

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 2017

I. Name

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

II. Goals

1. To foster a partnership between home and the School that enhances and supports:
 - student success;
 - a safe, respectful and caring learning community; and
 - communication, cooperation and collaboration between all partners in the school community, including parents/guardians, students and administration/teachers/staff of the School.
2. To provide a forum:
 - where parents/guardians are encouraged to share perspectives, ideas, suggestions, comments and concerns to, and with, representatives of the School’s administration/teachers/staff;
 - for parent/guardian input to the School and the Pembina Trails School Division (“the Division”) regarding student welfare and other areas of interest including, but not limited to, policies, activities, procedures, annual school plans, curricula and finances/budget of the School and the Division; and
 - for parent/guardian input in discussions with the Pembina Trails School Board (“the Board”) and the Division in matters raised by or relating to the Board or the Division, including, but not limited to, the hiring and assigning of principals, school utilization reviews, and changes in school programming.
3. To organize, encourage, support and participate in activities that will:
 - enhance learning opportunities for students;
 - enhance students’ learning environment;
 - encourage parent/guardian involvement in the School; and/or
 - provide information to parents/guardians.

Examples may include but are not necessary limited to: fund-raising; volunteering; parent/guardian information programs; organization of, or participation in, school events; and liaison with community organizations.

III. Membership of Royal School Parent Connection

Voting members:

1. All parents and guardians of children attending Royal School are voting members of Royal School Parent Connection (see V), and are also referred to as “Royal School Parent Connection members” in this Constitution and in the Bylaws (see IX).
2. For clarity, elected Executive Officers (per IV-1) do not function as a separate decision-making executive.

IV. Executive Officers

1. The Executive Officers of Royal School Parent Connection must be elected, and may consist of the following, subject to XI:
 - The Chair or two Co-Chairs;
 - The Vice-Chair;
 - The Secretary;
 - The Treasurer;
 - The Past Chair;
 - The Fundraising Chair or Co-Chairs;
 - The E-mail Communications Chair or Co-Chairs; and
 - The Chairs or Co-Chairs of any other permanent committee(s) established by Royal School Parent Connection, not including temporary (“Ad Hoc”) committee(s) per VI.
2. The responsibilities of the Executive Officers and Committees are set out in the Bylaws (see IX) to the Constitution.
3.
 - (a) Executive Officers shall be elected by Royal School Parent Connection members at the September meeting of Royal School Parent Connection, with the exceptions noted under IV-3(b) and IV-3(c).
 - (b) For any Executive Officer position that has no candidates by the September meeting of Royal School Parent Connection, elections shall be held at the October meeting.
 - (c) For any Executive Officer position that is vacant or becomes vacant at any time during the school year, elections may be held, at the discretion of the remaining Executive Officers, at any Royal School Parent Connection meeting, subject to appropriate notice to Royal School Parent Connection members (see IV-6).
4. The terms of Executive Officers will begin on September 25th (following the September elections), and will expire on September 24th of the following year, (i.e. a one-year term). If an Executive Officer is elected after September 25th, his/her term will also expire on the following September 24th.
5. A Nominating Committee will be identified at or prior to the May meeting, and will be made up of the Chair or Co-Chairs, the Vice-Chair, and the Past Chair. If any of the above is not able to perform their duties for the Nominating Committee, his/her responsibilities may be delegated to other Royal School Parent Connection members.
6. 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 “back-pack drop” and/or the school newsletter and/or email.

7. Nominations for all Executive Officers to be elected per IV-3(a) will be accepted prior to, and at, the September meeting. Nominations for all Executive Officers to be elected per IV-3(b) will be accepted prior to, and at, the October meeting. Nominations for all Executive Officers to be elected per IV-3(c) will be accepted prior to, and at, the meeting at which the election is held.
8. At the meeting at which the election is held, and after requesting nominations from the floor, those Executive Officer positions with only one (1) candidate shall be elected by acclamation.
9. Executive Officer positions with two (2) or more candidates shall be elected by written ballot. Written ballots will be distributed to Royal School Parent Connection members present at the meeting at which the election is held. Each Royal School Parent Connection member present at the meeting is entitled to submit one written ballot for each Executive Officer position.
10. A simple majority of Royal School Parent Connection members' votes per IV-9 is required to elect an Executive Officer.
11. In cases of a tie vote, the outgoing Chair shall cast the deciding vote. If there are Co-Chairs prior to the election, 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. In the absence of an outgoing Chair, the (in order of precedence) outgoing Vice-Chair, Secretary, Treasurer or Past Chair will cast the deciding vote.
12. Royal School Parent Connection agrees to indemnify the Executive Officers, 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. Motions and Votes

1. A Royal School Parent Connection "motion" may be made and voted on at any Royal School Parent Connection meeting, subject to III, and to V-2, V-3, V-4, V-5 and V-6.
2. All Royal School Parent Connection members in attendance at a meeting at which a motion is made may participate in voting on the motion.
3. Per IV, VII, IX and X, additional requirements exist with regards to motions and votes for:
 - Elections of Executive Officers;
 - Financial Expenditures greater than \$300; and
 - Amendments to the Constitution, or Creation of/Amendments to Bylaws.
4. Elections of Executive Officers will be carried out per IV-6, IV-7, IV-8, IV-9, IV-10 and IV-11.
5. For motions and votes regarding financial expenditures greater than \$300 (subject to VII), and for motions and votes regarding amendments to the Constitution or creation of/amendments to Bylaws, Royal School Parent Connection members will be provided with the opportunity to submit their vote in one of the following ways:
 - Through attendance at the Royal School Parent Connection meeting at which the vote takes place.
 - Via submission of a "proxy" vote to another Royal School Parent Connection member who attends the meeting at which the vote takes place. Each attending Royal School Parent

Connection member may bring up to three (3) proxy votes to a Royal School Parent Connection meeting.

6. A simple majority of Royal School Parent Connection members' votes conforming to either V-2, V-4 or V-5 (subject to VII), as applicable, is required to carry a motion.
7. In cases of a tie vote, 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.

V. Ad-Hoc (Temporary) Committees

1. An Ad Hoc Committee may be created by a motion and vote of Royal School Parent Connection. The motion shall indicate that a matter is being referred to the Ad Hoc Committee and shall include the purpose of the Ad Hoc Committee and the name(s) of the Chair or Co-Chairs of the Ad Hoc Committee.
2. Royal School Parent Connection agrees to indemnify Ad Hoc Committee 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 Ad Hoc Committee Member 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.

VI. Financial Authority

1. There will be 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, subject to VII-4. These Executive Officers will include the Treasurer, and may include the Chair or Co-Chairs, Vice Chair, and/or Secretary.
2. The Treasurer, and at least one other elected Executive Officer as listed under VII-1, have the authority to jointly approve expenditures of up to \$75.00, subject to VII-4, and provided that they notify the Royal School Parent Connection members of the expenditure no later than the next Royal School Parent Connection meeting.
3. A decision on expenditures greater than \$75.00 and up to \$300.00 will be made by motion and vote at a Royal School Parent Connection meeting, subject to VII-4.
4. In the event of the implementation of an "alternate" Royal School Parent Connection structure (see XI), no financial expenditures may take place without any two elected Executive Officers, one of whom must have been elected to the position of Treasurer. The Principal of the School may, however, deposit any money accruing to Royal School Parent Connection (e.g. administrative cheques from the Division) into the Royal School Parent Connection account.
5. A quorum will be required to carry any motion involving financial expenditures greater than \$300.00. A quorum may be obtained by attendance at the meeting of four (4) Royal School Parent Connection members, two (2) of whom must be Executive Officers.
6. Motions and votes involving financial expenditures will conform to V-6 and V-7.
7. 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.

VII. 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 all interested community representatives.
2. A minimum of five (5) Royal Parent Connection meetings or “gatherings” will be held throughout the school year, (subject to XII).
3. These “gatherings” will include the following, (subject to XII):
 - a. A “formal” meeting in September to hold Royal Parent Connection elections of Executive Officers.
 - b. A minimum of four (4) additional “gatherings” throughout the year, which may include any of, or any combination of, the following:
 - “Formal” parent council meetings;
 - Parent/guardian information evenings, on one or more specific topics;
 - Informal “chat” sessions, including a school report and any other topics of interest to the group; and
 - Special meetings, at the call of the Chair or Co-Chairs, as required.
4. The first Royal Parent Connection meeting of the school year will take place no later than September 25th, (subject to XII).
5. Committee meetings may be held as required.

VIII. 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 “back-pack drop” and/or the school newsletter and/or by e-mail.
3. A quorum will be required to carry any motion involving the creation or amendment of bylaws. A quorum may be obtained by attendance at the meeting of four (4) Royal School Parent Connection members, two (2) of whom must be Executive Officers.
4. Motions and votes involving creation of, or amendment to, the Bylaws will conform to V-5, V-6 and V-7.

IX. 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. Notice of the intent to amend the Constitution shall be distributed to Royal School Parent Connection members seven (7) days prior to the date of the meeting at which the motion

and vote will take place. The notice will be distributed by “back-pack drop” and/or the school newsletter. If desired, notice may also be sent by e-mail.

4. A quorum will be required to carry any motion involving amendment of the Constitution. A quorum may be obtained by attendance at the meeting of four (4) Royal School Parent Connection members, two (2) of whom must be Executive Officers.
5. Motions and votes involving amendment of the Constitution will conform to V-5, V-6 and V-7.

X. 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 parents attending the October meeting may adopt an alternate structure until such time as a parent indicates an interest in the position. Possible alternative structures include:
 - a. Chairing of meetings by one or more other Executive Officers, (e.g. Secretary, Treasurer, Committee Chair(s));
 - b. Holding of parent meetings without a formal Executive.
2. In the event of implementation of one of the above alternate structures, no financial expenditures may take place without any two elected Executive Officers (per IV), one of whom must have been elected to the position of Treasurer. The Principal of the School may, however, deposit any money accruing to Royal School Parent Connection (e.g. administrative cheques from the Division) into the Royal School Parent Connection account.

XI. Dissolution

1. 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.
2. 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.
3. 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.
4. 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

- I. The duties, roles and responsibilities of Royal School Parent Connection Executive Officers 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 Officers 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 “back-pack drop” and/or the 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 Officers 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. Is a member of the Nominating Committee for the elections of Executive Officers; or delegates this responsibility to another Royal School Parent Connection member.
14. When possible, ensures all outgoing Executives pass on the records of their office to their successor and ensures proper orientation.
15. Is the Royal School Parent Connection’s liaison with:
 - the Lunch Program Coordinator and Lunch Program Treasurer; and
 - the Principal of the School, for matters regarding the Lunch Program,

or delegates these responsibilities to another Executive Officer of Royal School Parent Connection.

VICE CHAIR:

1. Assists the Chair as needed in carrying out the Chair's duties, roles and responsibilities.
2. Assumes the Chair's duties, roles and responsibilities when the Chair is unable to attend meetings or to represent Royal School Parent Connection.
3. May act as a signing authority for Royal School Parent Connection financial accounts.
4. Is a member of the Nominating Committee for the elections of Executive Officers; or delegates this responsibility to another Royal School Parent Connection member.

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 Officers and the Principal of the School.
4. Maintains a current list of Executive Officers 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' 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.

PAST CHAIR

1. Is a member of the Nominating Committee for the elections of Executive Officers; or delegates this responsibility to another Royal School Parent Connection member.
2. Acts as a source of information on past practices and events.

FUNDRAISING CHAIR or CO-CHAIR

1. In consultation with the other Executive Officers of Royal School Parent Connection, and with the Principal of the School, identifies priorities for fundraising.
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. Implements a “major” fundraiser once per school year.
5. May also implement other “minor” fundraisers as required.
6. Maintains accurate financial records of fundraisers.
7. Reports on the status of fundraising at meetings and on the request of the Chair or Co-Chairs.

E-MAIL COMMUNICATIONS CHAIR or CO-CHAIR

1. Sends a notice through school-wide “back-pack drop”, asking parents if they would be interested in receiving information through e-mail updates. Compiles an e-mail list of interested Royal School Parent Connection members by the October meeting.
2. Distributes agendas and minutes of Royal School Parent Connection meetings, and notices of motions/votes, via the e-mail list.
3. Distributes other information (e.g. news, events, volunteer opportunities) via the e-mail list upon approval of the Chair or Co-Chairs.

THE CHAIR(S) or CO-CHAIR(S) of any other PERMANENT COMMITTEE(S)

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 Officers.

THE CHAIR(S) or CO-CHAIR(S) of any AD HOC COMMITTEE(S)

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

1. Performs duties as identified 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 Officers.

- II. 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.