

Constitution for J.R. Reid Parent Council

Section 1 The name of the organization shall be the *J.R. Reid Parent Council* hereafter referred to as the Council.

Section 2

Mission Statement

The Council will work in cooperation with J.R. Reid parents, school staff, and students, and trustees and members of the Brandon School Division and community in the following ways:

- As a fundraising body to support the staff and students at J.R. Reid.
- As a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing and cooperation.
- As a means of circulating information about the school and about parental priorities, and of promoting community understanding and involvement in the school.
- 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 an advisory structure to the school board in matters relating to the school district.

Section 3

Objectives

The objectives of the Council are:

- To raise funds to support the staff and students at J.R. Reid School.
- To promote community interest, understanding and involvement in the school and in the governance of the school.
- 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 establish a means of regular accountability to the school and community for involvement, activities, Council expenditures and recommendations.
- To participate in the annual school district budget process.

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 division policies.

Section 5

Council Membership

- At least two thirds (2/3) of the executive positions on the Council must be filled by parents whose children attend the school. This will ensure parents' views are clearly represented.
- In order to provide the view of the community, up to one third (1/3) of the Council may be filled by community members who live within the school catchment area but do not have children in the school.
- Up to one third (1/3) of the total number of positions on Council may be filled by teachers and other staff who work in the system.
- The Council shall consist of a minimum of 6 (1 member for each executive position) and a maximum of 12 (2 members for each executive position) elected members who hold a legal vote.
- The Council shall make every effort to reflect the cultural diversity of the community and failing that, one seat may be added to ensure that representation.
- The principal is entitled to attend Council meetings as an ex officio (non-voting) member.
- Council executive members must be elected at the Annual General Meeting (typically held in May) by attendees 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 Parent Council and can include parents, teachers, students, community representatives and individuals with special expertise to help them in developing an informed decision.
- The Council will hold regular monthly meetings which will be open to the public. All (and only) Council members may vote at the meetings.

Parent Council Executive Positions

Chair(s)

The Chair(s) shall

- convene and preside at all membership, special and executive meetings.
- in consultation with the council and other representative members, appoint committees where authorized to do so by the Council.
- take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organizations.
- as often as possible, attend (or request another executive member to attend) meetings of the Brandon School Division Parent/Guardian/Division Advisory Committee meetings.
- report at Parent Council meetings any issues or information relevant to the Council membership.
- liaise with Manitoba Association of Parent Councils as needed in order to gain information regarding issues or responsibilities of Parent Councils.
- ensure that an agenda is prepared and presented at each meeting.
- request and retain electronic copies of all executive member (and Lunch Room coordinator) reports for all Parent Council meetings.
- forward all minutes and reports to the principal (and school administrative assistant) in a timely fashion (usually at least 2 days) prior to each Parent Council meeting.
- regularly check the Parent Council mailbox for general information to be shared with the executive and general membership.
- at the beginning of each school year, seek a staff “Wish List” of money requests for the school year.
- ensure (in consultation with the school Administrative Assistant) that the Parent Information Board (including Council minutes, volunteer requests, etc.) at the front of the school is up-to-date
- write a year-end report on the activities of the Parent Council at the principal’s request

Treasurer(s)

The Treasurer(s) shall

- assume the responsibilities for all financial transactions on behalf of the council.
- provide to the Chair, in advance of each Parent Council meeting, the financial status of the J.R. Reid Parent Council account(s).
- make deposits and prepare all cheques for reimbursements/payments related to parent council work. *The treasurer will not sign blank cheques under any circumstances.*
- provide bank reconciliation information to the Board Office, upon request, twice during the school year (March and August).

Secretary(ies)

The Secretary(ies) shall

- assume the responsibilities for recording all minutes of regularly scheduled meetings and executive only meetings of the council.
- within two weeks following each meetings forward to the executive, minutes of the meeting.
- maintain an electronic copy of all minutes.

Soup Labels Coordinator(s)

The Soup Labels Executive Member(s) shall

- assume the responsibilities for collecting, counting and remitting soup labels in compliance with the Campbell's Soup Labels for Education program.
- order merchandise when sufficient points have been accumulated.
- raise awareness of the program within the school community.
- periodically offer incentives for students who bring in labels (e.g., through regular draws from student identified labels that have been submitted to the drop box at the front of the school).

Food Events Coordinator(s)

The Food Events Coordinator(s) shall

- assume the responsibilities for organizing school-wide and lunch room food events. The number of events, in addition to the Welcome Back Barbecue, shall be determined by the Food Events Coordinator(s).
- organize events, book barbecues, and recruit volunteers to assist with activities or with food supplies for the Welcome Back Barbecue.
- determine and book (with relevant businesses), no later than July for the coming school year, the dates and type of food events to be held for the entire year.
- arrange for distribution to classrooms all food request forms (where relevant).
- collect and record the specific food requests.
- collect and total the money attained from the food orders.
- deliver counted money to the treasurer for deposit.
- submit receipts for payment or reimbursement to the treasurer within a week following the event.
- notify the membership of each event a week in advance in order to attain volunteers to assist with preparation of food orders for each classroom, and to supervise student classrooms and subsequent lunch time recess.

Fundraising Executive Member(s)

The Fundraising Executive Member(s) shall

- set the fundraising goal for the year, in consultation with the other executive members, and determine a means to convey to the school community an index of progress toward the goal (e.g., a thermometer showing money increases toward target)
- organize a maximum 3 product fundraising events (following the guidelines of the Manitoba Association of Parent Councils) and the Annual Walkathon.
- determine and book (with relevant businesses) the dates for the Annual Walkathon and for products and determine type of product events to be held during the year.
- arrange for distribution to classrooms all Walkathon and product forms (where relevant).
- collect and record the specific product requests.
- collect and total the money attained from the Walkathon and product orders.
- deliver counted money for each event to the treasurer for deposit.
- submit receipts for payment or reimbursement to the treasurer within a week following the event.
- notify the membership of each event a week in advance in order to attain volunteers to assist with distribution of products (where relevant).
- regularly check the Parent Council mailbox for fundraising advertisements to be shared with the executive and general membership.

Additional Responsibilities of Executive Members

The Chair and Treasurer *shall*

- have signing authority on all cheques. Both signatures are required for all cheques.

All Executive members *should*

- attend the annual Welcome Back Barbecue and for all J.R. Reid Parents and Community members present
- provide information regarding the objectives and activities of the Council.
- attain contact information (typically e-mail and phone numbers) of all community members who may be interested in volunteering for events
- provide relevant personal contact information so that J.R. Reid Parents and Community members can contact the Council executive members with questions or concerns.
- Maintain an electronic or hard copy of all documents relevant to the executive positions which they hold.

Section 6

Elections

- The Council will be elected at the Annual General Meeting of community members to be held not later than the May meeting.
- The Annual General Meeting shall be organized and advertised by the Council Chair with assistance from the school.
- Terms of office shall be determined by the Council. (*Ideally* executive members will serve for at least two years.)

Section 7

Meetings

- The Council shall hold at least five (5) regular meetings during a school year (or will hold meetings once a month throughout the 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 Secretary of Council.
- Ideally, the executive committee will meeting prior to the Annual General Meeting in order to prepare for the meeting and notify the community of specific needs for executive positions.

Section 8

Quorum

A quorum shall consist of a minimum of fifty percent (50%) plus 1 of the executive Council members.

Section 9

Procedures

- Recommendations will be determined *by consensus* whenever possible.
- "Robert's Rules of Order" Newly Revised will be used in the event:
 - of approval of minutes of Council and executive meetings
 - of approval for reports from executive members
 - of decisions related to finances of the Council
 - that procedural problems arise

Section 10

Constitutional Amendments

- Amendments to the Constitution and by-laws of the Council may be made only at the Annual General Meeting (typically in May) of the Council providing:
 - written notice of the Annual General Meeting has been given to all Council members (fourteen (14) days minimum.
 - the notice of the meeting included notice of the specific amendments proposed.
 - a two-thirds (2/3) majority vote of those Council 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 Council, the chair shall, at the direction of the Council,
- call a by-election to fill the vacancy. In the event of the chair coming vacant, the position shall be filled by election within the Council. A member, or chair, may be deemed to have resigned from the Council or office if three meetings are missed.
 - fill the open position by consensus of the council as an acting position until the next Annual General Meeting.

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

Section 12

Dissolution

In the event of dissolution all records of and funds accumulated by the Council shall be placed under the jurisdiction of the principal.