

**Peter Skene Ogden Senior Secondary  
Parent Advisory Council Constitution**  
November 12 1996 (amended May 2000 & October 2018)

**Article 1 - Name**

The name of this Council shall be the Peter Skene Ogden (PSO) Parent Advisory Council.

**Article 2 - Purpose**

The purpose of the Council shall be to serve in an advisory capacity in terms of the following:

1. To work actively to help achieve excellence in education and to promote the welfare of our students.
2. To advise the school on parental views about school programs and policies.
3. To give parents an understanding of the school and its work and to assist in interpreting the school and all its aspects to the public.
4. To organize school activities and events for the benefit of students, parents, and the school.
5. To confer and co-operate with organizations other than the school which concern themselves with the care, protection and training of youth in the home, school and community.

**Article 3 - Membership**

The voting membership in this Council is open to all parents and guardians of students attending PSO. Administration, teacher and community member participation is encouraged (May 2000).

**Article 4 - Principles**

The Council shall be non-commercial, non-partisan, non-sectarian and non-racial in membership and operation.

**Article 5 - Officers**

1. The officers of the Council shall be: Chairperson, Vice Chairperson, Secretary and Treasurer. If required, up to three members-at-large may also serve as officers of the Council.
2. No member of this Council may hold the same office for more than three one-year terms.

### **Article 6 - Duties of the Officers**

1. The Chairperson shall preside at all meetings of the Council and of the Executive Committee and shall perform all other duties pertaining to the office of this Council. The Chairperson shall be a member, ex-officio, of all Committees except the nominating committee.
2. The Chairperson shall be the spokesperson for the Council.
3. Any other Executive member shall preside at meetings in the absence of the Chairperson and shall carry out such duties as may be assigned by the Council or Chairperson.
4. The Secretary shall keep minutes of all General and Executive meetings and shall be responsible for all official correspondence of the Council. As well, the Treasurer shall keep an accurate record of all receipts and expenditures and shall be in charge of all funds of the Council.

### **Article 7 - Executive Committee**

1. The Executive Committee shall consist of the table officers of the Council (May 2000).
2. The Executive Committee shall have the power to fill any vacancy which occurs in the offices of the Council or the Executive Committee between annual meetings of the Council.
3. Absence of an Executive member from three consecutive meetings without good cause shall constitute a resignation from the Executive Committee.

### **Article 8 - Meetings**

1. Meetings shall be held monthly commencing in September and ending in May or June (October 2018).
2. The May or June meeting shall be designated as the Annual General Meeting (October 2018).

### **Article 9 - Quorum**

1. A quorum of a General Meeting shall be the number present at the beginning of the meeting; there must be a minimum of two (2) officers present.
2. A quorum of an Executive Committee shall be a majority of its members.

### **Article 10 - Nominations**

Election of officers shall be held at the October meeting. Nominations shall be called for and shall be made from the floor with the consent of the nominee.

### **Article 11 - Dissolution**

In the event of the dissolution of the PSO Parent Advisory Council, all assets of the Council shall be turned over to Peter Skene Ogden Senior Secondary School.

### **Article 12 - Change in the Constitution**

Amendments to the Constitution can be made at the Annual General Meeting, voted on by the members and adopted with a majority vote.