

The name of the Association shall be the
ST. JOSEPH THE WORKER SCHOOL PARENT ADVISORY COUNCIL.



The council will operate under the direction of the St. Joseph the Worker School Board. Officers and Directors must not be paid or receive other remuneration but may be reimbursed for reasonable and necessary expenses. The business of the Council shall be unbiased towards race, religion, gender, sexual orientation, physical and mental limitations and politics.

PURPOSES of the PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well- being of students at St. Joseph the Worker School.

1. To advise administration and staff on parents' views on any matter relating to the school programs, plans and activities;
2. To communicate with parents and to promote cooperation between home and school in providing for the education of children;
3. To assist parents in accessing the system and to facilitate advocacy support for individual children and their parents;
4. To organize PAC volunteer activities and events which support the school;
5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members;
6. To work with the administration, staff, parents and community organizations to provide a healthy, safe and supportive environment;
7. To provide a forum for the discussion of educational programs and services;
8. To promote a spirit of respect and cooperation within the school community;
9. To organize fundraising activities to assist the school in purchasing items to enrich our students experience.

DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to as a donation to St. Joseph the Worker School. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of St. Joseph the Worker School to the person in the position of Principal of the school.

BYLAWS

Membership in PAC

1. All parents and guardians of students registered at St. Joseph the Worker School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of St. Joseph the Worker School may be NON- voting members of the Council.
3. Members of the school community who are not parents of students currently enrolled in the system may be invited to become non-voting members of the Council
4. At no time shall the Council have more non-voting than voting members
5. Voting membership will end when the member ceases to be a parent or guardian of a student attending the school or is found in violation of the Parent Code of Conduct.
6. A member should:
 - Attend as many meetings as possible;
 - Become knowledgeable about the educational programs and resources of the school.
 - Promote positive attitudes about the school and its educational programs and services;
 - Support the PAC's purposes and objectives.

Meetings

1. Meetings will be conducted efficiently and with fairness to the members present.
2. A member may be asked to leave a meeting by any member of the PAC Executive should they engage in behavior that is deemed in violation of the Parent Code of Conduct.
3. The Calendar of regular meetings for the school year shall be approved at the first regular meeting of the PAC in the school year and shall be sent to all parents and the Principal.
4. The notice of regular meetings contained in the school newsletter shall serve as notice to all members of all regular meetings of the PAC.
5. Special meetings may be called by the chairperson(s) at the discretion of the executive offices
6. Special meetings shall be called by the Chairperson(s) at the written request of 7(seven) members or such number as the PAC may set at a regular meeting. The written shall contain the reasons for the meeting and consist of the item(s) that could not be dealt with at the next regular meeting. Only that business may be dealt with at the special meeting.
7. Notice of special meeting shall be sent to all parents and the Principal at least 7 days prior to a special meeting, except in the case of urgency as determined by the Chairperson(s), and shall contain a statement of the general nature of the business to be dealt with at the special meeting.
8. The inadvertent omission to give notice of a meeting or the failure to receive a notice by a parent does not invalidate proceedings at that meeting.
9. Executive meetings may be held anytime, or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
10. If procedural problems arise on an issue not covered by these bylaws, Roberts Rules of Order shall be used to resolve the issue.
11. A PAC meeting shall not be a forum for the discussion of personal problems with individual school personnel, students, parents, or other individual members of the school community.

QUORUM

A quorum shall be 5 (five) voting members in addition to a minimum of 1 (one) executive.

Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1) of the votes cast.
2. In the event of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may choose to be done by secret ballot. A vote shall be taken to destroy the ballots after the election.

Election of Executive Officers

1. The executive officers shall be elected by majority vote from the voting members at the Inaugural General Meeting in September.
2. Call for nominations shall be made at the beginning of the meeting, with voting commencing at the end.
3. Should an officer resign, cease to be a member, or otherwise cease to hold office a replacement shall be elected at the next regular meeting of the members. The executive may appoint an interim replacement officer, if required, until an election is held at the next regular meeting of members.

Term of Office

1. The term of office shall commence immediately following the election at the Inaugural Meeting in September of the school year and shall continue until the next Inaugural Meeting of the following school year.

Executive

1. The affairs of the PAC shall be managed by the elected Executive Officers.
2. The Executive Officers will be as follows;
 - Chairperson or Co-Chairpersons
 - Vice Chairperson
 - Treasurer
 - Secretary
 - Parish Representative ex-officio
 - School Representative (principal or designate) ex-officio

Duties of Officers

1. Chairperson(s) shall:
 - convene and preside at membership, special and executive meetings
 - ensure that an agenda is prepared and presented
 - know the constitution and bylaws and meeting rules
 - know where to find resources to assist members
 - appoint committees as required in consultation with the Executive
 - consult PAC members regularly
 - ensure that the PAC is represented in the School and school district activities
 - ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
 - be a signing officer
 - submit an annual report

2. Vice-Chairperson(s)
 - assume the responsibilities of the chairperson in the chairperson's absence or upon request
 - assist the Chairperson in the performance of his/her duties
 - accept extra duties as required
 - may be a signing officer

3. The Treasurer shall:
 - be one of the signing officers of the executive
 - receive all funds for the Council
 - disburse funds authorized by the executives or members
 - maintain an accurate record of all expenditures of the Council
 - give a report of all receipts and expenditures at all general meetings
 - deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC at least once per month. Follow up with any insufficient funds cheques.
 - With the assistance of the executive, draft a budget and tentative plan of expenditures
 - Ensure that another signing officer has access to the cheque book in the event of his/her absence
 - Submit an annual financial statement at the Inaugural General Meeting of the Council
 - Provide information about resources, contracts, and other essential information to the PAC
 - Act as a consultant for the Chairperson

4. The Secretary shall:
 - record the minutes of general, special, and executive meetings
 - keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
 - issue and receive correspondence on behalf of the organization
 - may be a signing officer
 - safely keep all records of the Council

Code of Ethics

A parent who accepts a position as a PAC Executive Member:

1. Upholds the constitution and bylaws, policies, and procedures of the electing body
2. Uphold the Parent Code of Conduct as adopted May 18th, 2017
3. Performs his/her duties with honesty and integrity
4. Works to ensure that the well being of students is the primary focus of all decisions
5. Respects the rights of all individuals
6. Takes direction from the members, ensuring representation processes are in place.
7. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
8. Works to ensure those issues are resolved through due processes
9. Strives to be informed and only passes on information that is reliable
10. Respects all confidential information
11. Supports education

Committees

1. Standing and ad hoc committees shall be formed when necessary
2. Committees are responsible to the executive and members
3. The PAC executives may strike committees as deemed necessary

Finances

1. A budget and tentative plan of expenditures will be drawn up by the Executive Officers and presented for approval to the members on an annual basis
2. The executive will present, for approval, at a general meeting, all proposed expenditures, which are above \$100 (one hundred dollars), or which deviate in any significant way from the approved budget.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act
4. The executive shall name at least two signing officers for banking and legal documents. Two signatures will be required on all of these documents
5. A Treasurer's Report shall be presented at each meeting. A record of all expenses and profits will be presented.
6. The PAC must not borrow money without authorization of a special resolution
7. Bank deposits must be done once a month
8. All cheques must be deposited in the bank within one month.

Constitution and Bylaw Amendments

1. Except as provided in the constitution, PAC members may, by a majority of not less than 75% (seventy-five percent) of the votes cast, submit an amendment for the constitution and bylaws of the PAC to the School Board.
2. Any proposed amendment to the constitution and bylaws must be submitted in writing at the previous regular meeting of the School Board
3. A constitution or bylaw amendment shall be dated, signed and forwarded to the Principal for safekeeping only.

Removal of an Executive Officer

1. Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two thirds of the members who are present at a meeting and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days prior to the meeting.
3. The executive may appoint an interim officer and a replacement shall be elected by the members at the next regular meeting.

Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the organization shall be deemed the property of the organization and shall be turned over to the Chairperson when the members, executive member, or committee member ceases to perform the task to which they were assigned.

Adopted by **St. Joseph the Worker School Board** at Winnipeg, Manitoba, on

January 21st, 2019.