

# **ÉCOLE ST. EUSTACHE PARENT ADVISORY COUNCIL** **CONSTITUTION**

## **Section I: Name**

The name of the organization shall be École St. Eustache Advisory Council (SEAC).

## **Section II: Mission Statement**

The École St. Eustache Advisory Council is dedicated to the education and the well-being of the child. The SEAC's primary mandate is to promote effective communication between the home and school. The SEAC shall encourage parents and community members to participate in meaningful and educational activities and decision making, to strengthen the role of community in education and schooling and to foster meaningful community participation.

## **Section III: Objectives**

1. The objectives of the organization will be to enhance communication and promote co-operation between students, parents, school staff, school board, education authorities, and community.
2. To review, discuss, and make recommendations to the group listed in number 1 about:
  - School policy and procedures
  - Division policy and procedures
  - Programs and services
  - Facilities and equipment
  - Parent/community education
  - Learning resources
3. To act as a liaison between the community, home, and school.
4. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## **Section IV: Membership**

1. All parents and guardians of students registered at École St. Eustache School could be voting members of the group.
2. Administration and staff (teaching and non-teaching) of École St. Eustache School shall be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the group.
4. There will be a minimum of seven members and a maximum of 15 members.
5. Ideally there will be a class rep for each grade. The class rep will be a parent or guardian of a child in the specific class they represent.
6. Ideally there will be a member from each community.
7. Two-thirds (2/3) or more of council members must be parents of students in École St. Eustache School.

## **Section V: Executive**

### 1. Executive Positions

The group shall elect a slate of officers from the voting members for each school year. Number and position of Executive should be determined by local organizational needs, but should include the following:

#### a) Chairperson

- Shall convene and preside at all membership, special, and executive meetings.
- Shall, in consultation with the school staff and administration ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership.
- Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.

#### b) Co-Chairperson

- Shall assume the responsibilities of the Chairperson in the Chairperson's absence.
- Shall accept extra duties as required.

#### c) Secretary/Treasurer

- Shall record the minutes of membership, special and Executive meetings.
- Shall issue and receive correspondence on behalf of the organization.
- Shall be responsible for and report on the accounts of the organization.
- Shall be one of two signing officers of the Executive as per Section XIII

### 2. Executive Meetings

- a) Executive meeting times are set by the Executive.
- b) Extraordinary meetings may be called by the Chairperson.

### 3. Vacancy on Executive

If any officers resign during a term of office or if any office is not filled at the time of elections, the SEAC may appoint a voting member of the SEAC to fill the vacancy until election.

## **Section VI: Committees**

1. Committees are responsible to the Executive.
2. Members may be appointed annually to committees by the Chairperson (after consultation with the Executive).

## **Section VII: Elections**

1. In the first year of operation, one-half of the council members shall be elected for a two-year term, and one-half for a one-year term. Thereafter, council members shall be elected for 2 year terms to ensure continuity.
2. Elections of executives will take place at the first meeting for the school year. This meeting must be held before September 30<sup>th</sup> with at least 14 days notice. It will be chaired by the last Chairperson.

Election term - the length of election term of Executive positions shall be one year.

### **Section VIII: Election Procedures**

1. Election of council members will take place during an Annual General Meeting which will be in May or June of each year.
2. Every parent or guardian in attendance at the general meeting shall be eligible to vote.

### **Section IX: General Meetings**

1. The number of General Meetings will be set by the Executive.
2. Special meetings may be called by the Executive with a minimum seven days notice.

### **Section X: Constitution Amendments**

Amendments to the Constitution and By-laws of the École St. Eustache School Advisory Council may be made at any General Meeting, at which business is conducted, providing:

1. Written notice of the meeting has been given to all members (14 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws.

### **Section XI: Quorum**

The voting members present at any duly called General Meeting shall constitute a quorum.

### **Section XII: Procedure**

1. The meeting will be conducted efficiently and with fairness to members present.
2. If procedural problems shall arise, <<Robert=s Rules of Order>> will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

### **Section XIII: Finances**

1. Any expenditure must be approved by Executive.
2. The Executive shall name at least two signing officers, one of whom will be the Treasurer, for banking and legal documents. Two signing officers will be required for those documents.
3. All funds of the organization will be deposited in a Bank of Financial Establishment registered under the Bank Act.

**Section XIV: Code of Conduct**

1. The École St. Eustache School Advisory Council is not a forum for the discussion of any individual school personnel, students, parents, or other members of the school community.
2. An executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

**Section XV: Dissolution**

1. In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final General Meeting.
2. All records of the organization shall be placed under jurisdiction of the School District in the person of the principal of the school.