

Happy Thought School
PARENT ADVISORY COUNCIL



Constitution and By-Laws
October 2018

Happy Thought School
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CONSTITUTION

REFERENCE NO. 1: HISTORY/INTRODUCTION

As part of the Manitoba Government's initiative concerning school leadership and at Mr. Kristalovich's (Principal) invitation of an Advisory Council for Happy Thought School (HTS) began forming in February of 1995 consisting of five (5) Parents/Guardians and the Principal.

An Advisory Council was established in March of 1995 with fifteen (15) members elected at the first Annual Meeting. This included the Principal, Teacher Representative and Student Council Representative considered imperative to the success of the Council.

The Council is responsible for overseeing the general activities of the school and its various programs; make recommendations to the Principal and School Board on various issues and communicate relevant information about the school to parents/guardians and other community members.

REFERENCE NO. 2: CHARTER: HTS ADVISORY COUNCIL

In conducting business pertaining to the HTS Advisory Council, our decisions, actions, goals and objectives will always reflect the following philosophy:

Each student is a unique individual and deserving of an environment that promotes the growth of the student's physical, emotional, social and intellectual abilities.

It is our endeavour to ensure the school environment be safe, healthy and provides learning challenges for both students and teachers. It is our hope that these conditions will facilitate independence, respect for self and others, self-esteem, individual worth, cooperation, problem-solving, individual choice and motivation to interact with the environment (for each student).

Parents/guardians, being an integral part of their child's life, need to provide information about the child to promote a close relationship between themselves, the teacher and their child. This cooperative relationship will assist in providing quality education which is aimed at offering each student the maximum opportunity to grow and develop to their full potential.

REFERENCE NO. 3: ACCOUNTABILITY

All parents/guardians should feel ownership in their Advisory Council. Therefore, the Council not only represents the parents/guardians membership of HTS, but is also directly accountable to this membership and the community within the HTS catchment area.

REFERENCE NO. 4: COUNCIL CODE OF CONDUCT

At all times, elected officials of the HTS Advisory Council shall conduct school and council business in a professional manner exercising discretion, tact and diplomacy while handling issues of confidentiality and in the most appropriate manner.

REFERENCE NO. 5: CONFIDENTIALITY POLICY

No information, verbal or written, regarding a student or their family shall be released to anyone other than the legal guardians of the student and/or the Principal of HTS. Confidentiality of families is to be respected at all times.

REFERENCE NO. 6: COUNCIL MEMBERSHIP

In order to conduct and operate the regular business of the HTS Advisory Council, there must be an up to date and active membership. That is, each Council Member/Executive is responsible for attending meetings; sharing work and project responsibilities and assisting in the general business operations of the Council.

The Council consists of twelve (12) seats or members/executive listed as follows:

- Two (2) seats for the Principal and Teacher Representative
- Four (4) seats for the Executive: Chairperson, Vice-Chairperson, Secretary and Treasurer
- Six (6) seats for parents/guardians.

Council meetings will be held monthly, or as required. Non-confidential minutes of meetings will be made available to any parent/guardian, teacher or student requesting this information.

REFERENCE NO. 7: MEETING PROCEDURES

7.1. Meeting Agendas

1. It is the responsibility of the Chairperson or Secretary of the Council to establish the meeting agenda and forward to the Principal and Council Members prior to the meeting. If email access is available, this will be the preferred method of distribution.
2. All efforts will be made at every meeting to ensure that ALL Council members have an opportunity to discuss any issue of concern. Similarly, our objective is to function as a cohesive unit by discussing one issue at a time. This will ensure that all members have the opportunity to be exposed to the same information.
3. Any Council may add topics/issues to the agenda by notifying the Chairperson or Secretary prior to the meeting date.
4. Prior to the meeting or during the meeting, a Council member may request deletion or deferral of a topic/issue by stating the reason. Council will decide by voting majority if the topic should be deleted or deferred.
5. Parents of students attending HTS or community members within our catchment area may suggest topics for addition to the meeting agenda for Council discussion/review by notifying any Council member. (see points 3 and 6).
6. Subject to available time during a Council meeting, topics or issues may be tabled during the meeting.

7.2. Meeting Minutes

1. It is the responsibility of the Secretary to record all meeting minutes. The Secretary and/or Chairperson shall forward the minutes to all Council members. These minutes may be distributed electronically when possible. One week's notice will normally be given to ensure adequate time for distribution and review by Council members.
2. It is the responsibility of all Council members to review the meeting minutes prior to the meeting. Should amendments be required, they should be noted and raised at the meeting.

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3. On request, non-confidential meeting minutes will be made available to any parent/guardian, teacher or student of HTS.
 4. In-camera discussion will be recorded, but not distributed and a copy will be maintained by the Secretary and the Chairperson.

7.3. Projects

1. Project statues or progress reports will normally be presented at each regular Council meeting to ensure all Council members are kept up to date.
2. Meeting minutes shall reflect each project completion date along with any other relevant information.
3. Certain projects, particularly fundraising projects may be assigned to a sub-committee consisting of a group of volunteers which may include: parents/guardians, students, teachers, etc. These committees will report directly to the Advisory Council.

BY-LAWS

ADMINISTRATION BY-LAW

Enacted pursuant to the Province of Manitoba's – "*The Education Act – Advisory Councils for School Leadership – Regulation 54/96*".

BY-LAW NO. 1

As made by the Council and as confirmed by the membership, a by-law relating to the transaction of affairs of HTS Advisory Council

Interpretation

In the by-laws of HTS Advisory Council, unless the context otherwise requires:

- "HTS" means Happy Thought School;
- "Appoint" means elects and vice versa;
- "Council" means Happy Thought School Advisory Council;
- "Community Members" is a person who lives, works or owns property in the HTS catchment area;
- "By-laws" means these by-laws and all other by-laws of the HTS Advisory Council from time to time in force and effect;
- "Members" means all members included in membership;
- "Membership" means all HTS parents/guardians of children attending HTS, community members in the HTS catchment area and any other member(s) admitted by Council.

Registered Office

The Registered Office of the Council shall be at Happy Thought School.

Eligible for Membership

Those eligible for membership shall be all parents and guardians of children attending HTS. community members and any other member admitted by the Council.

Annual Membership Meetings

The annual membership meeting shall be held no later than the third Friday in October, as fixed by Council.

The Council consists of twelve (12) seats or members/executive listed as follows:

- Two (2) seats for the Principal and Teacher Representative
- Four (4) seats for the Executive: Chairperson, Vice-Chairperson, Secretary & Treasurer
- Six (6) seats for parents/guardians.

These positions will hold the following terms:

- The executive shall serve a minimum of two (2) year term with the remaining membership serving a minimum of a 1 to 2 year term(s).
- As well, the Council shall consist of a minimum of two-thirds (2/3s) represented by parents/guardians of children attending HTS.
- Up to two (2) ex-officio non-voting positions for the Principal and Teacher Representative.
- Subject to 1) and 2) teachers and staff of the Lord Selkirk School Division who are also parents or community members may comprise not more than one-third (1/3) of the total positions unless the majority of members decide to increase the limitation beyond one-third (1/3), but may not increase it beyond one half (1/2) of the total positions,

At each subsequent annual meeting, members of the Council, not including the Principal and Teacher Representative shall be elected to replace those whose term of office has expired. Each member so elected shall hold office for one (1) or two (2) years, subject to position on Council. Council members may hold subsequent one (1) or two (2) year terms, if so nominated.

The candidates receiving clear majority of the votes cast shall be declared elected the chairperson.

- a) If after the votes are counted results in a tie between two (2) or more individuals, another vote shall be cast.
- b) In the event that the meeting ends with an equal number of votes for two (2) or more candidates, another vote shall be taken, with the addition of the Principal and Teacher Representative casting their ballot.

Special Meetings

A special meeting of the members may be called at any time by the Council, whenever deemed necessary and shall be held as they appoint.

Notice

Notice of the annual or other meetings of the membership, called by the Council shall be given by posting a copy of the notice of the meeting in the HTS newsletter at least seven (7) days before the date of the meeting.

Quorum

Fifty (50) percent of the Council Members plus one (1) member are necessary for a quorum for the transaction of business.

Voting

Any question at a meeting shall be decided by a show of hands unless a ballot voted is requested by one or more members. The Principal and Teacher Representative shall be ex-officio members without voting privileges. The Chairperson may vote. In the case of a tie, the Chairperson shall declare the motion lost.

Election of Officers

The council shall meet after the annual meeting of the general membership, and elect from their number a Chairperson, Vice-chairperson, Secretary, Treasurer and six (6) other such officers.

Vacancy

If a vacancy occurs the Council may appoint a member for the balance of the unexpired terms.

Removal from office

The Council may in its discretion remove any officer by majority vote if any member does not adhere to the HTS Constitution and By-Laws.

Chairperson

The Chairperson shall, when present, preside at all meeting of the Council. The past Chairperson may serve on Council in an advisory capacity for one (1) year.

Vice-chairperson

The Vice-chairperson shall act in the absence or disability or refusal to act of the Chairperson and shall exercise the powers of the Chairperson.

Secretary

The Secretary shall have charge of the minute books and shall perform such other duties as may from time to time assigned to him/her by the Council.

Treasurer

The Treasurer shall keep or cause to be kept the books of account and accounting records as required.

Duties of Other Officers

The powers and duties of other officers shall be assigned by the Council.

Recording Dissent

A member is deemed to have consented to any resolution passes or action taken at a meeting of the Council unless he/she records his/her dissent.

FINANCIAL AUTHORITY

- Signing authority for cheques and other financial documents shall be vested in the Chairperson, Secretary and Treasurer. Two signatures are required to execute each document.
- All expenditures must be approved by the Council.

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- The Council shall audit the financial accounts. The audit to be reported to the members at the annual meeting.

EXECUTION OF INSTRUMENTS

Contracts, documents or any instrument in writing requiring a signature of the Council may be signed by the Chairperson and the Secretary and all instruments in writing so signed shall be binding upon the Council without any further authorization or formality. The Council shall have the power from time to time by resolution to appoint any officer or officers, person or persons, on behalf of the Council to sign instruments as may be required in the general operation of the Council.

EFFECTIVE DATE, AMENDMENT AND REPEAL

Effective Date

The by-laws shall come into effect at the annual meeting in October 2018.

Amendment and Repeal

The by-laws may be amended, repealed and replaced by a general meeting of the members by special resolution or by a majority provided twenty-one (21) days notice is provided.

Previous By-laws are Repealed

All previous general by-laws are repealed as of the common into force of By-law No. 1.