

Royal School Parent Connection

Actively Supporting Our School Community

450 Laxdal Road, Winnipeg, Manitoba R3R 0W4 phone 204.889-6650, fax 204.889.6665

CONSTITUTION – updated May 21st, 2024

I. Name:

This organization shall operate as a parent council for parents/caregivers and guardians of Royal School (“the School”), shall be known as “*Royal School Parent Connection*” or “*RSPC*”, and shall be referred to as such in this Constitution and its Bylaws.

II. Goals:

1. To foster a partnership between home and the School that enhances and supports Royal School’s vision, mission and values which read as follows:
 - a) **Vision:** Curious, community-minded learners inspired by memorable school experiences.
 - b) **Mission:** Our school family provides a welcoming, student-centered environment where everyone thrives.
 - c) **Values:** Learning first, Nurturing potential, Inclusion for all
2. To provide a forum:
 - a) to enable parents/caregivers and guardians to be informed and involved.
 - b) where parents/caregivers and guardians are encouraged to share perspectives, ideas, suggestions, comments and concerns to staff for decisions made by the school and the school board.
3. To organize, support and participate in activities that will:
 - a) enhance learning opportunities for students;
 - b) enhance students’ learning environment;
 - c) maintain and improve the playground and outdoor space as per provincial guidelines.

Examples may include but are not necessarily limited to: fundraising; volunteering; parent/caregiver or guardian information programs; maintenance of the playground; organization of, or participation in, school events; and liaison with community organizations.

III. Membership of Royal School Parent Connection

1. Voting members:
 - a) All parents/caregivers and guardians of children attending Royal School and who are in attendance at the monthly meeting are voting members of Royal School Parent Connection.
 - b) In the event a decision is required between monthly Royal School Parent Connect meetings, the decision can be made by the Executive Members.

IV. Executive Members

1. The Executive Members of Royal School Parent Connection must be elected, and may consist of the following, subject to XI:
 - a) The Chair or two Co-Chairs
 - b) The Secretary
 - c) The Treasurer
 - d) Fun Lunch Coordinator
 - e) The Fundraising Coordinator(s)
 - f) The Communications Coordinator and
 - g) Outreach and Community events Coordinator
2. Executive Members shall be elected by Royal School parent/caregiver and guardian community.
3. RSPC will hold elections at the first meeting in September.
4. For any Executive Members position that is vacant or becomes vacant at any time during the school year, elections may be held.
5. The terms of Executive Officers will begin at the first RSPC meeting in September and will expire at the September RSPC meeting two years later.
6. Prior to the first meeting in September, parents/caregivers and guardians will be given notice of elections.
7. Each Executive Member can hold the position for 2 years unless no one else is interested in the position, then they may remain until such time someone else is interested at the next school year.

8. Notice of the intent to hold elections shall be distributed to Royal School Parent Connection members seven (7) days prior to the election date. The notice will be distributed by email.

9. A simple majority vote of Royal School Parent Connection members' in attendance at the September meeting is required to elect an Executive Members. (See section III on Membership voting eligibility).

10. Executive members must ensure all: tools, forms, passwords, templates, instructions, budgets etc. are maintained on the RSPC Google drive in the event they step down from their position so that the incumbent member or the rest of the Executive committee has access to all documentation.

11. Royal School Parent Connection agrees to indemnify the Executive Members, for all actions undertaken by them in good faith on behalf of Royal School Parent Connection, against claims, suits or proceedings brought against them, provided that no Executive Officer shall be indemnified in respect of any liability, cost, charge or expense that he/she sustains as a result of fraud, dishonesty, wilful neglect or wilful default.

V. Grade Representatives and Sub-committees:

1. Grade Representatives are optional positions where a parent volunteers to represent their grade's interest at RSPC meetings.
2. These are optional positions and should no one volunteer, this position shall remain empty until such time someone volunteers.
3. A sub-committee may be created at the discretion of the Executive members to help plan community/fundraising events where the person who wants to take the lead is an RSPC member but not an Executive member.
4. A subcommittee must come to the monthly RSPC meetings to provide updates and any funding requests for approval.

VI. Motions and Votes

1. A Royal School Parent Connection "motion" may be made and voted on at any Royal School Parent Connection meeting. A motion can also be made via email in between meetings between Executive members should an ad-hoc decision be required and does not exceed a cost of \$101. (*See Financial Authority section VII.*)
2. Should a vote occur by Executive Members in between meetings, it must be an agenda item at the next meeting and captured in the monthly meeting minutes.
3. Voting is required for the following 3 scenarios:

- a) Electing Executive Members
 - b) Fundraising Initiatives
 - c) Financial Decisions (*See financial section VII for details on when a vote is required.*)
4. A simple majority vote of Royal School Parent Connection members' attending the meeting will determine the outcome of the vote. (See section III on voting eligibility.)

VII. Financial Authority

1. There is a Royal School Parent Connection bank account, requiring two signatures on all cheques. Signing authority for cheques and other financial documents shall be vested in no fewer than two (2), and no more than three (3) Executive Officers. These Executive Officers will include the Treasurer, and may include the Chair or Co-Chairs, and/or Secretary.
2. The following voting structure must be followed for all RSPC financial expenditures:
 - a) **Min \$0 - Max \$100** - Treasurer and one Executive Member must vote yes.
 - i. Does not need to be voted on at a meeting, however will need to be an agenda item at the next meeting in order to record in the minutes.
 - b) **Min \$101 - Max \$500** - Treasurer, one Executive Member, and at least 60% of voting members in attendance at the meeting must vote yes.
 - i. Must be an agenda item to be discussed and voted on at the meeting and captured in the minutes. (See section III on voting eligibility.)
 - c) **Min \$501 - upwards** - Treasurer, two Executive Members, and at least 60% of voting members in attendance at the meeting must vote yes.
 - i. Must be an agenda item to be discussed and voted on at the meeting and captured in the minutes. (See section III on voting eligibility.)
3. It is the responsibility of Royal School Parent Connection to maintain the playground and conduct all necessary repairs to it. A reserve of \$2500 minimum must be kept in a separate account at all times to pay for repairs as needed.
4. As a general principle in allocating the proceeds of fundraising, greatest priority will be given to allocations, or combinations of allocations, that benefit the greatest number of students.

VIII. Meetings

1. All meetings of Royal School Parent Connection will be open to all Royal School Parent Connection members, all administration/teachers/staff of the School, and current parents/caregivers and guardians of Royal School community.
2. A minimum of five (5) Royal School Parent Connection meetings or “gatherings” will be held throughout the school year.
3. These “gatherings” will include the following:
 - a) A “formal” in-person meeting in September to hold Royal School Parent Connection elections of Executive Officers and begin to plan the activities/events for the year.
 - b) A minimum of four (4) additional “gatherings” throughout the year, held via the monthly Parent Connection mtg.
4. Committee meetings may be held as required; i.e. subcommittee meetings
5. Meetings may be conducted in person or virtually as voted on by the Executive members and the parents/caregivers and guardians of Royal School in attendance at the meeting when the vote takes place.
 - a) Should any event such as the Covid 19 pandemic occur where in-person meetings become restricted, RSPC will move to strictly virtual meetings and adhere to government gathering restrictions.

IX. Bylaws

1. Royal School Parent Connection may make or amend bylaws (referred to as “Bylaws” in this Constitution) relating to administrative matters and the operation of Royal School Parent Connection, including the duties and responsibilities of Executive Officers and Committees, by a motion and vote of Royal School Parent Connection.
2. Notice of the intent to make or amend the Bylaws shall be distributed to Royal School Parent Connection members seven (7) days prior to the date of the Royal School Parent Connection meeting at which the motion and vote will take place. The notice will be distributed by the school newsletter and/or by e-mail.

X. Review of, and Amendments to, the Constitution

1. The Constitution, including its Bylaws, will be reviewed by Royal School Parent Connection every third (3rd) year, in order to identify any need for revisions.

2. Royal School Parent Connection may amend the Constitution by a motion and vote of Royal School Parent Connection.
3. Two Executive members and a minimum 60% of voting members in attendance at the meeting voting in favour of the change, will be required to carry any motion involving amendment of the Constitution.

XI. Alternate Structures

1. In any year, if no parent comes forward to volunteer for the position of Chair or Co-Chair by the October meeting, the principal can deposit any funds raised by the school for fundraising purposes and try to get new Royal School Parent Connection members.
2. In the event of the second alternative arrangement, and if there are no parents in attendance at three (3) consecutive meetings, Royal School Parent Connection will be considered to be suspended.
3. Subsequent to suspension of Royal School Parent Connection, If no subsequent interest is shown by parents in re-convening Royal School Parent Connection for a period of two (2) years, Royal School Parent Connection will be considered to be dissolved.
4. If Royal School Parent Connection dissolves and no longer exists, any monies that are remaining after all outstanding debts have been paid shall be given to the school to be used for the benefit of all students.
5. If Royal School Parent Connection dissolves and no longer exists, all records of Royal School Parent Connection shall be placed under the jurisdiction of the Division in the person of the Principal of the School.

XII. Other Resources

In carrying on the business of Royal School Parent Connection, Royal School Parent Connection members may wish to consult the following resources:

1. Information on "School Partnership Councils" in "**School Partnerships: A Guide For Parents, Schools and Communities**" on the Government of Manitoba website:
http://www.edu.gov.mb.ca/k12/specedu/school_partnerships/pdf/School_Partnerships_Complete.pdf
2. The Manitoba Association of Parent Councils' "Advocacy Project" (e.g. assistance in resolving issues):
<http://www.mapc.mb.ca/advocacy.htm>
and "Services" (e.g. help in writing constitutions): <http://www.mapc.mb.ca/services.htm>

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BYLAW #1

DUTIES, ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

Updated May 2024

I. The duties, roles and responsibilities of Royal School Parent Connection Executive Members are as follows, subject to XI of the Constitution:

CHAIR OR CO-CHAIR:

1. Chairs Royal School Parent Connection meetings.
2. Prepares the agenda for meetings.
3. Ensures that provisions of the Royal School Parent Connection Constitution and these Bylaws are followed, and that all decisions made by motion and vote per the Constitution are acted upon.
4. Provides leadership to Executive Members and Royal School Parent Connection members.
5. Shall be an ex-officio member of all Committees.
6. Prepares and distributes a meeting notification prior to each Royal School Parent Connection meeting, after consulting with the Principal of the School. (The notice is distributed by "school newsletter and/or by e-mail".
7. Distributes notices of motions/votes to Royal School Parent Connection members, as required by the Constitution.
8. Provides "Royal School Parent Connection Updates" for inclusion in the School's monthly newsletter, including information on upcoming meetings; or delegates this responsibility to another Royal School Parent Connection member.
9. Receives reports from Executive Members and Committees as necessary.

10. In the event of a vote resulting in a tie, the Chair shall cast the deciding vote. If there are Co-Chairs, a decision will be made before voting as to which Co-Chair will vote with the group and which Co-Chair will cast the deciding vote in the event of a tie.
11. Acts as the official spokesperson for Royal School Parent Connection.
12. May act as a signing authority for Royal School Parent Connection financial accounts.
13. When possible, ensures all outgoing Executives pass on the records of their office to their successor and ensures proper orientation.
14. Is the Royal School Parent Connection's liaison with:
 - a) the Lunch Program Coordinator and Lunch Program Treasurer; and the Principal of the School, for matters regarding the Lunch Program,
 - b) or delegates these responsibilities to another Executive Member of Royal School Parent Connection.

SECRETARY

1. Records and maintains minutes of all Royal School Parent Connection meetings.
2. Maintains a record of attendees for all Royal School Parent Connection meetings.
3. Circulates minutes of Royal School Parent Connection meetings, including a record of any motions and votes, to the Executive Member and the Principal of the School.
4. Maintains a current list of Executive Members and their contact information.
5. May act as a signing authority for Royal School Parent Connection financial accounts.

TREASURER

1. Maintains accurate records of Royal School Parent Connection's financial transactions.
2. Maintains a bank account for Royal School Parent Connection.
3. Acts as a signing authority for Royal School Parent Connection financial accounts.
4. Reports on the financial position of Royal School Parent Connection at meetings and on request by the Chair or Co-Chairs.
5. Provides reports on the financial position of all Committees as required by Royal School Parent Connection.
6. Ensures that the credits and debits of Royal School Parent Connection are attended to in a timely manner.

FUNDRAISING COORDINATOR or CO-COORDINATOR

1. In consultation with the other Executive Member of Royal School Parent Connection, and with the Principal of the School, identifies priorities for funding.
2. Presents priorities and possible fundraisers for the consideration of Royal School Parent Connection members at or before the November Royal School Parent Connection meeting.
3. Obtains approval from the Principal of the School for any planned fundraisers.
4. Ensures enough funds are raised annually (approximately \$5000 minimum) to pay for RSPC activities and school support requests, while maintaining \$2500 at all times in the playground fund.
5. Maintains accurate financial records of fundraisers.
6. Reports on the status of fundraising at meetings and on the request of the Chair or Co-chairs.

FUN LUNCH COORDINATOR

1. Plans 5-7 Fun Lunches for the current students at Royal School.
2. Performs duties as identified by the motion and vote establishing the Committee.
3. Communicates with Treasurer how many Fun Lunch donations have been made each month.
4. Communicates to parents details of Fun Lunch.

OUTREACH AND COMMUNITY EVENTS COORDINATOR

1. Works alongside the Fundraising Coordinator.
2. Plans non-fundraising community events in consultation with the principal.
3. Reports on the status of the Committee and its duties at meetings and upon request by the Executive Member.
4. Recruits event volunteers and keeps contact list of active volunteers in accordance with Privacy Information Act (P.I.A.) requirements.
5. Performs duties as identified by the motion and vote establishing the Committee.

COMMUNICATIONS COORDINATOR

Royal School/PTSD operates the following communication channels: social media (Instagram), backpack drops, website and email. RSPC can request use of these channels to disseminate information so long as adequate notice is given for the principal to vet all messages prior to them going out and to offer advice on which channels are best to use. As of 2024, the RSPC does not operate its own communications channels nor does the RSPC collect or store parent's contact information. In addition to creating and providing content to the principal, the Communications Coordinator will:

1. Maintain a calendar of RSPC events that recognizes when communications materials will need to be disseminated in advance to ensure the success of the events. Reports on this calendar at monthly RSPC meetings.
2. Supports the creation and dissemination of communications materials (posters, social media posts, emails) for fundraising and outreach events.
3. Supports the chair in writing a monthly email update to parents that goes out as close to the first of the month as possible including sending out meeting agendas and minutes.
4. Maintains the RSPC bulletin board.
5. Maintains the content on the RSPC webpage.
<https://www.pembinatrails.ca/royal/page/1877/parent-council>

THE CHAIR(S) OR CO-CHAIR(S) OF SUB or AD HOC COMMITTEE(S)

(e.g. Special Lunch Days, Staff Appreciation Week, Family Dance, Class List, etc.)

1. Performs duties as identified in the Constitution/Bylaws and/or by the motion and vote establishing the Committee.
2. Maintains accurate financial records if applicable.
3. Reports on the status of the Committee and its duties at meetings and upon request by the Executive Member.

The roles, duties and responsibilities of an Executive Officer (not including the Treasurer) may be re-distributed or delegated to another Executive Officer or Royal School Parent Connection member upon mutual agreement of the two parties.

GRADE REPRESENTATIVES - NON-EXECUTIVE VOLUNTEERS

1. Attend 80% of monthly RSPC meetings throughout the year and actively contribute to the voting process.
2. Stay in touch with teachers, parents and children of your grade and represent their voice at the RSPC meetings.
3. Volunteer when called upon at special events / fundraisers.
4. Observe and learn about how the RSPC is governed and operated for the purposes of succession planning for future executive positions.