

The Constitution  
Of  
Windebank Elementary School  
Parent's Advisory Council  
Amended September 25, 2000

**STATEMENT OF PURPOSE**

The Windebank Elementary School ("Windebank") Parents Advisory Council ("WPAC") is an association of the parents and guardians of children who attend Windebank. The objects of the group are:

- a. To act as a bridge between the school, the home and the community. To welcome and introduce new families to the school. To further school/community relations by utilizing local merchants and services wherever possible.
- b. To assist in the educational service at the school by working cooperatively with the principal and staff on relevant school policies, programs and concerns.
- c. To enhance staff awareness of the many facets of the WPAC and promote an active and effective relationship between parents and staff.
- d. To assist the school by encouraging parents to volunteer for various activities, which may include some fundraising events.

**BY-LAWS**

- A. The name of the group shall be the **Windebank Parents Advisory Council**.
- B. Membership
  1. Voting Membership
    - a. All parents or guardians of children attending Windebank Elementary School are eligible for voting membership.
    - b. The executive shall be elected by the voting membership at the Annual General Meeting (AGM). Nominations for these positions will occur one meeting prior to the AGM. One Member-at-Large position will also be open for election at the first regular meeting of the WPAC.
    - c. The newly elected members shall meet with the current executive subsequent to their election.

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- d. The executive shall consist of a president, past-president, vice-president, secretary (or secretaries), treasurer and a number of members-at-large to be determined at the AGM.
- e. The principal shall be an ex-officio non-voting member of the executive.
- f. The executive shall consult with the principal at a minimum of three executive meetings.
- g. No member of the executive shall hold the same office for more than three consecutive years.
- h. In case of a mid-term vacancy in the executive a replacement may be appointed by the president for the remainder of the term.
- i. In the case of a mid-term vacancy of more than two executive positions, an extra-ordinary AGM will be called to fill the vacant positions.

### 2. Associate Membership

- a. The teaching staff of Windebank Elementary School shall be associate or non-voting members.
- b. Members of the community are encouraged to take part in school affairs as associate members.

### C. MEETINGS

1. The Annual General Meeting (AGM) of the WPAC will take place at the last meeting of the school year. One Executive Meeting will take place after the AGM. The dates and times of the regular meetings shall be determined by the executive and shall be published for the parent's information.
2. The president shall convene, at such time and place as (s)he, in consultation with the executive, deem necessary:
  - a. Executive meetings
  - b. Special meetings of the voting membership
3. Meeting quorum:      10 at Annual General Meeting  
                                     5 at General Meeting  
                                     4 at Executive Meeting

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### D. GENERAL

1. No part of these by-laws may be repealed, amended or enlarged except by consent of two-thirds of the voting membership in attendance (quorum of ten) at the Annual General Meeting.
2. In all matters of procedure not covered by these by-laws, Robert's Rules of Order shall apply.

### E. DUTIES OF OFFICERS

#### 1. President:

- a. The President shall preside at all meetings of the executive and of the voting membership.
- b. The President shall be responsible for:
  - i. Preparation of the agenda for all meetings
  - ii. Ensuring that all activities of the association are regularly reported to the members.
  - iii. Arranging meetings whenever necessary or desirable with the School Board Trustee assigned as liaison to Windebank Elementary School.
  - iv. Arranging meetings with district personnel whenever possible.

#### 2. Vice-President:

- a. The Vice-President shall carry out the duties of the President during his/her absence.

#### 3. Secretary:

- a. The Secretary shall be responsible for:
  - i. Keeping minutes of all meetings.
  - ii. Conducting the correspondence of the association under the direction of the President and the Executive.

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### 4. Treasurer:

- a. The Treasurer shall receive all monies raised by the WPAC and account for all expenditures to the general membership.
- b. Signing officers shall include two executive members and one administrative staff member. One of each shall be required for all transactions.
- c. Expenditures in excess of \$100.00 require the approval of a simple majority at a general meeting.
- d. Special accounts (eg. For use by ad hoc committees for major fundraising activities) may be arranged on the advice of the executive and with the approval of a simple majority at a general meeting.

### 5. Members-at-Large:

- a. Responsibilities for Members-at-Large may include:
  - i. Acting as liaison with the District Parents' Association.
  - ii. Attending School Board meetings and reporting to the membership on relevant matters.
  - iii. Coordinating hot dog sales
  - iv. Assisting other officers in establishing ad hoc committees when deemed necessary.
  - v. Responsibilities for these duties shall be decided at the first executive meeting following the annual election of officers.

## F. MANAGEMENT OF FUNDS FOR WPAC

1. The Treasurer shall submit a monthly report to the WPAC for review.
2. WPAC books will be reviewed annually at the end of the school year by an external source.