

SHAMROCK PARENT ADVISORY COUNCIL

CONSTITUTION

13 April 2015

SHAMROCK PARENT ADVISORY COUNCIL CONSTITUTION

ARTICLE 1: NAME

The name of the Association shall be the Shamrock Parent Advisory Council (PAC).

ARTICLE 2: MANDATE

The Shamrock PAC shall work to support student learning in partnership with students, school staff, trustees and members of the Louis Riel School Division and the community in the following ways:

- a. As an advisory structure to principal and staff on school programs, school planning, budgeting and the management of the school;
- b. As a means of distributing information about the school and about parental priorities and promoting community understanding and involvement in the school;
- c. As a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing, cooperation and partnership;
- d. As an advisory structure to the School Board in matters relating to the school division.

ARTICLE 3: OBJECTIVES

The objectives of Shamrock PAC are as follows:

- a. To advise the Principal on school matters pertaining to school improvements, policies, organizations and activities.
- b. To establish ongoing communication with all parents of the students enrolled in the school and with community members. The Advisory Council is representative of their general priorities and concerns.
- c. To promote community interest, understanding and involvement in the school and in the governance of the school.

- d. To establish a means of regular accountability to the school and community for involvement, activities, expenditures and recommendations.
- e. To participate in the process of the development of the annual school plan.
- f. To participate in the annual school district budget process.
- g. To participate in the school reviews and to receive feedback on the actions taken.
- h. To provide recommendations to the school board as requested with respect to process of hiring and assigning principals.

ARTICLE 4: CODE OF CONDUCT

The Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

The Council is not a problem solving process for individuals; problems should be addressed via the proper channel and as per school divisional policies in place.

ARTICLE 5: MEMBERSHIP

All parents of students attending Shamrock School are automatically members of Shamrock PAC. At least two thirds of the positions of PAC must be filled by parents who are not employed by the school division. This is to help ensure that the parents' views are clearly represented. Up to one third of the total number of positions on any Advisory Council may be filled by teachers, other staff who work in the school system and community members who live within the school catchment area, but do not have children in the school. This is to help provide the view of the community. Where there is a Student Council in the school, the President will automatically become part of the community representation. The principal is entitled to attend to Council meetings and no more than two teachers will attend meetings as ex officios with no voting privileges.

Councils should be a minimum of seven members in size.

ARTICLE 6: OPERATING GUIDELINES

SECTION A: An Advisory Council must be established if ten or more

parents so request.

SECTION B: Council members must be nominated at the Annual General Meeting from those in attendance who are parents of children attending the school or community members in the catchment area. At the discretion of the executive, nominations may be accepted at the first regular meeting of the Council after the Annual General Meeting and, if needed, at any subsequent meetings thereafter.

SECTION C: The Association shall be governed by an Executive Committee elected at or after the Annual General Meeting.

SECTION D: Subcommittees can be established at the discretion of the Advisory Council and can include parents, teachers, students, community representatives and individuals with special expertise to help them in developing an informed decision.

SECTION E: MEETINGS

The Council shall hold regular monthly meetings which shall be open to parents and members of the community. For any meeting of the Council a quorum shall be seven members present.

A special meeting of the Council may be called either by the Council (advance written notice including the reasons for the meeting) or upon the written request to the Chair of at least one third of the members of the Council (request shall specify the reasons for the meeting) and within twenty-eight days of such written request to the Chair the special meeting shall be held.

The Advisory Council shall call an annual general meeting of community members to be held no later than the 30th of April.

SECTION F: ELECTIONS AND VOTING

Only one member of a family unit (i.e. a mother, father or guardian) may be elected to the Executive. Any parent or guardian with child(ren) attending Shamrock School is automatically considered to be a voting member of the Shamrock Parent Advisory Council, restricted to one vote per family.

The Council members shall elect the Executive at the Annual General Meeting for terms as noted in Article 7. Each member present shall have one vote. Subsequent meetings may be used to extend elections to fill empty positions.

Voting for election to the Executive Committee shall be by secret ballot. Should there be only one candidate nominated, they shall be declared elected by acclamation.

The absence of any Executive member from three consecutive meetings may constitute a vacancy subject to a vote by the Council.

SECTION G: NOMINATIONS

Nominations shall be called for three times from the floor at the first meeting after the Annual General Meeting. If positions are not filled, nominations shall be called at subsequent meetings until they are filled.

All nominees from the floor must be present to accept the nomination.

SECTION H: FISCAL YEAR

The fiscal year of the Council shall be August 1st to July 31st inclusive.

SECTION I: DISSOLUTION

If the Council desires to disband, it shall notify all members in writing and a vote shall be taken by signed ballot.

SECTION J: AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made at the Annual General Meeting or at a special meeting called for that purpose. All proposed amendments to the Constitution must accompany the notice of the meeting to the membership.

Members wishing to propose amendments to the Constitution must submit such amendments in writing to Chair or either Co-Chair at least four weeks prior to the Annual General Meeting or at the special meeting (as the case may be) including explanations of the proposed amendments.

SECTION K: RULES OF ORDER

The rules contained in Robert's Rules of Order shall govern all matters of procedures not covered in these bylaws.

ARTICLE 7: EXECUTIVE COMMITTEE

SECTION A: At the Annual General Meeting, the Advisory Council members shall elect the following executive positions: Vice Chair, Secretary, and Treasurer. All executive positions, with the exception of

Chair, Vice Chair and Past Chairperson, shall be for a term of two years. If there are no nominations for a vacating position, the current executive member may choose to remain for an additional year up to a maximum of four years. No member of the executive shall serve for more than two terms in a position. The position of Vice Chair shall be for a one year term to be immediately followed by a one year term as Chair unless agreed upon otherwise. No Chair shall serve more than three consecutive years. The outgoing Chair shall serve a one year term as past Chairperson.

SECTION B: The duties of the Executive shall include the following:

- a. The Chair and Vice Chair shall share all duties and responsibilities. The Chair shall call and chair all meetings of the Council and of the Executive Committee and shall call for the establishment of Ad Hoc or subcommittees of the Association as required. The Chair shall have no vote except in the case of an equality of votes where the Chair will then cast one vote. In the absence of the Chair, the Vice Chair will preside as Chairperson at which point the Vice Chair shall have no vote except in the case of an equality of votes. In absence of both Chair and Vice Chair, the Past Chair shall preside as Chair. If none of the above are present then members of the Council shall choose someone from amongst themselves.
- b. The Past Chairperson shall attend all Parent Council and executive meetings, assist in chairing parts of Parent Council meetings and be available for consultation. In the event that the Chair cannot remain as Past Chairperson, the Parent Council will operate without a Past Chairperson for that term.
- c. The Secretary shall record the minutes of all meetings of the Advisory Council, review the minutes of meetings at the next meeting, and maintain the records of all activities and business of the Council.
- d. The Treasurer shall take charge of all money and fees belonging to the Association and oversee all financial transactions, pay bills and file receipts, co-sign with one other Executive member all cheques and withdrawals from any bank accounts of the Council on behalf of the Association. The Treasurer shall be prepared at any meeting of the Council or its Executive, to disclose the financial status of the Council. The Treasurer shall submit an annual report of the Council finances in writing at the Annual General Meeting. At the end of each fiscal year, the treasurer shall prepare financial statements that are consistent with the minimum requirements prescribed by the Louis Riel School Division and the Canada Revenue Agency. Findings shall be presented to the Council

members.

- e. In the event a member of the Executive Committee resigns or ceases to be a member of the Council, the vacancy created shall be elected for the unexpired portion of the term from among the members of the Council.

ARTICLE 8: SUBCOMMITTEE/COORDINATOR POSITIONS

SECTION A: At the Annual General Meeting, the Advisory members shall elect the following positions for a two year term: Hot Lunch, School Board Liaison, and Fundraiser Coordinator(s). Positions shall be added or removed as deemed applicable by the Executive and Advisory Committee.

SECTION B: The duties of the subcommittee/coordinator positions shall include the following:

- a. The Fundraising Coordinators shall be responsible for overseeing fundraiser(s).
- b. The Hot Lunch Coordinator(s) shall be responsible for overseeing the hot lunch activities including but not exclusive to requesting the lunch orders, collecting the orders and payments, ordering the lunches, purchasing other essentials required and recruiting and organizing volunteers to help deliver the lunches. The Hot Lunch Coordinator(s) shall be responsible for following up with parents or caregivers who submitted insufficient payments. For cheques with nonsufficient funds, the parent or caregiver shall be asked to submit the payment by cash. If they submit another cheque that is insufficient, the parent shall be asked to pay for the order by cash as well as for future orders. The Hot Lunch Coordinator(s) shall not be responsible for any orders that have not been sufficiently paid unless it is with respect to the orders of their own child(ren).
- c. The School Board Liaison shall be responsible for attending or reviewing school board meetings and reporting back to the Council information which he/she feels is pertinent. The School Board Liaison Chairperson shall also be responsible for reviewing and commenting on any policies which the School Board may put forth.
- d. In the event a coordinator resigns or ceases to be a member of the Council, the vacancy created shall be assigned or the unexpired portion of the term from among the members of the Council.

ARTICLE 9: DATE OF APPROVAL

The Constitution adopted on January 13, 2014 was revised and approved on April 13, 2015.