shall be decided by the council at the first meeting after the fall election. Anyone from the membership at large may attend Council meetings but only members of the Parent Council are entitled to vote on matters raised at the meetings. All members shall be encouraged to participate in discussion.
- F. Council Members requesting to present “new information or ideas” regarding a new project or program proposal must provide the Chair with notification one week prior to the next scheduled PAC meeting to allow for review or consultation with principal/vice principal if required. NOTE: “Urgent School Matters” that may occur would not need to follow above timeframe.
- G. All Council decisions will be made by consensus where possible and by a majority vote when consensus cannot be reached. In the case of a tie vote, the chairperson will then vote. There will be no voting by proxy at any meeting of the Council.
- H. If procedural problems arise, “Robert’s Rules of Order” Newly Revised will be used to resolve the situation.
- I. Council members may be asked to step down if two consecutive meetings are missed without just cause.
- J. The chairperson will correspond with the principal on a regular basis or if the need arises.

Section 7 Finances

- A. The fiscal year for the Woodlawn Parent Council shall be September 1 to August 31st.
- B. A financial statement shall be submitted to the membership at large on or before the annual general meeting.
- C. Monthly income/expenditure statements shall be read at the regular Council meetings.
- D. All cheques shall have two (2) signatures. One signor must be the treasurer (unless the cheque is made payable to the treasurer); along with one member of the executive committee. Three members (including the treasurer and 2 other members of the executive committee) must have signing authority on bank accounts at the financial institution.
- E. Annual budget will be created and approved by the Parent Advisory Council.
- F. Unexpected expenditures will be brought to council for a vote.

G. General Accepted Accounting Principles (GAAP) and HSD policies will be followed.

Section 8 General Liability Insurance

A. The Council must ensure that ALL school events that are being planned must be school sponsored and attended by school staff to ensure sufficient general liability insurance coverage under the Hanover School Division.

Section 9 Dissolution

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.

Version Amended: June 21, 2016