

Montrose School Parent Council - Montrose School

Winnipeg, Manitoba

Revised February, 2005

BY-LAW 1

NAME AND PURPOSE

Section 1

The name of the organization will be "Montrose School Parent Council". Hereinafter, the organization will be referred to as "MSPC".

Section 2

MISSION: The Montrose School Parent Council is committed to providing support for the students, staff and activities of Montrose School.

The purpose of MSPC is:

1. To encourage effective communication and cooperation between parents and staff of Montrose School.
2. To support the mission and guiding principles of Montrose School.

BY-LAW 2

MEMBERSHIP

Section 1

Each parent or guardian of a Montrose School Student will have membership to the MSPC. Each member is in titled to one vote.

Montrose School staff will be represented by the school principal and at least one other staff member (non-voting).

BY-LAW 3

COUNCIL AND EXECUTIVE COMMITTEE

Section 1

The affairs of MSPC will be administered by the voting representatives, but they may delegate their authority between MSPC meetings to the Executive Committee.

Chair

- Shall act as the Chief Executive Officer of the Montrose School Parent Council.
- Shall organize an agenda one-week before meetings of the MSPC.
- Shall submit a report of parent council activities for the month for the School newsletter one-week prior to the newsletter publication.
- Shall preside at all meetings of the MSPC.
- Shall represent the MSPC as requested at Montrose School functions.
- Shall complete reports of council activities, prepare objectives and activities for upcoming year no later than September 15th of each year.
- Shall liaison with the school principal according to need and as requested.
- Shall read and bring to the attention of the MSPC pertinent information sent to the Chair, for example:

Board Summaries

South End Advisory Committee Summaries

Workshop/Inservice Information

Winnipeg School Division No. 1 Directive, Policy statements, bulletins, calendars, reports, drafts, etc.

Information from the Manitoba Association of Parent Councils

Manitoba Department of education reports, drafts, bulletins, policy statements, etc.

- Shall keep all records of agendas, minutes, correspondence, documents and information received to be passed onto incoming chair.
- Shall forward to appropriate council members correspondence related to their position, i.e. fundraising, reports, etc.

The position of Chair may be shared by two people at the same time and will be referred as Co-chairs. It is recommended that the terms of the Co-chairs be staggered as to help maintain continuity within the Executive of Montrose School Parent council. In the event of co-chairs the position of Vice-chair may not be necessary.

Vice-Chair

- Shall keep in close touch with the chairperson and assist as circumstances warrant.
- Shall review constitution and advise MSPC on need for amendments.

Secretary

- Shall write in detail the minutes of each executive meeting.
- Shall submit the minutes to the secretary of the school for typing and distribution.
- Shall keep all the minutes of each meeting on file to be turned over to the newly elected secretary.

- If attendance is not possible, give prior notice to chairperson and arrange for replacement.

Treasurer

- Shall act as banker for the MSPC, depositing receipts and issuing cheques. Regular attendance is vital and critical to meetings of parent council as signatures for cheques may be required at each meeting and regular financial updates are necessary for future planning.
- Shall keep a notebook with statement of amount on hand at the commencement of the year, stating from which sources money was received during the year; total amount paid out with complete details recorded; and balance on hand. All receipts must be available.
- Shall give a written report on the financial situation of the MSPC at each council meeting.
- Shall pay expenses and fees incurred by the MSPC.
- Shall prepare a year-end financial statement to be distributed to the members of the MSPC.
- Shall keep lunch program records and present at each Council meeting.
- Sign-over to new treasurer the week following the confirmation of incoming treasurer.
- Shall adhere to the School/Parent Council Accounting Guidelines as established by School Division 1.

Fund-Raising Chair

- Shall form a sub-committee to oversee fund-raising events.
- Shall be responsible for organizing events, arranging notification and follow-up of each event.
- Shall provide a report at MSPC meetings.

Volunteer Coordinator

- Shall be responsible for coordinating and posting room reps for each classroom at Montrose School.
- Shall be responsible for establishing a phone tree amongst parent council and Montrose School parents.
- Shall be responsible for finding an event coordinator for each event at Montrose School requiring parent volunteers and informing parent council of name(s) of event coordinator(s) who will report back to parent council through the volunteer coordinator.
- Shall be responsible for liaison with chair of MSPC and principal of Montrose School regarding events.

South End Advisory Liaison

- Shall report regularly to MSPC on information, concerns, reports, etc. arising out of the business of the South End Advisory Committee.

Archivist

- Shall keep an accurate record of all activities of the Montrose Parent Council. These shall include:
 - List of council executive for each year, including addresses and phone numbers
 - Dates of executive meetings
 - Dates of special events and activities
 - Minutes of the executive meetings
 - Posters, mailings, notices, etc.
 - List of all sub-committee members
 - Phone tree lists
 - All reports given at year-end
 - Brochures, written information on MSPC
 - Policy and mission statements developed or discussed by parent council concerning Montrose School for the year

- Chairperson's report of MSPC activities for the year
 - Report on objectives and activities for the upcoming year
 - Any other information requested by the chair or council member
-
- Shall also include items of interest, such as school photos, videos, letters, etc.
 - Shall also keep a pictorial record of MSPC related activities and events for the year.

Section 2

Terms of Office

Each Executive Committee member will hold one office for a one-year term. No member of the Executive Committee will hold more than one office at any one time. In order to provide continuity on the Executive Committee, the Vice-President will assume the Presidency in the following term. Members of the Executive Committee will not be eligible to serve more than three consecutive terms.

BY-LAW 4

NOMINATION AND ELECTION OF THE EXECUTIVE COMMITTEE

Section 1

There will be a Nominating Committee consisting of the immediate past Chair and at least two other members of MSPC.

- i. A call for the two other members to sit on the Nominating Committee will be made at the June meeting.

Section 2

The Nominating Committee will prepare the slate of candidates for the Executive Committee. The Nominating Committee will present its list at the September meeting at which time elections will take place. The new officers take over after the September meeting.

Section 3

Nominations for Executive Committee may be made from the floor the day of the election.

Section 4

All voting for the Executive Committee is by secret ballot. The Nominating Committee will count the ballots and announce the results.

BY-LAWS 5

FISCAL YEAR AND MEETINGS

Section 1

The Fiscal Year of MSPC runs from January 1 to December 31.

Section 2

MSPC will hold a minimum of six meetings per year.

Section 3

All meetings will be conducted in accordance with Robert's Rules of Order. A quorum of MSPC is $\frac{3}{4}$ of voting members present at a meeting (minimum of 7 members must be present.)

BY-LAW 6

COMMITTEES

Section 1

MSPC may appoint such committees as deemed necessary for the conduct of the business of MSPC, these committees being responsible to the Executive Committee.

Section 2

The terms of office of members of each committee will terminate at the completion of the appointed task.

Section 3

The Chair of MSPC will be an ex-officio member of all committees. Non-members of MSPC may be invited to sit on a committee where deemed appropriate.

BY-LAW 7

FINANCES

Section 1

MSPC will adhere to the School/Parent Council Accounting Guidelines set out by School Division 1 (see appendix A).

Section 2

No portion of the income or properties shall be paid or transferred directly or indirectly by way of profit to the representatives on MSPC.

Section 3

The authority to name person who may sign other documents for MSPC will rest with the Executive Committee.

BY-LAW 8

AMENDMENTS

Section 1

Any amendments to or repeals of this constitution may be proposed by a majority of the Executive Committee or by a petition signed by four members on MSPC, providing notice to amend has been given one month in advance of the amendment vote.

Section 2

Adoption of amendments will be by a two-thirds majority of the persons entitled to vote.

BY-LAW 9

REQUEST FOR LETTERS OF SUPPORT

Section 1

- 1) MSPC will review requests for letters of support using the objective outlined in the Constitution as criteria for deciding whether a letter shall be submitted.
- 2) When a request is not in support programming and initiatives that pertain to Montrose School, MSPC would not write a letter of support.
- 3) Any member of MSPC may respond to a request for a letter of support as an individual or as representatives of their own organization.

Procedure

- 1) Whenever possible, the membership shall discuss the request at a regular monthly meeting.
- 2) When there is not sufficient time to notify the membership, the executive shall be responsible for action based on the policy.
- 3) The Executive shall report such action to the membership at the subsequent meeting for ratification.
- 4) Each request for a letter of support shall be considered on an individual basis.

Appendix 1

THE WINNIPEG SCHOOL DIVISION NO.1

SCHOOL/PARENT COUNCIL ACCOUNTING GUIDELINES

In accordance with Policy KMA, COMMUNITY INVOLVEMENT IN EDUCATION, Parent Councils may initiate and coordinate fundraising projects in consultation and with the approval of the school principal where staff and students are involved. With the approval of the school principal, Parent Councils may also initiate proposals for funding from outside organizations. Parent Councils can only raise funds or obtain grants for the school and only after a specific purpose has been identified for which the fundraising or application is required.

In keeping with the Board's support for the active involvement of parents in schools, the following guidelines are provided for the reference of Parent Councils in relation to fundraising. The guidelines should be helpful to Parent Councils in ensuring the proper safeguarding of funds generated through fundraising activities.

The Principal will work with the Chairperson of the school's Parent Council to develop procedures for all fundraising activities involving parents in accordance with the Winnipeg School Division Parent Council Accounting Guidelines.

Training, advice, and clarification can be provided by Division personnel arranged through the school Principal.

Definitions of School/Parent Council Funds

i. Category A – School Funds

Monies raised by the school personnel and students in various fundraising methods with no Parent Council's involvement. Examples include sales of candies, Math-A-Thon, musical productions, etc.

ii. Category B – Parent Council Funds

Monies raised by the Parent Council in the name of the school with involvement of students. Examples include any door-to-door solicitation by students/parents in the community.

iii. Category C – Parent Council Funds

Monies raised by Parent Council in the name of the school with no involvement of students. Examples include Bingo fundraisers.

General Guidelines

- a) A bank account shall be opened in the name of the Parent Council and all revenues shall be deposited to this account.
- b) All funds received should be receipted for accounting and audit purposes. For clarification, one receipt should be issued for the entire daily collection of lunch program fees, one receipt for hot dog days monies, etc. where each individual payment received from a family/student is small but the overall total monies received may be significant
- c) Receipts for lunch program fees will be provided to parents on a periodic basis on request.

- d) Two (2) signing officers shall be required to sign all cheques written on behalf of the Parent Council one of whom may be a school administrator.
- e) No cheque shall be issued to any signatory of the cheque (i.e., a person cannot sign a cheque to him/herself.)
- f) No cheque shall be issued or signed unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- g) No blank cheques (for either an unknown vendor and/or undetermined amount) shall be signed.
- h) Before making any major purchase or entering into a contract with any supplier or outside organization, the President or a member of the Executive (if one exists) is advised to consult with the school division, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchase and tendering requirements under the Public Schools Act.
- i) The Treasurer of the Parent Council shall present a written financial statement of the Parent Council's accounts at each meeting of the organization (minimum of three times a year) and shall submit a copy of each financial report to the principal who shall retain one copy on file at the school for a seven-year period. This financial statement shall consist of at least:
 - i. A reconciled bank statement as of the end of the last preceding month.
 - ii. A listing of all issued cheques indicating name of payee, amount and purpose.

- iii. A statement of revenue and expenditures for each fundraising activity.
- iv. An annual Financial Statement shall be presented to the annual meeting of the Parent Council with a statement that the accounting records have been reviewed by an individual with an accounting background who is not a member of the Parent Council.
- j) Separate ledger account records should exist for each program or fundraising activity (lunch room program, play structure project, etc.) to accurately monitor and report on the associated revenues and expenditures for each fundraising activity.
- k) The decision on how monies are to be spent from Parent Council Funds shall be made by the Parent Council in relation to the purpose identified at the time of fundraising.
- l) Monies handed over by the Parent Council to be administered by the School are only to be spent on those activities (specific purpose) for which these monies were originally raised. All funds received from the Parent Council will become part of the School's funds and will be administered within all policies/procedures of the School Division.

Specific Guidelines – Cheque Signing Authorities

- a) For Category A funds (monies raised by the school), a School Administer and one other staff member must sign all cheques.
- b) For Category B and C funds (monies raised by Parent Councils), there shall be minimum of two (2) signing authorities, one of whom may be a school administrator.