

CONSTITUTION

WAVERLY PARK SCHOOL PARENT COUNCIL

May 16, 2012

NAME:

1. The name of this association shall be Waverly Park School Parent Council, representing the parents/guardians of students enrolled at Waverly Park School, in the City of Brandon, in the Province of Manitoba, hereinafter referred to as the parent council.

PURPOSE:

2. The purpose of the parent council is to:
 - a. facilitate communication and understanding between the school and students, parents / guardians;
 - b. provide support and feedback to staff;
 - c. enhance the accountability of the Brandon School Division by providing a forum for parent / guardian feedback; and
 - d. provide funds for the purchase of equipment not normally provided for by the school division

MEMBERSHIP:

3. Parents / guardians of students enrolled at Waverly Park School shall form the majority of the parent council. All parents/guardians of children enrolled at Waverly Park School are considered members of the parent council. Membership may also include, but not be limited to, the school principal or his / her designate, one staff member employed at the school who is not also a parent of a child enrolled at the school, one support (non-teaching) staff member, and one community representative approved by majority vote of the council.
4. A person may not be a member of the council if they are not the parent/guardian of a child enrolled at Waverly Park School and if they do not fit within one of the designated roles specified in clause 3.
5. No fee shall be attached to membership.
6. Membership ceases when a person no longer meets the criteria specified in clause 3.

COUNCIL EXECUTIVE:

7. The council executive shall have one President, one Vice President, one Treasurer, and one Secretary all of whom will be elected. The term of all executive positions will be for one year or until the next annual general meeting of the council at which time annual elections will take place.
8. The Executive shall conduct, manage, and arrange the business and other affairs of the parent council.

9. **Members shall be elected to the executive via nomination by any member of the parent council including oneself and membership vote. For a binding election to occur there must be a quorum and a majority vote in favour of election.**
10. **The President shall direct all activities of the parent council. The President shall call and preside over the Annual General Meeting and all other meetings of the executive and parent council. In the absence of the President, the Vice President or another member of the executive shall be designated by the President to preside at the meeting. The President shall prepare and present an agenda for meetings of the council including the Annual General Meeting. The President shall work in close consultation with the school principal.**
11. **The Vice President shall act in the capacity of the President in the event the President is ill, unavailable, or resigns. The Vice President shall assist the President in all matters not delegated to other executive positions.**
12. **The Secretary shall be the custodian of all records and archives of the parent council and shall preserve and record its transactions. The Secretary shall take minutes of the Annual General Meeting and all other meetings of the executive and/or parent council and send copies to the members or arrange for posting of the minutes in a place where they can be accessed by the membership. In the absence of the Secretary, another executive member may be designated by the executive to perform the duties of Secretary.**
13. **The Treasurer shall be the custodian of the monies of the council, none of which will be disbursed by him or her without the authorization by majority vote. Such approval may also be granted by the adoption of the Treasurer's Report at the Annual General Meeting or any other meeting of the parent council. At each Annual General Meeting the Treasurer shall submit a report of revenue and expenditures for the past fiscal year as well as a budget of expected revenues and expenditures for the next ensuing fiscal year.**
14. **The council may elect by majority vote an additional Treasurer for any program controlled by the council that maintain a separate budget and bank account. This will include but not be limited to the Waverly Park School Lunch Program. The duties for any such Treasurer will be the same as those of the Treasurer as specified in clause 13 in reference to the particular Parent Council Program.**
15. **The funds of the council shall be kept by the Treasurer(s) in a chartered bank, trust company, or credit union.**
16. **The council may, by motion passed at any meeting of the council, appoint an auditor, who may or may not be a member of the council.**

MEETINGS:

- 17. A minimum of six meetings will be held during the school year. Additional meetings may be scheduled by the President. The parent council must hold an Annual General Meeting within the first 30 days of the commencement of the school term which will be the first meeting of the school year. The election of executive members must take place at the Annual General Meeting.**
- 18. All council meetings are to be open to anyone eligible for membership and will be advertised in the school newsletter, school website, or by posting in a designated location within the school.**
- 19. Meetings must be held at a location accessible to the membership which may include the school premises.**
- 20. Every council meeting shall include a reasonable opportunity for questions and comments from the membership.**

QUORUM:

- 21. A quorum is necessary to pass any motion made at the school council meetings. Without a quorum, motions may not be considered or approved. However, if the majority of those in attendance would like the meeting to proceed without a quorum, the council may continue to discuss any topics that arise without initiating or passing any motions.**
- 22. A quorum exists when the majority of members in attendance at the meeting are not also staff members of Waverly Park School and must include at least two members of the executive.**

MOTIONS:

- 23. Any member of the council may make a motion at any meeting. Any motion that is seconded by a member other than the moving member must be opened for discussion and subjected to a vote. Any motion not involving an expenditure of council monies is approved if a majority of the council members present at the meeting vote in favour of it.**
- 24. No motion approving the expenditure of council funds exceeding \$2000.00 not included in a budget approved by majority vote at the Annual General Meeting may be passed without the express approval of at least two members of the executive. No motion approving the expenditure of council funds exceeding \$5,000.00 not included in a budget approved by majority vote at the Annual General Meeting may be passed without being deferred to the next parent council meeting, noted in the minutes, and highlighted on the parent council section of the school website and without the**

support of a majority of the members in attendance at the meeting and approval of a majority of the executive.

25. All those persons who meet the requirements of membership are entitled to one vote per motion. All members of the executive are eligible to cast one vote in respect of any seconded motion. A member may abstain from voting on any motion.

SIGNAGE OF DOCUMENTS:

26. Any documents to be signed on behalf of the parent council or its programs, including cheques, shall be signed by any two of three designated signatories. Designated signatories shall be any two of the executive positions and the principal.

AMENDMENTS:

27. This Constitution may be amended by submitting a proposed amendment to the parent council executive or to any regular parent council meeting. The proposed amendment shall be recorded by the secretary as new business, publicized in the minutes, and highlighted on the parent council section of the school website. The proposed amendment shall be voted on at the next regular council meeting at which there is a quorum. The amendment shall become part of the constitution only if it is approved by a majority vote of all members present which must include approval of a majority of the executive.