

Parent Participation Organization

By-Laws

Functions of the Parent Participation Organization (PPO)

- ✚ To promote participation of the parents in the development, implementation and periodical evaluation of the school's educational project.
- ✚ To encourage parents' participation in their child's schooling.
- ✚ To advise the Governing Board or the Principal on any matter they are required to submit to or about which the parents are concerned.
- ✚ To determine the overall fundraising objectives.

- ✚ A maximum of 25 members shall be elected to the PPO on the night of the General Assembly.
- ✚ The voting, if necessary, must be done by written ballot.
- ✚ Only parents with a child in the school are eligible to vote. The eligibility of all the parents wishing to vote will be verified.
- ✚ All ballots will be collected exclusively by school administration and/or members of the Governing Board at the end of the voting period.
- ✚ The Tallying of the votes will also be done exclusively by and in the presence of the school administrators and/or members of the Governing Board. No nominees are permitted to be present during the ballot count.
- ✚ Only members of the previous year, can, in case of emergency, be nominated by proxy. To be allowed to do so, members must (mandatory) contact the school principal prior to the meeting.
- ✚ The names of all the other parents who do not get voted into the PPO will have their name placed on the alternate list. The name of the non-elected parent who received the most votes will be placed first on the list. The remaining names will be placed in descending order according to the number of votes received.
- ✚ In case of an election, it is vital that the person(s) leading the election procedure iterate that:
 1. Regardless of election results, all parents are welcomed to sit at Governing Board and PPO meetings.
 2. ALL parents are welcome to submit queries to the PPO in writing before meetings.
 3. ALL parents are welcome to volunteer for any PPO or school events that require parent volunteers.

Roles of the Elected Members

President

- ✚ Official spokesperson of the PPO and the link between the PPO and the school administration.
- ✚ Chairs PPO meetings.
- ✚ Calls the meetings.
- ✚ Drafts the Agenda.
- ✚ Encourages the participation of all members.
- ✚ Ensures follow-up of PPO decisions.
- ✚ Is a member of all sub-committees and coordinates their works.
- ✚ Signs all letters, documents, etc., distributed on behalf of the PPO.
- ✚ Is responsible for the preparation of the Annual Report.

Vice-President

- ✚ Is the President's teammate, and helps accomplish his/her tasks.
- ✚ Replaces the President when absent or unable to act.

Secretary

- ✚ Records and drafts Minutes of PPO meeting.
- ✚ Keeps the list of PPO members up-to-date.
- ✚ Assists the President with any secretarial duties.

Treasurer

- ✚ Is responsible for keeping a formal record of all monetary transactions.
- ✚ Is responsible, together with the President, for all PPO bank transactions.
- ✚ Co-signs, with the President, all cheques for payment.
- ✚ Gives a financial report at every meeting.
- ✚ Keeps all receipts.
- ✚ Works with the President on the Annual Report.

Members of the Parent Participation Organization (PPO)

- ✚ All PPO members must participate actively in the work of the PPO which includes membership on two (2) sub-committees.

Role of the Principal

- ✚ Provides liaison between the school and the PPO.
- ✚ Makes the PPO aware of the needs and problems of the school.
- ✚ Participates in the work of the PPO within the scope of his/her functions.

Roles of the Sub-Committees

- ✚ The main aim of sub-committees is to make the work of the PPO more efficient.
- ✚ The PPO may establish any number of sub-committees to handle specific areas of PPO work.
- ✚ Possible sub-committees may be:
 - Fundraising
 - Special Events

- Graduation
 - Dress Code
 - Photos
 - etc...
- ✚ The role of sub-committees is to carry out certain tasks or to develop projects and plans within their mandate and submit these to PPO for approval.
 - ✚ Sub-committees must also present a status report, in writing, on all their activities to PPO.

Fundraising Sub-Committee

- The Fundraising sub-committee shall set their objectives and determine the number of fundraisers early in the school year.
- They may set short and/or long term objective(s).
- They shall also respect and follow through all long term objectives that previous School Committees have committed to.
- All fundraisers shall be planned to ensure that they do not coincide with other fundraisers organized with the school (ex. library).
- All objectives and fundraisers shall be submitted to the PPO for approval.
- A letter shall be sent to the parents before each fundraiser informing them of the upcoming event, including the objective(s) of the fundraiser.
- A report on the results shall be sent to the parents shortly after each fundraiser.

Meetings

Regular

- ✚ The PPO must hold a minimum of five (5) meetings during the school year.
- ✚ At its first meeting, at the beginning of the year, the PPO determines the schedule of its meetings and also the place, the time, and the frequency.
- ✚ The meetings of the PPO are public.
- ✚ Parents are admitted as observers, however, their questions and comments must be submitted in writing before or after the meeting.

Special (emergency)

- ✚ The President may call a special meeting of the PPO.
- ✚ A special meeting may be called by at least one third of the membership, the Principal or School Board.

Sub-Committees

- ✚ These meetings are scheduled as necessary by the chairperson of that sub-committee.
- ✚ All PPO members are informed of the date, time and place of these meetings
- ✚ All PPO members are welcome to attend.

Call to Meeting

- ✚ The call to meeting must be sent two clear days before the date of the meeting.

- ✚ It must include the proposed Agenda, the Minutes of the previous meeting and all pertinent documentation.
- ✚ The Agenda may serve as the call to meeting.
- ✚ In the case of an emergency or special meeting, a call to meeting may be by any efficient means, providing that a period of at least three (3) hours elapses between the call to meeting and the meeting itself.

Agenda

- ✚ Serves as a guide for direction of the meeting.
- ✚ Determines the subjects to be discussed.
- ✚ May include the following items:
 - Opening of the meeting
 - Adoption of the Agenda
 - Approval of the Minutes of the previous meeting
 - PPO business
 - Report of the Treasurer
 - Sub-Committee business
 - Correspondence
 - Varia
 - Close of the meeting
- ✚ Prepared by the chairperson in cooperation with the Principal.
- ✚ Any other member must advise the chairperson about a question or business that he/she wants to be included in the Agenda.
- ✚ At the beginning of the meeting, the chairperson must submit the proposed Agenda to the members of the PPO for approval. Any member may add to it, delete from it, or change the order of the subjects placed on it.
- ✚ Once the Agenda has been approved and adopted, any change in the order of the items and/or any addition require a motion adopted by 2/3 of the members present.
- ✚ At special or emergency meetings, items may be added to the Agenda only if all the members are present and if they consent to it by majority vote.

Minutes

- ✚ The Secretary must draft the Minutes of each meeting and record them in the register of the Minutes of the PPO.
- ✚ The Minutes must indicate:
 - the date, hour and place of the meeting
 - the names of the members present and those who are absent
 - verification of quorum
 - registration of dissidence, if necessary
 - the time of the close of the meeting
- ✚ The Secretary must read the Minutes at the beginning of each meeting, unless a copy has been sent or given to each member not less than six (6) hours before the beginning of the meeting during which they must be approved.
- ✚ Errors and omissions must be corrected immediately and do not affect the approval of the Minutes.

- ✚ Only the members who attended the meeting may propose and second before the approval of its Minutes.
- ✚ After the Minutes are approved they are signed by the chairperson and countersigned by the Secretary.
- ✚ Duly approved resolutions are enforceable before the approval of the Minutes.

Debates, Amendments and Decisions

- ✚ The chairperson determines the rules of procedure relative to the discussions of the PPO.
- ✚ The rules may be changed by Resolutions adopted by majority vote.
- ✚ Decisions are taken by Resolutions proposed by a member and adopted by majority vote of the members present. The Motions need not be seconded.
- ✚ An Amendment is a change in a Motion.
- ✚ Any member may propose an Amendment to a Motion, by deleting, adding or replacing words, but may not change or alter the basic intent of the original Motion.
- ✚ Every Amendment must be moved, discussed and voted before the discussion on the Motion can be resumed.
- ✚ When discussion seems ended, the chairperson asks if the members are ready to vote. If there are no valid objections, the chairperson or the Secretary reads the Motion again and invites the members to vote.
- ✚ The decisions adopted during the emergency meetings must be ratified during the next meeting, which can be a regular one or a meeting called with a two (2) clear-day notice.

Voting Procedures

- ✚ To determine the feeling of the PPO on a Motion, it is necessary for each member to indicate whether or not he/she is in favour of the Motion. Depending on the type of motion, a simple majority or a two-thirds may be required.
- ✚ There are several ways in which members may express their decision:
 - By show of hands. Here the Chairperson may ask the members for a show of hands. The Chairperson may count hands and declares the result.
 - By secret ballot. It may be used for controversial issues, such as the election of officers and the election of new members. Each member is given a piece of paper (ballot), then they mark their choice(s) in the appropriate way, fold the paper and return it to the scrutineer(s). The scrutineer(s) count(s) the votes. The result is declared by the Chairperson. For the selection of officers, only the result is given and recorded, not the number of votes for and against.
 - By proxy. Any member who is absent from a meeting during which a motion will be voted on and of which the member is aware prior to that

meeting can vote on said Motion by proxy. The member must submit his/her decision in writing to the Chairperson prior to that meeting.

- ✚ Casting vote. If a Motion results in a tie, the Chairperson may then vote to break the tie.
- ✚ The result is counted by how many members are for, against or abstain to a Motion, and is determined by the larger number of members for or against only.
- ✚ A unanimous vote indicates the total support of the organization for or against a Motion.

Attendance

- ✚ Members must advise the Chairperson, Vice-President or the Secretary of any absences.
- ✚ Three (3) consecutive unmotivated absences will result in dismissal from PPO. The Secretary will communicate with any member(s) with two consecutive unmotivated absences to remind them of the consequences of missing a third consecutive meeting.
- ✚ Any member who wants to resign during his/her term of office must do so in writing.
- ✚ Any vacancy in the positions of President, Vice-President, Secretary or Treasurer must be filled within thirty (30) days. No vacancy can be filled by a member already holding a position on the executive board unless they resign their current position to place their candidacy for the other position.
- ✚ In the event of multiple nominees, an election will be called. Nominees must not be present during the vote. The vote will be done by secret ballot.

Conduct of the Members

- ✚ Members must obtain authorization to speak from the Chairperson.
- ✚ Members must always address the Chairperson.
- ✚ Members must confine their remarks to the subject under study or the Motion being discussed.
- ✚ Members may make a Motion or request an Amendment.
- ✚ Members have the right to ask questions and seek information in order to be in a position to vote for or against a Motion.

Confidentiality

- ✚ If necessary or because of the confidential nature of certain subjects, the meeting may be held in camera, that is to say, in private session, if a member requests it.
- ✚ All PPO members have a responsibility to exercise judgement in discussing, outside of PPO, subjects dealt with at PPO meetings.

Operating Budget

1. Financing

- Financial expenditures are approved by the Governing Board

2. Annual Budget

- The PPO will administer its budget and gives an account of it to Governing Board.

3. Admissible Expense Rules

- ✚ Participation on the PPO is on a volunteer basis
- ✚ The PPO establishes expenses rules and all expenses must be approved by Resolution of the PPO, as well as members' expenses previously authorized by the chairperson. Receipts are required.

4. Administration of the Allocated Resources

The Principal places at the disposal of the PPO the premises for the meetings and also the administrative support services and the equipment of the school according to the procedure he/she has established, especially with regard to stationery, secretarial services and files.

Communication

- ✚ The PPO must establish a policy to ensure communication with all the parents of children attending the school. It can, in this way, promote parental participation in the development, implementation and evaluation of the school's educational project.
- ✚ Among other things, it makes available to the Governing Board its Minutes and every document it deems relevant.
- ✚ It establishes a procedure for consultation with various school authorities.