

Constitution of the
École New Era School Parent Council

ARTICLE 1: INTERPRETATION

1.01 The name of this organization shall be “École New Era School Parent Council”.

ARTICLE 2: OBJECTIVES

- 2.01 To support, promote and enhance meaningful parent involvement and participation in an advisory role École New Era School;
- 2.02 To promote parental understanding and awareness of educational issues within École New Era School and the Brandon School Division;
- 2.03 To promote a community spirit between teachers, staff, students and parents;
- 2.04 To fundraise for items identified as required that cannot be purchased through the regular school budget.

ARTICLE 3: FINANCIAL POSITION

- 3.01 All business of, and dealing, with École New Era School shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives as heretofore outlined.
- 3.02 Committee chairpersons may spend up to \$25.00 at their discretion.
- 3.03 All disbursements in excess of \$25.00 require committee approval.

ARTICLE 4: MEMBERSHIPS

- 4.01 All parents or guardians of children currently attending École New Era School are eligible for general membership on the Parent Council.
- 4.02 It is desired that each class within the school have at least one representative who regularly attends the meetings of the council.
- 4.03 Community members are eligible for general membership on the Parent Council when they are involved in regular school programs and have an interest in the school community.
- 4.04 At least 2/3 of the total number of members MUST be parents of children attending École New Era School.
- 4.05 Teachers and staff of the school or the division who are also parents or community members may comprise not more than 1/3 of the total number of members.

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- 4.06 All general members can become executive members, or volunteer for committees at meetings
- 4.07 There are no membership fees
- 4.08 The members of the École New Era School Parent Council executive committee shall consist of the following offices:
1. Chairperson
 2. Past Chairperson
 3. Vice Chairperson
 4. Secretary
 5. Treasurer
 6. Principal and/or Vice Principals
- 4.09 Chairpersons for the following subcommittees
1. Fundraising
 2. Social
 3. Publicity
 4. Volunteers
 5. Canadian Parents for French
 6. Catchment (Community) Area
- 4.10 Voting privileges: All persons who are serving as members may vote at the AGM. All persons serving as members of the executive committee have the right to vote at committee meetings.

ARTICLE 5: EXECUTIVE

- 5.01 All executive positions shall consist of a two year term of office with provisions for extension.
- 5.02 Committee chairpersons have the power to add to their committees at their discretion
- 5.03 The executive may develop new committees as required.
- 5.04 The executive has the right to change policy at the ongoing executive committee meetings if consensus is met.

ARTICLE 6: DUTIES OF EXECUTIVE MEMBERS

- 6.01 Chairperson
1. scheduling meetings as required;
 2. Confirming that quorum is present before conducting any business at any meeting;
 3. chairing meetings;

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4. coordinating the work of the officers and committees
5. acting as spokesperson for council with media and other contacts;
6. delegating responsibilities for committee activities as appropriate;
7. signing officer for bank account;
8. preparing an agenda for council meetings;
9. reviewing and signing all correspondence prior to release;
10. and be a member ex officio of all committees
11. Remain as a consultant to the current chair for one year once no longer Chair and will be titled Past Chairperson.

6.02 Vice-Chairperson

1. assuming the duties of the Chair when the Chair is not available;
2. act as an aide to the Chair:
3. signing officer for bank account;
4. attending Brandon Group Parent Council Meetings 3 times yearly, or finding an alternative to attend;

6.03 Secretary

1. taking minutes;
2. distributing minutes to committee members within one week of meeting date;
3. maintaining a file of minutes, correspondence, etc.;
4. notifying membership of meetings;
5. maintain a current membership list with contact information;
6. maintain a copy of the current constitution.
7. post minutes of the parent council bulletin board no later than one week after the meeting.

6.04 Treasurer

1. accepting and documenting all funds pertaining to the Parent Council;
2. be responsible for the timely payments of accounts payable;
3. producing financial reports at each meeting, which shall include the most recent statement from the bank;
4. making a full financial report at the annual general meeting;
5. signing officer for bank account.

6.05 Principal/Vice Principal

1. present a report of past and future École New Era School activities that pertain to the purpose of the Parent Council;
2. inform Parent Council of any special needs identified within the school where Parent Council fundraising would benefit the students;
3. work with the Parent Council regarding school development planning;
4. report to staff meetings on the doings of the Parent Council.

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- 6.06 Roles of the executive at large shall be:
12. to perform duties as assigned by the Chair;
 13. to deliver to the successors or the Chair, all official materials within 30 days following the date at which their successors assume their duties, with the exception of the treasurer's materials, which will be delivered upon completion of the annual review/audit.

- 6.07 Roles of the committee chairs shall be:
1. to perform the duties outlined in this constitution and those assigned from time to time;
 2. to develop specific job descriptions for their committee if one does not currently exist;
 3. to provide written proposals for activities/events to the Parent Council prior to proceeding with them;
 4. to provide written reports including financial statements for all activities or projects their committees undertakes at each Parent Council Meeting.

- 6.08 Roles of all class representative shall include:
1. to attend meetings as scheduled;
 2. to come prepared, on time and ready to participate in Parent Council initiatives.

ARTICLE 7: MEETINGS

- 7.01 The Parent Council will hold an Annual General Meeting each May. The Purpose for this meeting will be to elect the executive for the upcoming school year.
- 7.02 The first meeting of the year shall be called at the discretion of the chairperson. Thereafter the date, time, and place of succeeding meetings shall be set as part of the meeting agenda. Meeting dates should be set to, ensure maximum participation of the executive committee members.
- 7.03 Emergency meetings may be called at the discretion of the chairman. Notice of an emergency meeting shall be given with at least three days warning and shall be accompanied by a verbal or written indication of the nature of the emergency agenda.
- 7.04 Any three members of the executive committee shall have the right to require the chairman to call a meeting of the executive.
- 7.05 The Parent Council will meet at least eight times throughout the school year to conduct general business.
- 7.06 Agenda items for meetings must be submitted to the Chair one week prior to meeting dates.

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ARTICLE 8: QUORUM

- 8.01 The quorum shall be present for a meeting to commence or continue. Such quorum shall be equal to having at least ½ plus one of the executive present.
- 8.02 The quorum of an annual general meeting shall be ten (10).
- 8.03 If a quorum is not present at the time specified for any meeting, informal discussions may proceed, but no official business may be carried out until the appropriate number of executive committee members are present.
- 8.04 Electronic voting by the executive shall be allowed for matters where a decision is required before the next scheduled Parent Council meeting and only those matters which financial commitment, if any, is less than \$200.00. Any motion dealt with in this way must be brought forward to the next meeting for informational purposes.

ARTICLE 9: PROCEDURE

- 9.01 Robert's Rules of Parliamentary Procedure shall be used as a guide to conduct all meetings.
- 9.02 A record shall be kept of all business transacted at all meetings.
- 9.03 The names of the members present at each meeting shall be recorded with the minutes.
- 9.04 Executive members should be given at least two weeks notice of executive meetings, together with an outline or agenda of the business to be transacted at the meeting.
- 9.05 Every member shall be given at least fourteen days notice of the annual general meeting, together with an outline or agenda of the business to be transacted at the meeting.

DONE and PASSED by the École New Era Parent Council membership this _____ day of _____ 2013.

Chairperson

Secretary