

**Hamiota Schools
Parent Advisory Council**

Constitution

October 2011

1. Mandate

The Advisory Council will work in cooperation with school staff, trustees, parents and members of the community in the following ways:

- a. 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.
- b. As a means of disseminating information about the school and about parental priorities and of promoting community understanding and involvement in the school.
- c. As a liaison between the school, parents, community, and other school organizations for the purpose of information sharing and cooperation.
- d. As an advisory structure to the school board in matters related to the school division.

The roles and responsibilities of the Advisory Council will include, but are not restricted to the following:

1. To advise the principal on school matters as they pertain to the school involvement, policies, organizations, and activities including the following:
 - Curriculum and programs
 - Cultural and extra-curricular activities
 - Student discipline and behaviour management policies
 - Community access to school facilities
 - Fundraising
 - School closures
 - Transportation
2. To provide recommendations to the school board with respect to the process of hiring and assigning principals.
3. To participate in the development of the annual school plan
4. To participate in the development of the school budget proposal, prior to submission to the school board
5. To participate in school reviews and to receive feedback on actions to take.

6. To promote community interest, understanding and involvement in the school and in the governance of the school.
7. To establish ongoing communication with all parents of the children enrolled in the school and with community members. The Advisory Council is to represent their priorities and concerns.
8. To establish a means of regular accountability to the school and community for involvement, activities, expenditures and recommendations.
9. To respect those confidential matters related to the individual personnel and pupils cannot be discussed by the Advisory Council.
10. To represent the administration's authority and responsibility to make decisions.

2. General Term

The operating year of the Advisory Council shall be from May 1st to April 30th of the succeeding year, unless otherwise decided.

3. Membership

Membership in the Advisory Council shall be open to any community member residing in the Hamiota catchment area, and any parent(s) or lawful guardian(s) of any student attending the school.

The Advisory Council Executive shall consist of a minimum of six (6) members, to a maximum of twelve (12) members.

Advisory Council Minimum Executive Membership recommendation:

- 6 parents
- 1 Student Council Representative
- 1 Teacher Representative
- Principal

- If a council member is unable to fulfill his/her term, the existing council will appoint a replacement to complete the term.

Terms of Office:

Members of the Advisory Council shall be elected from the people present at the Annual Meeting or by proxy. Terms of office shall be two (2) years in length and at least one-third (1/3) of the Council will be re-elected at the Annual General Meeting. The Student Council Representative will serve a one (1) year term.

4. Executive

Following the Annual General Meeting, the council members will elect a President, Vice-President, Secretary, and Treasurer. Other committee chairpersons may be appointed from the remaining members, as the need arises.

No elected member of the executive may hold the same office for more than three (3) consecutive terms.

The executive shall take directions from the general membership of the Advisory Council.

Duties:

- a) **President** – The President of the Advisory Council shall call meetings and he/she shall preside over such meetings and shall perform all the usual duties of the office. He/she will be a signing officer for Council funds.
- b) **Vice-President** – In the absence of the President, the chair will be occupied by the Vice-President. The Vice-President shall perform such other duties as may be required by the President.
- c) **Secretary** – The Secretary shall be responsible for all records of the Advisory Council related to membership meetings, excluding financial records. The Secretary, in collaboration with the President, shall prepare

and circulate meeting agendas prior to each meeting. The Secretary is required to circulate minutes of the meetings to Council members and to the Park West School Division Board.

- d) **Treasurer** – The Treasurer shall prepare a statement of revenue and expenses for each regular or special meeting. He/she shall be responsible for conducting all matters related to finances, including signing authority. The Treasurer shall be responsible for procuring an annual audit.
- e) **Principal** – the Principal or designate shall be present at all meetings of the Advisory Council. The Principal’s role in the Advisory Council shall be guided by the Manitoba Department of Education document guidelines: Advisory Councils for School Leadership.

5. Meetings

The Advisory Council shall be required to hold a minimum of two (2) regular open meetings each operating year. In addition, one (1) Annual General Meeting to be held in the month of April.

Quorum/Decision Making:

A quorum shall consist of a minimum of five (5) members, two (2) of which must be executive members.

Any parent/guardian of a Hamiota student shall have the right to vote on Council decision sat regular meetings. One vote per family per Motion. Motions must receive a majority of votes cast to be passed. The President shall only vote in the event of a tie.

6. Sub-Committees

Sub-committees may be formed under the umbrella of the Advisory Council as necessary.

7. Amending the Constitution

Any member may propose amendments to the constitution by serving a notice of motion for the next general meeting. An amendment must receive a majority of the votes cast by the general membership.