



Membership Terms of Reference Manual

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The Manitoba Association of Parent Councils (*hereinafter referred to as MAPC*)
Terms of Reference for Membership Manual serves as a governing document

outlining policies that affect membership and show the operation of the MAPC Board of Directors. This document is reviewed by the MAPC Policy Committee, with an updated copy posted online or made available to voting members on request.

1. INTRODUCTION

a. Guiding Principles

Policy Preamble

1. MAPC takes its energy and direction from its members. Its strength lies in the diversity of its membership and educational partners, the cohesiveness of all members in support of its goals, and the support of its educational stakeholders.
2. MAPC operates on the basis that each member and partner is important. Its activities are determined by the needs of its members. Its success is judged by its members and partners.
3. MAPC is committed to taking a leadership role in identifying and acting upon any and all public policy issues and trends as they affect their members in respect to matters dealing with strengthening the parental voice and involvement in public education in the province.
4. MAPC works to achieve credibility and build relationships with its members, partners, educational stakeholders and funders. It constantly works to maintain its position as the voice for parents within the public education system, and a reference point regarding matters of public policy affecting parental advisory council members.
5. MAPC strives to be open and ethical in all it does. It treats members, partners, educational stakeholders and staff with dignity and respect. It strives for quality in all its undertakings.

Governance/Constitution

MAPC is a not for profit corporation operating in accordance with the by-laws adopted by its members. MAPC is incorporated provincially. The MAPC Board of Directors consists of volunteer directors, duly nominated and elected by their peers, and member Parent Advisory Councils. The Board of Directors has fiduciary responsibility for the organization. It employs an Executive Director who is responsible for carrying out activities approved by the Board. It has an Executive, which has delegated tasks and powers as given by the Board of Directors. In accordance with its by-laws and the requirements of the Manitoba Corporations Act, the organization operates with a governance policy.

The MAPC internal policy and Membership Terms of Reference governance models have two objectives:

1. To be an effective tool to help the MAPC Board and membership address both short and long-term issues as they arise in both a responsible and responsive manner.
2. To be an effective tool to help the Executive Director and staff facilitate the development and implementation of MAPC Board and membership policy in the service of the members, partners and educational stakeholders.

Responsibilities of the MAPC Board

1. Be well informed on issues and agenda items that require the attention of the Board.
2. Prepare for, attend and actively participate in Board meetings.
3. Prepare for, attend and participate in the meetings of assigned committees.
4. Lead long range planning and development with the assistance of staff.
5. Keep confidential information confidential.
6. Approach Board decision-making with an open mind and participate in making the best possible decisions for MAPC.
7. Represent the interests of members, partners and educational stakeholders served by MAPC.
8. Work co-operatively with other Board members.
9. Respect and support the decisions of the Board; especially in public venues and forums.
10. Represent the organization to the broader community.
11. Establish the policies necessary to govern the programs, services and performance of the organization.
12. Monitor the finances of the organization and assist in the budget process.

Responsibility of MAPC Members

1. Keep informed on the organization by receiving and reviewing newsletters, e-bulletins, AGM and conference and other mail out packages throughout the school year.
2. Prepare for, attend and actively participate in MAPC publicized meetings and events.
3. Prepare for, attend and participate in the meetings of assigned committees if acting in that capacity for MAPC as a volunteer.
4. Understand the need to keep confidential information confidential (will be required to sign an Oath of Confidentiality).
5. Approach Board decision-making with an open mind and participate in making the best possible decisions for MAPC when requested to participate.
6. Work co-operatively with other members and with the MAPC Board.
7. Respect and support the decisions of the Board; especially in public venues and forums.

8. Represent your PAC and MAPC membership to the broader community in a respectful manner and method.
9. Support the policies necessary to govern the programs, services and performance of the organization.
10. Monitor the finances of the organization at the AGM each year.

Roles in Policy Development

1. Policy formation is the responsibility of the MAPC Board. Committees of the Board, ad-hoc groups and administrative staff support this process. Policy formulation is based upon timely, clear information provided by members, committees, and staff working through the Executive Director. The volunteer leadership brings knowledge of the educational process and the role of parents in that forum as it affects policy development. Staff can apply the knowledge of day to day operations and practices of the organization. This information is cooperatively shaped into policy proposals for the Board.
2. Policy determination is the sole responsibility of the Board of Directors. The Board alone has the legal responsibility, authority and accountability for policy decisions. Policies become guidelines for staff work, programs, and committee activities. Policies are the vehicles for achieving organizational purposes and objectives. A reporting process should be determined at the time a policy is made.
3. Policy implementation is the responsibility of the Executive Director. The Executive Director, and support staff under their direction, has the task of carrying out policy which influence day to day operations. The Executive Director may ask volunteers (membership, committees or individual board members) to help implement a policy. When Committees take action, they only do so with a clear mandate from the Board. In effect, all staff and volunteers taking Board-sanctioned action report through the Executive Director. When staff and committees seek to interpret and implement Board approved policies, they can expect the support of the Board.
4. Policy administration is the sole responsibility of the Executive Director and his/her staff. They are responsible for organizing the systems to make a policy operable (i.e. office procedures, staff assignment, etc.).
5. Policy evaluation is the responsibility of both the Board and staff. It is important to regularly monitor the effectiveness and impact of policy decisions, and to make recommendations for continuation and change. This way, both the MAPC Board and staff can monitor the short and long range effects of a policy.

b. Mandate for Policy Committee

The committee shall review these policies on an ongoing basis. It will present suggested changes and/or additions to the MAPC Board of Directors.

c. Interpretation of MAPC Policies

Definition: Policies are formal operating and financial procedures adopted by the MAPC Board of Directors, focusing on those which are critical to the operation of MAPC.

Policies can be added to, amended, or deleted by a majority vote of the MAPC Board of Directors.

Policies are not in conflict with the MAPC Constitution but are meant to simplify, clarify, and interpret them.

Policies shall remain in force until amended or rescinded.

Policies will be reviewed on a regular basis and will be applied to all situations encountered.

d. MAPC Logo and Name

The MAPC logo and/or its name are the adopted symbol for the Association. External use of the MAPC logo and/or its name shall only be granted with direct written consent by the MAPC Board of Directors.

2. COMMUNICATION

a. Correspondence

Any correspondence for board directors shall be directed through the office. No personal contact information for individual board directors shall be given out. All correspondence directed to the Board of Directors shall be recorded and brought to its attention. All correspondence will be made available at the next Board Meeting. Correspondence requiring follow up or action will be acknowledged and placed on the next Board Meeting agenda.

b. Bulletins and Newsletters

MAPC will communicate with its members regularly by way of bulletins, newsletters, brochures and e-bulletins. Newsletters will be sent out to members only, with the exception of the first newsletter of the year – which is sent to all schools in Manitoba to encourage the growth of membership.

c. Website

The MAPC website will be maintained on a regular basis by a member of the staff or other designate as approved by the MAPC Board of Directors.

The website will be used to promote and inform visitors of conferences, meetings, updates, or issues pertaining to education or parental involvement in schools. Such items must meet the guidelines set out by the MAPC Board of Directors and be consistent with the Constitution.

MAPC is not responsible for the views or opinions expressed in a discussion forum on the website.

d. Publication Policy

All new resource publications such as brochures and modules must be sent in draft form to all members of the Board of Directors for approval. A copy of each new publication will be provided to each member of the Board of Directors.

3. FINANCIAL

The MAPC Board of Directors is accountable for the finances and mission of the organization.

a. Funding

MAPC receives an annual operating grant, sustaining grant, and Advocacy Project grant from MB Education. This is applied for, reviewed, and evaluated annually prior to issuance of the next year's monies with MAPC and the financial liaison for Manitoba Education. All items within the Funding Agreement are verified against existing policy to ensure no conflict between them shall arise. MAPC works collaboratively with MB Education to continue developing appropriate reporting structures.

b. Annual Review

MAPC will engage in an organizational review on a regular basis to ensure its programs, goals, governance and objectives are being met to the standards set by the MAPC Board of Directors, Manitoba Education, membership and other partners.

c. Financial Procedures

1. A draft budget, which has been approved by the Board of Directors, shall be presented by the Treasurer at the Annual General Meeting. Once it

has been approved by the MAPC membership, it is shared with the MB Education liaison, along with a detailed Goals Document.

2. There shall be no deficit budgeting.
3. At each Annual General Meeting, the Board shall present to the members for their approval:
 - a. A budget for the next fiscal year
 - b. Financial statements from the previous year as per 8.4 of the MAPC Constitution, from an accredited auditor approved by membership at the prior year's Annual General Meeting.
4. The budget adopted by the membership at the Annual General Meeting shall not be amended without the Board of Directors approval.

4. UNDERSTANDING THE ROLE OF THE MAPC BOARD OF DIRECTORS

a. Job Descriptions

Board of Directors' Job Description

- Is a member of the MAPC Board of Directors.
- Regularly attends board meetings and important meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other board members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the board's annual evaluation and planning efforts.

In addition to the responsibilities outlined in the Board Director job description, the following executive positions are outlined with their respective duties and enhanced leadership responsibilities noted:

President's Job Description

- Is a member of the MAPC Board of Directors and Executive Committee.
- Serves as the recognized leader of the organization.
- Provides leadership to the Board of Directors, who set policy and to whom the Executive Director is accountable.

- Chairs meetings of the Board after developing the agenda with input from the Executive Director and Board Directors.
- Encourages the Board's role in strategic planning.
- Serves ex officio as a member of committees and attends their meetings when available.
- Discusses issues involving the organization with the Executive Committee and the Executive Director, as well as informing the Board.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Executive Director any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Formally evaluates the performance of the Executive Committee, with input from all directors, and informally evaluates the effectiveness of the Board Directors.
- Evaluates annually the performance of the organization in achieving its mission and goals.
- Performs other responsibilities as assigned by the Board of Directors.

Vice President's Job Description

- Is a member of the MAPC Board of Directors and Executive Committee
- Performs the President's responsibilities when the President cannot be available (see President's Job Description)
- Reports to the President and provides counsel
- Works closely with the President and other Directors and Staff.
- Participates closely with the President to develop and implement Board Director transitions such as succession, orientation, and recruitment.
- Performs other responsibilities as assigned by the Board of Directors.

Secretary Job Description

- Is a member of the MAPC Board of Directors and Executive Committee
- Records and transcribes minutes of MAPC Board Directors' Meetings and maintains an up to date Minutes binder for reference at meetings
- Ensures Minutes are distributed to Directors shortly after each meeting
- Is sufficiently familiar with legal documents (articles of incorporation, by-laws, and constitution, etc.) to note applicability during meetings.
- Works closely with the President and other Directors and Staff.

Treasurer Job Description

- Is a member of the MAPC Board of Directors and Executive Committee
- Oversees finances and fiscal matters for the organization and provides written reports to the Board of Directors.
- Provides an annual draft budget to the Board of Directors for membership approval
- Provides an annual draft goals document in conjunction with the Executive Director
- Works closely with the President and Executive Director as well as other Directors and Staff.

b. Criminal Record Checks

All Board Directors are required to have a Criminal Record Check completed, or provide proof thereof. This process shall be initiated at the Board retreat of the year in which they are first elected to the Board. Any costs incurred will be paid for by MAPC. Failure to disclose pending conviction(s) will suspend active Board duties. Upon clearance of conviction(s), duties will then be reactivated.

5. CODE OF ETHICS FOR MAPC DIRECTORS

It is hoped that this Code will enable MAPC Directors to be effective and that it will help those involved with MAPC to have confidence in their work.

a. Application and Enforcement

This code applies to a person who has been nominated to MAPC to provide input, counsel and representation for member parent councils, and/or students from member schools within the public education system in Manitoba.

1. To act as a nominated Director to the board of MAPC requires explicit agreement to:

A. Abide by:

- The Constitution, By-Laws, Policies and Procedures of MAPC
- This Code of Ethics
- The disciplinary procedures developed and adopted by the appointing body; and

B. Support:

- The concept of public education; and
- The work and philosophy of MAPC.

2. The following rules are intended to govern the director in their relationship with the board as a whole, other partner groups, other agencies, other parents

and students, and the appointing body, so that all will benefit from high standards of volunteerism on the part of the director.

3. It is the obligation of the Director to report and to encourage other directors or staff to report, in writing, any real or apparent breaches of this Code forthwith to the President of MAPC.

b. Integrity

1. MAPC Directors should demonstrate objectivity, have a good understanding of fairness, and believe that all human beings have equal worth.

2. MAPC Directors shall avoid any activity that could create a conflict of interest, which might affect, or be perceived to affect, their judgment as a director.

3. MAPC Directors shall treat and work with other directors, staff, members of the organization and outside educational partners in a professional manner that best represents our organization.

4. MAPC Directors must recognize that, because they carry personal biases, they must continually monitor their own beliefs and behaviours in order to best represent the ideals and visions of our organization in a fair, open and non judgmental manner.

c. Competence

1. A MAPC Director shall perform their services in a conscientious, diligent, and efficient manner in accordance with this Code.

2. It is the obligation of the MAPC Director to ensure that they have the qualifications to deal with the specific issues and assigned tasks involved. These shall include, but not be limited to:

- The ability to keep accurate records,
- Communicate well, both verbally and in writing, and
- Have skills in conflict resolution

3. MAPC Directors shall become informed of items that may impact their ability to govern as officers of the organization such as:

- The Manitoba Public Schools Act and the Education Administration Act,
- Local School Division and school policies, procedures and protocol, and,
- Other items that influence parent and student rights
- Internal governance documents as adopted and approved by MAPC

4. MAPC directors shall also be informed on and willing to follow the guidelines, procedures, and processes outlined in the MAPC Advocacy Project.

5. MAPC directors shall not make any false, misleading, or unfair statements or claims regarding their role, skills and qualifications.

6. MAPC directors understand that they shall advise, at the outset, that any complaints about their work should be directed to the President of MAPC for direction and advisement of the Executive.

d. Confidentiality

1. Any information received by MAPC directors from the board (in camera) or other parties is confidential and shall not be voluntarily disclosed to anyone who is not party to the organization unless MAPC has:

- A. Determined that the information is non-identifying and is to be used for research or educational purposes;
- B. Obtained the written consent of those involved allowing the release of specific personal information; or
- C. Obtained the written consent of other parties involved in the process when the information to be released is of specific personal nature to them;

2. Any information divulged shall be limited to what is absolutely necessary to accomplish the purposes, which have been determined.

3. Confidentiality shall be discussed with the full board at the outset of any actual processes.

4. MAPC Directors shall maintain confidentiality of the organization's files and/or information at all times.

e. Disciplinary Measures

1. This Code of Ethics will be administered by the Executive of the appointing body, which will be chaired by the President, or designate, of MAPC.
2. Because most MAPC directors are volunteering their time to provide services to the organization, it is recommended that disciplinary measures be corrective rather than punitive. For example, if the infraction is minor, the disciplinary measures should be designed to enable the MAPC director to improve their performance. Each case should be dealt with on its own merits and should take into consideration the MAPC director's past actions and activities. Disciplinary measures may range in scope from a verbal reprimand to dismissal as a board member.
3. It is hoped that this approach will encourage MAPC directors to comply voluntarily with the Code of Ethics and will enable them to achieve the high standards necessary to be both effective and accountable to their fellow board member, the appointing body, and any others involved in the MAPC process.

6. GRIEVANCE PROCEDURES FOR THE MAPC BOARD AND MEMBERSHIP

The organization believes that a clear and open channel for the expression of MAPC member suggestions and concerns is a fundamental principle of sound organizational relations. Under no circumstances will a member or a board member be penalized for presenting a concern to the Executive Director or to the Board of Directors.

MAPC aims to resolve issues or differences in a fair and equitable manner using the 6-step model below:

Step One

The member (either internal or external to the organization) should direct their complaint or concern in writing to the attention of the Board, through the Executive Director and the MAPC general office. Should the concern be with the Executive Director, the member or person raising the concern, has the option of directing their concern to the attention of the President of MAPC, in an envelope marked confidential, through the general office mail system.

Step Two

Within 3 days of receipt of the written concern, the Board will confirm receipt of to the member. Where possible and in view of the diverse nature of the board, a discussion will take place within 7 days.

Within 7 days of having discussed the matter with the Board, and where the member has been apprised of the resolution or results of the discussion, if the issue is not resolved to the members' satisfaction, the matter should be documented in writing, if it has not already been done so, and directed to be presented at the next regularly scheduled full MAPC board meeting, with a

numbered copy to every MAPC Board member. These copies shall be returned to the Executive Director after the meeting.

Step Three

The complaint or concern will be discussed “in camera”. This especially applies to concerns raised that are regarding MAPC personnel and individual MAPC board members or volunteers to the organization. This is to ensure complete privacy and confidentiality. At no time shall a concern or issue arising from a member, either internal or external to the organization, be discussed in any way, through emails or other unsecured and non confidential means of communication. All concerns and issues brought to the attention of the Board of MAPC shall be dealt with in a secure and confidential manner such as an “in camera” session at a regular board meeting or through an **Executive secured conference call or by a method further determined by the Board.**

Step Four

Once the issue or concern has been brought to the attention of the Executive or to the full board of MAPC and has been discussed, the President or designate will be directed to contact the member raising the concern to provide feedback and/or a decision of the board or to request clarification on the concern raised.

Step Five

When and where appropriate, the Board of Directors may grant permission for the member raising the issue or concern, to attend a regularly scheduled board meeting, at the board’s time and choosing, where, again, the matter will be dealt with “in camera” and with the time allotted as determined by the board.

Step Six

The member or individual raising the issue or concern has the right to appeal any and/or all judgments or decisions as made by the Board of Directors to the appropriate organization such as the Manitoba Labour Board or Human Rights Commission where applicable and with due notice to the Board of their intent.

7. UNDERSTANDING MAPC NOMINATION PROTOCOLS

a. PAC Endorsed Nominations and Independent Nominations

It is our intent to ensure that potential nominees to the Board of Directors be duly recognized and supported by their respective PAC or that they fully understand the level of commitment to the Board if coming on as an independent. MAPC needs to ensure that those nominees have all the information that they require in order to make an informed decision of their intent and ability to serve at the provincial level.

PAC Endorsed Nomination Process

Potential nominees shall, as a requirement, have prior access to and communication with the Nominations Chair or Executive Director before formally filing their nominations. This is a vital first step.

- We would be able to answer questions about service at this level
- Discuss roles and responsibilities of the position
- Discussion would allow for informed decision making on behalf of potential nominees
- Would provide clarity to the PAC that is endorsing the nominee as to its role and as to the ethical process to put in place for supporting a nominee

Once nominations have been received at our office and by the deadline stated:

- Verification of signatures must be made
- Verification of PAC endorsement must be made; this may require a copy of official minutes of the PAC showing that the nominee was duly endorsed and supported by majority vote of the endorsing PAC
- Principal of the school where endorsing PAC is operating should/could be contacted to verify endorsement of the potential nominee and that the PAC is in fact, operating
- Copy of current Criminal Reference Check must be provided (failure to provide or an indication that there is an issue with the check will result in an automatic refusal to accept the nomination)

All information on the nominee would then go to the Nominations Chair and committee:

- To review information verified to date
- A formal interview with the nominees will be conducted either by phone or in person
- To recommend to the Board of Directors whether nominee(s) will be considered for the slate presented to membership at the AGM

Independent Nomination Process

There is a separate nomination form for independents with the following information to be included;

- Name, address and contact information for nominee
- Name of school division where they reside or where their child(ren) are actively enrolled
- Indicate whether they are a member of a PAC in good standing with MAPC and if not, indicate their reason for wanting to be considered for the Board of Directors as an independent
- Demonstrate that they are actively involved in a school community
- Have 2 signers as per the list attached as identified and/or acceptable signers for the nomination (see attached MAPC Declaration of Guarantor for Proof of Identity and Endorsement)

Potential nominees should, as a requirement, have prior access to and communication with the Nominations Chair or Executive Director before formally filing their nominations. This is a vital first step.

- We would be able to answer questions about service at this level
- Discuss roles and responsibilities of the position
- Discussion would allow for informed decision making on behalf of potential nominee
- Would provide clarity to the individual considering a position on the Board as to their role and the ethical process to put in place for their nomination
- MAPC has determined that they are eligible to assume a position on the board if the selection process is completed satisfactorily

Once nominations have been received at our office and by the deadline stated:

- Verification of signatures of Guarantors (2) must be made
- Verification of endorsement signatures must be made
- Principal of the school where the independent nominee is an active member or where they have children currently enrolled should/could be contacted for their comments and/or endorsement of the potential nominee
- Copy of current Criminal Reference Check must be provided (failure to provide or an indication that there is an issue with the check(s) will result in an automatic refusal to accept the nomination)

All information on the nominee(s) would then go to the Nomination Chair and committee:

- To review information verified to date
- A formal interview with the nominees will be conducted in person or by telephone
- A second interview will take place with the nominee, Nomination Chair and at least two MAPC board director representatives. (Nomination Committee)
- To recommend to the Board of Directors whether nominee(s) will be considered for the slate to be presented to membership at the AGM

b. Confirmation of Acceptance/Denial of Nomination

Once all steps in the process have been completed and once a recommendation has been made to the Board by the Nominations Chair on behalf of the Nominations Committee:

- A confirmation phone call with a follow up letter will be sent to the nominee and/or the endorsing PAC if applicable
- This letter will confirm acceptance of the Board of MAPC, verification of all information submitted and acknowledge the next steps in the process as the following: name of nominee to be placed on the slate for consideration and vote at the AGM to follow, notice of time, date and location of AGM and Board Retreat, and any other information that would

be relevant for the nominee at time of confirmation of acceptance and presentation to membership

- Should the nomination be not accepted nor recommended by the Nominations Chair on behalf of the Nomination Committee, the following will be completed:
 - The nominee declined will be contacted by the Nominations Chair with rationale provided for the refusal to accept their nomination
 - This will also be noted in a letter as follow up
 - Refusal letters may be reviewed by legal counsel prior to sending
 - Grounds for declining a nomination are as follows but are not limited to:
 - Not supporting the aims and goals of the organization
 - Issues with Criminal or pending charges and/or litigation
 - Non support of PAC or independent endorsers
 - Previous conflict (resolved or otherwise) with the Board of Directors or MAPC as an organization, unless there has been a minimum 2 year time buffer completed
 - Previous legal actionable issues with MAPC
 - Any director removed from the Board with cause unless there has been a minimum 2 year time buffer completed
 - Any former staff person, unless there has been a minimum 1 year time buffer completed (minimum 2 years if the departure was a termination by the organization)
 - Does not meet or address specific skills/expertise requested by the board
 - Any indication of unsuitability of the potential nominee as indicated by those approached for verification and comment (PAC members, school principal, trustee, or educational stakeholder) with further investigation if applicable
- Appeal process will be adhered to as outlined in MAPC Board Policy and Human Resources Policy Manual and will apply if a nomination is declined for any of the stated reasons and for just cause.
- All information on potential nominees will remain strictly confidential.

8. UNDERSTANDING YOUR MEMBERSHIP

Constitutional Points

Who are members?

The members of the Association are Parent Advisory Councils for School Leadership, official school parent groups, Home and School Associations, other educational institutions or associations and individuals who, in accordance with these By-laws, become members and have not ceased to be members.

Duty of Members

Every member shall uphold the Constitution and comply with these

Member Classes, Eligibility and Admission

Members of the Association shall be grouped into the following member classes:

- (a) **Regular Member** - Any Parent Advisory Councils for School Leadership, official school parent groups, or Home and Schools, which applies for, is granted membership, and pays the annual membership fee.
- (b) **Honorary Life Member** – Any individual whose exemplary service to the Association warrants recognition, who is recommended for honorary or life membership by a member in good standing, and whose membership is approved by the Board and ratified at the Annual General Meeting.
- (c) **Individual Member** - A parent whose child attends a school that either does not have a parent group, or whose parent group does not belong to the Association is granted membership and pays the annual membership fee.
- (d) **Associate Member** - Any Association who feels that membership in MAPC would be beneficial to their organization and who pays the annual membership fee and is approved by the Board and who shall uphold the Constitution and By-Laws of the Association.
- (f) **Community Member** - Any member, without children in the school system. Each member shall submit to the Association two letters of reference indicating that they feel the individual would represent the views of parents and uphold the Constitution and By-laws of the Association.

Membership Fees

- (a) Annual membership fees may be established by ordinary resolution and if established shall be payable at the beginning of the membership year.
- (b) There shall be prorating of the membership fee for new members only, in respect of memberships for part of the year. This shall be set by the Board.
- (c) A member organization will be considered in good standing if all membership information and payment of membership dues are received at least ninety (90) days prior to the Annual General meeting.

Termination of Membership

A member shall cease to be a member of the Association:

- (a) By delivering a resignation in writing to the Board or by mailing or delivering it to the address of the Association; or
- (b) By the death or dissolution of the member; or
- (c) On being expelled with just cause

Expulsion

- (a) A member may be expelled by a motion passed by a majority of not less than 2/3 of the votes cast by members of the Board at a Board meeting, attended by not less than 80% of the Board, for any cause, which the Board may deem reasonable. This may include engaging in activities, which are deemed detrimental to the interests or contrary to the purposes of the Association or failing to uphold the Constitution or failing to comply with the By-laws of the Association.

Notice of Proposed Expulsion

- (a) The Board shall give thirty days written notice of such action to expel a member, (with the exception of a board member which requires 14 days notice) accompanied by a brief statement of reason or reasons for the proposed expulsion to the member in question and the Board shall give the member an opportunity to be heard at the Board meeting before the resolution is put to a vote.

Appeal

- (a) An expelled member may appeal the expulsion to the members, within sixty days of the Board's action, for consideration at the next general meeting.
- (b) An expelled member who is a member of the board of directors, upon notice of an unsuccessful appeal, may be prohibited from returning to the board for a period of two years.

Good Standing

- (a) Subject to the terms of 2.06, all members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing by that member to the Association and the member is not in good standing so long as the debt remains unpaid.
- (b) A member who is not in good standing forfeits membership privileges.

9. UNDERSTANDING THE COMMITTEES OF THE BOARD

The MAPC Board of Directors may create committees, task forces and/or sub-committees to pursue ongoing policy development or to address specific policy issues. All committees are consultative and operate within the legal structure of MAPC as reflected in its by-laws. No committee or task force can operate nor represent themselves autonomously from MAPC, especially where the committee is receiving financial or promotional supports from the organization.

a. Committee Terms of Reference

The mandate of each committee endorsed, supported and representative of MAPC as defined below, creates the framework within which a committee pursues its responsibilities in accordance with committee terms of reference, committee chair guidelines and its own mandate, as follows:

The core MAPC committees are Executive (President, Vice-President, Secretary and Treasurer), Constitution, Policy, Nominations, PAC Recognition Award and the Judy Aiken Memorial Award. The board selects a Chair from the Board of Directors for each of these committees. Any other committees shall be created and members appointed by the Board as the need arises. Committees do not have the authority to act on any initiatives or actions without the full Board allowing them to do so. All committees must issue full reports and recommendations to the Board, who will then decide which actions or recommendations to endorse or apply. There is no authority afforded to any of the Committees or Chairs of Committees acting on behalf of MAPC. The full board retains all authority over standing or ad hoc committees and task forces.

Committee member appointments are subject to review from time to time by the Board of Directors. The Board will endeavour to ensure that committee membership is representative of the MAPC member profile in terms of sectors represented by members and specific expertise within the mandate focus of the committee. Committees will ideally be composed of approximately 3 – 5 Board members. Each Board Director will be encouraged to sit on at least one internal committee. Members of partner organizations or others with needed expertise may be invited to join the committee. The Chairs of the permanent core committees serve on the Board of Directors.

The Executive Director, in consultation with committee chairs, will assign committee support staff. The Executive Director, as well as the President, is a non voting member of all committees.

Committees may be asked by the Board and/or the Executive Director from time to time to assist the Executive Director in an operational process.

From time to time, or on a continuous basis, a committee or the Board of Directors may wish to establish a sub-committee or task force for specific issues.

b. Committee Mandates

Executive

The Executive shall guide the Board of Directors in developing policy, and shall carry out other responsibilities as delegated by the Board.

The Executive has the authority to:

1. Make or delegate all management decisions, including human resources and other decisions that are required between regular meeting of the full Board in order to facilitate the proper and timely execution of business of the organization.
2. Approve agreements with other funders and other educational stakeholders after due and full consultation with the full Board.
3. Within the framework of existing policy, to make decisions including approval of any and all expenditures with full reporting and accounting to the full Board.

The Executive has the responsibility and the authority to work closely with the Executive Director and to consult with standing committees.

The Executive may not make any long term decisions that would alter any policy directives or other decisions of the Board or that would have the effect of significantly changing the character or overall structure of MAPC. All expenditures authorized by the Executive must be within budgets approved by the full Board. Minutes or verbal disclosure of meetings of the Executive shall be submitted as soon as practical to the full Board.

Nominations

The Nominations Committee consists of representatives selected by the Board. The committee is responsible for identifying and recruiting new members to the Board of Directors. They are responsible for providing information on the organization, outlining expectations of potential new directors and aiding in the nomination process for such nominees.

Constitution

The Constitution Committee shall have the responsibility for reviewing and advising the Board of Directors on constitutional issues, changes or recommendations. The Constitution Committee shall consult with the full Board with a view to making joint recommendations on constitutional changes and rationales to be presented to membership at the Annual General Meeting.

Policy

The Policy Committee shall have the responsibility for reviewing and advising the Board of Directors on policy development, changes or revisions for the organization's internal policies and procedures. Policies will be reviewed on an annual basis for effectiveness and relevance. The full Board may decide at any time that they will perform the functions of this committee and address policy changes, revisions or reviews collectively.

PAC Recognition Award

The PAC Recognition Award Committee shall have the responsibility for administering, reviewing, revising and selecting the best candidate for the PAC Recognition Award based on a nomination process and committee review of nominated Parent Advisory Councils. This award is given to a deserving PAC that exemplifies the qualities and actions as determined by the committee. The committee may include outside members to aid in the selection process. Nominees and winners will be contacted prior to and subsequently recognized and announced at the AGM and Conference.

Judy Aiken Memorial Award

The Judy Aiken Award Committee is tasked with administering, reviewing, revising and aiding in the selection of the best candidate for the award. This is a memorial award that celebrates the participation, leadership and determination of Judy Aiken. The committee may include outside members to aid in the selection process. Nominees and winners are contacted prior to and subsequently recognized and announced at the AGM and Conference.

Other Committees

On occasion, when an issue does not fall clearly into any particular committee's mandate or an issue is time-limited, the Board may strike an ad hoc committee or task force to explore the issue arising. These ad hoc committees or task forces will report back to the full Board on the issue at hand and will seek further advice or direction.

c. External Committees

Each director will be encouraged to sit on at least one external committee. All directors are expected to provide a detailed report for each external committee meeting held. If a director cannot attend a meeting of an external committee, they must send their regrets and, where applicable, an alternate shall attend.

10. UNDERSTANDING MAPC BOARD MEETINGS

a. Location of Board Meetings

The Board will approve the location(s) and dates of the Board meetings for the upcoming year.

b. Requests for Presentations at Board Meetings

All requests for presentations to the Board will be received by the office, and responded to by the President or designate after consultation with the Board.

c. Observers Attending Board Meetings

Members in good standing may attend a MAPC Board of Directors Meeting as an observer, with the exception of in-camera sessions, given that prior notification has been given to the Executive. The observer is responsible for their own expenses.

d. In-Camera Sessions

All discussions of a sensitive and/or confidential nature regarding a Board Director, employee, member, or non member must be held in-camera.

All in-camera sessions will be preceded by a motion to move into; and followed by a motion to move out of session, with all times duly noted. In-camera sessions will not be recorded.

In order to ensure free flowing and frank discussion during an in camera session pertaining to a Board or staff member, he/she will leave the room during the discussion but may be asked to return to provide additional clarification or feedback.

11. MINUTES OF REGULAR BOARD MEETINGS

Minutes are transcribed by the secretary (or designate).

Minutes shall include; name, location, date, start time, end time, type of meeting (ie. Regular, special, or in camera), Board Directors present/absent and other attendees present, the existence of quorum, labeling of each topical area, discussion descriptions for each agenda item, actions taken, motions and voting decisions (including abstentions and dissention if requested), and follow up items required.

MAPC regular board meeting minutes are not available for distribution to the public as they are proprietary documents. As such, these documents will be held confidential and distributed to MAPC Board Directors and viewed by membership upon request only with the understanding that they will not be shared outside the organization. There may be exceptional circumstances that when they are identified to the full Board of Directors, they may approve their limited (motions only with names omitted) distribution and sharing.

Final approved minutes of all MAPC meetings will be signed by the Secretary and President. These copies will be kept in the MAPC office.

MAPC Board – first draft of this policy was reviewed June 2012, second draft reviewed September 2012 and revised with legal counsel for approval February 22, 2013. The MAPC Board of Directors approves the inclusion of the following statement with the Access to Documents form (Constitution 10.2 Access to Book of Reports) and directs the Executive Director to ensure that it is given to and acknowledged by all members accessing such documents. In addition, the Executive Director will ensure that whistleblower protection notification is posted in the workplace(s) as required by MAPC.

Process for Access to Documents of the Association

a. Accessing Documents

As per MAPC Constitution:

10.2 Book of Accounts

(a) All books of accounts, records and minutes of the Association, other than minutes of in-camera proceedings of the Board, shall be open to members of the Association for inspection by any reasonable time and upon reasonable notice to the Secretary.

- Request for review of MAPC internal documents must be made in writing to the MAPC Secretary as per 10.2 Book of Accounts
- Written request must include details as to what is being requested to be inspected.
- Once written request is received at the MAPC office, it shall be forwarded to the Executive Director for processing
- An appointment to inspect documents shall be set up with consideration given as to not impede the regular workings of the MAPC office. The time and date for the review shall be mutually agreed upon.
- Inspection of any MAPC documents shall take place in the MAPC office under the supervision of the Executive Director or designate
- The following review conditions will be adhered to by all parties during the inspection:
 - Inspection shall be no longer than two hours in length. If it will take longer then another appointment will be scheduled at a mutually agreeable time
 - Inspection shall only be allowed once per programming year of the same internal documents by any one individual
 - Inspection may only be made by members
 - Inspection must be supervised by Executive Director or designate
 - All members inspecting documents must sign Access to MAPC Documents form
 - As Constitution provides only for the inspection of documents, members may not photocopy, transcribe, photograph or otherwise reproduce or create an image of documents
 - Cell phones and other recording devices will not be allowed

- All documents inspected must be held in a confidential nature and not shared in any forum or conversation unless the information needs to, by its nature, be shared with another agency such as MB Education or law enforcement
- All members inspecting documents must abide by MAPC Whistleblower policy
- The right to inspect a document does not extend to:
 1. personal information (e.g. personnel or financial compensation items) if the disclosure would be an invasion of a third party's privacy;
 2. commercial, financial or labour relations information supplied to MAPC by a third party, explicitly or implicitly, on a confidential basis
 3. commercial, financial or labour relations information supplied to MAPC by a third party the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party;
 4. information that is subject to solicitor – client privilege; or
 5. information that will be made available to the general membership of MAPC within 90 days after the applicant's request is received. However, if any of the foregoing information can reasonably be severed from the document, the member has a right to inspect the remainder of the document.
- If there are documents in electronic or other form (i.e. other than paper) MAPC will produce those on paper so that they may be inspected.
- Any breach of these conditions may result in legally actionable procedures by MAPC

b. MAPC Whistleblower Policy

If any member reasonably believes that some policy, practice, or activity of the Manitoba Association of Parent Councils (MAPC) is in violation of law or any of its governance documents, a written complaint may be filed by that member with the Executive Director. In the event that the member feels there is a conflict in providing such complaint to the Executive Director, then the complaint may be filed with the President.

It is the intent of MAPC to adhere to all laws and regulations that apply to the organization, as well as its own governance documents, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve such compliance. A member is protected from retaliation only if the member brings the alleged non-compliant activity, policy, or practice to the attention of MAPC and provides MAPC with a reasonable opportunity to investigate and correct the alleged non-compliant activity. The protection described below is only available to members that comply with the membership status and constitutional requirements.

MAPC will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of MAPC, or of another individual or entity with whom MAPC had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or in the case of MAPC and its members, the MAPC governance documents.

MAPC will not retaliate against a member who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of MAPC that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of its governance documents.

Appendices

(May 2013)

- 1. Commitment to MAPC**
- 2. Code of Ethics for MAPC Directors**
- 3. Nominations Protocol**
- 4. Oath of Confidentiality**
- 5. Access to MAPC Documents Form**

COMMITMENT TO MAPC BY BOARD OF DIRECTORS

- ❖ **We** all play a part in making the Board Meetings productive and therefore moving MAPC forward
- ❖ **All** information required for the meeting must be provided prior to the meeting date, unless otherwise requested for pick up by the Board Director upon arrival.
- ❖ **All** documentation must be reviewed prior to the meeting, and if not, the Board Director must not hold up the proceedings of the meeting while expecting to be briefed on information other members have already reviewed.
- ❖ **Issues** that have been discussed and voted upon will be laid to rest and not rehashed at every meeting, unless new information can be provided related to the issue.
- ❖ **Board** Directors must participate and follow through on commitments they have agreed to take on.
- ❖ **Communications** must be replied to in a timely fashion.
- ❖ **Be** respectful of timelines, especially when submitting reports and other documentation as requested.

Date: _____

Director: _____

Signature: _____

CODE OF ETHICS FOR MAPC DIRECTORS

Foreword

It is hoped that this Code will enable MAPC Directors to be effective and that it will help those involved with MAPC to have confidence in their work.

Application and Enforcement

This Code applies to a person who has been nominated to the Manitoba Association of Parent Councils (MAPC) to provide input, counsel and representation for member parent councils, and/or students from member schools within the public education system in Manitoba.

1. To act as a nominated director to the board of MAPC requires explicit agreement to:
 - A. Abide by:
 - The Constitution, By-Laws, Policies and Procedures of MAPC (provided in the Resources section of board manual)
 - This Code of Ethics
 - The disciplinary procedures developed and adopted by the appointing body; and
 - B. Support:
 - The concept of public education; and
 - The work and philosophy of MAPC.
2. The following rules are intended to govern the director in their relationship with the board as a whole, other partner groups, other agencies, other parents and students, and the appointing body, so that all will benefit from high standards of volunteerism on the part of the director.
3. It is the obligation of the director to report and to encourage other directors or staff, to report, in writing, any real or apparent breaches of this Code forthwith to the President of the MAPC.

Integrity

1. MAPC Directors should demonstrate objectivity, have a good understanding of fairness, and believe that all human beings have equal worth.
2. MAPC Directors shall avoid any activity that could create a conflict of interest, which might affect, or be perceived to affect, their judgment as a director.
3. MAPC Directors shall treat and work with other directors, staff, members of the organization and outside educational partners in a professional manner that best represents our organization.

4. MAPC Directors must recognize that, because they carry personal biases, they must continually monitor their own beliefs and behaviours in order to best represent the ideals and visions of our organization in a fair, open and non-judgmental manner.

Competence

1. A MAPC Director shall perform their services in a conscientious, diligent, and efficient manner in accordance with this Code.
2. It is the obligation of the MAPC Director to ensure that they have the qualifications to deal with the specific issues and assigned tasks involved. These shall include, but not be limited to:
 - ✓ the ability to keep accurate records,
 - ✓ communicate well, both verbally and in writing, and
 - ✓ have skills in conflict resolution.
3. MAPC Directors shall become informed of items that may impact their ability to govern as officers of the organization such as;
 - ✓ the Manitoba Public Schools Act and the Education Administration Act,
 - ✓ local School Division and school policies, procedures and protocol, and,
 - ✓ other items that influence parent and student rights
 - ✓ internal governance documents as adopted and approved by MAPC
4. MAPC Directors shall also be informed on and willing to follow the guidelines, procedures, and processes outlined in the MAPC Advocacy Project.
5. MAPC Directors shall not make any false, misleading, or unfair statements or claims regarding their role, skills and qualifications.
6. MAPC Directors understand that they shall advise, at the outset, that any complaints about their work should be directed to the President of MAPC for direction and advisement of the Executive.

Confidentiality

1. *Any information received by MAPC Directors from the board (in camera) or other parties is confidential and shall not be voluntarily disclosed to anyone who is not party to the organization unless it has been;*
 - A. Determined that the information is non-identifying and is to be used for research or educational purposes;
 - B. Obtained the written consent of those involved allowing the release of specific personal information; or

- C. Obtained the written consent of other parties involved in the process when the information to be released is of specific personal nature to them;
2. Any information divulged shall be limited to what is absolutely necessary to accomplish the purposes, which have been determined.
3. Confidentiality shall be discussed with the full board at the outset of the any actual processes.
4. MAPC Directors shall maintain confidentiality of the organization's files and/or information at all times.

Disciplinary Measures

1. This Code of Ethics will be administered by the Executive Committee of the appointing body, which will be chaired by the President, or designate, of MAPC.
2. Because most MAPC Directors are volunteering their time to provide services to the organization, it is recommended that disciplinary measures be corrective rather than punitive. For example, if the infraction is minor, the disciplinary measures should be designed to enable the MAPC Director to improve their performance. Each case should be dealt with on its own merits and should take into consideration the MAPC Director's past actions and activities. Disciplinary measures may range in scope from a verbal reprimand to dismissal as a board member.
3. It is hoped that this approach will encourage MAPC Directors to comply voluntarily with the Code of Ethics and will enable them to achieve the high standards necessary to be both effective and accountable to their fellow board members, the appointing body, and any others involved in the MAPC process.

Signed this _____ day of _____, 20____ to abide by and acknowledge reading and acceptance of, this Code of Ethics Agreement.

MAPC President

MAPC Vice President

MAPC Director

MAPC DIRECTOR OATH OF CONFIDENTIALITY

To respect the confidentiality of those we work with, the Manitoba Association of Parent Councils asks everyone employed or volunteering with MAPC, assisting parents and students in the Manitoba public school system to sign an "**Oath of Confidentiality.**"

I, _____, swear that I will faithfully and respectfully perform my duties assisting parents and students in the Manitoba public school system, and that I will not disclose or make known any circumstances, identity, or information which comes to my knowledge by reason of my involvement there.

Name _____ Date _____

Address _____

Sworn by the above-named on this ____ day of _____ 20__.

Signature: _____

Position: _____

Signature of MAPC President: _____

MAPC NOMINATION PROTOCOLS

MAPC Declaration of Guarantor for Proof of Identity and Endorsement Form Declaration of Guarantor for Nominee to Board of Directors of the Manitoba Association of Parent Councils (MAPC)

Surname : _____ Given Name: _____

Name of Org/Firm: _____ Official Title: _____

Bus. Telephone: _____ Home Telephone: _____

Business Address: _____

Knowledge of Nominee: (# of Years) _____ (Must be minimum two years)

Please place a check mark beside the applicable occupation or office:

<input type="checkbox"/> Medical Doctor	<input type="checkbox"/> Professional Accountant (CA, CMA, CGA)
<input type="checkbox"/> School Trustee, School Division Manitoba	<input type="checkbox"/> Teacher, Post Secondary with School Noted
<input type="checkbox"/> RCMP, Municipal Police Force or Military	<input type="checkbox"/> Chief of Band with FN Band, Tribal Council
<input type="checkbox"/> Superintendent, School Division Manitoba	<input type="checkbox"/> Member of Parliament
<input type="checkbox"/> Notary Public	<input type="checkbox"/> Member of Legislative Assembly
<input type="checkbox"/> Principal Public School with Division Noted	<input type="checkbox"/> Manitoba Education Representative
<input type="checkbox"/> Teacher Public School with Division Noted	<input type="checkbox"/> MAPC Board of Director/Executive Member

I declare that I am actively employed or engaged in Canada in the occupation or office indicated above and that I am a Canadian citizen. To the best of my knowledge and belief, all the statements made in this nomination are true and the signature shown is a true representation of the nominee's signature. I have known the nominee for a minimum of two years.

I authorize MAPC to take such steps as it considers necessary to verify my authority to act as a qualified guarantor and to collect such information for that purpose. I authorize my employer, my professional association or my governing body (as the case may be) to disclose such personal information to MAPC as is necessary to confirm my qualification to act as a guarantor.

Guarantor's Signature: _____

Date: _____ Signed at (City/Province): _____

Please note the following prior to submission of endorsed nomination to MAPC;

- Your guarantor **must**
 - Be a Canadian citizen residing in Canada
 - Have known you for at least two years
 - Meet the occupation or offices criteria exactly as described
 - Fully complete the Declaration of Guarantor section as indicated

- **Warning to all MAPC nominees and guarantors – Any false statement, misrepresentation or concealment of any material fact on this form, or on any other required document presented in support of this nomination, may be grounds for refusal of the submitted nomination.**

MAPC Whistleblower Policy

If any member reasonably believes that some policy, practice, or activity of the Manitoba Association of Parent Councils (MAPC) is in violation of law or any of its governance documents, a written complaint may be filed by that member with the Executive Director. In the event that the member feels there is a conflict in providing such complaint to the Executive Director, then the complaint may be filed with the President.

It is the intent of MAPC to adhere to all laws and regulations that apply to the organization, as well as its own governance documents, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve such compliance. A member is protected from retaliation only if the member brings the alleged non-compliant activity, policy, or practice to the attention of MAPC and provides MAPC with a reasonable opportunity to investigate and correct the alleged non-compliant activity. The protection described below is only available to members that comply with the membership status and constitutional requirements.

MAPC will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of MAPC, or of another individual or entity with whom MAPC had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or in the case of MAPC and its members, the MAPC governance documents.

MAPC will not retaliate against a member who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of MAPC that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of its governance documents.

APPLICATION FOR ACCESS TO MAPC DOCUMENTS FORM

Name of Member Applicant: _____

Address of Member Applicant: _____

Phone number(s) of Member Applicant: _____

Having read the MAPC Process for Access to Documents of the Association Policy and corresponding MAPC Whistleblower Policy, I _____ being a member in good standing of the Manitoba Association of Parent Councils (MAPC), hereby acknowledge my understanding of the attached, as well as agree to abide by the terms contained in each.

I wish to obtain access to the following records:

Signature of Member Applicant

Please mail the original copy to:

**Manitoba Association of Parent Councils
1005 – 401 York Avenue
Winnipeg MB R3C 0P8**

We will be in touch with you.

*** Please note that MAPC reserves the right to charge fees for document retrieval and preparation as prescribed by the Access and Privacy Regulation. ****

For MAPC Office Use Only:

Date Received:

Total Staff Hours for Retrieval: