



École Sage Creek School Parent Advisory Council Constitution

Section 1 The name of the organization shall be the **École Sage Creek School Parent Advisory Council** hereafter referred to as the **ÉSCS PAC**.

Section 2 Mission Statement

The École Sage Creek School Parent Advisory Council (ÉSCS PAC) supports our school to be a healthy, vibrant and inclusive place of learning. We enrich the school life of our students, families and staff through projects that build a legacy of pride, advocacy and belonging within our community.

Section 3 Objectives

The objectives of the Council are:

- To advise the school on matters as they pertain to school improvement, policies, organization and activities.
- To establish ongoing communication with all parents of the students enrolled in the school and with community members. The Advisory Council is representative of their priorities and concerns.
- To promote community interest, understanding and involvement in the school and in the governance of the school.
- To establish a means of regular accountability to the school and community for involvement, activities, Council expenditures and recommendations.
- To participate in the development of the annual school plan.
- To participate in the annual school district budget process.
- To participate in school reviews and to receive feedback on actions taken.

Section 4 Code of Conduct

The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

The Council is not a problem solving process for individuals; problems should be addressed via the proper channel and as per school divisional policies in place.

Section 5 Council Membership

At least two thirds (2/3) of the positions on the Council must be filled by parents whose children attend the school. This will ensure parents' views are clearly represented.

In order to provide the view of the community, up to one third (1/3) of the positions on the Council may be filled by community members who live within the school catchment area but do not have children in that school and by teachers and other staff who work in the system.

The administration is entitled to attend Council meetings as an ex officio (non-voting) member. "External" Council members must be elected at the Annual General Meeting by those in attendance who are parents of children attending the school or community members in the school catchment area.

Subcommittees can be established at the discretion of the Parent Advisory Council and can include parents, teachers, students, community representatives and individuals with special expertise to help them in developing an informed decision. The Council will hold regular meetings which will be open to the public. Only Voting Council members may vote at the meetings. The Council shall elect an executive that shall consist of a Chair, Vice Chair, Treasurer and Secretary from among the PAC.

Establishment of Voting Members: To ensure robust discussion and understanding, and to encourage attendance at PAC meetings, Voting Rights will be offered to those who attend 60% of meetings annually, or more. Voting Members are established at the Annual General Meeting (AGM) held in May or June, for the following school year. In the following year, if a Voting Member doesn't maintain the 60% attendance requirement, they will lose their voting rights. Likewise, in the following year if a parent attends 60% of the meetings, they will gain voting rights (ie. a new parent to the school may gain voting rights during the year if they attend the first 3 meetings). Attendance at meetings is determined by Sign In Sheets, and members/parents are responsible for signing themselves in to have their attendance counted. Voting Members include the 4 Executive Council Members as well as eligible Members at Large who have met the requirements. The Minimum Number of Voting Members is 3. Should the minimum number of Voting Members not be attained by the acceptance of the responsibility from those eligible, consideration will be given to those that volunteer for the position.

The Voting Members must include representation for both language programs (ie. English and French Immersion), and failing that, one seat shall be added to ensure that representation.

CHAIR

The chair shall convene and preside at all membership, special and executive meetings. In consultation with the council and other representative members, shall ensure that an agenda is prepared and presented.

Shall appoint committees where authorized to do so by the Council.

Shall take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organizations.

VICE CHAIR

The vice chair will assume the responsibilities of the chair in the chair's absence.

Accept extra duties as required.

TREASURER

The treasurer will assume the responsibilities for all financial transactions on behalf of the council.

SECRETARY

The secretary will assume the responsibilities for recording all minutes of regularly scheduled meetings of the council.

Section 6 Elections

The Council will be elected at an annual meeting of community members to be held not later than the end of September.

The annual meeting shall be organized and advertised by the Council Chair with assistance from the school.

Executive Council positions have Minimum Terms of 2 years to ensure continuity.

Section 7 Meetings

The Council shall hold at least five (5) regular meetings during a school year (but may hold meetings once a month throughout the school year). Additional meetings may be called at the discretion of the chair or at request of other members or parents in the school community. Minutes must be kept of all meetings and shall be taken by a Council member.

Section 8 Quorum

A quorum shall consist of more than fifty percent (>50%) of the Voting Council Members, and must include at least two (2) members of the Executive Council.

Section 9 Procedures

While we strive for consensus when voting, to ensure we are able to move motions forward, motions will be approved by majority vote, by show of hands. In the case of a tie, the motion will be defeated.

If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

Section 10 Constitutional Amendments

Amendments to the Constitution and by-laws of the Council may be made only at the next Annual General Meeting of the Council providing:

Written notice of the Annual General meeting has been given to all Council members (fourteen (14) days minimum.

The notice of the meeting included notice of the specific amendments proposed.

A two-thirds (2/3) majority vote of those Council members present at the meeting will be required to amend the Constitution.

Section 11 Vacancies on Council

In the event of a vacancy on the Council, the chair shall, at the direction of the Council,

- call a by-election to fill the vacancy. In the event of the chair or vice chair coming vacant, the position shall be filled by election within the Council. A member, or chair, or vice chair may be deemed to have resigned from the Council or office if three meetings are missed.
- Or, will fill the open position by consensus of the council as an acting position until the next Annual General Meeting.

A member may resign from the Council or chair or vice chair by tendering a letter of resignation to the chair and/or principal.

Section 12 Dissolution

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.