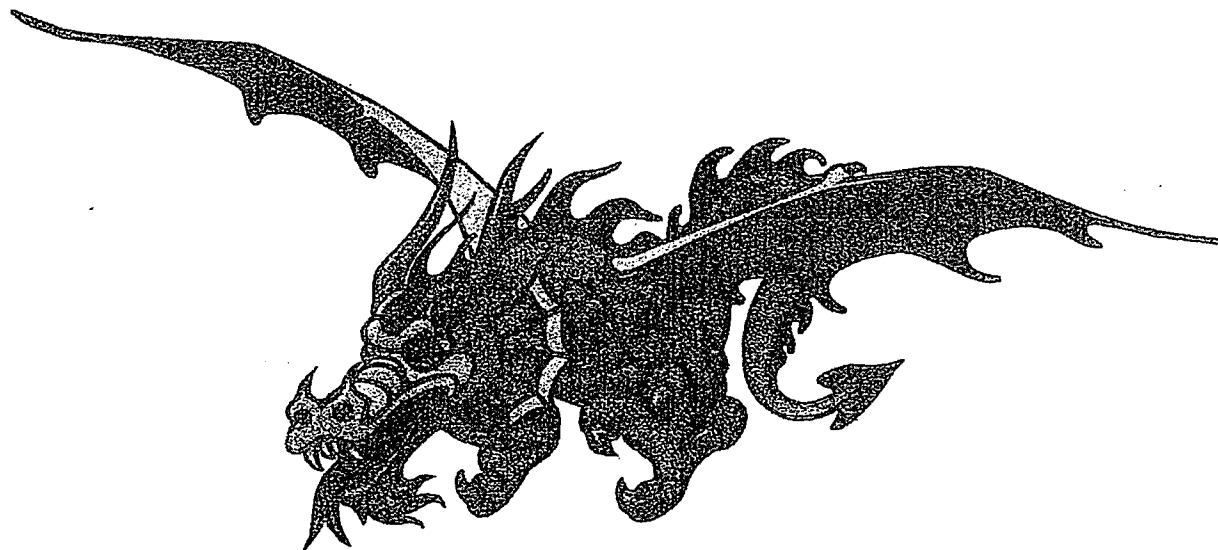


**ST. AVILA
HOME AND SCHOOL ASSOCIATION**



**PARENT COUNCIL
MEMBER'S BOOK**

PRINCIPAL

CONSTITUTION OF THE ST. AVILA HOME & SCHOOL ASSOCIATION

ARTICLE 1 – NAME

- 1.1** The name of this association shall be the St. Avila Home and School Association, and shall be referred to herein as “the Association”.

ARTICLE 2 – PURPOSE

- 2.1** The Association shall act as a School Advisory Council for the St. Avila School (“the School”) and its purpose shall be to:
- (a) promote a feeling of community amongst Students, Members, and the School;
 - (b) cooperate with programs which aid Members to become informed of school activities;
 - (c) enhance the learning environment for the children in the School;
 - (d) foster cooperation and communication between Members and the School;
 - (e) assist with decision making on those issues referred to it by the School;
 - (f) act as a forum for dealing with general issues and policies relating to the School, rather than specific situations and individual concerns;

ARTICLE 3 -- MEMBERSHIP

- 3.1** Any adult who is the parent or guardian of a child attending the School may be a Member of the Association.

ARTICLE 4 -- PARENT COUNCIL

- 4.1** The Association shall be administered by a Parent Council which shall consist of at least the following nine (9) persons:
- (a) seven (7) elected Members; and
 - (b) the Principal of the School, or a representative of the Principal; (ex-officio) and
 - (c) a teacher representative (ex-officio).
- 4.2** The Parent Council shall meet as soon as possible after the Annual Meeting to appoint amongst its members the Officers of the Association and the Chairpersons of the Committees.
- 4.3** The Parent Council shall have the power to conduct the routine and emergency business of the Association, and shall carry out such commitments as may be made at Association meetings.
- 4.4** If a vacancy occurs on the Parent Council, the unexpired portion of the term shall be filled by appointment by the remaining members of the Parent Council.
- 4.5** A quorum of the Parent Council shall be one-half (1/2) of its voting members.
- 4.6** The Parent Council may adopt such rules and regulations to govern its own procedures as it deems appropriate, provided those rules and regulations remain in accordance with this constitution.

ARTICLE 5 -- OFFICERS OF THE ASSOCIATION

- 5.1** The Officers of the Association shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer. At each meeting there must be a designated Chairperson and Secretary.
- 5.2** The Officers of the Association shall be appointed by the Parent Council from amongst its members at the first meeting of the Parent Council following the Annual Meeting.
- 5.3** The Chairperson shall be the chief executive officer of the Association, and shall prepare the agenda and preside at all meetings of the Association and the Parent Council. The Chairperson shall prepare a report of the preceding year and shall present that report at the Annual Meeting.
- 5.4** The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson during the absence of the Chairperson, and shall be an ex-officio member of all Standing Committees.
- 5.5** The Secretary shall attend all meetings of the Association and the Parent Council and shall record all votes and minutes of all proceedings in books to be kept for that purpose. The Secretary shall provide notice of all meetings of the Association and of the Parent Council, and shall perform such other duties as may be prescribed by the Parent Council.
- 5.6** The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all moneys in the name and to the credit of the Association. The Treasurer shall disburse the funds of the Association as may be directed by the Parent Council, and shall provide to the Chairperson and the Parent Council, when requested, an account of all transactions of the Association and of the financial position of the Association.

ARTICLE 6 -- COMMITTEES

- 6.1** The Association shall have a Nominating Committee and such other Committees as determined by the Parent Council.
- 6.2** In addition to such other duties and activities as determined by the Parent Council, the Nominating Committee shall receive nominations for positions on the Parent Council and shall provide recommendations concerning the number of persons to serve on the Parent Council. The Parent Council shall outline the activities and duties of any other Committees established by the Parent Council.
- 6.3** The Chairperson of any Committee shall be appointed by the Parent Council from amongst its members.
- 6.4** The Chairperson of the Nominating Committee shall be called the Elections Officer.
- 6.5** The persons serving on any Committee shall be appointed by the Parent Council from amongst its Members of the Association.

ARTICLE 7 -- MEETINGS

- 7.1** Each year the Parent Council shall hold an Annual Meeting of the Association in the month of May, June, September or October for the purpose of:
 - (a) presenting the Chairperson's report; and
 - (b) presenting such other reports as required by the Parent Council; and
 - (c) presenting the Nominations Report as outlined in Article 8.3; and
 - (d) electing the members of the Parent Council.

- 7.2** The regular meetings of the Association shall be determined by the Parent Council.
- 7.3** A regular meeting of the Parent Council shall be held at least once every two months during the school calendar year.
- 7.4** A special meeting of the Association:
 - (a) may be called by the Parent Council;
 - (b) shall be called by the Parent Council within three (3) weeks of receipt of a written request which has been signed by ten (10) Members and which indicates the purpose for which the special meeting is called.
- 7.5** A special meeting of the Parent Council may be called by the Chairperson.

ARTICLE 8 – NOMINATIONS

- 8.1** At least 30 days prior to the Annual Meeting, the Elections Officer shall solicit nominations for membership in the Parent Council.
- 8.2** At least 14 days prior to the Annual Meeting, the Elections Officer shall present to the Parent Council the recommendations of the Nominating Committee with respect to:
 - (a) the number of persons to serve on the Parent Council, and
 - (b) nominations for membership in the Parent Council.
- 8.3** After considering the recommendations provided under Article 8.2, the Parent Council shall determine:
 - (a) the number of persons to serve on the Parent Council; and
 - (b) the nominees for membership in the Parent Council; and shall contain such determinations in a report called the "Nominations Report". The Nominations Report shall be presented at the Annual Meeting by the Elections Officer or such other Officer or Committee Chairperson as determined by the Parent Council.

- 8.4** Following the presentation of the Nominations Report under Article 8.3, nominations for membership in the Parent Council shall be accepted from the Members present at the Annual Meeting, provided the nominees are also present or have given prior consent to their nomination.

ARTICLE 9 -- ELECTIONS AND VOTING

- 9.1** The election of members of the Parent Council shall take place at the Annual Meeting.
- 9.2** The vote to elect members of the Parent Council shall be by ballot and shall be conducted by the Elections Officer and the other members of the Nominating Committee.
- 9.3** Only Members shall be entitled to vote, and only Members who are present at the Annual Meeting may participate in voting.
- 9.4** A Member is entitled to one vote for each position available on the Parent Council.
- 9.5** The nominees with the greatest number of votes cast in their favour shall at the close of the Annual Meeting be installed as the members of the Parent Council, and they shall remain as members of the Parent Council until their successors are installed.

ARTICLE 10 -- FINANCIAL AUTHORITY and FISCAL YEAR

- 10.1** The Treasurer in conjunction with the Chairperson or Officer of the Association may authorize expenditures of Association funds up to \$150.00. Expenditures in excess of \$150.00 require the authority of the Parent Council.
- 10.2** The fiscal year of the Association shall terminate on August 31st of each year.

ARTICLE 11 – BOOKS AND RECORDS

- 11.1** The books, records, and minutes of the Association shall be open for inspection by Members at all reasonable times, upon reasonable notice to the Parent Council.

ARTICLE 12 – INDEMNITIES

- 12.1** Every Officer, Committee Chairperson or other person who has undertaken or is about to undertake any liability on behalf of the Association and their heirs, executors or administrators shall at all times be indemnified and saved harmless, out of the funds of the Association from and against:
- (a) all costs, charges and expenses whatsoever which were sustained or incurred in or about any action, suit or proceedings brought or persecuted against him/her in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office except such cost, charges or expenses as are occasioned by his/her own willful neglect; and
 - (b) all other costs, charges and expenses which he/she sustains in or about or in relation to the affairs of the Association, except such costs, charges or expenses as are occasioned by his/her own willful neglect.

ARTICLE 13 -- AMENDMENTS

- 13.1** This constitution can only be amended at an Annual Meeting.
- 13.2** Written notice of any proposed amendment must be given or publicized to the Members at least 30 days prior to the Annual Meeting.
- 13.3** Subject to Articles 13.1 and 13.2, a proposed amendment shall be deemed passed if a majority of the Members present at the Annual Meeting vote in favour of the amendment. Only Members shall be entitled to vote on any proposed amendment.

ARTICLE 14 -- DISSOLUTION

- 14.1** Should this Association permanently disband, the books, records and minutes of the Association shall be given to the school or the School Division Office for its archives. Any Association funds or other assets remaining upon disbandment and after the payment of all just debts and liabilities shall be given to the school principal for school use as recommended by the Parent Council.

What Makes a Good Parent Council?

(Feedback from the Council of Presidents)

Paul indicated that at the start of this school year, this item was identified by Council Members as one they would like the opportunity to discuss. At the Pembina Trails Admin Community meeting (principals and vice- principals) the item was discussed for over an hour. The raw data from that meeting was distributed to Council Members after their small group sessions. Members were divided into groups with a facilitator and recorder assigned. Groups were asked to consider their "Successes" and "Challenges".

Successes

- ❖ New people with new ideas and energy
- ❖ Fundraising ideas and energy to do them
- ❖ Good communication
- ❖ Be involved in the school plan
- ❖ Administration listens and support the parent council
- ❖ Presentations at open meetings (3) – the rest are executive meetings
- ❖ Meet with the principal and vice-principal before each open meeting
- ❖ Have a great/strong Chair
- ❖ Making new members feel welcome – introduce everyone
- ❖ Principal provides items (school magnets etc) for draws for those in attendance
- ❖ Team mentality
- ❖ Cooperative support from administration (equal)
- ❖ Admin needs to encourage equality and open discussion
- ❖ Existing baseline "surplus" fund for budget
- ❖ Fundraising funds – give parent council autonomy
- ❖ Individual members are committed – follow through
- ❖ What parents say actually has impact
- ❖ Make meaningful contribution
- ❖ Open door policy to attend meetings without obligation to become committee member
- ❖ New members are welcomed
- ❖ Respect time limits
- ❖ Delegation of roles
- ❖ Parent Council – a team – committed with follow-through – good delegation – respect for individual's time – welcoming new members and openness
- ❖ Administration – cooperative support – encourage equality and open discussion – listens and responds to input
- ❖ Administrative support and communication
- ❖ Parent Council projects/goals