

Harold Hatcher School Community Council Constitution

Article 1: NAME

- 1.1 The name of this association shall be the “Harold Hatcher School Community Council”, hereinafter referred to as the SCC or Council.

Article 2: OBJECTIVES AND ACTIVITIES

The council shall be a non-profit organization emphasizing, but not restricted to, the following general objectives:

- 2.1 To ensure that every program and activity of the Council recognizes that the STUDENT is the most important and vital component in the educational system.
- 2.2 To SUPPORT and ENHANCE the education of Harold Hatcher students in CO-OPERATION with Administration and Teaching Staff of Harold Hatcher School by discussing/informing and/or advising on divisional and school policies, procedures, curriculum, finance, facilities, annual school plan ETC.
- 2.3 To act as a general liaison, between parents/residents in the Harold Hatcher School catchment area, and the educators/support staff of Harold Hatcher School.
- 2.4 To act as a resource organization to parents/residents, providing information and assistance on school/school division activities and helping parents to reconcile differences between the school and the community.
- 2.5 (a) To inform parents/residents of programs within the school, (b) to involve them in activities which will enable them to better assist their children with their school courses and studies, and (c) to advise on and facilitate parent education in the school and in the community.
- 2.6 To raise funds, by various means, to meet general objectives as determined by the SCC to support Harold Hatcher School’s programming and community needs.
- 2.7 Foster cultural activities within the school.
- 2.8 Assist in creating a safe neighbourhood environment for the physical well-being of children.

Article 3: MEMBERSHIP

- 3.1 An ELIGIBLE MEMBER must meet at least two of the following criteria to vote at the Annual General Meeting and/or stand for any office:
 - a) Be a parent/adult who supports the objectives of the SCC
(see articles 2.1 & 2.2)

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- b) Reside within the school catchment area, and/or own property within the school catchment area,
- c) Has children going to Harold Hatcher School

Teacher representative(s) and school administration do not need to meet above criteria.

3.2 Any ELIGIBLE MEMBER (one who meets two of the above-mentioned prerequisites) of the SCC is eligible to:

- a) Vote at any Annual General Meeting.
- b) Vote at any Other Special General Meeting
- c) Stand for any office on the SCC's Executive Council
(See Article 11 – DEFINITIONS)

3.3 ELECTED MEMBERS are the only ones eligible to vote at all other SCC meetings, and do not allow votes from the floor.

Article 4: COUNCIL, OFFICERS, MEMBERS AT LARGE

4.1 The elected member mix of the Council will conform with the guidelines set down in the province's booklet, "New Directions – Advisory Council for School Leadership". Member count shall be a minimum of seven (7) and maximum of thirteen (13) including teacher representative(s) and school administration.

4.2 The election of the Executive Council shall be conducted within the constitution guidelines (see Article 5: Nominations, Voting, Terms of Office and Elections).

4.3 All business at SCC meetings shall be decided by majority vote, with all board members being entitled to one vote on each matter of business. In the event of a tie vote – the motion shall be tabled.

4.4 Any member missing two (2) consecutive SCC meetings shall be deemed to have resigned his/her membership, unless his/her absence is approved by the council.

4.5 Two (2) Members of each immediate (biological) family with children attending Harold Hatcher School or residing in the catchment area may be on Council, but only one (1) Member shall be able to hold a position with signing authority.

4.6 Each Executive Officer of the SCC must attend at least one (1) School Board Meeting throughout the year.

The **CHAIRPERSON** shall:

4.7 Sit as an ex-officio member on at least fifty percent (50%) of committees.

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- 4.8 Be responsible to set the agenda and forward the agenda to the Secretary for typing/disbursement two (2) weeks prior to SCC meetings.
- 4.9 Be responsible to set the agenda and post agenda for Annual General Meeting at least three (3) weeks prior to the Annual General Meeting.
- 4.10 Chair/preside over meetings.
- 4.11 Shall receive and direct all mail to appropriate members of the SCC.
- 4.12 Will be responsible to advise appropriate Member of any time-dated information so action and/or follow-up may be pursued.

The **VICE-CHAIRPERSON** shall:

- 4.13 Assume all duties and responsibilities of the Chairperson during absence of same.
- 4.14 Sit as an ex-officio on at least fifty percent (50%) of committees.

The **SECRETARY** shall:

- 4.15 Keep full and accurate minutes and maintain all records pertaining to the Council.
- 4.16 Shall provide copies of minutes and new agenda to Members of the SCC at least one (1) week prior to all meetings.
- 4.17 Shall post minutes and new agenda for school one (1) week prior to all meetings.
- 4.18 Shall also act as corresponding secretary and will be responsible for correspondence issued under direction of the SCC.

The **TREASURER** shall:

- 4.19 Keep full and accurate records of all accounts and transactions, and maintain all receipts, invoices and statements should verification be required. All records shall be available for perusal at every SCC meeting.
- 4.20 Shall receive, deposit and/or withdraw monies, in a bank approved by the Council, as directed by the SCC.
- 4.21 Will be responsible to plan and set budgets with each committee, as set up by SCC.
- 4.22 Shall submit a verbal report (and/or written – to be included in the minutes) of accounts and financial transactions at each SCC meeting.

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- 4.23 Shall submit a written annual report of all business conducted for that present year. Report must be completed prior to the Annual General Meeting for the following school year.
- 4.24 Will be responsible to assist an auditor, should one be appointed by SCC.
- 4.25 Shall review and bring to the SCC all financial requests for their perusal.

The **VICE-CHAIRPERSON OF FUND RAISING** shall:

- 4.26 Receive brochures regarding fund raising.
- 4.27 Contact necessary persons for inquiring and pricing of fund raising supplies.
- 4.28 Order the necessary fund raising supplies as agreed upon by the council.

The **VICE-CHAIRPERSON OF HOT LUNCH PROGRAM** shall:

- 4.29 Receive brochures regarding hot lunch.
- 4.30 Contact necessary persons for inquiring and pricing of hot lunch products and supplies.
- 4.31 Send out order forms to the class room teachers to be sent home with students. Collect said order forms and monies.
- 4.32 Order necessary food and supplies for the actual hot lunch.
- 4.33 Seek volunteers to help out for the hot lunch day.
- 4.34 Keep full and accurate records of all monies collected and lunches handed out, and maintain all receipts, invoices and statements should verification be required. All records shall be available for perusal at every SCC meeting.
- 4.35 Shall receive, deposit and/or withdraw monies, in a bank approved by the Council, as directed by the SCC.
- 4.36 Shall submit a verbal report (and/or written – to be included in the minutes) of accounts and financial transactions at each SCC meeting.

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Article 5: NOMINATIONS, VOTING, TERMS OF OFFICE AND ELECTIONS

- 5.1 Nominations received to date shall be presented at the elections meeting in the month of May.
- 5.2 Nominations will also be accepted from the floor at the elections meeting in the month of May.
- 5.3 Eligible members will be introduced and given an opportunity to acknowledge what they feel they can contribute as a Member on Council.
- 5.4 The SCC will hold a meeting in the month of May to elect Officers to serve as the Executive Board Council.
- 5.5 Officers shall be elected for a one year term and will include:
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Treasurer
 - e) Vice Chair of Fund Raising
 - f) Vice Chair of Hot Lunch
 - g) Minimum of 2 , maximum of 4 Board Members at large – Eligible to Vote
- 5.6 A teacher representative shall chair the election process of members for the new Council.
- 5.7 The SCC shall hold a meeting no later than one (1) month after elections for the Executive Council to set up guidelines for the year.
- 5.8 In the event of a vacancy on the Executive Council between Annual General Meetings, the SCC may appoint another Elected Member of the SCC to serve in the position.
- 5.9 In the event of a loss of a SCC Member (other than Executive), the Member may be replaced by Council.

Article 6: ELECTIONS AND MEETINGS

- 6.1 All meetings of SCC shall be followed according to Robert's Rules.
- 6.2 October of each year in order to review annual reports, amend the constitution if required, and recognize achievements/contributions over the past year.

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- 6.3 The Annual General Meeting shall be publicized:
- a) by special notice in the school newsletter in the spring of the preceeding school year.
 - b) By special notice in the school newsletter twice in the fall, second notice no later than one week in advance of the date of the meeting.
 - c) By special notice to the community members in the school catchment area by the most effective means possible.
- 6.4 The council shall schedule a minimum of five (5) SCC meetings during each school year, in addition to the Annual General Meeting and Other Special General Meetings. They shall be publicized at least one (1) week prior to the meeting date.
- 6.5 Other Special General Meetings of the Council may be called from time to time by the Chairperson:
- a) on the advice of the SCC, and/or
 - b) on the request in writing to same from a minimum of ten (10) parent bodies/community members and/or Harold Hatcher staff.
- 6.6 Other Special General Meetings shall be announced at least one (1) week in advance, including the specific purpose for the meeting. All Other Special General Meetings will be determined by the SCC as to it's importance to the school/community and it's viability.
- 6.7 All meetings of the SCC shall be open to attendance by the parents, residents, landowners and school staff of the catchment area.
- 6.8 A quorum of the Council shall consist of half the SCC plus one. One of whom must be the Chairperson or the Vice Chairperson.

Article 7: COMMITTEES

- 7.1 Committees may be established, and their Coordinators appointed by the SCC.
- 7.2 The Coordinator must be an ELECTED MEMBER of the SCC.
- 7.3 It shall be the responsibility of the Coordinator to form their committee. Committee member requirements need only be a member of the school catchment area.
- 7.4 Committees shall only verbally report to the SCC of on-going progress and/or information. However, a final written report at year-end must be submitted as a summary to the SCC for review.

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- 7.5 Any motion(s) brought forward by the Committee Coordinator is subject to ratification by the SCC.

Article 8: AD HOC COMMITTEES

- 8.1 Ad Hoc Committees may be struck at the call of the Chair. The Chair must state the purpose and duration of such.
- 8.2 Ad Hoc Committees may be called by a number of interested parents/residents to pursue any topic not currently covered by the SCC.
- 8.3 An Ad Hoc Committee shall decide amongst themselves who shall be the Coordinator of such an Ad Hoc Committee.
- 8.4 Any concerns of and/or by an Ad Hoc Committee should be in writing when being brought forward to the SCC.
- 8.5 Ad Hoc Committees must make their final report/recommendations to the Council by way of an oral presentation as well as a final written report, subject to ratification by the SCC.
- 8.6 Committees and/or advisory groups existing at the time of the formation of the SCC shall become Ad Hoc Committees.

Article 9: MINUTES AND FINANCIAL RECORDS

- 9.1 Three (3) Executive members are to be established as signing officers. (Treasurer, Chairperson & Hot Lunch Chairperson)
- 9.2 Two (2) signing officers shall be required to sign all cheques written on behalf of the Council.
- 9.3 Signing Officers must have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- 9.4 The financial records of the Council shall be retained by the Treasurer and shall be available for inspection at any time. At the end of each school year, financial records for that year shall be turned over to the school for safe-keeping.
- 9.5 The minutes of the Council shall record all pertinent business and decisions, and shall be retained by the Secretary at all times, and shall be available for inspection at any time.

Article 10: AMENDMENTS TO THE CONSTITUTION

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- 10.1 This Constitution can only be amended at an Annual General Meeting, and shall require a two-thirds (2/3) majority vote by those eligible members present.
- 10.2 Any proposed constitutional amendment must be published and publicized through the school newsletter at least two (2) weeks prior to the Annual General Meeting.

Article 11: DEFINITIONS

- 11.1 Annual General Meeting: A meeting held by the third week in October, open to any eligible member, to review reports, amend the Constitution, elect officers and recognize achievements/contributions over the past year. All eligible members may vote.
- 11.2 School Community Council Meeting: Meetings of the elected members with any interested eligible members, regularly scheduled to conduct the business of the SCC. A minimum of five (5) meetings shall be scheduled during each school year. Only elected members of the Council may vote.
- 11.3 School Community Council Executive Meeting: Meetings of the elected members with any interested eligible members, held from time to time to conduct business of the SCC between regularly scheduled Council meetings. Only elected members of the Council may vote.
- 11.4 Other Special General Meetings: A meeting called by the Chairperson on the advice of the SCC's elected members, or on the request in writing to the Chairperson from a minimum of ten (10) eligible members. All eligible members may vote.

Article 12: DISSOLUTION

- 12.1 In the event that the Council is dissolved, all property and money of the SCC after payment of all debts and liabilities, will be turned over to the Harold Hatcher School, Winnipeg, Manitoba, to be used as seen fit by school administration within eighteen (18) months of dissolution.
- 12.2 The current Constitution of the dissolved SCC will be terminated at the same time.

It is suggested that the Harold Hatcher School keep the dissolved SCC Constitution for possible guidelines should a future SCC be reactivated.

***Harold Hatcher School Community Council
Constitution***

Chairperson

Secretary

Voted and approved on May 8, 2013
Signed & Dated in Winnipeg, Manitoba June 19, 2013