

**St. Augustine's School  
Parent Council  
By-Laws  
December 2014**

**1. NAME OF ORGANIZATION:**

**St. Augustine's School Parent Council**

**2. PURPOSE OF ORGANIZATION:**

To promote a sense of community within the school by organizing events to bring students and families together.

To provide an exchange of information and ideas between parents and school staff.

To allocate funds raised by the council to purchase items for use by the students of the school.

**3. MEMBERSHIP:**

**A. Eligibility**

Parents/Guardians of children attending St. Augustine School are eligible to be members of the parent council.

**B. Types of membership**

I.) "General Members" are referred to in the aforementioned "Eligibility" criteria.

II.) "Voting members" are general members who have attended 2 Parent Council meetings within the last 4 consecutive meeting months.

III.) Staff and community members (Grandparents) in attendance are to be considered ex-officio members.

**4. OFFICERS:**

**A. Composition:**

President

Secretary

Treasurer

Committee Persons

**B. Terms of Office:**

Each executive position shall be for a one (1) year term.

**C. Nominations and Election Procedure:**

Each executive position shall be filled by nomination and vote, or by acclimation without competition.

Elections for new executive members will be held at the June Parent Council meeting of each year.

## **D. Duties of Executive Positions:**

### **a.) President**

To attend all meetings unless unavailable.

To organize and collect information/concerns which form the agenda for each Parent Council meeting.

To chair monthly meetings.

To represent St. Augustine's School Parent Council or request for volunteers to represent St. Augustine's School Parent council, at group decided important meetings.

To liaise with the Principal and maintain communications.

To provide a copy of the yearly report to the principal.

To summarize and present correspondence.

### **b.) Secretary**

To record and compile the minutes of the meetings and distribute.

To attend all parent council meetings or appoint a designate if unable to do so.

### **c.) Treasurer**

To attend all meetings, unless unavailable.

To record and maintain financial records.

To issue cheques signed by two executive members.

To present financial reports at the Parent Council meetings.

To provide necessary documentation in accordance with Manitoba Public Schools Finance reporting guidelines.

## **5. COMMITTEES:**

A variety of committees can be formed to assist in organizing events.

## **6. MEETINGS:**

A) Regular membership meetings occur monthly from September to June each school year.

B) Quorum of voting shall be 50% plus 1 of those in present.

## **7. FINANCES:**

A) Fiscal year is September to June.

B) Signing authority shall be two (2) out of three (3) executives.

C) Funding requests for un-anticipated expenses of less than \$100.00 may be dealt with by a phone/face to face vote taken by the executive members and further confirmed in writing.