

# Rosenort School Parent Advisory Council Constitution (June 2014)

**Section 1** The name of the organization shall be the Rosenort School Parent Advisory Council (PAC). The PAC consists of two components. The first is the PAC membership which can include all parents or guardians of students attending the Rosenort School. The second component is an elected Executive Council which acts as a representative of the PAC membership.

## **Section 2 Mission Statement**

The Council will work in cooperation with students, school staff, trustees, parents and members of the Red River Valley School Division and community in the following ways:

- As an advisory structure to principal and staff, presenting parental and community concerns and perspectives on issues related to programs, school planning, budgeting and the management of the school.
- As a means of circulating information about the school and about parental priorities and of promoting community understanding and involvement in the school.
- As a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing and cooperation.
- As an advisory structure to the school board in matters relating to the school district and division.

## **Section 3 Objectives**

The objectives of the Council are:

- To advise the principal on school matters as they pertain to school improvement, policies, organization and activities.
- 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 priorities and concerns.
- To promote community interest, understanding and involvement in the school and in the governance of the school.
- To establish a means of regular accountability to the school and community for involvement, activities, Council expenditures and recommendations.
- To participate in the development of the annual school plan.
- To participate in the annual school district budget process.
- To participate in school reviews and to receive feedback on actions taken
- To provide recommendations to the school board as requested with respect to the process of hiring and assigning principals.

## **Section 4 Code of Conduct**

The 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.

## **Section 5 Council Membership**

There are two components of the PAC membership.

### **Parent Advisory Council Membership**

- All parents or guardians of students enrolled at Rosenort School can become members of the PAC membership by filling out a form of membership by September 30 of a school year or within four weeks upon registration of any new students.
- PAC memberships gives a parent voting privileges when electing the PAC Executive Council and voting privileges on issues deemed by the Executive Council requiring a PAC membership vote.

### **Executive Council**

- Executive Council must be filled by parents or guardians whose children attend the school. This will ensure parents' views are clearly represented.
- One parent of on the Executive Council may be filled by a teacher or other staff who have a child in the system , excluding the Principal.
- Only one parent or guardian per family may be on the Executive Committee.
- The Executive Council shall consist of a minimum of FOUR and a maximum of SEVEN elected members who hold a legal vote.
- The principal and one staff member is entitled to attend Council meetings as an ex officio (non-voting) member.
- Executive Council members must be elected at the Annual General Meeting by those in attendance who are parents or guardians of children attending the school and are PAC members.
- Subcommittees can be established at the discretion of the Executive Council and can include parents, teachers, students, community representatives and individuals with special expertise to help them in developing an informed decision.
- The Executive Council will hold regular meetings which will be open to the public. Only Executive Council members may vote at the meetings.
- The Executive Council shall elect a Chair, Vice Chair, Treasurer, and Secretary from among them for each school year.

#### **A. Chair**

- The chair shall convene and preside at all membership, special and executive meetings. In consultation with the council and other representative members, shall ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the Council.
- Shall take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organization.

#### **B. Vice Chair**

- The vice chair will assume the responsibilities of the chair in the chair's absence.
- Accept extra duties as required.

#### **C. Treasurer**

- The treasurer will assume the responsibilities for all financial transactions on behalf of the council.

#### **D. Secretary**

- The secretary will assume the responsibilities for recording all minutes of regularly scheduled meetings of the council and ensure a file is kept of the council's ongoing meetings.

#### **E. Executive Member at Large**

- Will accept duties as required.

### **Section 6 Elections**

- The Executive Council will be elected at an annual general meeting of community members to be held not later than the 30<sup>th</sup> of September.
- The annual meeting shall be organized and advertised by the Executive Council Chair with assistance from the school.
- Terms of office shall be determined by the Executive Council to a maximum of three years.

### **Section 7 Meetings**

The Executive Council shall hold at least five (5) meetings during a school year. Additional meetings may be called at the discretion of the Executive Chair. Minutes must be kept of all meetings and shall be taken by an Executive Council member.

### **Section 8 Quorum**

A quorum shall consist of more than half of the voting Executive Council members.

*Example:* seven voting members = four for quorum; five voting members = three for quorum.

### **Section 9 Procedures**

Recommendations will be determined by consensus whenever possible. If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

### **Section 10 Constitutional Amendments**

Amendments to the Constitution and by-laws of the Executive Council may be made only at the next Annual General Meeting of the PAC membership providing:

Written notice of the Annual General meeting has been given to all PAC members (fourteen (14) days minimum advance notice.

The notice of the meeting included notice of the specific constitutional amendments proposed. A two-thirds (2/3) majority vote of those PAC members present at the meeting will be required to amend the Constitution.

## **Section 11 Vacancies on Council**

In the event of a vacancy on the Executive Council, the chair shall, at the direction of the Executive Council,

- call a by-election to fill the vacancy. In the event of the chair or vice chair coming vacant, the position shall be filled by election within the Executive Council. A member, or chair, or vice chair may be deemed to have resigned from the Executive Council or office if three meetings are missed in a school year.
- Or, will fill the open position by consensus of the Executive Council as an acting position until the next Annual General Meeting.

A member may resign from the Executive Council by tendering a letter of resignation to the chair and/or principal.

## **Section 12 Dissolution**

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.