

CONSTITUTION

Admaston Public School Parents Advisory Council
182 Stone Road, Renfrew ONTARIO K7V 3Z5
Phone: 613-432-5577 Fax: 613-432-6067
2013

MISSION STATEMENT

The purpose of the Admaston Public School Parents Advisory Council (furthermore known as **APSPAC**) is to provide and encourage two-way communications with the school family. We will actively seek the views of our school community and encourage parental involvement and support. We will work within the policies of the Renfrew County District School Board, and become well informed about school and school board policies and procedures.

*The **APSPAC** may NOT discuss salary, personnel matters, or personal matters. It will not become directly involved in matters relating to individual teachers and students.*

PURPOSE AND OBJECTIVE

The purpose and objectives of the **APSPAC** are, but not limited to advising on the following:

- School code of student behaviour
- Curriculum and program goals and priorities
- School community communication strategies
- Local school calendar
- School budget priorities including local capital improvement plans
- Methods of reporting to parents and the community
- Community involvement in the school
- School based services and community partnerships related to social, health, recreational and nutritional programs
- Preparation of a school profile
- Selection of principals
- Cultural and extra-curricular activities in the school
- Development, implementation and review of board policies at the local level
- The responses of the school or school board to achievement in provincial and board assessment programs
- Responding to the Ministry of Education and Training initiatives and documents
- Community use of school facilities
- Local co-ordination of services for children and youth

MEMBERSHIP

Members of the **APSPAC** shall include, but not be limited to:

- Parents and guardians of students enrolled in the school;
- Teachers and non-teaching staff member of the school;
- Community representatives;
- Principal and/or Vice Principal;
- A student enrolled in the school at the discretion of the **APSPAC** 's executive.

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EXECUTIVE MEMBERS

The **APSPAC** shall be managed by an executive comprised of a minimum of the following:

- Five (5) and no more than twelve (12) parent/guardian representatives (elected by parents/guardians) – Only the parents/guardians (one (1) per family) of students attending Admaston Public School are eligible to vote
- One (1) and not more than two (2) teacher representatives (elected by staff)
- One (1) non-teaching staff member (elected by staff) where and when available
- The Principal or designate
- One (1) community representative – appointed by the **APSPAC**

At all times the majority of the executive positions must be held by parents/guardians. The current term non-parent/guardian executive members of the **APSPAC** shall have one (1) vote each. At all “call for votes” the number of eligible parent/guardian members must outnumber the number of non-parent/guardian members.

ROLES AND RESPONSIBILITIES OF THE EXECUTIVE

CHAIR

- Call **APSPAC** meetings
- Prepare the agenda for the meeting in consultation with the Principal
- Chair the meetings
- Ensure the minutes of the meeting are recorded and maintained
- Participate in information and training programs or a designate thereof
- Communicate with the School Principal
- Ensure that there is regular communication with the School community
- Consult with senior board staff and trustees, as required

TREASURER

- Report all financial activities since the previous report at each **APSPAC** meeting
- Use the “Admaston School Council Refund Form” with receipt or invoice for all disbursement of **APSPAC** money
- The SPCPAC Treasurer or their designate shall immediately give money to be deposited to the School Secretary for deposit on behalf of School Council

SECRETARY

- Keep accurate minutes and records of meetings to be kept at the School
- Take care of correspondence
- Provide notice of meetings

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FUNDRAISING CHAIR

- Seek out, share and confirm fundraising activities
- Keep a detailed record of pertinent information related to fundraising activities
- Present progress and final report as requested by **APSPAC**
- Submit all records to the Chair at the conclusion of each fundraising activity
- Organize the distribution of the fundraising "goods" on delivery day

PRINCIPAL

- Obtain and provide information required by the **APSPAC**
- Supports and promotes **APSPAC's** business
- Acts as the link between the **APSPAC** and the School
- Asks for advice from the **APSPAC** in the areas within its jurisdiction
- Acts as a resource to the Council on law, regulations, board policies and collective agreements
- Encourages the participation of parents and other people within the School community
- Ensures that copies of the Minutes of the **APSPAC** meetings are kept at the school
- Helps the **APSPAC** communicate with the School Community
- Organizes and runs all future elections with the **APSPAC** Chair
- Assist the Chair to prepare and set the agenda

TERM OF OFFICE

- All positions of the **APSPAC** are for a two (2) year term, starting in September and ending after two years at the September annual general meeting.
- If an executive member resigns or cannot carry out the remainder of their term, the current remaining executive members may either appoint a qualified person to fill the remainder of that term or wait until the next election meeting and add that position to the slate of open positions.
- The person in a position for the term of two years may continue if nobody wishes to take over that position.

ELECTION OF EXECUTIVE MEMBERS

- Parents/guardians will run without declaring a position.
- All executive positions shall be decided at the first meeting of the new executive members.
- Unless all executive members of the **APSPAC** are new, the position of Chair and Treasurer shall be decided from a list of executive that sat on the previous **APSPAC** – this is to ensure continuity.
- Elections shall be held at the September annual general meeting.
- The **APSPAC** will post advance notice of the election. The call for nominations should be posted within the school, inserted into the Schools monthly newsletter or made available for as wide a distribution as possible.
- A formal written declaration of candidacy/nomination must be submitted to the school's administration office, one week prior to the election held at the September meeting. All declarations will be collated by the Chair and Principal.
- All candidates, if number more than the available open positions, should be prepared to make up to a 5 minutes presentation at the September meeting.

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- Open Parent/Guardian positions shall be filled by candidate(s) who has (have) the most votes through a secret ballot vote at the September meeting.
- Parents/Guardians shall be elected by the Parents/Guardians of students enrolled in the school.
- If there is not more or equal number of candidates for open positions, those candidates shall be acclaimed as an executive member of the **APSPAC**.
- If there are not enough candidates for open positions, then the current sitting executive of the **APSPAC** may appoint a qualified person to fill that position.
- The positions held by the teacher representative and non-teaching staff representative will be elected by their peers.
- The position of Community Representative shall be appointed by the executive of the **APSPAC**.
- The chair of the **APSPAC** shall be a member who is also a parent. The Chair may not be a Board employee.
- Each person on executive shall hold only one (1) position.

MEETING PROCEDURES

- At the beginning of the school year (September) the executive of **APSPAC** shall set meeting dates for the remainder of the school year.
- A minimum of four (4) general meetings to be held during the school year.
- The Chair in conjunction with the Principal may amend, cancel or change the date and time of any meeting.
- There will be an annual general meeting during the month of September of each school year.
- At all **APSPAC** meetings an agenda must be set prior to the meeting and be available a minimum of three (3) days prior.
- At all **APSPAC** meetings minutes shall be kept and these shall be approved by the next **APSPAC** meeting.
- All meetings will not exceed 2 hours. Should there be unfinished business after the prescribed time, a vote will be held to continue with the meeting or reschedule.
- The agenda and minutes will be kept in a binder at the school.

QUORUM

A quorum for all APCPAC meetings shall consist of:

- One (1) school Principal or designate;
- One (1) additional **APSPAC** executive member;
- The **APSPAC** Chair or Co-Chair; and
- At all meetings the parents/guardians attending shall be 50% plus one of the voting members of the **APSPAC**
- All members are expected to attend at last 50% of all regularly scheduled four (4) meetings during the school year, otherwise the member shall relinquish his/her position, unless the **APSPAC** decides that there were valid extenuating circumstances.
- Members shall be expected to extend regrets for non-attendance through the School Secretary or Chair.
- Members must be in attendance in order to vote.
- Decisions made at the **APSPAC** meetings will be made by a majority vote. Voting privileges are for members only. The Chair is a non-voting member and can only vote to break a tie. The Principal may not vote.

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MEETINGS LOGISTICS/PROTOCOL

- All meetings shall follow the guide known as “Robert’s Rules of Order” (see Attachment 1) unless stated in this constitution.
- Agenda items must be told to the **APSPAC** Chair a minimum of one (1) week prior to any meeting, with the exception outlined for constitutional amendments.
- The Chair and Principal shall have the discretion on whether to add the submitted item to the agenda or to postpone it to the next meeting.
- Where possible, consensus will be the preferred method of decision making. Consensus means group solidarity in sentiment and the belief/general agreement/judgement arrived at by those concerned. The Chair may at his/her discretion defer the issue, call for a vote, or ask for consensus on an issue. In the case that a decision cannot be reached through consensus regarding an issue, the Chair may decide on one of the following:
 - Have a vote by a show of hands by those present in which a 51% majority shall carry the vote;
 - To defer the issue to the next meeting;
 - Defer the issue to a special meeting; or
 - Defer the issue to a sub-committee.
- Only the parents/guardians (one (1) per family) of students attending Admaston Public School are eligible to vote. The current term non-parent/guardian executive members of **APSPAC** shall have one (1) vote each. At all “call for votes” the number of eligible parent/guardians must outnumber the number of non-parent/guardians.
- Any motion that contradicts provincial laws and regulations, local policy or **APSPAC** Constitution is out of order, even if it was voted on and passed by majority vote.

SUB-COMMITTEES

- The Admaston Public School Parents Association will be the Sub-committee of the **APSPAC**.
- All fund raising by any sub-committee shall be approved first by the sub-committee in charge of the fundraising. All fund raising activities shall be monitored by the sub-committee in charge of fund raising.
- Any sub-committee wishing to propose policy or commit the **APSPAC** to any future direction shall follow the *Meeting Logistics/Protocol* so it is added as a separate agenda item before it is presented to the **APSPAC**.
- Each sub-committee shall be formed as required by the Executive Committee.
 - consist of a minimum of one (1) voting **APSPAC** member and any other member who wishes to participate and is approved by the majority of the **APSPAC**;
 - consult with the **APSPAC** whenever necessary;
 - keep a detailed record of pertinent information;
 - present a progress and final reports as requested by **APSPAC**;
 - submit all records to the Chair at the conclusion of the sub-committee’s duties;
 - be formed at a **APSPAC** meeting;

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-consist of a Chair or Co-Chair and any other eligible parent, guardian, student, teacher, support staff or administrator of Admaston Public School – the **APSPAC** Chair or his/her designate may also sit on all sub-committees as a regular member;
-table an up to date status report at each **APSPAC** meeting, while the sub-committee is active.

FINANCE

- The **APSPAC** Treasurer or their designate shall immediately deposit any money received into the **APSPAC** bank account.
- Any disbursement of the money raised by the **APSPAC** or its sub-committees shall be used for the betterment of the students attending Admaston Public School.
- The Treasurer shall report all financial activities since the previous report at each **APSPAC** meeting.
- All disbursement of **APSPAC** money shall require completion of the “Admaston School Council Refund Form” with original receipts or invoices in the attached envelope (see Attachment 2).

AMENDMENTS

Any proposed change or addition to the Constitution must be submitted in writing, with a signature, to the Chair at least two (2) weeks before regularly scheduled meeting and placed on the agenda. The change must be presented in the motion form and passed by a 2/3 majority at a meeting with a minimum of one (1) more than 50% of the voting members in attendance.

In addition, the Constitution is to be reviewed by the **APSPAC** during each school year, at the September meeting. At this meeting any proposed additions or changes must be submitted as above. No proxy voting is allowed.

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Attachment 1

ROBERT'S RULES OF ORDER

An individual must be recognized by the Chair before obtaining the floor to make a motion.

Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement, "I move that ..."

Before the motion can be considered, another individual must second the motion.

Once a motion has been made and seconded, the Chair or Secretary restates the motion (states the question) so that everyone clearly understands what is being proposed. From this point until the motion is voted on, all discussion must focus on the question.

If members of the group wish to discuss the motion, the Chair opens the debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.

If no one indicates a desire to speak further to the issue, the Chair then puts the question and conducts the vote.

Until the Chair states the question (motion) the person making the motion may change it, although the seconder may withdraw and the change motion may need another seconder. Once the question has been stated, the motion can only be amended formally by:

- The person making the motion may propose to change it, if the Chair asks if anyone objects. If someone does object, the question to change the motion is put to a vote. If the group consents to the change, the debate continues on the motion as amended.
- Someone else may move to amend the motion by saying, "I move to amend the motion by...". Then the normal process for a motion as outlined above is followed.
- An amendment to an amendment may also be proposed, but a third amendment is out of order.

At any time before a vote, the person making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed. If the Chair has already stated the question and a request to withdraw the motion is made, the Chair asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

A motion to table a motion means to set it aside to discuss at another time so that more pressing business can be discussed or more information about the issues can be obtained. The following rules apply to tabling a motion:

- The motion to table takes precedence over the motion being discussed.
- The motion to table requires a seconder.
- There can be no debate on a motion to table.

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Attachment 2

Admaston School Council Refund Form

(Original receipts in attached envelope)

Date	Particulars	Amount	Refunded To

Admaston School Council Refund Form

(Original receipts in attached envelope)

Date	Particulars	Amount	Refunded To