

Starbuck Home and School Association Constitution

1. **Name**

The name of the organization is Starbuck Home and School Association (the “Parent Council”), acting as an Advisory Council for School Leadership under The Advisory Councils for School Leadership Regulation (Regulation 54/96) under The Education Administration Act (C.C.S.M c. E10).

2. **Mission Statement**

To participate and assist in advocating for the best possible education and opportunities, while promoting inclusivity, a sense community and support for students at Starbuck School (the “School”).

This Parent Council is in support of the School’s Belief Statements:

- Starbuck School will provide a safe, nurturing environment for effective learning and personal growth.
- Starbuck School believes in encouraging students ’talents, abilities, interests and needs.
- Starbuck School shares responsibility with families and other agencies, committing itself to the provision of an education that will facilitate the development of students ’academic and physical potential, as well as their social and emotional growth.

3. **Purpose**

The Parent Council strives to do the following in our School:

- (a) To support programs, materials and experiences not covered by the public school system;
- (b) To act as a stakeholder and assist the Red River Valley School Division (the “Division”) and the School by making recommendations, when information is sought, pertaining to School plans, policies, project budgets and general school business;

- (c) To increase community awareness and involvement in the School;
- (d) To outline a general plan for the Parent Council with a focus and priorities annually;
- (e) To participate in School reviews and receive feedback on actions taken;
- (f) To maintain open communication with parents/guardians, community members and School staff to ensure their priorities and concerns are being heard;
- (g) To promote open three-way communication between the Parent Council, the School and the Division, and
- (h) To support accessibility and inclusion for all students, staff and visitors to the School.

4. **Parent Council**

(a) Eligibility

Any adults interest in the objectives of the Parent Council who are parents/guardians of children enrolled in the School are entitled to and may become a member of the Parent Council upon being elected.

(b) Executive Members

The executive of the Parent Council will consist of the following positions elected: Chairperson, Vice Chairperson, Secretary, Treasurer and two ex officio non voting members, being the principal of the School and one teacher representative from the School (collectively the “Executive”). The Executive, along with all other non Executive elected members of the Parent Council, will make up the Parent Council. The Parent Council will consist of not less than 6 and no more than 12 members. Additional Executive or non Executive member positions may be created for the duration of each school year if, in the opinion of the majority of the parent Council, it is warranted.

(c) Terms

The terms of the Chairperson, Secretary and Treasurer positions shall be for a minimum of two years. The terms for all other non Executive Council positions shall be for a minimum of one year. Upon completion of the minimum duration of the term, a member may decide to resign without a successor.

Members missing more than three consecutive meetings without reasonable explanation may be dismissed from their position by majority vote of the Parent Council, the Parent Council may appoint an eligible person to the position for the remainder of the term.

(d) Parent Council Meetings

The Chairperson shall determine regular Parent Council meeting dates, maintaining a minimum of three meetings per school year. Parent Council meetings are open to all parents/guardians, community members, and teachers, and will be posted in advance through newsletter or other posting. Only Parent Council members are eligible to vote at Parent Council meetings. Parents/guardians are may be added to the agenda, for a timed presentation, providing they have talked to the Chairperson prior to the meeting. A quorum shall be 60% of the Parent Council members.

All Parent Council meetings shall typically be held in person but may be held by telephone or such other electronic means as the majority of the Parent Council may agree and provided that all participants in the meeting can hear and be heard and participate fully for the duration of the meeting.

(e) Motions

Motions (including nominations for any Parent Council positions) arising at any meeting of the Parent Council will be decided by majority of votes and may be done by ballot, at the discretion of the Chairperson. Each eligible person will have one vote. In the case of equality of votes, a second vote will be taken; the Chairperson shall not have a second vote.

If a member of the Executive is unavailable to attend a meeting, they may submit a vote by proxy on motions presented by the Parent Council.

(f) Nominations

Nominations for any vacant position on the Parent Council shall be presented prior to the election of those positions at the June Annual General Meeting. Following the report of the Executive, nominations will be accepted from the floor, providing the person being nominated is in attendance to accept, or has given written consent.

(g) Remuneration

Parent Council members shall serve without remuneration and no Parent Council member shall directly receive any profit from their position on the Parent Council. A Parent Council member may be reimbursed for reasonable expenses incurred in the performance of their duties, as approved by the Parent Council. Any Parent Council member who is engaged in or is a member of a firm engaged in business or profession, and has declared any conflict of interest, may act in and be paid the usual proportional costs and charges for any professional business required to be done in connection with the administration of the affairs of the Parent Council.

(h) Executive Members

(i) Chairperson

The Chairperson shall, if present, prepare the agenda and preside at all meetings, and shall have signing authority on cheques and drafts, having their signature on file at the chosen financial institution. The Chairperson shall keep meetings focused on matters covered on the agenda, maintaining an environment that is conducive to the expression of views.

(ii) Vice Chairperson

The Vice Chairperson shall, in the absence or inability of the Chairperson, perform the duties and exercise the powers of the Chairperson, and shall have signing authority on cheques and drafts, having their signature on file at the chosen financial institution.

(iii) Secretary

(i) The Secretary shall attend all meetings and act thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose;

(ii) May have signing authority of cheques and drafts;

(iii) Shall be responsible for the keeping and circulation of official minutes of all meetings.

Minutes should represent an accurate record of the meeting; should summarize the main comments and suggestions that were discussed; and should highlight all motions, including who made the motion, who seconded the motion, and outcome of the vote. After approval, an official copy of the minutes should be signed by both the Secretary and the Chairperson and be kept on file in the school for future reference.

Copies of the minutes shall be circulated to all members of the Parent Council, and to parents/guardians.

(iv) Treasurer

- (i) The treasurer shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Parent Council;
- (ii) Shall deposit all monies, securities, and other valuable effects in the name of, and to the credit of the Parent Council in such a financial institution as may be designated by the Parent Council;
- (iii) Shall have signing authority on cheques and drafts, having their signature on file at the chosen financial institution;
- (iv) Shall disburse the funds of the Parent Council as may be directed by the Parent Council taking proper vouchers for such disbursements;
- (v) Shall render to the Parent Council, accounts of all the transactions and a statement to the financial position of the Parent Council at each meeting of Parent Council.
- (vi) Shall ensure that all cheques have two signatures; by those who have signing authority;
- (vii) Shall arrange an audit of the financial records annually by someone outside of the Parent Council.

(v) Fundraising Chair

- (i) Coordinating fundraising initiatives and liaison between the school and the council.

(vi) Social Event Chair

- (i) Coordinate social events and liaison between the school and the council.

(vii) Members at Large

All non Executive members of the Parent Council shall be Members at Large. Members at Large shall provide input at Parent Council meetings, support the stated purpose and the undertakings of the Parent Council and the Executive, volunteer their time as needed for School and Parent Council activities and such other tasks as may be agreed to with the Parent Council from time to time.

(viii) Task Force

A task force may be established at the discretion of the Parent Council, and may include parents/guardians, teachers, students, community representatives and individuals with expertise to help in developing an informed decision. When a task force is required, their purpose and responsibilities will be clearly defined by the Parent Council. The task force is to be linked to the Parent Council by at least one Parent Council member acting as a liaison. This liaison will be responsible for reporting to the Parent Council the activities of the task force.

5. **General Meetings**

The Parent Council shall determine general meetings of the Parent Council, which shall occur no less than once per school year. Typically, the Parent Council hold a general meeting in June (the “June Annual General Meeting”). Parents/guardians will be notified of all general meetings in advance through the school newsletter, e-mail, or other posting.

The members of the Executive shall prepare reports, including the financial statements, and other important information, for each general meeting. An annual report will be prepared for the June Annual General Meeting. All parents/guardians in attendance are eligible to vote at general meetings.

All general meetings shall typically be held in person at the School but may be held by telephone or such other electronic means as the majority of the Parent Council may agree and provided that all participants in the meeting can hear and be heard and participate fully for the duration of the meeting,

Motions (including nominations for any Parent Council positions) arising at any meeting of the Parent Council will be decided by majority of votes and may be done by ballot, at the discretion of the Chairperson. Each eligible person will have one vote. In the case of equality of votes, a second vote will be taken; the Chairperson shall not have a second vote. The Treasurer and the Vice Chairperson will act as returning officers during elections. If members of the Executive is

unavailable to attend a meeting, they may submit a vote by proxy on motions presented by the Parent Council.

6. **Finances**

- (a) The fiscal year will be from September to June;
- (b) The budget is to be prepared for the first general meeting;
- (c) The Chairperson, Vice Chairperson, Secretary and Treasurer shall have signing authority.
Two signatures are required on all cheques;
- (d) A person will be appointed outside of the Parent Council to audit the books annually;
- (e) The Chairperson may authorize expenditures of Parent Council funds up to \$150.00 if the request aligns with the annual general plan;
- (f) Expenditures in excess of \$150.00 but less than \$1500.00 require the authority of a majority vote of the Parent Council;
- (g) Expenditures in excess of \$1500.00 require the authority of a majority vote of those present at a general meeting of the Parent Council.
- (h) A minimum of 70% of monies raised during the fiscal year must be spent by June 30 of the same year, excluding funds that have been allocated to a multi year initiative.

7. **Amendments to the Constitution**

The constitution shall be reviewed annually, and may be amended at any general meeting. A motion must have been given at the previous meeting. In order to pass, the amendment must be approved by 2/3 of the eligible persons present at the general meeting. In the case of an amendment, an updated constitution will be circulated.

8. **Rules of Order**

The rules in the current edition of Robert's Rules of Order, Newly Revised, may be referred to by the Executive in all cases to which they are applicable and in which they are inconsistent with this constitution. The Chairperson will keep a reference copy.

9. **Dissolution**

Should this association disband, the record books will be placed in the archives of the School. The remaining funds and assets of the Parent Council shall be turned over to the School principal for school use as recommended by the Executive.

Should the Parent Council feel the need to dissolve, notice of this intention must be presented to all parties involved two weeks prior to a general meeting. The Executive will take comments and concerns via phone or email during the two weeks, and a vote by ballot will be taken at the general meeting. Dissolution must be approved by at least 80% of the others present to pass.

June 2023

Starbuck Home and School Association

Adapted with permission from "Oak Bluff Home & School Association Constitution" January 2023