

# **École Robert H. Smith School Parents' Advisory Group, Inc.**

## **Constitution and By-laws**

Amended June 8, 2005

### Article I – Name

1. The name of the group shall be the “École Robert H. Smith Parents' Advisory Group, inc”, herein after referred to as the P.A.G.

### Article II – Objectives

The objectives of the P.A.G shall be:

1. To facilitate communication between home and school.
2. To increase parents' understanding of, and participation in, the educational process by:
  - a. Encouraging involvement in school-related activities and programs offered by the school or the broader community.
  - b. Encouraging on-going communication between the parents of the school and Winnipeg School Division (both the Board of Trustees and the Administration).
3. To initiate and co-ordinate P.A.G.-sponsored activities in the school, and fund-raising projects when deemed necessary, in consultation with the school principal.

### Article III – Policies

1. The P.A.G. may co-operate with any community group to develop coordinated programs based on common interests concerning the welfare and rights of children, provided the P.A.G. retains its own identity and programs and is bound only by the commitment which it shall specifically endorse.
2. The P.A.G. shall not be used for commercial purposes, or for partisan politics, and it shall not distribute information that is not in keeping with the policies and objectives of the P.A.G.
3. No soliciting may be done in the name of the P.A.G. without the express consent of the P.A.G.
4. Any funds acquired by the P.A.G. shall be used only for the benefit of students and staff of École Robert H. Smith School. There shall be no funding of outside organizations.

### Article IV – Membership

Membership in the P.A.G. shall include all parents of children attending École Robert H. Smith School.

## Article V – Composition

The Board of Directors of the P.A.G. shall be composed of the following:

1. 14-20 members from among and elected by the parents of students at École Robert H. Smith School (in agreement with the incorporation papers). Elected members of the P.A.G. should be representative of both the English and French tracks.
2. At least one representative for parents of children with special needs. This member may serve as director-at-large or hold another position within the P.A.G.
3. The principal and vice-principal of École Robert H. Smith School (non-voting ex officio members). They shall be consulted on all matters pertaining to the school.
4. Three teachers from École Robert H. Smith School (non-voting, ex-officio members), selected by the principal, and representative of both English and French tracks.

*Proviso: The principal, vice-principal, and staff representatives to the Board of Directors, including those that are also parents, shall not be eligible to hold an Executive position.*

## Article VI – Structure

The structure of the Board of Directors of the P.A.G. shall be as follows:

1. Executive Committee, consisting of the Chairperson, the Vice-Chairperson, the Recording Secretary and the Treasurer.
2. Standing Committee as follows: Lunch Program, Fun Lunch, Promotions (two representatives, Volunteer Recruitment and Activities (two representatives), Call Back, Block Parents, Picnic, Environment (two representatives), Staff Appreciation, South End Advisory Committee, French Immersion.
  - a. A Statement of Purpose for each Standing Committee shall be kept on record in a notebook maintained by each consecutive coordinator responsible for that particular committee. Any amendments to these purpose statements shall be made at an Annual Meeting of the P.A.G. by two-thirds majority vote of eligible voters.
  - b. A job description and guidelines shall be kept on record in each committee coordinator's notebook and may be amended ant any regular P.A.G. meeting.
3. The Directors of the P.A.G. may set up at any time such sub-committees as they deem necessary to carry out the objectives outlined in Article II.

## Article VII – Duties of Executive Officers

1. The Chairperson shall preside at all meetings of the Board of Directors of the P.A.G. and shall perform all duties pertaining to the office.
2. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and shall perform any other duties as assigned to him/her by the Chairperson of the P.A.G. The Vice-Chairperson shall automatically become the Chairperson the following year.
3. The Recording Secretary shall keep full and accurate minutes of all meetings of the Board of Directors of the P.A.G. These minutes shall contain such recommendations as have been made. Dissenting opinions may be recorded on request. Prior to each meeting, minutes of the last meeting shall be distributed to all P.A.G. Directors.
4. The Treasurer shall be responsible for the following actions:
  - Receive, collect and deposit in a bank approved by the Directors of the P.A.G. all funds of the P.A.G., with the exception of the Lunch Program Funds. (See Lunch Program Notebook.)
  - Conduct the financial business of the P.A.G.
  - Present a financial report to the Directors of the P.A.G. at each regular meeting for approval by the Directors of the P.A.G. as well as an Annual Report at the Annual Meeting.
  - Ensure that complete records are kept of all receipts and expenditures and that adequate evidence to support these records in the form of bank statements, invoices and receipts shall be retained for verification.

## Article VIII – Financial Authority

1. The Signing Officers of the P.A.G. with respect to bank resolutions, cheques, etc., shall be the Treasurer, Chairperson, Vice-Chairperson and Secretary. The Treasurer's signature, along with one other signature of the above officers, must be affixed to cheques issued by the P.A.G. The signature of one of the above officers, along with signature of the Lunch Program Supervisor may be affixed to cheques issued by the Lunch Program.
2. The Executive Committee may authorize all normal operating costs associated with continuing administration of P.A.G. programs.
3. The Executive Committee may authorize, in addition to operating costs, expenditures of P.A.G. funds of up to \$300.
4. Non-program expenditures in excess of \$300 per item, but less than \$3,000, require the authority of a majority vote of the Board of Directors of the P.A.G.

5. Non-program expenditures in excess of \$3,000 per item require a Notice of Motion at a regular meeting of the Board of Directors of the P.A.G. Voting will not take place until the next regular meeting of the Board of Directors of the P.A.G., at which time a majority vote will be required to authorize said expenditures.

#### Article IX – Nominations

In early March, the P.A.G. Chairperson shall appoint a Nominating Committee Chairperson, who will then form a Nominating Committee. The Committee shall consist of an equal number of P.A.G. Directors from the English and French language tracks. The purpose of the Committee shall be to prepare a slate of nominees to fill vacated P.A.G. Board of Directors positions required for the following year. In the selection process every effort should be made to have a balanced representation from the different grades and both language tracks.

The Nominating Committee shall send a notice in early April to all parents of École Robert H. Smith School students requesting nominations for Directors of the P.A.G.

#### Article X – Annual Meeting and Elections

1. The Annual Meeting to elect the new Directors of the P.A.G. shall be held in late May or early June. Whenever possible, half the Directors shall be elected for a term of two years, with the remaining Directors elected in the next year for a two year term. A third year may be permitted at the discretion of the Executive when necessary for the continuity in special projects.
2. Written notification of the Annual Meeting, along with a proposed slate of nominees, shall be given to all parents of École Robert H Smith School students at least two weeks prior to the meeting.
3. At the Annual Meeting, the Nominating Committee shall present for election a proposed slate of Directors required to fill the vacant positions.
4. The eligible voters for the Annual Meeting shall be all parents of children attending École Robert H. Smith School. A person must be present at the Annual Meeting in order to vote. Those present and voting shall constitute a quorum.
5. The voting/ratification procedure at the elections shall be by a show of hands or by secret ballot if anyone objects to a show of hands. A simple majority shall elect. In case of a tie, the meeting chairperson shall cast the deciding vote.

#### Article XI – Regular Meetings

1. A minimum of five meetings of the Board of Directors of the P.A.G. shall be held in each school year. These meetings shall be open to any interested parents.

2. The agenda of all regular meetings be posted on the school doors five days prior to the meeting.
3. Any parent wishing to make a presentation at a meeting must notify the chairperson three days prior to the meeting. The chairperson shall be responsible for calling the meetings. The dates of the meetings shall be made public through the monthly school newsletter.
4. Only Directors of the P.A.G. are eligible to vote at regular meetings of the Board of Directors of the P.A.G.
5. At all regular meetings of the Board of Directors of the P.A.G. a majority of its Directors shall constitute a quorum.

#### Article XII – Special Meetings

The Board of Directors of the P.A.G. will call special meetings (in keeping with the objectives of the P.A.G.) within 21 days of a written request to do so. Ten (10) parents of Robert H. Smith students must sign a request. The request must state the purpose for which the meeting is being called.

#### Article XIII – Appointments

The Chairperson, in consultation with the Executive Committee, may appoint another parent to the Board of Directors to complete the term of a resignee, or to fill a vacancy not previously filled by the Nominating Committee.

#### Article XIV – Amendments to the Constitution and Bylaws

The Constitution and By-laws may be altered or amended at any regular meeting by a two-thirds majority vote of eligible voters. Notice containing proposed alterations or amendments shall be submitted to Secretary, distributed to the voting members and posted on the school premises for public perusal one month prior to the date of the meeting at which the vote will take place.

#### Article XV – Removal of Directors

Any member of the Board of Directors may be removed if it is proven that they failed to uphold the objectives of the P.A.G. on a three fourths majority vote of the Board of Directors. Each member of the Board of Directors shall automatically be served notice that his/her term has expired when he/she has missed more than three consecutive meetings without giving just cause.