

# **École Varennes Parent Committee Advisory Constitution**

## **Article 1: Name**

The École Varennes Parent Advisory Committee, commonly referred to as the "PAC".

## **Article 2: Definition**

"Committee" refers to the body of voting members

"Executive" refers to a member who has been voted in at AGM – roles include chair, co-chair, treasurer, secretary

"Members" refers to all parents and guardians with a child enrolled in Ecole Varennes

"Voting Member" refers to all parents and guardians with a child enrolled in Ecole Varennes when in attendance at a meeting

"Parent" refers to all parents, guardians and primary care givers

"School" refers to École Varennes

"LRSD" refers to Louis Riel School Division

## **Article 3: Purpose of the Committee**

1. To establish and maintain effective communication between parents, administration, educational authorities, and government authorities responsible for the provision of French immersion education in Louis Riel School Division
2. Through the work of its members, the committee enhance the learning of students through fundraising, non-fundraising events and other activities

## **Article 4: Objectives**

1. To welcome into membership all parents and guardians of Ecole Varennes students
2. Promote and support the best possible types of French language learning opportunities available.
3. To initiate and co-ordinate annual PAC sponsored fundraising projects, in consultation with the administration, and which support the aims and objectives of the Ecole Varennes
4. To work collaboratively with the school in supporting educational programs and initiatives undertaken by the teachers and administration

5. To assist in providing the students of Ecole Varennes with opportunities to acquire a knowledge of the French language and culture
6. To work collaboratively with the school in communicating information regarding school activities, programs, and special events to the parents and area residents
7. Sharing parent, student, committee, and administration's perspective with one another
8. To attend meetings of and make representation to the LRSD on matters which falls within the purpose and objectives of the PAC
9. To liaise with other school and community organizations which support the purpose and objectives of the Ecole Varennes PAC

### **Article 5: Membership**

#### **A. Voting Members**

Members - All parents, guardians and primary care givers are eligible to attend all PAC meetings to provide input.

Voting members include:

All parents and guardians with a child enrolled in the school are voting members when in attendance at a meeting

It is expected that members will:

1. Uphold the Constitution, and policies and procedures of the Parent Committee;
2. Perform their duties with honesty and integrity;
3. Work to ensure that the well-being of the students is the primary focus of all decisions;
4. Make financial decisions based on the best interest of students;
5. Respect the rights of all individuals;
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
7. Strive to be informed
8. Respect all confidential information and privacy concerns; and,
9. Support public education and the aims and goals of the school and school division

## B. Non-Voting Members

Non-voting members provide valuable perspectives, enriching discussion and informing debate. Non-voting members include:

### 1. School Representation

The principal, vice-principal and an appointed teacher representative will be encouraged to attend Parent Committee meetings.

### 2. Student Representation

Student representatives of any student leadership programs will be encouraged to attend Parent Committee meetings.

### 3. Community Representation

Individuals in the School catchment area who are not parents may attend Parent Committee meetings.

## **Article 6: Structure**

1. The Ecole Varennes PAC will be comprised of the elected Executive and all parents and primary caregivers with at least one child enrolled in Ecole Varennes that are in attendance of a meeting.
2. The elected Executive will be comprised of a Chair, Vice-Chair, Secretary, and a Treasurer
3. The standing committees will include the following: Hot Lunch, Special Events, Fundraising. The Chairperson(s) of each standing committee will each be a volunteer appointed by the Executive. Failure to establish a standing committee in any school year does not negate the validity of the Ecole Varennes Parent Advisory Committee.
4. The Ecole Varennes PAC may set up at any time such ad hoc committees as is considered necessary to carry out its purposes and objectives. The chairperson of any such ad hoc committee will be a volunteer approved by the Executive.

## **Article 7: Election of the Executive**

1. The Executive will be elected at the Annual General Meeting
2. The executive of the Parent Committee will consist of a chair, vice-chair, secretary and treasurer. As they are parents or guardians with a child at Ecole Varennes, when in attendance, they are voting members.

3. The terms of office will run from Annual General Meeting to Annual General Meeting.
4. The position of Chair is open to any member that has in the past held an Executive position on the Varennes PAC
5. The positions of Vice-Chair, Secretary, and Treasurer are open to any interested member, including any member that has held any Executive position during the preceding year
6. Any officer may serve his/her position for as many years as he/she is elected by the membership.

Note: It is preferable that two (2) Executive positions be held by members who served on the Executive in the previous year. It is also recommended that the term for each Executive is not longer than 4 years to encourage new Executive Membership.

## **Article 8: Duties of the Executive**

### **A. Chair**

1. The Chair will prepare the agenda for, and will chair all meetings of the Ecole Varennes PAC
2. Prepare and present a year-end report at the AGM
3. Will have signing authority for financial transactions, contracts, grants and documents
4. Perform or delegate duties and responsibilities that the Ecole Varennes PAC may require.
5. The chair may delegate duties to any member of the executive.

### **B. The Vice-Chair**

1. The Vice-Chair will assist the president with duties assigned
2. In absence of the Chair, assume the duties of the Chair.
3. The vice-chair will have signing authority for financial transactions, contracts, grants and documents.

### **C. The Secretary**

1. The secretary will keep accurate minutes and records of the meetings
2. Taking care of all correspondence and communications
3. Keeping an accurate list of names and addresses of the Parent Committee members.
4. Make draft minutes available to all voting members from last meeting to all voting members who have requested minutes.
5. Make approved minutes available to the school community

6. The secretary will have signing authority for financial transactions, contracts, grants and documents.

#### **D. The Treasurer**

1. The treasurer will keep record of all financial transactions of the Parent Committee, presenting an account of the funds to the members.
2. The treasurer will present a current financial report at the Annual General Meeting.
3. Receive, collect and deposit all moneys from the PAC to the Ecole Varennes PAC account through the school office
4. The treasurer will have signing authority for financial transitions, contracts, grants and documents.
5. Ensure that copies of all receipts and expenditures are kept and will be retained for seven years.
6. Comply with the LRSD requirements regarding financial records and matters of each school PAC

#### **Article 9: Executive Vacancies**

1. The position of Executive will be automatically vacated if:
  - a. if he/she resigns his/her position by delivering a written resignation to an Executive;
  - b. if he/she is unable for any reason to meet the ordinary demands of the position; or,
  - c. If an Executive is absent from two (2) consecutive meetings without notification or reason, this may be considered by the Parent Committee as a resignation.
2. The Parent Committee may appoint members to fill vacancies until new officers are elected at the next Annual General Meeting.
3. The Parent Committee may ask for a resignation from any Executive who does not act in a way that upholds the objectives and mission of the Parent Committee.

#### **Article 10: Meetings**

##### **A. AGM**

1. The Annual General Meeting of the Parent Committee will be held no later than 30 days after the first instructional day of the school year.
2. The Annual General Meeting will be chaired by the existing President
3. The meeting will be advertised throughout the school and community at least 14 days in advance.

4. All parents and guardian in attendance can vote at the AGM
5. Election for the officers of the Parent Committee will take place at the Annual General Meeting. All parents and guardians of students attending the school are eligible for election. A parent must be in attendance to accept the nomination or have indicated their intention to do so to the president in writing.
6. The business of the Annual General Meeting will include:
  - a. The election of officers
  - b. Proposed constitution amendments (2/3 approval of voting members)
  - c. Financial statement of the previous year
  - d. Initial budget proposal for the upcoming year
  - e. Annual report from the president will be presented
  - f. Administrative sharing of changes to the vision or mission statement of the school, new student evaluation or discipline policy: or other major changes in the school program or focus
  - g. Any formal evaluation of the Parent Committee if required
  - h. The quorum for Annual or Special General Meetings will be eight (8) parents of students enrolled at the school.

#### B. Regular Meetings

1. The first meeting of the Parent Committee will be held within 30 days after the Annual General Meeting. In the first meeting the executive will create the budget for the upcoming year.
2. The Parent Committee will meet at least 7 times during the school year.
3. (Not including the Annual General Meeting)
4. Meetings of the Parent Committee will normally take place at the school.
5. Special meetings of the parent committee may be called by the executives or at the written request of 10 parents of the school community.
6. The quorum for meetings of the Parent Committee will be a minimum of five (5) voting members and one school representative.

#### C. Voting Procedures

1. Decisions at the École Varennes Parent Committee meetings will be made by consensus as often as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

2. If a vote is taken, the motion must be moved, seconded and passed by more than half majority to be adopted.
3. If, after attempts to arrive at a consensus have failed, and after a vote has been unsuccessful at resolving an issue during a meeting, the use of Robert's Rules of Order will be invoked. The decision to invoke the Rules of Order will be made by the chair, with the support of at least one other executive member. If resolution is still not achieved, the Parent Committee considers the vote defeated.

### **Article 11: Annual Report**

The chair of the École Varennes Parent Committee will prepare and provide the school board with an annual report, if requested, which will include:

1. A summary of the Parent Committee activities for the year
2. A financial statement
3. The parent committee will make the report available to all members of the school community.

### **Article 12: Amendments to the Constitution**

1. The constitutions remain in force from year to year unless amended at the Annual General Meeting or Special General Meeting.
2. Notice of proposed constitution amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

### **Article 13: Limitation of Liability**

No member of the École Varennes Parent Committee will be held liable for the acts, receipts, neglects or default of any other officer or voting member nor for any loss, damage or expense incurred by the committee through the insufficiency or deficiency of title to any property acquired for or on behalf of the parent committee, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Parent Committee will be invested, or for any loss or damage arising from bankruptcy, insolvency or malicious acts of any person with whom any of the moneys, securities or effects of the parent committee will be deposited, or for any loss arising from any error or judgment or oversight, or for any other loss, damage or misfortune whatever which will happen in the execution of the duties of their office or in relation thereto, unless the same is occasioned by their own willful action, neglect or default.

## **Article 14: Financial Procedures**

### **A. Annual Budget**

1. At the beginning of each fiscal year (September to August), the Parent Committee will develop an annual budget reflecting the priorities identified by Parent Committee members, student representatives, community members, and school representatives.
2. Initial budget will be presented at the AGM and detailed budget will be created at the first regular meeting

### **B. Monies Collected and Deposited**

1. Monies waiting to be counted will be in a secured location.
2. Monies collected from unknown contributors such as silver collections must be counted immediately.
3. Monies must always be counted at the school by two individuals designated by the executive of the Parent Committee. Individuals will not be members of the same family. Both designated individuals must sign to affirm that they have counted and agree upon the amount for deposit.
4. Monies and deposit slip will be taken immediately to be submitted to the administrative secretary or administration.
5. Administrative secretary will provide a copy of the monthly reports, statements and invoices to the treasurer and chair.
6. Monies must be deposited into the Parent Committee school-based funds.
7. At no time will funds collected on behalf of Parent Committee be deposited into a personal bank account.
8. At no time will deposits/cash leave school property.

### **C. Cheques Indicated As "Insufficient Funds" (NSF)**

1. The principal must be made aware of NSF cheques returned by the bank. The principal will contact the individual who issued the NSF cheque and employ reasonable efforts to collect the outstanding balance and any associated service charge incurred.
2. Cheques will not be accepted from individuals with an outstanding NSF cheque.
3. Individuals issuing more than two NSF cheques will be informed that cheques will no longer be accepted.
4. To ensure the privacy of the individual is protected, the principal and treasure will be the only people to be privy to this information



#### **D. Disbursements**

1. All disbursements must be in accordance with the annual budget established by the Parent Committee or be specially approved by motion at a Parent Committee meeting. In exceptional circumstances, the Parent Committee executive may authorize an expense, reporting to the general membership at the following meeting.
2. Expenditures will generally occur by cheque. Monies collected from fundraising events may not be used to pay expenses directly.
3. In some instances, the executive may authorize an individual to purchase goods or services for a Parent Committee project. In such instances, the individual making the purchase must present to the treasurer the original receipt itemizing the goods or services purchased (not a debit card or credit card receipt), along with the reimbursement request form. The request form must be filled out and signed by the purchaser and by the treasurer.
4. The Parent Committee may opt to secure an independent auditor to conduct an audit of all financial records.
5. The Parent Committee will submit to an audit of all financial records, at the division's expense, if the administration or school division judges such an audit to be necessary.

#### **Article 15: Notices**

1. Every opportunity will be made by the Parent Committee to ensure that members of the school community will have an opportunity to express their views for consideration and to attend meetings.
2. Except for the Annual General Meeting which requires 14 days notice, at least 7 days prior notice be given for all meetings. This information will be shared in multiple formats.

#### **Article 16: Policies**

1. The Parent Committee may cooperate with other community groups on programs of common interest and concern.
2. The Parent Committee will be carried on without purpose of gain for members of the Association. Any profits or other monies received by the Parent Committee will be used in promoting its objectives.
3. The Parent Committee will maintain its charitable status.
4. The Parent Committee will be non-sectarian/non-racial; new and existing members of any race or creed are welcome.
5. The Parent Committee will retain its own identity and be bound only by the commitments it specifically endorses.

6. The Parent Committee will not endorse or lend its name to any publications that contradict any of the Parent Committee's objectives.
7. On matters within the school board's authority, the Parent Committee may send its own representation.

This Constitution was adopted at the City of Winnipeg in the Province of Manitoba on Wednesday, September 25, 2019.