

**WEBBER ACADEMY
PARENT COUNCIL**

-BYLAWS-

(October 5, 2022)

TABLE OF CONTENTS

	<u>PAGE</u>
MISSION STATEMENT	3
OBJECTIVES/PRINCIPLES	3
 ARTICLES	
I. Definitions	4
II. Purpose	5
III. Decision Making/Voting Procedures	5
IV. Powers/Governance	6
V. Members	6
VI. Meetings	6
VII. Officers	6
VIII. Committees	8
IX. Annual General Meeting	9
X. Annual Report	9
XI. Amendments to the Bylaws	10
XII. Notices	10
XIII. General	10
CERTIFICATION	11

MISSION STATEMENT

The Webber Academy Parent Council unites parents and school to enhance the academic, social, and personal growth of all our children through participation in activities that strengthen the school community.

OBJECTIVES/PRINCIPLES

COMMUNICATE: foster open communication of non-academic topics among parents and school administration/staff.

- Implement a communication plan that reaches out to all Webber Academy parents and staff through a variety of media.
- Inform parents of Parent Council of purpose, participation, and programmes
- Publicize Webber Academy events and activities to the parent community
- Make Parent Council meeting minutes, financial reports, and other key documents available to the Webber community
- Gather input from Webber Academy parents and Administration/Staff to seek new opportunities to serve the school community

CONNECT: nurture a sense of school community and connection to all families.

- Welcome families and integrate families to the Webber Academy community
- Focus Parent Council efforts on activities that build connections among parents and staff
- Encourage parents to participate and interact at regular Parent Council meetings, committees, and events

COORDINATE: enhance our children's development by coordinating supporting and/or assisting with extra-curricular activities, events, and special celebrations.

- Collaborate with Webber Academy staff, parents, and students to identify programmes which can be enhanced by Parent Council support
- Implement a committee structure that enables meaningful parent involvement in various school programmes and activities
- Prioritize Parent Council involvement and allocate parent council resources (volunteer time and financial support) accordingly

ARTICLES

Article 1 - Definitions

In all bylaws of the Webber Academy Parent Council, unless the context specifies otherwise:

- (a) Annual General Meeting – means the annual meeting of the Parent Council, being open to all parents of students attending Webber Academy.
- (b) Annual Report – means a summary of the Council's activities for the year together with associated appendices.
- (c) Management – means the Management or Administration of Webber Academy.
- (d) Members – includes any number of interested parents from each of the grades, together with any number of the Management and Administration, who shall serve as ex-officio members of the Parent Council.
- (e) Officers – means the members of the Parent Council who occupy the offices of Chair, Vice Chair, Secretary and Treasurer.
- (f) Parents – means parents, guardians or legal custodians of a student or students registered at the School.
- (g) Resolution – means a decision made by the Parent Council through a majority of votes present at a meeting of the Parent Council.
- (h) School – means Webber Academy.
- (i) School Community – means the collective reference to the Management, Administration, Faculty, Academic Staff, Parents, and Students of Webber Academy.
- (j) Parent Council – means the Members taking part in Council meetings and activities as well as those elected and/or appointed to fulfill the mandate and vision as described in these bylaws.
- (k) Students – means the students enrolled in the School.
- (l) Teachers – means those persons (also referred to as academic staff) who are employed to teach students at the School.

Article II - Purpose

The Parent Council may, at its discretion may;

- (a) Forward comments and/or concerns voiced by parents to the Management or Administration;
- (b) Coordinate certain fundraising activities in the School that are delegated to it by the Management or Administration;
- (c) Perform duties or functions delegated to it by Management or Administration;
- (d) Act in an advisory capacity to Management and Administration;
- (e) Become involved in programs or initiatives in support of the School Community that are approved or coordinated by Management or Administration and are consistent with the objectives and principles of these bylaws. These can include, but are not relegated to:
 - (i) programs for parents;
 - (ii) supporting equipment needs for the classroom(s);
 - (iii) winter season and year-end celebrations;
 - (iv) lunchroom programs (i.e., fun lunches);
 - (v) uniform exchange;
 - (vi) school community volunteer coordination;
 - (vii) other, as applicable.

Article III - Decision Making/Voting Procedures

The decisions of the Parent Council shall be made as follows:

- (a) Voting on a motion shall be on the basis of one vote per member actually in attendance. Voting by proxy shall not be permitted;
- (b) A motion must be moved and seconded and pass by a majority (50% plus one) of the Members present at a meeting of the Parent Council;
- (c) The decision(s) must be stated clearly and recorded as such in the minutes of the meeting;
- (d) Any matter regarding expenditures in excess of \$500 may only be approved at a regular meeting of the Parent Council;
- (e) Except as noted in Article III (d), the Officers of the Parent Council may vote on and approve matters and expenditures with a two-thirds (2/3) majority vote, cast via email. Any matters or expenditures decided upon in this manner must be documented in the minutes of the next regular Parent Council meeting.

Article IV - Powers/Governance

- (a) The Parent Council, insofar as is reasonably practicable, shall ensure that all Parent Council activity is conducted with the involvement of concerned participants from the School Community and shall ensure that the decision making process as noted in Article III hereof is used to make decisions;
- (b) The Parent Council shall ensure, by way of adequate forewarning/scheduling of meetings, that each concerned member of the School Community shall have a reasonable opportunity in a timely matter to express views for consideration by the Parent Council.

Article V - Members

- (a) All members shall act in the best interest of the School and the students and according to these bylaws;
- (b) The Parent Council shall consist of no fixed number of parents;
- (c) The Management and Administration shall serve as ex-officio, non-voting members of the Parent Council.

Article VI - Meetings

- (a) Meetings of the Parent Council shall be held on a monthly basis as published in the school calendar or as decided by resolution of the Parent Council;
- (b) A quorum for the transaction of business at any meeting of the Parent Council shall be made up of no less than five (5) parents;
- (c) Records containing the minutes of all meetings, resolutions, and correspondence of the Parent Council and any committee thereof shall be maintained by the Secretary and be available to any concerned participant of the School Community who requests them.

Article VII – Officers

- (a) The Parent Council will elect from its members the following Officers (hereinafter collectively known as the “Executive”):
 - (i) Chair
 - (ii) Vice Chair
 - (iii) Secretary
 - (iv) Treasurer
- (b) Election of the Executive will take place at the Annual General Meeting;

- (c) No person may hold more than one (1) office or position at one time;
- (d) The terms of office shall be one (1) year from the Annual General Meeting to Annual General Meeting;
- (e) No office shall be held by the same person for more than two (2) consecutive terms;
 - (i) A person may continue to hold an office for more than two (2) consecutive terms when situations arise due to unforeseen circumstances, such as a global pandemic.

(f) Duties of the Officers:

(i) **The Chair**

- Has overall responsibility for Parent Council communications with parents and staff.
- Serves as spokesperson for Parent Council.
- Appoints committee chairs in consultation with other Officers.
- Provides leadership to the officer team including training and transition planning as needed.
- Is authorized to sign cheques for the organization with another authorized Officer.
- Develops the agenda for and presides at all Parent Council meetings.
- Presents the Annual Report at the Annual General Meeting.
- Unless it is not feasible, there is an understanding that the Chair agrees to fill the role of "Past Chair" in the year following their completed term as Chair.

(ii) **The Vice Chair**

- Presides at Parent Council meetings and performs all job responsibilities of the Chair in his/her absence.
- Provides oversight for Parent Council committee work and provides support to committee chairs.
- Is authorized to sign cheques for the organization with another authorized Officer.
- Attends and participates in Parent Council meetings.

(iii) **The Secretary**

- Communicates and publicizes meeting dates to parents.
- Records the minutes at all Parent Council meetings.
- Distributes minutes to all Parent Council officers and meeting

attendees following the meeting.

- Prepares correspondence for the organization, including all bylaw required notices, as needed.
- Maintains files of all Parent Council meeting minutes and any other relevant organizational documents as per article XII (d).
- Is authorized to sign cheques for the organization with another authorized Officer.
- Attends and participates in Parent Council meetings.

(iv) **The Treasurer**

- Has overall responsibility for management and reporting of Parent Council finances.
- Prepares the annual budget for Officer approval.
- Maintains the financial accounts for the organization, making deposits and preparing cheques as appropriate.
- Is authorized to sign cheques for the organization with another authorized Officer.
- Maintains the financial ledger and prepares financial reports for the organization; presents reports on finances at Parent Council meetings.
- Attends, participates in, and presents a monthly Treasurer's Report at Parent Council meetings.

(g) Duties of non-Officer Positions:

Past Chair

- Provides a smooth transition of knowledge, information, and documentation to the new Chair.
- Provides advice on past practices to support the Executive Team.
- Consults with the Executive Team on current business as needed.

- (h) Vacancies – In the event of vacancies within the Officers of the Parent Council for whatever reason, at any time during their respective terms, the Parent Council may vote at a regular Parent Council meeting to appoint qualified persons to fill vacancies, on an interim basis, until the vacancies can be filled by way of election at the next Annual General Meeting.

Article VIII - Committees

- (a) The Parent Council may appoint committees consisting of one or more Members and others from the School Community with either delegated or advisory responsibilities;

- (b) Unless otherwise determined by the Parent Council, there shall be a:
- Library Committee;
 - Nomination Committee (re: elections at Annual General Meeting);
 - Volunteer Committee;
 - Others, as required.

Article IX - Annual General Meeting

- (a) The first or second Parent Council meeting each School year shall be the Annual General Meeting of the Parent Council;
- (b) The Annual General Meeting will be advertised throughout the School at both the end of the prior school year (no later than seven (7) days prior to the last day of school) and at the opening of the current school year;
- (c) The Annual General Meeting shall be chaired by the Parent Council Chair from the previous year;
- (d) Election for the Officers of the Parent Council will take place at the Annual General Meeting and will be chaired by the Nominations Committee Chair. Elections shall take the form of nominations or expressions of interest from the floor, if in the form of nomination then acceptance of nomination by the nominee, and vote as per Article III of these bylaws;
- (e) All parents are eligible for nomination or to express interest for election;
- (f) All parents are eligible to vote as per Article III procedures;
- (g) The business of the Annual General Meeting shall include:
- (i) the election of Officers;
 - (ii) Annual Report of the previous year;
 - (iii) discussion of any major issue in which all parents may wish to have input;
 - (iv) any formal evaluation of the Parent Council;
 - (v) any proposed bylaw enactments or amendments;
 - (vi) other matters, as deemed appropriate by the Chair.

Article X - Annual Report

- (a) The Parent Council, through the Chair, must prepare and provide an Annual Report at the Annual General Meeting and to Management and Administration, if requested;

- (b) The Annual Report shall include:
 - (i) a summary of the Parent Council activities for the previous year;
 - (ii) a financial statement;
 - (iii) copies of the minutes of each Parent Council meeting held during the previous school year;
- (c) The summary (Article X (b) (i)) shall be presented to all attendees of the Annual General Meeting, while the financial statement and copies of the minutes will be available for viewing;
- (d) The Parent Council shall make copies of the Annual Report available to all concerned members of the School Community.

Article XI - Amendments to the Bylaws

- (a) The bylaws remain in force from year to year unless amended at the Annual General Meeting of the Parent Council;
- (b) The bylaws of the Parent Council may be amended by a two-thirds (2/3) majority at an Annual General Meeting of the Parent Council;
- (c) Notice of proposed bylaw amendments must be circulated with the notice of meeting as per Article IX (b) of these bylaws.

Article XII - Notices

- (a) Every opportunity shall be made by the Parent Council to ensure that each concerned participant of the School Community shall have a reasonable opportunity to express his or her views for consideration and to attend meetings;
- (b) Except for Notice of Annual General Meeting, as per Article IX (b) of these bylaws, it is expected that at least seven (7) days prior notice will be given for all meetings and proceedings and that such notice will be given by as many of the following practices as are applicable to the School:
 - (i) posted at the School;
 - (ii) included in newsletters;
 - (iii) communicated through any electronic mail or computer home page system.

Article XIII - General

- (a) **Fiscal Year** – the fiscal year of the Parent Council shall be from August 1 to July 31:

- (b) **Signing Authority** - Executive Officers, specifically the Chair, Vice Chair, Secretary and Treasurer, are authorized signatories for Parent Council. Any two Officers are authorized to open/close accounts, sign cheques or execute agreements. Any two Officers are required for approval of e-transfers through emails, which will then be stored in the Parent Council Treasurer email account. Where applicable, the Parent Council will appoint additional signing authorities for specified purposes, not including the opening/closing of accounts;
- (c) **Effective Date** – These bylaws or amendments to these bylaws shall come into force when approved by a two-thirds (2/3) majority at an Annual General Meeting.
- (d) **Record Keeping** – The Parent Council shall maintain records of its minutes, proceedings, financial statements, and Annual Reports, which shall be available for inspection, and/or copies thereof, by concerned participants of the School Community, upon request. The said records shall be stored in a duly designated file cabinet in the Administrative Offices of the School.

CERTIFICATION


These bylaws are certified to be in force effective the 05 day of October 2022.

WEBBER ACADEMY PARENT COUNCIL

CHAIR Michelle Besseling Date: October 5, 2022
(NAME)


(SIGNATURE)

VICE CHAIR Pamela Klein Date October 5, 2022
(NAME)


(SIGNATURE)