

Elkhorn School Parent Committee Constitution

Section 1 The name of the organization shall be the **Elkhorn School Parent Committee**, hereafter referred to as the Committee.

Section 2 **Mission Statement**

The Committee will work in cooperation with students, school, staff, trustees, parents and members of the **Fort La Bosse** 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 division.

Section 3 **Objectives**

The objectives of the Committee are:

- To advise the principal on school matters as they pertain to school improvements, policies, organizations and activities.
- To establish ongoing communication with all parents of the students enrolled in the school and with community members. The Committee 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, Committee 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 Committee is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

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

Section 5 Council Membership

At least two-thirds (2/3) of the positions of the Committee must be filled by parents whose children attend the school. This will ensure parent's views are clearly represented.

In order to provide the view of the community, up to one-third (1/3) of the positions on the Committee may be filled by community members who live within the school catchment area but do not have children in that school. Up to one-third (1/3) of the total number of positions on the Committee may be filled by teachers and other staff who work in the system.

The Committee shall consist of a minimum of **6** and a maximum of **13** elected members who hold a legal vote. The Committee shall reflect the cultural diversity of the community and failing that, one seat shall be added to ensure that representation.

Committee members must be elected at the Annual General Meeting by those in attendance who are parents of children attending the school or community members in the school catchment area.

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

The Committee will hold regular meetings which will be open to the public. Only present Committee members may vote at the meetings. The Committee shall elect a chair and vice chair from among them for each school year.

Chair

The chair shall convene and preside at all membership, special and executive meetings. In consultation with the Committee and other representative members, shall ensure that an agenda is prepared and presented.

Shall appoint committees where authorized to do so by the Committee.
Shall take such actions or ensure that such actions are taken by the Committee to achieve the objectives and purpose of the organizations.

Vice Chair

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

Treasurer

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

Secretary

The secretary will assume the responsibilities for recording all minutes of regularly scheduled meetings of the Committee.

Section 6 Elections

The Committee will be elected at an annual meeting of community members to be held no later than **June 30**. The annual meeting shall be organized and advertised by the Council chair with assistance from the school

Terms of office shall be determined by the Committee. (Could have alternating two year terms to ensure both continuity and new representation.)

To begin the process, members of the Committee shall identify up to one-half (1/2) of their members to serve a two (2) year term. The remaining members shall serve a one (1) year term.

Section 7 Meetings

The Committee shall hold at least five (5) regular meetings during a school year. Additional meetings may be called at the discretion of the chair or at request of other members or parents in the school community. Minutes must be kept of all meetings and shall be taken by the Committee member.

Section 8 Quorum

A quorum shall consist of a minimum of half the voting members +1. For example, if there are seven members, we would need 4 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 the Constitution.

Section 10 Fiscal Year

The fiscal Year shall begin on September 1 and end August 31 of the following year. There must be two (2) of four (4) signing officers--Chair, Vice Chair, Treasurer and Secretary.

Section 11 Conflict of Interest

A committee member shall be considered in conflict of interest if he/she:

- i. Has a financial interest in a company or group being considered by the Committee
- ii. Has any other reason they deem to be a conflict of interest
- iii. The Committee member must state their conflict of interest and then withdraw from any further discussion and voting on the matter.

Section 12 Constitutional Amendments

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

Written notice of the Annual General Meeting has been given to all Committee members a minimum of fourteen (14) days in advance. The notice of the meeting will also include specific amendments proposed.

A two-thirds (2/3) majority vote of those Committee members present at the meeting will be required to amend the Constitution.

Section 13 Vacancies on the Parent Committee

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

- 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 Committee. A member, or chair, or vice chair may be deemed to have resigned from the Committee or office if three meetings are missed.
- Or, will fill the open position by consensus of the Committee as an acting position until the next Annual General Meeting.

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

Section 14 Dissolution

In the event of dissolution, all records of the Committee shall be placed under the jurisdiction of the principal and all funds would be dispersed to the betterment of Elkhorn School.