

Guthrie Parents' Association By-Laws

STATEMENT OF PHILOSOPHY

NAME

The name of the School Council shall be Guthrie Parents' Association.

MISSION

To work collaboratively within the School Community (students, parents, teachers and community) to support the academic, physical, creative and emotional well-being of all students.

VISION

To help foster a learning environment that is positive, safe, supportive and respectful, thereby, enabling students to achieve their full potential.

GUIDING PRINCIPLES

The principles and values which shall guide all activities of School Council are as follows:

- Be guided by the mission and vision of the School.
- Represent the parent community to the Principal and the School.
- Promote a positive atmosphere where individual contributions of all School Community members is encouraged, valued and respected.
- Act in the best interests and common good of all students.
- Be respectful at all times and engage in open and honest communication.
- Protect the privacy and confidentiality of any information entrusted to School Council.
- Declare any conflicts of interest.
- Accept no remuneration for School Council activities.

OBJECTIVES

The objectives of School Council are as follows:

- To strengthen and promote communication between the school and the parents and between the school and the community in matters of general interest.
- To assist in the recognition and solution of matters of concern to the school community.
- Provide advice and support to the staff and principal on issues of importance such as the school's mission and vision, school discipline policies, programs and direction and budget allocations to meet student needs.
- To advise the School Board, in cooperation with the principal, on matters pertaining to the school and needs of the school.
- Provide an opportunity for meaningful involvement by parents into decisions which affect the school.

1. MEMBERSHIP:

- a. All School Council positions, excluding those that are appointed, shall be elected by the parents of students enrolled in the school and ratified at the Annual General Meeting.
- b. All elected positions shall be decided by a majority vote.
- c. The Members of School Council shall consist of the following:
 - a. The Executive Officers (the Chair, Vice Chair, Secretary, and Treasurer)
 - b. Fundraising Coordinator
 - c. Classroom Representatives
 - d. The Principal of the school
 - e. Up to two (1) teacher representatives of the school, if required and selected by the school
 - f. Parents/guardians of students enrolled in the school (considered Members and Large)

2. OFFICERS:

The following four positions of the executive committee will be elected from its membership: Chair, Vice Chair, Secretary and Treasurer.

- a. Every member of the Council is eligible to be elected as an officer of the Council except those persons who are employed by Guthrie School.
- b. Election of the Executive Committee shall be held each year at the Annual General Meeting. An opportunity will be provided at the Annual General Meeting for persons interested in serving as Officers to indicate their willingness to hold a position.
- c. Terms of office shall run from Annual General Meeting to Annual General Meeting.
- d. In the event a vacancy of an Executive Officer occurs during the year the Vice-Chair shall fill the office on an interim basis until School Council can fill the office through an election held at the next regular meeting. If the vacant office is the office of the Chair, the Vice-Chair shall fill that office until the next Annual General Meeting.
- e. A School Council Member may withdraw by providing the Chair written notice. If the School Council Member withdrawing is the Chair, the notice in writing is given to the Vice-Chair.
- f. Any officer, upon a majority vote at a special meeting that has quorum, may be removed from office for cause which the School Council may deem reasonable. The officer involved must be notified in writing 21 days in advance of the date of this special meeting by hand delivered letter or registered mail.

DUTIES OF OFFICERS

- a. Chair
 - Shall call all School Council annual, regular and special meetings.
 - Plans the agenda for the meetings.
 - Serves as one of the 4 signing authorities for School Council.

- Convenes and presides at all meetings of the School Council.
- Acts as an ex-officio member of all committees.
- Ensures that all decisions of School Council are carried out.
- Prepares and submits an annual report as required by the School act to School Council and the School Board.

b. Vice Chair

- Assists the Chair in the discharge of his/her duties.
- Assumes the responsibilities of the Chair in absence of the Chair.
- Serves as one of the 4 signing authorities for School Council.
- Assumes other duties and responsibilities as assigned by the School Council.

c. Treasurer

- Receives and be responsible for deposit of all monies paid to School Council.
- Shall be responsible for the disbursements of all School Council expenses
- Shall properly account for the funds and keep such books/records as directed by School Council.
- Shall present a detailed account of revenue and disbursements to the Officers when requested and shall prepare for submission to the Annual Meeting a statement of the financial position of the society.
- Serves as one of the 4 signing authorities for School Council.
- The office of the Secretary and Treasurer may be filled by one person if School Council deems it feasible.
- Assumes other duties and responsibilities as assigned by the School Council.

d. Secretary

- Takes keeps and distributes the minutes of School Council.
- Is responsible for keeping an accurate record of the proceedings of all annual, regular and special meetings.
- Looks after the outgoing correspondence of the School Council.
- Responsible for preparing and keeping minutes of all Executive meetings.
- Ensures the principal and school office are given a copy of all minutes where they will be filed and stored for seven years.
- Assumes other duties and responsibilities as assigned by the School Council.
- Serves as one of the 4 signing authorities for School Council.
- The office of the Secretary and Treasurer may be filled by one person if School Council deems it feasible.

3. DUTIES OF MEMBERS

a. Fundraising Coordinator

- Provides a fundraising plan to the School Council for approval.
- Organizes through the use of volunteers, approved fundraising activities/initiatives.
- Responsible for preparing deposits, check requests and other financial documents for fundraising activities. These will be submitted to the Treasurer for action.
- Assumes other duties and responsibilities as assigned by the School Council.

b. Classroom Representative

- Act as a liaison between School Council and their respective classroom.
- Assist in recruiting volunteers for school events.
- Attend meetings regularly.
- Assumes other duties and responsibilities as assigned by the School Council.

c. Principal

- Promote cooperation between the school and the community it serves.
- Seek input from parents and community on major decisions that affect the school.
- Establish, facilitate, communicate and encourage opportunities for parents and community involvement in school matters.
- Encourage and support the formation and continuous improvement of School Council
- Present a report on behalf of school administration at all regular School council meetings.
- Interpret and share results of provincial achievement tests and diploma exams.
- Share information about the school community.
- Provide information on the programs in the school and the needs of the students.
- Refer School Council to the appropriate resource for information on laws, regulations and policies that affect School Council.
- Provide an opportunity for the School Council to provide input into the school's education plan.
- Positively promote the activities of the School Council.
- Attend meetings regularly and if unable to attend, send a designate.

d. Members at Large

- Advise and assist School Council.
- Attend meetings regularly.

d. Committees

From time to time it may become necessary to form a committee to take action on an event or project. School Council may establish a committee with the following guidelines:

- School Council will be responsible for approving the formation of committees to carry out programs, event planning, needs assessments, or volunteer work, as deemed necessary by a majority vote of Council Members at a Council Meeting.
- School Council will establish committee mandates, parameters and limitations.
- School Council will assist committees in determining the person/persons of authority/responsibility for the group and their membership structure.
- Committee membership shall be open to all the parents of the school community.
- Committees will report directly to School Council.
- Once formed, a committee will designate a volunteer to be responsible for reporting to School Council at each regular monthly meeting.
- Committees will seek approval from School Council prior to taking on any fundraising endeavours or planning any events within the school community.

- If a committee will be handling cash or cheque transactions, a designated member will provide a statement of their cash flow at each month's meeting.
- School Council may collapse a committee at any time by a majority vote of Council Members.

4. MEETINGS

- Members will be notified by electronic means of School Council meetings.
- Individual parents/guardians attending a meeting of School Council, who have a child attending Guthrie School have a right to vote on an issue. Only parent/guardians in attendance are eligible to vote, there is no proxy voting.
- The quorum for School Council meetings shall be any four (4) of the school council members provided the majority consists of parents/guardians of students enrolled in the school.
- In all procedural matters not covered by these by-laws, Roberts Rules of Order shall be employed.
- Decisions at meetings shall be made by consensus as much as possible.
- If a vote is taken the motion must be moved and passed by a 51% majority.

5. ANNUAL GENERAL MEETINGS

- Parents shall receive at least twenty-one (21) days' notice of the Annual General Meeting. The Annual General Meeting will be held no later than Oct 31 of each year.
- Business of the Annual General Meeting shall include:
 - Election of the Executive
 - Chair's Report
 - Proposed by-law amendments
 - Discussion of any major issues in which all parent/guardians should have input into
- For the purpose of voting at the Annual General Meeting the majority of the voting members must be parents/guardians of students enrolled at the school. Each parent/guardian is entitled to one vote.
- Quorum for all Annual General Meetings shall be four (4) parents/guardians of students enrolled in the school.
- In all procedural matters not covered by these by-laws, Roberts Rules of Orders shall be employed.

6. SPECIAL MEETINGS

- Special meetings will be called by the Chair of the School Council and shall be governed by the same process as regular meetings. Written notice will be given to members at least seven (&) days prior to the meeting.

7. ANNUAL REPORT

a. In accordance with School Council Regulation, School Council, through the Chair, must prepare and provide the School Board with an annual report which includes:

- A summary of School Council's activities for the year.
- A financial statement, prepared by the Treasurer.
- Upon request, a copy of the minutes of each meeting.

b. School Council shall retain a copy of the report at the school and make it available to the school community.

8. BYLAWS AMENDMENTS AND REVIEWS

The by-laws remain in force from year-to- year. By-laws can only be changed by special resolution of the members and an Annual General Meeting or Special Meeting called for such purpose.

9. CONFLICT RESOLUTION

a. If during a regular open meeting:

- The membership is seriously divided on an issue, that issue may be led or referred to the Officers who will further deliberate on the matter

b. Any Member of School Council who feels the vote did not represent the wishes of the School Community; may approach the Chair to call a Special Meeting.

c. If an issue arises between a parent and a Member of School Council, a Special Meeting will be called based on a written request from the parent. The Special Meeting will consist only of voting Members of the School Council and the parties involved. Members of School Council will deliberate and vote on the issue.

d. Barring the above, the Principal, with the aid of the School Board, if necessary will resolve any internal conflict that may arise among School Council Members.

10. FISCAL YEAR

The fiscal year of the Council shall be from September 1 to August 31.

11. BOOKS AND RECORDS

The books and records of the society may be inspected by an member of the society at the Annual General Meeting or at any time upon giving reasonable notice and arrange a time satisfactory to the officer of officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

The books, accounts and records of the Treasure shall be audited at least once each year by two members of the Executive Committee.

12. SCHOOL COUNCIL FUNDS

The funds of the School Council will be managed through the existing bank account with two out of four necessary to sign on disbursements and any changes, charges to the account. The four signing authorities for the Bank Account are:

- Chair of School Council
- Vice Chair of School Council
- Treasurer of School Council
- Secretary of School Council

12. REMUNERATION

No officer or member of School Council shall receive remuneration for his/her service on School Council.

13. BORROWING POWERS

For the purpose of carrying out its objective, the School Council may not borrow money.

14. EFFECIVE DATE

These bylaws or amendments to these Bylaws shall come into force when approved by a majority of parents of students enrolled in the School who vote at an AGM.