



IRWIN PARK

**Irwin Park Parent Group
Constitution and Bylaws**

Adopted June 14, 2022

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CONSTITUTION

Section I: Name

The name of the organization shall be the Irwin Park Parent Group (“IPPG”). The IPPG will operate as a non-profit organization and be represented by its elected Executive Committee.

Section II: Definitions

Parents – the parent(s) or guardian(s) of a student registered at Irwin Park Elementary School

Irwin Park Parent Group (“IPPG”) – the legally recognized organization consisting of Parents and guardians of Irwin Park Elementary School students

School – Irwin Park Elementary School

SD45 – School District No. 45 is the West Vancouver School District

DPAC – the West Vancouver District Parent Advisory Council of SD45, which is recognized by the Board of Education of School District No. 45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local School

DPAC Representative – the parent elected by IPPG to the DPAC of SD45

WVBE – West Vancouver Board of Education

Section III: Purposes

1. Promote the education of Students by supporting the School’s teachers and administration in ways jointly determined to be high impact.
2. Contribute to a sense of community within the School, and between the School, home and neighbourhood.

3. Advise School staff and administration with the parent perspective on School programs, activities and policies.
4. Communicate with Parents and promote cooperation between School and home.
5. To generate financial support for the goals and operations of the IPPG.
6. Organize and support activities for Students and Parents.
7. Promote a spirit of respect and open-mindedness within the school community.

Section IV: Dissolution

1. The IPPG shall be dissolved in the event that:
 - a. the School is permanently closed; or
 - b. for three consecutive years, there are less than three Parents willing to serve as Executive Officers.
2. In the event of dissolution or winding up of the IPPG, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the IPPG shall be distributed to the School.
3. In the event of dissolution of the IPPG, all records of the organization shall be placed under the jurisdiction of SD45.

BYLAWS

Section V: Membership

1. All parents and guardians of students currently registered at Irwin Park Elementary may be voting Members of the group. Membership is free. Each Member is entitled to, and the IPPG shall provide without charge, a copy of its Constitution and Bylaws upon request.
2. Non-voting Membership: The School principal, vice-principal and staff are non-voting Members. They are entitled to speak and to be heard at General Meetings.

3. Every member shall uphold the Constitution and comply with these Bylaws.
4. Every member is encouraged to attend as many IPPG meetings as possible and to become knowledgeable about educational programs and resources of the school. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

Section VI: Meetings

1. There shall be no fewer than four General Meetings a year, including the Annual General Meeting, open to all members.
 - a. A schedule of a year's General Meeting dates is to be posted on the school website by the end of September.
 - b. Meeting dates may be changed at the discretion of Chair, Vice Chair, or a quorum of Executives when they no longer serve the majority of the parents or if the majority of the Executives can no longer make those dates.
2. There shall be an Annual General Meeting for the purpose of election of officers held in June of each year.
3. The Executive meetings and additional General Meetings shall be held at the discretion of the Executive.
4. IPPG meetings shall not be a forum for the discussion of personal problems with individual School personnel, students, Parents, or other individual members of the School community.

Section VII: Voting

1. The voting Members present at any duly called General Meeting shall constitute a quorum of 3 members of the Executive.
2. Unless otherwise provided, motions arising at any meeting shall be decided upon by a simple majority vote.

3. In the case of a tie vote, the motion will be lost. The motion may however be brought again at a future meeting.
4. Voting of Members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands—this includes voting for the election of Executive Officers, except in the instance of acclamations.

Section VIII: Election of Executive Officers

1. The Executive Officers shall be elected from the voting Members at the Annual General Meeting, except that no employee/elected official of the School District or Ministry of Education shall hold an Executive position.
2. Call for nominations shall be made no later than 30 days in advance of the AGM meeting date.
3. Should an officer resign, cease to be a member, or cease to hold office for any reason, the Executive may immediately appoint an Acting Member to fill the role until an election for the position is held at the Annual General Meeting.

Section IX: Term of Office

1. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
2. Any elected Member of the IPPG Executive may serve on the Executive for as many years as he/she is elected to a position.

Section X: Executive

1. A Board of elected officers and the immediate Past Chair shall manage the affairs of the Executive.
2. The Executive Officers will be as follows:

- a. Chairperson
 - b. Past Chairperson (not elected)
 - c. Vice Chairperson
 - d. Secretary
 - e. Treasurer
 - f. Communications Chair
 - g. Volunteer Coordinator
 - h. District PAC Irwin Park Representatives (2)
 - i. Member-at-Large
3. In the event that one or more positions cannot be filled, the Elected Officers will, on a best effort basis, work collaboratively to ensure the proper functioning of the Executive. Three filled positions will be considered the minimum for an Executive in good standing.
 4. There shall be three signing officers at all times.
 5. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while conducting IPPG affairs.
 6. All Executive Officers are required to assist with the handover of their respective roles to incoming replacements to facilitate a smooth transition.

Section XI: Duties of the Officers

1. Chairperson
 - a. Convenes and presides at General, Special and Executive Meetings
 - b. Directs the affairs of the association
 - c. Ensures that an agenda is prepared and presented
 - d. Knows the Constitution and Bylaws and meeting rules
 - e. Represents the parent body to school administration, school board (SD45), and DPAC
 - f. Meets and coordinates with the Principal on a regular basis
 - g. Along with the Vice Chair, assists with events and fundraising ideas and events
 - h. Ensures that IPPG activities are aimed at achieving the annual objectives and purpose of the IPPG
 - i. Prepares a year-end report summarizing the activities of the past year for presentation to the Annual General Meeting
 - j. Communicates with the parents at regular intervals via email, the website and meetings

- k. Is the official spokesperson for the IPPG
 - l. For continuity, this position should, whenever possible, be filled by a member with previous IPPG Executive experience.
2. Vice Chairperson
- a. Assumes the responsibilities of the Chairperson in the Chairperson's absence or upon request
 - b. Assists the Chairperson in the performance of their duties
 - c. Along with the Chairperson, assists with ideas and implementation of upcoming events and fundraising activities
 - d. Accepts extra duties as required
 - e. Prepares and presents the slate of nominations for Executive Officers of the IPPG each year
3. Secretary
- a. Records the minutes of General, Special and Executive meetings in writing and posts electronic copies on the IPPG website
 - b. Keeps an accurate and up-to-date copy of the Constitution and Bylaws
 - c. If changes are made to the Constitution and Bylaws, ensures they are dated and initialled and a copy is submitted to the office of School District #45 for safekeeping
 - d. Safely keeps all administrative records of the PAC and creates a repository of IPPG records for successive PAC Executive Officers, including, but not limited to, General and Executive Meeting minutes, newsletters, correspondence, survey results, and committee reports
4. Treasurer
- a. Maintains an accurate record of all revenue and expenditures of the IPPG
 - b. Reconciles the Munch-a-Lunch system with the bank account
 - c. Disburses funds authorized by the IPPG
 - d. Provides a record of all revenues and expenditures and a balance of each account at General Meetings
 - e. Deposits all monies collected on behalf of the IPPG in an account at a recognized financial institution approved by the Executive
 - f. Presents financial statements for the past year at the Annual General Meeting, and prepares the final statements to the end of the school year (June 30) before leaving the position
 - g. Presents a proposed budget of expenditures, as drawn up by the Executive, for approval at the first General Meeting of the new school year
 - h. Ensures that another signing officer has access to the IPPG books in the event of his/her absence
 - i. Is responsible for completing and filing the Annual Gaming Grant Application

- j. Is experienced with QuickBooks and/or Excel
5. Communications Chair
 - a. Advises members of upcoming IPPG meetings, events & general information through the IPPG Facebook (or other social channel adopted by the Executive)
 - b. Oversees social media communications plan
 - c. Assists with quarterly newsletter or other communications
 - d. Encourages parents to become involved in IPPG activities and fundraising events
 6. Volunteer Coordinator
 - a. Reports to Executive on current volunteer needs for upcoming events
 - b. Manages database/master contact list of volunteers for IPPG events
 - c. Assists fundraising and event leads with recruiting and placing of volunteers
 - d. Schedules and helps manage volunteers for events, sharing timelines and their individual duties
 - e. Responds to all volunteer enquiries in a timely manner
 - f. Provides feedback for post-event assessment regarding volunteer needs and experiences
 7. District PAC Irwin Park Representatives (2 positions)
 - a. Attends all (monthly) DPAC meetings
 - b. Represents, speaks and votes on behalf of the IPPG (is responsible to find alternate Executive member to attend in their absence so that Irwin Park is represented).
 - c. When issues are known in advance of DPAC meeting, is responsible for discussing such with Executive to solicit majority position and votes accordingly
 - d. Reports to IPPG Executive after each meeting and presents at General Meetings on matters relating to the DPAC
 8. Member-at-Large
 - a. As a member-at-large, regularly liaises with Class parents on important IPPG matters
 - b. Updates the Executive on classroom activities and initiatives
 - c. Should expect to be involved in one or more committees as a member or lead
 - d. Should be prepared to fulfill other special functions as necessary
 - e. Helps with recruitment of volunteers for events and fundraising activities
 - f. Encourages parent participation at General Meetings and IPPG events

Section XII: Committees

1. Standing and Ad-Hoc Committees shall be formed when necessary. The Executive may delegate any, but not all, of its powers to Committees consisting of Executive Members and/or Members of the IPPG to undertake specific responsibilities and projects.
2. All committees must appoint a Committee Chairperson. The Committee Chairperson is responsible for communicating to the IPPG Chairperson and, as required, any other executive officers and/or members.
3. The IPPG Executive may appoint members to committees annually.
4. Committees shall submit reports to the IPPG Chair for addition to General Meeting agenda when a Committee requires either financial, human resources or Executive decision making support

Section XIII: Finances

1. A budget and tentative plan of expenditures should be drawn up by the Executive and presented for approval at the first General Meeting of the new school year (typically in late September).
2. The executive committee will present all proposed expenditure beyond the current approved budget for additional approval by providing explanation of the proposed expenditure in writing to the IPPG members prior to a IPPG general meeting wherein a vote shall take place
3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The Executive shall name at least three (3) signing officers for banking and legal documents. Two (2) signatures will be required for these documents.
5. The Executive shall have the authority to cover expenses for previously authorized School activities without further consent of the General Membership.
6. A Treasurer's report to all Members should be presented at each IPPG meeting and made available to all parents.

7. An Annual Treasurer's Report shall be prepared and presented to Members at the Annual General Meeting.
8. A need for audits will be agreed upon by the Members at any General Meeting, whereupon an independent auditor will be appointed as needed.

Section XIV: Constitution and Bylaw Amendments

1. IPPG members may, by a majority of not less than two-thirds (2/3rds) of the votes cast at a general meeting, amend the constitution and bylaws of the IPPG.
2. Any proposed amendment to the constitution and bylaws must be submitted in writing at the previous general meeting of the IPPG

Section XV: Code of Conduct

1. The IPPG is not a forum for the discussion of individual School personnel, students, parents or any other individual Members of the School community.
2. An Executive Member who is approached by a parent with a concern is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as an IPPG Executive Member:
 - a. Upholds the Constitution and Bylaws, Policies and Procedures of the IPPG.
 - b. Performs her/his duties with honesty and integrity.
 - c. Works to ensure that the well-being of all students is the primary focus of all decisions.
 - d. Respects the rights of all individuals.
 - e. Takes direction from the Members, ensuring that representation processes are in place.
 - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
 - g. Works to ensure that issues are resolved through due process.
 - h. Strives to be informed and only passes on information that is reliable and correct.
 - i. Respects all confidential information

- j. Supports public education

Section XVI: Removal of an Executive Member

1. Should an officer fail to attend to the duties of the office, the officer may be removed by an affirmative vote of two-thirds of the members who are present at a general meeting and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than fifteen (15) days before the general meeting.
3. The executive committee may appoint an interim officer and a replacement shall be elected by the members at the next general meeting.

Section XVII: Disclosure of interest

1. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.