

# **Green Acres School Parent Council**

## **Constitution and Bylaws**

**Revision April 10, 2026**

# Green Acres School Parent Council

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Constitution and Bylaws

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## 1. ENTITY NAME

- 1.1. The name of the organization shall be the Green Acres School Parent Council.

## 2. MISSION

- 2.1. The mission of the Parent Council is to support student learning and well-being by fostering strong partnerships among families, school staff, and the community. We work collaboratively to promote open communication, inclusion, and a positive school environment for all K-8 students.

## 3. GOALS

- 3.1. To provide a formal means of consultation and advice (i.e. input) to the Principal and Employees on issues of importance, such as the school philosophy, mission and vision, school policies, school improvement plans, programs and budget allocations to meet student needs.
- 3.2. To promote communication and stimulate continuous improvement through meaningful involvement by all members of the school community.
- 3.3. To contribute to the effectiveness of the school by promoting the positive involvement of parents, children, and other community members.
- 3.4. To organize and provide additional resources to the school through approved fundraising activities.

## 4. CODE OF CONDUCT

- 4.1. It is agreed the Green Acres Parent Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community, but an effective process exists within the school system for resolution of concerns about individuals. The Executive will offer support and guidance of the process with an individual's concerns.
- 4.2. An Executive member or parent council member who is approached by someone with a concern relating to an individual is in a privileged position and must treat such discussion as confidential, within the bounds of this Constitution.
- 4.3. A parent who accepts a position as a Parent Council Executive Member shall:
  - 4.3.1. Work to ensure that the well-being of all students is the primary focus of all decisions.
  - 4.3.2. Perform their duties with honesty and integrity.
  - 4.3.3. Uphold the constitution and bylaws, policies, and procedures of the Parent Council
  - 4.3.4. Take direction from the members, ensuring that representation processes are in place. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns.
  - 4.3.5. Work to ensure issues are resolved through due process.
  - 4.3.6. Strive to be informed and only share reliable and correct information.
  - 4.3.7. Respect all confidential information.
  - 4.3.8. Successfully complete their Respect in School certification, Criminal Record Check, and Child Abuse Registry Check as per BSD requirements to be a school volunteer.

## 5. MEMBERSHIP

The membership of the Parent Council shall consist of:

- 5.1. Parents and primary guardians of students enrolled in Green Acres School, represent all the school community, and who shall be voting members at the annual general meeting for the purpose of electing an Executive Committee for representation.
- 5.2. Principal and staff (teaching and non-teaching) of Green Acres School shall be non-voting members of the group.

## 6. GOVERNANCE

The Executive Committee shall consist of:

- 6.1. A President, Vice-President, Secretary, Treasurer and Events Chair.
- 6.2. Executive positions are to be filled by parents/primary guardians of students enrolled at Green Acres School.
- 6.3. Members of the Parent Council, Executive Committee, Parents/Primary Guardians of a student enrolled at Green Acres School are eligible to be elected to an executive position on the Parent Council.
- 6.4. The terms of office are from the Annual General Meeting (AGM) annually until the following AGM.
- 6.5. The Executive of the Parent Council can be elected by Parents/Primary Guardians of students enrolled at Green Acres School attending the AGM or at the first Parent Council meeting by Parent Council members.
- 6.6. The incoming president must have at least one year of experience as an executive member on the Parent Council board.
- 6.7. Operates in accordance with the stated policies and practices in Brandon School Division.

## 7. DECISION MAKING

- 7.1. Decisions at Parent Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- 7.2. If a decision is made by a vote, the motion must be moved, seconded, and passed by most Parent Council Executive members.

## 8. BANKING

- 8.1. The Executive shall have decision making authority as to what bank or credit union to use.
- 8.2. The bank account will be one main bank with sub-accounts for Parent Council, Playground Fund, and any surplus share accounts.
- 8.3. Parent council signing authority will be provided to four executive members: President, Vice-President, Treasurer, and Events Chair. The principal may be a fifth signing authority if desired by the current executive.

## 9. QUORUM

- 9.1. Quorum will be attained when 50% plus one of Parent Council Executive voting members are present at any duly called General Meeting.

## 10. DUTIES OF THE EXECUTIVE

### 10.1. The President

- 10.1.1. Plans meetings and prepares agendas.
- 10.1.2. Facilitates Parent Council meetings.
- 10.1.3. Acts as spokesperson for the Parent Council (unless otherwise delegated).
- 10.1.4. Serves as the Parent/Guardian Advisory representative to attend Board meetings.
- 10.1.5. Call for an AGM, prepare and circulate the AGM package at minimum two weeks prior to the AGM date.

### 10.2. The Vice President

- 10.2.1. Assists the President with duties, as assigned,
- 10.2.2. In the absence of the President, assumes the duties of the President.
- 10.2.3. Supports the events chair as needed.

### 10.3. The Secretary

- 10.3.1. Maintains accurate minutes and records of Parent Council meetings,
- 10.3.2. Documents and files all correspondence and communications
- 10.3.3. Keeps an accurate list of names and addresses of Parent Council members.
- 10.3.4. Ensures all material relating to the Green Acres Parent Council, all meeting minutes and any relevant documents are forwarded to the Green Acres School Principal.

### 10.4. The Treasurer

- 10.4.1. Reconcile bank accounts for all Parent Council and Lunch Program accounts\*
- 10.4.2. Circulate a copy of monthly bank statements to the executive
- 10.4.3. Provide financial reports to the Brandon School Division as required
- 10.4.4. Write all operational cheques and provides reimbursements related to parent council.
- 10.4.5. Deposit all incoming moneys from parent council fundraisers within one week of parent council receiving the funds.

### 10.5. The Events Chair

- 10.5.1. Coordinate and arrange fundraising and events throughout the calendar year.
- 10.5.2. Apply to the school division annually with all planned fundraisers.
- 10.5.3. They (or a delegate) will apply for required lottery licenses with Manitoba Liquor Commission.
- 10.5.4. As required, they may seek additional assistance from the Vice-President.

## 11. VACANCIES

- 11.1. Except for the Parent Council position filled by the principal, the Parent Council may appoint Parent Council members to fill vacancies until the election at the next AGM.

## 12. COMMITTEES

- 12.1. Parent Council may appoint committees that consist of Parent Council members. Committees report on their activities at Parent Council meetings and meet outside of Parent Council meetings to complete their assigned tasks.

### 13. MEETINGS

- 13.1. The first meeting of the Parent Council is held within 20 school days after the first day of the school year.
- 13.2. The Parent Council will meet a minimum of six times during the school year.
- 13.3. Regular meetings will be the second Monday of the school year months unless otherwise scheduled.
- 13.4. Meetings will take place at 6:00 PM in the school unless otherwise posted or virtual via TEAMS (Contact the school directly for the TEAMS invite).
- 13.5. Special meetings of the Parent Council may be called by the Executive or at the written request of five (5) Parents/Guardians of students enrolled at Green Acres School.
- 13.6. Absences of the executive members need to be declared by contacting all other executive members at minimum two hours prior to a meeting.

### 14. ANNUAL GENERAL MEETING (AGM)

- 14.1. The AGM of the Parent Council will be held within 30 days of the end of the school year or at an appropriate time during the school year determined by the Executive.
- 14.2. The meeting will be advertised throughout the school and the school community at minimum two weeks prior to the AGM date.
- 14.3. Election of executive positions will take place at the AGM.
- 14.4. The incoming executive will be effective July 1.
- 14.5. The outgoing executive members will ensure appropriate transition of parent council responsibilities to the incoming executive members.
- 14.6. All Parents/Guardians of students attending Green Acres School are eligible for election.
- 14.7. All Parents/Guardians of students attending the Green Acres School are eligible to vote at the AGM.
- 14.8. The business of the AGM shall include:
  - 14.8.1. Election of Executive members.
  - 14.8.2. Proposed bylaws/operating procedures amendments.
  - 14.8.3. Motion to accept a financial statement of the school year.
  - 14.8.4. Plans and budget for the upcoming year.
  - 14.8.5. Discussion of any major issues in which parents should have input, such as:
    - 14.8.5.1. Changes to the vision or mission statement of the school
    - 14.8.5.2. Major changes in the school program or focus
    - 14.8.5.3. Formal evaluation of the Parent Council.

### 15. ANNUAL REPORT

- 15.1. The President, prepares and provides the school with an annual report circulated at the June meeting of each year:
  - 15.1.1. A summary of the Parent Council's activities of the year.
  - 15.1.2. A summary of the year as prepared by each executive member.

- 15.1.3. The executive will make the annual report available to all members of the school community and include it with the AGM minutes.

#### 16. AMENDMENTS TO CONSTITUTION AND BYLAWS

- 16.1. The bylaws remain in force from year to year, unless amended at the AGM.
- 16.2. The bylaws of the Parent Council may be amended by a majority vote of the membership at an AGM. A special meeting may be called to make amendments to bylaws at times other than the AGM if 30 days notice of a voting meeting is provided to the membership.
- 16.3. Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

#### 17. ALLOCATION OF FUNDS

- 17.1. Annually, parent council funds will be used to fund school and student related needs which include but are not limited to school field trips, classroom resources, technology, playground replacement fund, Grade 8 Grad, and other initiatives.
- 17.2. The executive will request a “wish list” from the staff at the beginning of each school year to determine where any additional funds will be spent.
- 17.3. The focus will be placed on items that are not funded through the Brandon School Division, according to the needs of students, staff, and parents/guardians (in this order).
- 17.4. All expenditures must be approved by a majority vote of the executive at a meeting where quorum is achieved.
- 17.5. If a working executive is not convened at an AGM, the existing council will present a plan one month later, outlining the disbursements of all existing funds.