



# **Collège Jeanne-Sauvé School Community Council Constitution**

## **Article 1: Name**

Collège Jeanne-Sauvé School Community Council previously and legally known as the Collège Jeanne-Sauvé Parent Advisory Committee. This is commonly referred as School Community Council (SCC)

## **Article 2: Definition**

“Committee” refers to the body of voting members

“Executive” refers to a member who has been voted in at AGM – roles include chair, co-chair, and secretary

“Members” refers to all parents and guardians with a child enrolled in Collège Jeanne-Sauvé

“Voting Member” refers to all parents and guardians with a child enrolled in Collège Jeanne-Sauvé when in attendance at a meeting

“Parent” refers to all parents, guardians, and primary care givers

“School” refers to Collège Jeanne-Sauvé

“LRSD” refers to Louis Riel School Division

“SCC” refers to School Community Council

## **Article 3: Purpose of the Committee**

1. To establish and maintain effective communication between Parents, administration, educational authorities, and government authorities responsible for the provision of French immersion education in the Louis Riel School Division.
2. Through the work of its members, the committee will strive to enhance the learning of students.

## **Article 4: Objectives**

1. To welcome into membership all parents and guardians of Collège Jeanne-Sauvé.
2. Promote and support the best possible types of French language learning opportunities available.
3. To work collaboratively with the school in supporting educational programs

and initiatives undertaken by the teachers and administration.

4. To assist in providing the students of Collège Jeanne-Sauvé with opportunities to acquire a knowledge of the French language and culture.
5. To work collaboratively with the school in communicating information regarding school activities, programs, and special events to the parents and area residents.
6. Sharing Parent, student, committee, and administration's perspective with one another.
7. To attend meetings of and make representation to the LRSD on matters which falls within the purpose and objectives of the SCC.
8. To liaise with other school and community organizations which support the purpose and objectives of the Collège Jeanne-Sauvé SCC.

## **Article 5: Membership**

### **A. Voting Members**

Members - All parents, guardians and primary care givers are eligible to attend all SCC meetings to provide input.

Voting members include:

All parents and guardians with a child enrolled in the school are voting members when in attendance at a meeting.

It is expected that members will:

1. Uphold the Constitution, and policies and procedures of the School Community Council;
2. Perform their duties with honesty and integrity;
3. Work to ensure that the well-being of the students is the primary focus of all decisions;
4. Make financial decisions to help support the school;
5. Respect the rights of all individuals;
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
7. Strive to be informed;
8. Respect all confidential information and privacy concerns; and,
9. Support public education and the aims and goals of the school and school

division

B. Non-Voting Members

Non-voting members provide valuable perspectives, enriching discussion and informing debate. Non-voting members include:

1. School Representation

The principal, co-principal and an appointed teacher representative will be encouraged to attend SCC meetings.

2. Student Representation

Student representatives of any student leadership programs will be encouraged to attend SCC meetings.

3. Community Representation

Individuals in the School catchment area who are not parents may attend SCC meetings.

**Article 6: Structure**

1. The Collège Jeanne-Sauvé SCC will be comprised of the elected Executive and all parents and primary caregivers with at least one child enrolled in Collège Jeanne-Sauvé that are in attendance of a meeting.
2. The elected Executive will be comprised of a Chair, Co-Chair, and Secretary
3. The Collège Jeanne-Sauvé SCC may set up at any time such ad hoc committees as is considered necessary to carry out its purposes and objectives. The chairperson of any such ad hoc committee will be a volunteer approved by the Executive.

**Article 7: Election of the Executive**

1. The Executive will be elected at the Annual General Meeting
2. The Executive of the SCC will consist of a chair, co- chair, and secretary. As they are parents or guardians with a child at Collège Jeanne-Sauvé, when in attendance, they are voting members.
3. The terms of office will run from Annual General Meeting to Annual General Meeting.

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4. It is recommended that the position of Chair is open to any member that has in the past held an Executive position on the Collège Jeanne-Sauvé SCC
  5. The positions of Co-Chair, and Secretary are open to any interested member, including any member that has held any Executive position during the preceding year.
  6. Any officer may serve their position for as many years as they are elected by the membership.

Note: It is preferable that two (2) Executive positions be held by members who served on the Executive in the previous year. It is also recommended that the term for each Executive is not longer than 4 years to encourage new Executive Membership.

## **Article 8: Duties of the Executive**

### **A. Chair**

1. The Chair will prepare the agenda for, and will chair all meetings of the Collège Jeanne-Sauvé SCC
2. Will keep record of all financial transactions of the School Community Council, presenting an account of the funds to the members.
3. Prepare and present a year-end report at the AGM
4. Will present a current financial report at the Annual General Meeting
5. Perform or delegate duties and responsibilities that the Collège Jeanne-Sauvé SCC may require.
6. The chair may delegate duties to any member of the executive.
7. Comply with the LRSD requirements regarding financial records and matters of each school SCC

### **B. Co-Chair**

1. The Co-Chair will assist the president with duties assigned
2. In absence of the Chair, assume the duties of the Chair.
3. Comply with the LRSD requirements regarding financial records and matters of each school SCC.

### **C. Secretary**

1. The secretary will keep accurate minutes and records of the meetings.
2. Taking care of all correspondence and communications.
3. Keeping an accurate list of names and addresses of the SCC members.
4. Make draft minutes available to all voting members from last meeting to all voting members who have requested minutes.
5. Make approved minutes available to the school community

### **Article 9: Executive Vacancies**

1. The position of Executive will be automatically vacated if:
  - a. if they resign their position by delivering a written resignation to an Executive;
  - b. if they are unable for any reason to meet the ordinary demands of the position; or,
  - c. If an Executive is absent from two (2) consecutive meetings without notification or reason, this may be considered by the SCC as a resignation.
2. The SCC may appoint members to fill vacancies until new officers are elected at the next Annual General Meeting.
3. The SCC may ask for a resignation from any Executive who does not act in a way that upholds the objectives and mission of the School Community Council.

### **Article 10: Meetings**

#### **A. AGM**

1. The Annual General Meeting of the SCC will be held no later than October 15
2. The Annual General Meeting will be chaired by the existing Chair
3. The meeting will be advertised throughout the school and community at least 14 days in advance.
4. All parents and guardians in attendance can vote at the AGM
5. Election for the officers of the SCC will take place at the Annual General Meeting. All parents and guardians of students attending the school are eligible for election. A parent must be in attendance to accept the nomination or have indicated their intention to do so to the Chair in writing.

6. The business of the Annual General Meeting will include:

- a. The election of officers
- b. Proposed constitution amendments (2/3 approval of voting members)
- c. Financial statement of the previous year
- d. Initial budget proposal for the upcoming year
- e. Annual report from the president will be presented
- f. Administrative sharing of changes to the vision or mission statement of the school, new student evaluation or discipline policy: or other major changes in the school program or focus
- g. Any formal evaluation of the SCC or updating of the constitution if required
- h. The quorum for Annual or Special General Meetings will be eight (8) parents of students enrolled at the school.

B. Regular Meetings

1. The first meeting of the SCC will be held within 30 days after the Annual General Meeting. In the first meeting the executive will create the budget for the upcoming year.
2. The SCC will meet at least 5 times during the school year. (Not including the Annual General Meeting)
3. Meetings of the SCC will normally take place at the school.
4. Special meetings of the SCC may be called by the executives or at the written request of 10 parents of the school community.
5. The quorum for meetings of the SCC will be a minimum of five (5) voting members and one school representative.

C. Voting Procedures

1. Decisions at the Collège Jeanne-Sauvé SCC meetings will be made by consensus as often as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
2. If a vote is taken, the motion must be moved, seconded and passed by more than half majority to be adopted.
3. If, after attempts to arrive at a consensus have failed, and after a vote has been unsuccessful at resolving an issue during a meeting, the use of Robert's Rules of Order will be invoked. The decision to invoke the Rules of

Order will be made by the chair, with the support of at least one other executive member. If resolution is still not achieved, the SCC considers the vote defeated.

### **Article 11: Annual Report**

The chair of the Collège Jeanne-Sauvé SCC will prepare and provide the school board with an annual report, if requested, which will include:

1. A summary of the SCC activities for the year
2. A financial statement
3. The SCC will make the report available to all members of the school community.

### **Article 12: Amendments to the Constitution**

1. The constitutions remain in force from year to year unless amended at the Annual General Meeting or Special General Meeting.
2. Notice of proposed constitution amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

### **Article 13: Limitation of Liability**

No member of the Collège Jeanne-Sauvé SCC will be held liable for the acts, receipts, neglects or default of any other officer or voting member nor for any loss, damage or expense incurred by the committee through the insufficiency or deficiency of title to any property acquired for or on behalf of the School Community Council, or for the insufficiency or deficiency of any security in or upon which any of the monies of the SCC will be invested, or for any loss or damage arising from bankruptcy, insolvency or malicious acts of any person with whom any of the moneys, securities or effects of the SCC will be deposited, or for any loss arising from any error or judgment or oversight, or for any other loss, damage or misfortune whatever which will happen in the execution of the duties of their office or in relation thereto, unless the same is occasioned by their own willful action, neglect or default.

### **Article 14: Financial Procedures**

#### **A. Annual Budget**

1. At the beginning of each fiscal year (September to August), the SCC will develop an annual budget reflecting the priorities identified by SCC

members, student representatives, community members, and school representatives.

2. Initial budget will be presented at the AGM and detailed budget will be created at the first regular meeting

#### B. Disbursements

1. All disbursements must be in accordance with the annual budget established by the SCC or be specially approved by motion at a SCC meeting. In exceptional circumstances, the SCC executive may authorize an expense, reporting to the general membership at the following meeting.
2. In some instances, the executive may authorize an individual to purchase goods or services for a SCC project. In such instances, the individual making the purchase must present to the treasurer the original receipt itemizing the goods or services purchased (not a debit card or credit card receipt).
3. The SCC may opt to secure an independent auditor to conduct an audit of all financial records.
4. The SCC will submit to an audit of all financial records, at the division's expense, if the administration or school division judges such an audit to be necessary.


#### **Article 15: Notices**

1. Every opportunity will be made by the SCC to ensure that members of the school community will have an opportunity to express their views for consideration and to attend meetings.
2. Except for the Annual General Meeting which requires 14 days notice, at least 7 days prior notice be given for all meetings. This information will be shared in multiple formats.

#### **Article 16: Policies**

1. The SCC may cooperate with other community groups on programs of common interest and concern.
2. The SCC will be carried on without purpose of gain for members of the Association. Any profits or other monies received by the SCC will be used in promoting its objectives.



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3. The SCC will be non-sectarian/non-racial; new and existing members of any race or creed are welcome.
  4. The SCC will retain its own identity and be bound only by the commitments it specifically endorses.
  5. The SCC will not endorse or lend its name to any publications that contradict any of the School Community Council's objectives.
  6. On matters within the school board's authority, the SCC may send its own representation.

This Constitution was adopted at the City of Winnipeg in the Province of Manitoba on September 25, 2023.

This Constitution was last reviewed by the CJS SCC on June 30, 2025.