

Royal School Parent Connection

Actively Supporting Our School Community

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CONSTITUTION – updated March 18, 2026

Must be reviewed by March 18, 2029

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
- g) Outreach and Community events Coordinator
- h) Playground Coordinator

2. Executive Members shall be elected by Royal School parent/caregiver and guardian community.

3. RSPC will hold formal biennial elections at the first meeting in September on even calendar years. Results of the elections and any vacant positions will be communicated to the community via email within one week of the election.

4. For any Executive Members position that is vacant or becomes vacant at any time during the school year, an ad-hoc election may be held. An ad-hoc election does not require 7 days notice to community. Anyone voted to become an executive member at an ad-hoc election will hold that position until the next formal biennial election.

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. 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.

7. Notice of the intent to hold elections shall be distributed to Royal School Parent Connection members minimum seven (7) days prior to the election date. The notice will be distributed by email. Prior to volunteering for an executive position, interested parties should take the following action:

- a) Review Royal School Parent Connection Constitution and By-laws
- b) Email royalschoolparentconnect@gmail.com your intent to volunteer so your name can be added to the agenda.
- c) Or identify yourself at the elections meeting in September.

8. 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).

9. 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.

10. 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 4 scenarios:
 - a) Electing Executive Members
 - b) Fundraising Initiatives
 - c) Financial Decisions (*See financial section VII for details on when a vote is required.*)
 - d) Approval of previous meeting minutes
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.
 - 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 be the stewards of Royal School's playground. As such, funding decisions must prioritize the playground including the structure, tarmac and naturescape. A reserve of \$1000 minimum must be in the bank account at all times in case of emergency.

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 (every second year) and elect Grade Representatives (every year) 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. Online Security and Privacy

1. Following elections security is granted as follows:

- a) Treasurer gains access to online banking log-in information.
- b) Treasurer, Secretary, Communications Coordinator and Fun Lunch Coordinator are given access to Gmail log-in information.
- c) Executive members are given access to Google Drive Executive and General Folder.
- d) Grade Representatives are given access to General Folder.

2. Documentation of who has access and passwords are placed in a sealed envelope and given to the principal to be stored in a locked file at the school.

3. After each event or at the end of each school year, the Secretary deletes any records in Google Drive and Gmail that documents a family's names or any other private information. This includes shredding of paper RSVP lists used at the front door of events.

4. According to the The Freedom of Information and Protection of Privacy Act of Manitoba, RSPC uses a waiver to ensure volunteers are comfortable having the names/images shared in the public domain.

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>