

MCI PAC Constitution

Article I - Name

1. The name of the Association shall be the Morden Collegiate Parent Advisory Council (hereinafter referred to as "the Advisory Council").

Article II – Goals

1.	To support the students, the staff, the administration and the School Board in the education of our children at the Morden Collegiate Institute.
2.	To advise a . the student body; through the Student Council, b. the Staff; through the teacher reps, c. the administration; through its reps, and d. the School Board; through the Superintendent on all events, activities and policy regarding Morden Collegiate Institute
3.	To share information received and/or gathered and to inform the students, staff, administration, School Board members and the community of issues and decisions taken by the Parent Advisory Council.

Article III – Objectives

1.	To advise the School Administration on school matters as they pertain to school improvement, policies, organization and activities including the following: a. Curriculum and programs; b. Staff to student ratios (i.e. class sizes); c. Staff concerns; d. Cultural and extra-curricular activities (including fund-raising); e. Student discipline and behaviour management policies; f. Community access to school facilities; g. Transportation, parking and traffic flow issues; and h. School closures.
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- 2. To provide recommendations to the Board of Trustees of the Western School Division (hereinafter referred to as "the Board") with respect to the hiring and assigning of school administration.**
- 3. To participate in the development of the annual School Plan.**
- 4. To participate in the development of the school budget proposal, prior to submission to the Board.**
- 5. To establish a means of regular accountability to the school and community for involvement, activities, expenditures and recommendations.**
- 6. To support student functions and activities.**
- 7. To provide financial support to less fortunate students in their participation in school functions (i.e. slush fund).**
- 8. To recognise the hard work and dedication of the school staff during the annual National School Staff Appreciation Week.**
- 9. To communicate with other parent advisory councils within the Western School Division and work with them on common issues and provide for transition of students to Senior 1.**
- 10. To establish ongoing communication with all parents of the children enrolled and with community members. The Advisory Council is representative of their priorities and concerns.**
- 11. To promote community interest, understanding and involvement in the school and in the governance of the school.**
- 12. To support student achievement awards.**
- 13. To educate or assist in the education of students, parents and the community on educational issues through workshops and presentations by speakers.**

Article IV - Membership

- 1. Any adult interested in the objectives of the Advisory Council and residing within the school area or whose children are attending Morden Collegiate Institute may be a member of the Advisory Council.**
- 2. An annual membership fee of \$10 is encouraged but not compulsory.**
- 3. Advisory council members may participate in general discussion of the meeting and may bring forward topics for inclusion on the agenda by contacting the Chairperson . Members of the Advisory council with children in the school may vote at any regular meeting. Members of the community without children presently in the school may vote on issues when they are attending their second PAC meeting in the past 12 months. Community voting members can not exceed more than 1/3 of the total votes.**

Article V - Executive committee and their duties

- 1. The Advisory Council Executive Committee shall consist of a minimum of 5 parent/community members (whose duties are described below), the Principal, a designated and approved Teacher representative and a Student Council Representative. Voting privileges are restricted to the parent/community members.**

2. Membership shall be consistent with the guidelines and recommendations set forth by the Province of Manitoba.

3.	The Chairperson shall be responsible for: <ul style="list-style-type: none">a. Ensuring the Advisory Council activities are consistent with this constitution;b. Acting as a spokesperson for the Advisory Council;c. Presenting an annual report to the Board;d. Preparing agendas for and chairing meetingse. Preparation of an article concerning the activities of the Advisory Council for every (monthly) issue of the Morden Collegiate Newsletter. The article shall include an announcement or and invitation to the next Advisory Council meeting.f. Coordination and communication with other Western School Division parent advisory councils;g. Communication with the school, principal and the Board;h. Coordination or delegation of the Advisory Council’s activities during the annual National Staff Appreciation Week;i. Collecting, reviewing and summarizing for meetings, all correspondence received; andj. Signing authority on all financial transactions along with the Treasurer.
4.	The Vice-Chairperson shall be responsible for: <ul style="list-style-type: none">a. Assuming the duties of the chair if the chairperson is absent.
5.	The Secretary shall be responsible for: <ul style="list-style-type: none">a. Preparing and distributing accurate minutes and records of each meeting. Distribution shall be to all executive members (including Principal, Teacher Representative and Student Council Representative), all parent and community representatives at the meeting for which minutes are prepared, the Advisory Council Web page on MCI web page, the Board Superintendent, and all chairpersons of the other Western School Division parent advisory councils;b. Filing pertinent correspondence received and distributed;c. Maintaining storage of all written materials; andd. All written correspondence preparation and distribution.
6.	The Treasurer shall be responsible for: <ul style="list-style-type: none">a. Presenting financial reports at all regular and annual general meetings;b. All day-to-day financial activities;c. Preparing an annual financial report and a budget for a yearly review and approval by the Advisory Council;

	<p>d. Signing authority on all financial transactions along with the Chairperson.</p> <p>ef. Keeping an accurate list of memberships.</p>
7.	<p>The Volunteer Coordinator shall be responsible for:</p> <p>a. Soliciting volunteers for executive positions and for parent assistance in the school.</p> <p>b. Summarizing and distributing a table of volunteers and their respective duties they have volunteered for.</p>

8. Members at large may be assigned to ad-hoc committees and/or assist with special activities of the Advisory Council. (i.e. may be an ad-hoc committee to do an end of year internal audit of the books)

9. The Advisory Council shall meet on monthly basis during each of the ten school months. Meetings should be on a regular basis (e.g. the second Wednesday of every month at 7:30 pm) at a schedule suitable to all members as determined by consensus during the September meeting. Meetings shall take place at the school. Meetings shall be announced in the Morden Collegiate Institute Newsletter and posted outside on the school sign.

10.	<p>The Annual General meeting shall be held prior to the end of the current school year. The Annual General meeting shall be advertised throughout the school and community at least 14 days in advance. The business of Annual General meeting shall include:</p> <p>a. The election of Executive Committee officers;</p> <p>b. Any proposed by-law amendments;</p> <p>c. A financial report of the previous year;</p> <p>d. Plans, budgets and goals for the upcoming year; and</p> <p>e. Discussion of and solicitation of any major issue for which the parents should have input on or for which parents wish the newly elected Executive Committee to deal with during their term of office.</p>
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11. The Executive Committee shall have the power to conduct the routine and emergency business of the Advisory Council, and shall carry out such commitments as may be made by the general membership at the Annual General and regular Advisory Council meetings.

12. Vacancies occurring in any office of the Executive Committee between Annual General Meetings shall be filled by appointment by the Executive Committee for the unexpired portion of the term.

13. A quorum of the Advisory Council shall be three of the five Executive Members for the purpose of decision making or voting.

14. Terms of office for all Executive Committee members shall be one year, but longer terms shall be encouraged to provide consistency from year to year.

Article VI - Elections and Voting

1. Elections of all Executive Committee officers shall take place at the Annual General meeting.
2. Elections of all Executive Committee officers shall be by ballot only if requested.
3. Each member shall be entitled to one vote. Members shall be eligible to nominate, vote or stand for election to office.
4. The installation of officers shall take place at the close of the Annual General meeting, and they shall hold office until their successors are installed.
5. Eligible voters must be present at a meeting to participate in voting.

Article VII - Resolutions and delegations

1. The Advisory Council may make representation and recommendations to the Board or other community boards or agencies.

Article VIII - Resolutions and amendments

1. The by-laws of the Advisory Council may be amended at any Annual General meeting of the Advisory Council by an ordinary resolution adopted by two thirds (2/3) majority vote of the members present at the Annual General meeting.
2. Any resolution shall be deemed passed if a majority of the members present vote in favour of such a resolution.

Article IX - Dissolution

1.	<p>Should the Advisory Council cease to function:</p> <p>a. All files shall be archived in the school at a location determined by the school's administrative staff; and</p> <p>b. All outstanding invoices and financial commitments shall be paid out and any remaining money or other assets shall be turned over to the Student Council</p>
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