

École Sage Creek School (ÉSCS) Parent Advisory Council (PAC)

By-laws



Definitions:

“Annual General Meeting (AGM)” means the meeting held once per school year or calendar year, where at least six months has passed since the last AGM, and where reports about the previous year’s activities are presented, financial records are approved, constitutional changes are approved, elections of voting members take place, and where any other business requiring the input from parents, guardians, and community representatives is shared and transacted.

“Community Representative” means those who live within the school catchment area but do not have children at the school, and teachers and staff who work at École Sage Creek School.

“École Sage Creek School (ÉSCS)” means the dual-track English/French Immersion school located at 315 Sage Creek Boulevard, Winnipeg, in the Louis Riel School Division;

“Executive Members” means those elected to the role of Co-Chair, Treasurer, or Secretary, who have been elected to their roles according to the constitution, by-laws, and policies.

“Parent” means the parent or guardian of a child attending or who will be attending in the following school year, École Sage Creek School.

“Parent Advisory Council (PAC or Council)” means the PAC Executive, together with PAC Voting Members, who have been elected to their roles according to the constitution, by-laws, and policies.

“Special General Meeting (SGM)” means a meeting held for extraordinary purposes relating to the constitution or by-laws that can not wait for the AGM.

“Voting Members” means those elected to the role of Voting Member according to the constitution, by-laws, and policies.

Section 1 - Council Membership & Elections

1. Parents/Guardians & Community Representatives

- a. Parents and guardians of students attending École Sage Creek School are eligible to vote at Annual General Meetings (AGM) and Special General Meetings (SGM) but are not themselves Council members unless they are elected to a Council role.
- b. Community representatives who live within the school catchment area but do not have children at the school, and teachers and staff who work at École Sage Creek School, are eligible to vote at Annual General Meetings (AGM) and Special General Meetings (SGM) but are not themselves Council members unless they are elected to a Council role.

2. Elections

- a. Each parent or guardian shall be eligible to vote at each AGM and at Special General Meetings.
- b. Parents and guardians shall elect the Council members for the school year at each Annual General Meeting (AGM).
- c. The Council must consist of a minimum of five (5) and a maximum of twenty-one (21) total members.
- d. Council Members must be elected from parents and guardians of children at the school, or from community representatives who reside in the catchment area. No more than 3 Council Members may be community representatives, and only 1 may hold an Executive position.
- e. Teachers and staff within the Louis Riel School Division who are also parents or guardians of children who attend ÉSCS may hold not more than two (2) Voting Member positions, and may not hold an Executive role.
- f. Parents and guardians may self-nominate for any role, or may be nominated by another parent or guardian, Voting Member, Executive Member, or non-voting member, as described in the Nomination Policy.
- g. Nominees must accept their nomination in person or in writing before their name is put forward for election.
- h. Nominations may be accepted as soon as the last Regular meeting of Council before the AGM. Additional nominations will be accepted from the floor at the AGM.
- i. When there is more than one nominee for a position or more nominees than there are open positions, voting for election to the Council shall be by secret ballot or anonymous poll.
- j. Only one (1) member of a household may be elected to the Council in any given year.

- k. Council Members will be elected to the Council. Following the AGM, and before the next Regular Meeting, Council Members will hold an election amongst themselves to determine who will fill the roles of Executive Members and Voting Members. Only Council Members may vote in this election, and where there is more than one nominee for a position, voting shall be by secret ballot or anonymous poll.
- l. Council Members are eligible to vote at all Regular Meetings of the Council.

3. Terms of Office

- a. At the first election of the Executive Members following the approval of this by-law, one-half ($\frac{1}{2}$) of the Executive Members shall be elected for a two-year term, and one-half ($\frac{1}{2}$) of the Executive Members shall be elected for a one-year term. Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected Executive Members shall be elected for two-year terms.
- b. Newly elected Voting Members shall be elected for one-year terms.
- c. No elected member shall hold the same Executive Member position for more than two (2) consecutive two-year terms unless a $\frac{2}{3}$ majority of eligible voters present at the meeting pass a motion to make an exception at an AGM or Special Meeting. There are no term limits for other Voting Member positions provided that the individual continues to be elected at the AGM.

4. Non-Voting Representatives

- a. The school administration is entitled to attend Council meetings as non-voting representatives.
- b. Student representatives, from any student leadership program, are entitled to attend Council meetings as non-voting representatives.

Section 2 - Council Member Roles

Co-Chairs (2)

- Shall convene and alternate presiding at all regular, annual, special, and executive meetings.
- Together with the Secretary, prepare meeting agendas at least one week prior to Regular Meetings and two weeks prior to Annual or Special Meetings, in consultation with the Council and other interested parties;
- Shall ensure a quorum is present before calling a meeting to order;
- Shall appoint committee coordinators or members where authorized to do so;

- Shall take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organizations;
- Shall be the official spokespersons for the PAC, while acting in the best interest of the PAC;
- At least one Co-Chair shall be a signing officer;
- Shall submit a written annual report for presentation at the Annual General Meeting.

Treasurer

- Shall assume the responsibilities for all financial transactions on behalf of the council;
- Shall be a signing officer;
- Shall assess all financial undertakings to ensure they are within budget;
- Shall ensure expenditures have the appropriate authorization and are supported by detailed receipts and invoices;
- Shall ensure all bills are paid promptly;
- Shall ensure all monies are deposited promptly;
- Shall prepare a written financial report for presentation at each PAC meeting;
- Together with committee liaisons shall prepare a proposed annual budget;
- Shall prepare a detailed year end report for presentation at each AGM;
- Shall keep a complete and current inventory, including location, of all PAC assets.

Secretary

- Together with the Co-Chairs, prepare meeting agendas at least one week prior to Regular Meetings and two weeks prior to Annual or Special Meetings;
- Prepare and distribute draft minutes within two weeks of any PAC meeting;
- Assume the responsibilities for recording all minutes of regularly scheduled meetings of the Council;
- Prepare and publish approved minutes within two weeks of approval;
- Ensure current copies of policies, by-laws, constitution, and other documents related to the running of the PAC are available to the ÉSCS parent community.

Voting Member

- Acts as liaison to the parent/guardian population, and to community representatives;
- Supports the objectives of the organization;
- Attends Regular Meetings to ensure quorum is met;
- Serves on one or more Committees as Committee Chair or Liaison to Council.

Section 3 - Termination of Membership

If an elected Council member is absent for three consecutive meetings without notice or valid reason, the absences may be considered by the Council as a resignation.

Any elected Council member acting in a manner that is contrary to any provision of the constitution, by-laws, or policies, may be subject to removal from their position.

A motion must be brought forward at a Special General Meeting, and pass with a $\frac{2}{3}$ majority vote from eligible voters present at the meeting.

Voting for termination from the Council shall be by secret ballot or anonymous poll.

Section 4 - Meetings & Voting

Annual General Meeting (AGM)

An Annual General Meeting (AGM) will be held during each school year or calendar year, where at least six months has passed since the last AGM. All parents and guardians of students attending École Sage Creek School, in addition to community members who reside in the school catchment area and teachers and staff who work at École Sage Creek School, are eligible to vote at Annual General Meetings (AGM), and shall have one vote each.

With assistance from the school, written notice of Annual General Meetings shall be provided to Council Members and parents and guardians at least fourteen (14) days in advance of the AGM. The notice shall include all information and materials necessary to participate in the meeting, and if relevant, include notice of the specific amendments proposed to the constitution or by-laws.

Special General Meeting (SGM)

Special General Meetings may be called if there is extraordinary Council business relating to the constitution or by-laws that can not wait for the AGM, and shall have the same attendance and voting eligibility, and notification requirements, as for AGMs.

Regular Meetings

Elected members (Executive Members and Voting Members) are eligible to vote, and shall have one vote each.

A Council member may appoint a proxy holder to attend and act at a specific Regular Meeting in the manner and to the extent authorized by the proxy and in accordance with the Proxy Policy. A proxy holder must be a Council Member.

The Council shall hold at least five (5) regular meetings during a school year (but may hold meetings once a month throughout the school year). The Council will set the calendar of meeting dates for the school year at the first regular meeting following the AGM.

Additional meetings may be called at the discretion of a Co-Chair or at the request of other members or parents in the school community.

Minutes must be kept of all meetings and shall be taken by the Secretary or another designated Council member.

The Council may determine that a meeting may be held entirely or partially by electronic means that permits all participants to communicate adequately with each other during the meeting.

Parents, guardians, and community members who reside in the school catchment area are entitled to attend Regular Meetings.

Notice of and means of attending Regular Meetings will be given with at least one week's notice, and advertised to parents, guardians, and community members by all reasonable means available.

Section 5 - Quorum

Annual General Meeting/Special General Meeting

Quorum shall be the majority of members present in person or via electronic means.

Regular Meetings

Quorum shall consist of more than fifty percent (>50%) of the Council, and must include at least two (2) members of the Executive Members.

A Co-Chair shall determine if quorum exists at the beginning of each meeting. If quorum is lost during a meeting the loss will be recorded in the minutes and the meeting will be adjourned.

Section 6 - Procedural Rules

Motions will be approved by majority vote, by show of hands. In the case of meetings held electronically in whole or in part, motions will be approved by majority vote by: a show of hands, and/or verbal indication, and/or other electronic polling means as appropriate based on the platform being used to host the meeting.

In the case of a tie, the motion will be defeated.

In cases where a vote must occur between Regular Meetings, it is permissible for motions to be presented and voted upon via electronic means with a clear deadline to respond of not less than 24 hours. In such situations, a minimum of $\frac{2}{3}$ of the Council must respond to the email and a majority of those who vote is required to approve the motion. The motion and outcome of the vote will be presented at the next Regular Meeting and recorded in the minutes.

If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the constitution or by-laws.

Section 7 - Constitutional Amendments

Amendments to the constitution and by-laws of the Council may be made only at the next Annual General Meeting or Special General Meeting of the Council.

A two-thirds ($\frac{2}{3}$) majority vote from eligible voters present at the meeting will be required to amend the constitution.

Section 8 - Vacancies on Council

Vacancy in Executive Council Members

In the event of a vacancy in the Executive Members, a Co-Chair, or the individual acting in the role of Chair, shall, at the direction of the Council:

1. Call an election from within the Council to fill the vacancy, where only Council members are eligible to vote at a Regular Meeting.
2. If there are no nominees from within the Council, Council shall open the position to parents or guardians with at least one week notice, where only Council members are eligible to vote at a Regular Meeting.
3. The term for positions filled mid-term will end at the next AGM where the position will be up for election.

Vacancy in Voting Council Members

In the event of a vacancy in the Voting Members, a Co-Chair shall, at the direction of the Council:

1. Shall open the position to parents or guardians, where only Council members are eligible to vote.
2. The term for positions filled mid-term will end at the next AGM where the position will be up for election.

Resignation

1. A Council Member shall be deemed to have resigned from Council if any three Regular Meetings are missed without notice or reason.
2. A Council Member may resign from the Council by tendering a letter of resignation to a Co-Chair, and/or School Principal.
3. If there is a vacancy in the Voting Members, an Executive Member may resign their Executive position and assume a Voting Member position. If there is no vacancy in the Voting Members, the Executive Member who is resigning must wait for a vacancy in the Voting Members and apply to fill it as outlined in Vacancy in Voting Council Members (1) as above, unless, with Council approval, a Voting Member is prepared to simultaneously assume the role of Executive Member, in which case they may do so.
4. The resignation and effective date will be recorded into the minutes of the next regular meeting.

Section 9 - Policies

The Council shall establish and maintain Policies that inform and guide the work of the Council.

Policies may be amended at Regular Meetings, and shall be evaluated annually.

Section 10 - Fiscal Year

The fiscal year shall be from January 1 to December 31.

Section 11 - Dissolution

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