

MACGREGOR COLLEGIATE INSTITUTE PARENT ADVISORY COUNCIL

CONSTITUTION (Revised May, 2017)

SECTION I - NAME

1. The name of the organization shall be the MacGregor Collegiate Institute Parent Advisory Council (MCI:PAC), hereafter "Council," operating in view of Pine Creek School Division Policy KBE.

SECTION II - MISSION STATEMENT

1. The Council is dedicated to the education and wellbeing of the child. The Council's primary mandate is to promote effective communication to achieve this goal. The Council shall encourage the parents of current students (hereafter "parents") to participate in the educational process.

SECTION III - OBJECTIVES

The objectives of the organization shall be:

1. To enhance communication between the parents, community, the students, school staff and administration.
2. To advise the principal on school matters as they pertain to school improvement, policies, organization and activities. For example:
 - curriculum and programs
 - cultural and extracurricular activities
 - student discipline and behaviour management
 - community access to school facilities
 - transportation
 - fundraising
 - school closures
3. To provide recommendations to the school board with respect to the process of hiring and assigning a principal.
4. To participate in the development of the school plan.
5. To participate in the development of the school budget, prior to the submission to the school board
6. To participate in the school reviews and receive feedback on action taken.
7. To promote community interest, understanding and involvement in the school and its governance.
8. To establish ongoing communication with parents and with community members. The Council is representative of their priorities and concerns.
9. To establish a means of regular accountability to the school and community for involvement, activities, expenditures and recommendations.

10. To promote cooperation between the parties involved in providing for the education of the children.
11. To contribute to the effectiveness of the school by promoting the involvement of parents, community members and other relevant resources.

SECTION IV – PARTICIPATION ELIGIBILITY

1. Any parent, guardian, administrator, staff, or non-parent adult living in the catchment area is eligible to attend Council meetings as a non-voting participant. To vote, a person must be a member of the Council.

SECTION V – COMPOSITION OF COUNCIL

1. The Council shall consist of the following voting members: a minimum of 7 and a maximum of 12.
2. These are: An **Executive** (of Chairperson, Vice Chairperson, Secretary, and Treasurer), and **other members** (Parents at Large [minimum 2, maximum 4], two Staff, Student Council President or Designate, and a Community Member at Large). Any other attendees may participate in the discussion, but not vote.
3. Executive - The Council shall elect a 4-person Executive of parents whose terms of office shall be one year and begin upon election, and whose responsibilities are as follows:

CHAIRPERSON

- Shall convene and preside at all Council, special and Executive meetings.
- Shall in consultation with the school administration ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the Executive or Council.
- Shall take action to ensure that action is taken by others to achieve the objectives and purpose of the organization.
- Shall be the official spokesperson for the organization.

VICE-CHAIRPERSON

- Shall assume the responsibilities of the chairperson in the chairperson's absence.
- Shall accept extra duties as required.
- May be called upon to attend meetings to represent the Council as required.

SECRETARY

- Shall record the minutes of Council, special, and Executive meetings.
- Shall issue and receive correspondence on behalf of the organization.

TREASURER

- Shall assume duties as laid out

In addition, the Council shall elect

PARENTS AT LARGE (2-4)

COMMUNITY MEMBER AT LARGE

and MCI shall appoint

STAFF (Principal and Teacher)

STUDENT COUNCIL PRESIDENT or DESIGNATE

SECTION VI - COUNCIL MEETINGS

Council shall hold regular meetings that are open to parents, students, school staff and community members.

1. Council meeting times are set by the chairperson
2. Council meetings are limited to 1 hour unless members agree to extend.

Duties of Executive members:

All members must ensure attendance at meetings. If unable to attend, 24 hour notice must be given to the Chairperson.

SECTION VII - AD HOC COMMITTEES

1. Committees are responsible to the Executive.
2. Council members may be appointed annually to committees by the Chairperson (after consultation with the Executive).
3. Ad Hoc Committees can be formed at the discretion of the Council to assist in special projects and may include parents, teachers and community members with special expertise to help the Council make informed decisions.

SECTION VIII - ELECTIONS

1. An Annual General Meeting (AGM) of Council shall be held in May or June, but no later than the second Friday in June. Council members will be elected at this time.
2. Terms begin immediately upon election and continue until the next AGM
3. Parents and guardians of children who attend MacGregor Collegiate Institute and community members who attend the AGM are entitled to vote only for elections.
4. If any Executive member resigns during a term of office, the Executive of the Council may appoint a member of the Council to fill the vacancy until the next elections.

SECTION IX - NOMINATIONS

1. At its discretion, the Executive may name a Nominating Committee at its final meeting before the AGM each year. Minimum of 2 and a maximum of 3 participants.
2. The Nominating Committee will be responsible for accepting nominations for Council positions at the AGM.

SECTION X - CONSTITUTION AMENDMENTS

1. Amendments to the Constitution and the By-laws of the Council may be made at any regular meeting at which business is conducted, providing:
 - Notice of the meeting has been given to all Council members - 14 days minimum.
 - The notice of the meeting included notice of the specific amendments proposed.
 - A 2/3 majority vote of those Council members present at the meeting will be required to amend the Constitution and By-laws.

SECTION XI - QUORUM

1. For any meeting of the Council, a voting quorum shall be 60% of the members of the Council.
2. For any meeting of the Executive, a voting quorum shall be 50% plus one of the Executive.

SECTION XII - PROCEDURE

1. Meetings will be conducted efficiently and with fairness to all.
2. Financial procedures will be in accordance with School Board Policy KBE-R
3. If procedural problems arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.