

Pine Street Volunteer Parents Council Bylaws

Mission

1. Pine Street Parent Council (“Council”) is to foster the well-being and effectiveness of the Pine Street Elementary School (the “School”) community and to enhance school learning. The Council is to provide a means for parents and the community to work together with administration, staff, and students to promote the well-being and overall effectiveness of the school community. Its main role is advisory.

Membership

2. Parents and guardians of the children attending the School are members of the Council.
3. Subject to the withdrawal provisions contained in paragraphs 3 and 4:
 - 3.1 Parents and guardians shall become members upon their son or daughter becoming enrolled in the School and shall cease to be members when the student is no longer enrolled in the School;
 - 3.2 The principal shall appoint one staff member to be the School Liaison Officer to represent the teaching and administrative viewpoint. The principal may appoint herself or a designate from the staff at the School. This shall be a non-voting position. The Principal is able to invite any other staff as well to attend as a non-voting member; and
 - 3.3 Any other person may apply in writing to the Council to be members. These applications would be approved or denied at a regular Council meeting.

Withdrawal of Members

4. Members may withdraw upon written notice to the Council.
5. Any member, upon a 2/3 vote of all members present at a regular meeting, and in good standing, may be expelled from membership if they display gross misconduct, illegal activities which contravene the purpose of the Council.

Executive Committee

6. The Executive Committee shall consist of the elected officers.
7. The elected officers of this Council shall be: Chair; Vice-Chair, and Secretary. The Council will not have any Directors at Large.
8. **Elected Officer’s Term of Office:**
 - 8.1 At the annual general meeting to be held in June each year, officers shall be elected to a one year term;
 - 8.2 Should a vacancy occur in any office, if a majority of the school year remains, the vacancy may be filled at a general meeting. Otherwise the

Executive Committee shall have the power to appoint a member to fill the office for the unexpired term;

- 8.3 Following due process, an Executive Member may be removed from his/her position by 2/3 vote of regularly attending members at a general or special meeting. Removal may take place after an Executive Member has displayed gross misconduct, illegal activities, or other activities which contravene the purpose of the Council.

9. **Duties of the Executive Committee**

9.1 Without limiting or restricting the generality of the powers conferred upon them, the Executive Committee shall have the power to carry on the business of the Council and shall:

- a) conduct, manage and control the affairs and business of the Council;
- b) constitute and appoint committees, prescribe their functions and duties;
- c) keep a record of the acts and proceedings of the Executive Committee and of the business of the Council, and present a full statement thereof at the annual meeting of the Council showing in detail the condition of the affairs and finances of the Council;
- d) approve, authorize and direct execution of all necessary documents, make arrangements and commitments and negotiate therefore and do everything necessary to carry out the purposes of the Council pursuant to these by-laws;
- e) The Council may make and implement policies that the Council considers necessary to carry out its functions. The policies of the Council will be reviewed at the beginning of every new school year to decide if each policy will be implemented for the new school Executive Committee and their term;
- f) School Council will communicate regularly with the Pine Street Volunteer Parents Society (the "Society") to support their activities and to solicit support for Council activities;
- g) Council can develop policy to promote a productive open and transparent relationship with the Society;
- h) Council will, where possible encourage the fundraising Society to do the fundraising for the School and the School Community.

9.2 Each elected officer, at the end of his term, shall ensure that all relevant material is forwarded to the incoming Elected Officer.

10. **Duties of the Elected Officers**

10.1 The Chair shall:

- a) preside at all meetings of the Council and the Executive Committee;
 - b) Administrate and co-ordinate efforts of the Council, call regular membership meetings and generally promote the Council in the community;
 - c) perform other such duties as are normally incident to the office of Chair of such a Council; and
 - d) distribute notices of other School Council events as required.
- 10.2 The Vice-Chair, in the absence or disability of the Chair; shall possess all the powers and perform all the duties of the office of Chair, and shall have powers and perform such duties as the Executive Committee shall prescribe.
- 10.3 The Secretary shall:
- a) record and maintain the minutes of the meetings of the Executive Committee and of the Council;
 - b) deal with correspondence;
 - c) give, or cause to be given, notice of all special meetings and of the annual general meeting.

Meetings

- 11. There shall be a minimum of six general meetings of the Council held between September 1st and June 30th of each school year.
- 12. An annual general meeting shall be held on or before June 30 of each school year. At which time the annual reports shall be read and an election for the Executive Committee shall be held.
- 13. A meeting of the Council may be called at any time by the Secretary upon the instructions of the Chair; members shall be notified by newsletter through the School, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practices of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used.
- 14. A special meeting shall be called by the Chair or Secretary upon receipt of a petition signed by 10 parents from the School. Members shall be notified by letter through the School, by telephone, by email, through the website or through other means deemed appropriate according to technology and best practises of the day, prior to the date of such meeting. A minimum of two different means of communication shall be used. 48 hours notice shall be given for all special meetings of the Council.
- 15. A quorum of an Executive Committee meeting shall consist of three members of the Executive Committee. A quorum for a regular meeting shall consist of a five voting members which includes the Executive Committee.

16. Unless otherwise provided, herein, all motions and resolutions put to a meeting shall be determined by a simple majority of the members who are in attendance and who are entitled to vote.
17. Voting shall be by way of a show of hands or as the Chair may direct.
18. The Chair of a meeting shall declare that a vote on a motion or resolution has been carried or lost. Any member present may call for a poll on any vote which shall be conducted by secret ballot.
19. A motion or resolution put to a meeting of the Executive Committee shall be decided by majority vote of the members present. The Chair shall vote in the event of a tie.

Minute books and Records

20. The Executive Committee shall cause the minutes of all executive and general meetings to be entered in books designated for that purpose. Any such minutes, if signed by the Chair, shall be received as prima facie evidence of the matters stated in such minutes.
21. The books and records of the Council may be inspected by the members at any annual, general or special meeting of the Council or upon a member's request of the Chair.
22. After each meeting of the Executive Committee or general membership, the minutes of the same shall be shared with the members who attended the general meeting.

Remuneration

23. No officer or member of the Council shall receive any remuneration for his/her services.

Amendment of By-Laws

24. The by-laws may be rescinded, altered or added to by way of a special resolution passed by a majority of not less than 3/4 of such members entitled to vote as are present in person at a general meeting of which one month's notice as a special resolution has been given,
25. The Bylaws remain in force from year to year, unless amended.

Execution of Documents

26. Except as otherwise specifically provided, contracts, deeds, bills of exchange or other instruments and documents of the Council in writing requiring signature of the Council, shall be signed by the Chair, together with the Vice Chair, or Secretary as required, and all such documents so signed shall be binding upon the Council. The Chair may appoint a designate as required.
27. As per *Alberta School Councils Regulation*, Alta Reg. 113/2007, the Minister of Education has the authority to dissolve the School Council. If the Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the Council until the next school year. The Principal will perform the duties

as outlined in the Regulations with respect to the re-establishment of the Council within (40) school days after the start of the next school year.

Policies for Pine Street Volunteer Parents Council

CODE OF ETHICS POLICY

All Council members shall:

1. Abide by the legislation that governs them;
2. Be guided by the mission statements of the School and the Council;
3. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
4. Practice the highest standards of honesty, accuracy, integrity and truth;
5. Recognize and respect the personal integrity of each member of the School community;
6. Declare any conflict of interest;
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
8. Apply democratic principles;
9. Consider the best interests of all students;
10. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Council;
11. Not disclose confidential information;
12. Limit discussions at Council meetings to matters of concern to the School community as a whole;
13. Use the appropriate communication channels when questions or concerns arise;
14. Promote high standards of ethical practice within the School community;
15. Accept accountability for decisions;
16. Not accept payment for Council activities.

PRIVACY POLICY

1. The Council shall adhere to the Personal Information Protection Act (“PIPA”).
2. The Council shall not share personal information for purposes other than those of the Council's business.

SUBCOMMITTEE POLICY

1. The Council may appoint committees that consist of a committee Lead, members and/or School community members.
2. The Executive Committee for the Council shall do the following:
 - a) determine the specific task and clearly describe the terms of reference for each committee established;
 - b) determine a committee lead and/or others to carry out the task;
 - c) ensure opportunities exist for clear and open communication between the committee established and the Executive Committee.
3. The Committee Lead shall do the following:
 - a) organize a committee with other members as needed to carry out the task;
 - b) the committee shall meet outside of the general Council meetings to complete their assigned task;
 - c) submit a detailed plan to the Council for approval, if necessary;
 - d) Provide a progress update either in person at the general meeting of the Council or via a member of the Executive Committee;
 - e) All major changes to an event need to be presented and approved by the Council members before changes are made. If changes are required after the event is approved by the Council and cannot be addressed at the next meeting of the Council, the Subcommittee Lead is to contact the Executive Committee and a decision made by the Executive Committee if a meeting should be called to address the changes requested by the Subcommittee Lead;
 - f) If the Subcommittee Lead has volunteered to lead a committee, it is requested that they look for a replacement from their committee. If no replacement can be found, to inform the Executive Committee to call for a replacement at the next meeting of the Council;
 - g) Submit receipts to the Treasurer for the Society for approval and reimbursement with the event name and the name of the person to be reimbursed. All receipts must be submitted no later than 2 weeks after the event for reimbursement;
 - h) If funds are required in advance of an event, the Committee Lead shall make a request of the Executive Committee of the Society for approval. If approved, the Committee Lead shall complete and sign the Petty Cash

Advance Acknowledgement Form. A sample Petty Cash Advance Acknowledgment Form is attached to this policy.

Pine Street Volunteer Parents Council

Petty Cash Advance Acknowledgment

I _____ acknowledge that I have received a petty cash advance
of \$_____ for the purposes of
_____ for the 201_ – 201_ School Year.

Signature

Date

COMMUNICATION PROTOCOL POLICY

Pine Street School Parent Council & Council Communication Protocol

Preamble

Though they are two separate legal entities, Pine Street School Parent Council (the “Council”) and Pine Street Volunteer Parents Society (the “Society”) often work in unison and as such, both follow the same Communication Protocol.

The Elk Island Public Schools (EIPS) Communication Protocol for Schools is the basis for the Council/Society specific Protocol and serves as a reference attached to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

Communication Channels

Council and Society seek to communicate in many different ways so as to meet the needs of most parents/guardians. *Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.*

Communication channels include:

- *Face to face communication*: Council and Society meetings, events (both formal and informal)
- *Telephone conversations*
- *Hard copy, written communication*: letters sent home
- *Electronic Communications*: email, electronic newsletters, websites, social media

Council and Society maintain a separate email distribution list from the school. Parents are invited to join and are at liberty at any time to withdraw consent, at which point they will be removed from this list. Council and Society will use this email list to send out meeting minutes and agendas, along with other information as deemed appropriate.

Council and Society have an email address: pinestreetsvp@gmail.com, which is used to send out information to our email distribution list. It is also a way for others to contact us with questions, ideas or concerns.

In partnership with the school, Council and Society have a page on the school website (www.pinestreet.ca). The Principal, Vice Principal or designate, will post meeting minutes to this page, beginning with the DRAFT minutes and followed by the APPROVED version after the Council/Society approves them. In addition, we will post general information about the two groups on this page, along with, names of the Executive Committee and meeting dates for the year. The Principal, Vice Principal or designate, updates the information, with input from the Executive.

Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should adhere to Board Policy 19, Respectful Working and Learning Environments

(<http://www.eips.ca/policies/535>) and Administrative Procedure 490, Respectful Working and Learning Environments (<http://www.eips.ca/procedures/490>). Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email. Both of these documents are attached hereto.

Council/Society will address all respectfully brought forward inquiries or concerns.

Addressing Concerns

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. If contact information is not available, email pinestreetsvp@gmail.com and we will forward it. General questions or concerns can be addressed to this email as well and we will respond or try to set up a face-to-face meeting to discuss. Those with concerns are encouraged to try to address any issues directly with the appropriate party; they are welcome to address the concern at a meeting as long as it is done respectfully.

Response Time Frames

Council and Society will endeavor to respond promptly and within reason to all inquiries and concerns. Please be mindful, however, that our members are all volunteers and at times have other pressing commitments as well. If not able to respond, they will endeavor to at a minimum acknowledge the inquiry/concern and either indicate when they will be able to respond, or to ask another person to take over the response.

Referenced Addendum Documents

EIPS Communication Protocol for Schools

Board Policy 19, Respectful Working and Learning Environments

Administrative Procedure 490, Respectful Working and Learning Environments