

CONSTITUTION

COLLÈGE PIERRE-ELLIOTT-TRUDEAU ADVISORY COUNCIL FOR SCHOOL LEADERSHIP

ARTICLE 1.0: Name

- 1.01: The name shall be Collège Pierre-Elliott-Trudeau Advisory Council for School Leadership, hereinafter referred to as the Advisory Council.

ARTICLE 2.0: Purpose

- 2.01: To improve communications between the school and the home and the school and the community. To increase parents' and the community's understanding of school and classroom activities and of ways they can support these activities.
- 2.02: To co-operate in establishing programs for parents through which they may become informed of school activities.
- 2.03: To become involved in the development of activities which:
- a. Enhance the learning of both children and parents
 - b. Foster racial and cultural understanding particularly of groups within the neighborhood; and
 - c. Assist in creating a safe neighborhood environment for the well being of the students.
- 2.04: To advise the Principal on school policy, procedure, curriculum, finance and facilities.
- 2.05: To participate in the development of the annual school plan.
- 2.06: To contribute to a sense of community in the local school neighborhood.
- 2.07: To communicate educational information and special events to the parents and area residents.
- 2.08: To advise on community activities in the school.
- 2.09: To advise on the use of community resources and agencies to support the educational program and meet community needs.

ARTICLE 3.0: Membership

- 3.01: Any parent or guardian who has a child or children attending Collège Pierre-Elliott-Trudeau or any community member.
- 3.02: Any person in a teaching, administrative, or support staff capacity as well as a student representative from Collège Pierre-Elliott-Trudeau.

ARTICLE 4.0: Meetings

- 4.01: Four Advisory Council Meetings will be held during the school year. One weeks notice must be given to the members stating the date and place of the meeting. Majority votes constitute a quorum.
- 4.02: The Annual General Meeting of the Advisory Council shall be held in the month of September. Annual General Meeting Minutes shall be approved at the following Annual General Meeting.
- 4.03: General or urgent business may be transacted at the regular meeting of the advisory council.
- 4.04: Special meetings of the advisory council may be called by the executive committee on the written request of three members of the advisory committee. At least one week notice must be given and the object of the meeting definitely stated. No other business may be transacted and no minutes are read. At the next regular advisory council meeting the minutes of the special meeting are read, following the reading of the regular minutes.
- 4.05: Special meetings of the executive may be called by the Chairperson or an executive member. The object of such special meetings shall be definitely stated. Notice of any special meeting of the executive shall be given at least three days in advance.

ARTICLE 5.0: The General Membership

- 5.01: The general membership, composed of all eligible members, shall be the policy-making body of the committee.
- 5.02: The duties of the General Membership shall include:
 - a. Determination of the policies of the Advisory Council.
 - b. Participation on special committees as deemed necessary.

ARTICLE 6.0: The Advisory Council

- 6.01: The Advisory Council will be made up of the elected parent/guardian representatives, the principal, teacher representatives, student representative, and community representative.
- 6.02: The duties of the Advisory Council members shall include:
 - a. Carrying out the mandate of the Advisory Council for School Leadership and implementing the policies set out by the general membership.
 - b. Attendance at regular Advisory Council meetings and the Annual General meeting.
 - c. Approval of budget expenditures for the Advisory Council.
 - d. Approval of Advisory Council submissions to outside organizations.
 - e. Participation on special committees as deemed necessary.
 - f. Attending board and other meetings as assigned.

ARTICLE 7.0: The Executive Committee

- 7.01: The executive committee will serve as officers of the Advisory Council and shall include the Chairperson, Vice Chairperson, Treasurer, UNESCO (United Nations Educational, Scientific, and Cultural Organization) Representative, and Secretary, all of whom shall be elected at the first meeting of the Advisory Council.
- 7.02: The Advisory Council may elect members-at-large who shall serve with the elected officers as members of the executive committee.
- 7.03: The principal of Collège Pierre-Elliott-Trudeau or his or her designate is automatically a member of the executive committee, and shall be consulted on all matters pertaining to the school. If the principal is unable to attend as Executive or Advisory Council meeting, he or she may send a school representative in his or her place.
- 7.04: Executive Committee members shall be elected for two year terms and no member may hold the same office for more than two terms. The election of executive members shall be staggered so that two positions are due for election each year. Executive committee members may be allowed to hold office for more than two terms under special circumstances.
- 7.05: Vacancies on the Executive Committee occurring between Annual Meetings shall be filled by appointment by the Advisory Council for the unexpired portion of the term.
- 7.06: General duties of the Executive Committee:
- a. To attend all Executive Committee meeting and all Advisory Council meetings, as well as special meetings call in accordance with the constitution.
 - b. To submit any bills incurred to the treasurer 10 days prior to the Executive Committee meeting. Any bill not appearing will not be paid until the next meeting. The Treasurer will submit all bills to the school secretary for payment.
 - c. To provide written reports from Executive Committee and sub-committee meetings to the Secretary for filing and record keeping.
 - d. To provide topics for meeting agendas to the Secretary seven days prior to the meeting.
 - e. To participate on any sub-committee assigned by the Chairperson.
 - f. The school and student representative are not expected to attend all Executive committee meetings but must be present at the Advisory Council meetings.
 - g. To hold and maintain records of all regular correspondence including copies of emails pertaining to motions made.
 - h. To present a written resignation including reasons why the resignation is necessary.
- 7.07: Particular Duties of the Executive Committee:
- a. Chairperson
 1. The chairperson shall be the head of the Advisory Council with full powers to enforce the provisions of the Constitution.

2. Chair all Executive and Advisory Council meetings as well as the Annual meeting.
3. Must endeavor to give three days notice to Vice Chairperson if unable to attend any meeting.
4. Assist with correspondence.
5. Contact all Executive Committee members when and if a special meeting is called.
6. Will attend assigned or chosen School Board meetings and prepare written reports for the next executive committee meeting.
7. Will act as the public relations officer representing the Executive Committee and its members in the best interest of the Committee, parents, and students.
8. Will act as spokesperson with any liaison.

b. Vice Chairperson

1. The vice Chairperson will assume duties of the Chairperson when needed.
2. Should the Chairperson resign, the Vice Chairperson will act as Chairperson until a new Chairperson is elected.
3. Read reports for any Executive Committee member who is unable to attend a meeting.
4. Attend assigned meetings with the School Board and prepare a written report.
5. Keep in contact with the Chairperson on all matters pertaining to the Executive Committee.
6. Will ensure correspondence is distributed.
7. Work with the Secretary and assume duties during absences.
8. Arrange Advisory Council meetings and other functions, booking of the meeting rooms and necessary equipment.

c. Treasurer

1. The Treasurer will maintain the Advisory Council bank account and petty cash books. The Advisory Council bank account will not be held with an independent banking institution. Financial Affairs will be conducted through the Collège Pierre-Elliott-Trudeau school accounts; therefore an annual audit will be conducted in conjunction with the school account audit.
2. If unable to attend a meeting, must provide the Vice Chairperson a written financial report three days in advance of the meeting.
3. A written financial statement will be prepared for every meeting and submitted to the Secretary at the end of each meeting.
4. A current and orderly file shall be kept by the Treasurer of all banking statements and correspondence.
5. Will be responsible to collect any outstanding bills and submit to the Chairperson ten days prior to the meeting so that they can appear on the agenda.
6. Attend assigned School Board meetings and prepare a written report.

d. Secretary

1. Record minutes of all meetings. Keep a neat log book of all minutes for the current year of all meetings.
2. Receive and prepare a written agenda for meetings, and will consult with the Chairperson before finalization of the agenda.

3. Ensure that all Executive Committee members hand in written reports before leaving the meeting.
4. Contact the Chairperson with the content of any received correspondence.
5. Will work with the Vice Chairperson to prepare and distribute correspondence, agendas, and newsletters.
6. Will maintain a current list of addresses and phone numbers of all the Executive Committee, School and Student Representatives, and special committee members, and provide the Executive Committee members with the list for their records.
7. Will provide the Chairperson and School representatives with copies of the minutes within seven days of the meeting.
8. Will attend assigned School Board meetings and prepare a written report.
9. If unable to attend a meeting, must provide written minutes and reports of any outstanding business to the Vice Chairperson three days in advance of the meeting.

e. UNESCO (United Nations Educational, Scientific and Cultural Organization) Representative

1. Attend UNESCO Committee meetings and prepare a written report for the Executive and/or Advisory Council meeting.
2. Attend Executive Committee, Advisory Council, and Annual General Meetings.
3. Attend selected board meetings as assigned.
4. Participate on special committees as required.

ARTICLE 8.0: Special Committees

8.01: The Executive Committee may establish special committees as required and shall outline their duties and terms of reference.

ARTICLE 9.0: Financial Authority

9.01: Expenditures in excess of \$500.00 require the authority of a majority vote of the Advisory Council. Expenditures less than \$500.00 require the authority of a majority vote of Executive Committee members.

9.02: All requisitions for funds to be drawn on the Advisory Council Account shall be signed by one Executive Member.

ARTICLE 10.0: Appointment, Nomination, and Election Procedures

10.01: Nominations for office in the Advisory Council shall be presented at the Annual General Meeting. Nominations shall be accepted from the floor, provided the nominees are present, or have given prior consent to their nomination. Nominees must be members in good standing.

10.02: A nominee for position of Chairperson must have served at least one year on the Executive committee.

10.03: Election of parent representatives to the Advisory Council shall take place at the Annual General Meeting.

- 10.04: The vote shall be by ballot, unless there is only one nominee for office. Plurality of votes shall elect.
- 10.05: Each member of the Advisory Council shall be entitled to one vote. Only members in good standing shall be eligible to nominate, vote, or stand for election of office.
- 10.06: The installation of officers shall take place at the close of the Annual General Meeting and they shall hold office until their successors are installed.

ARTICLE 11.0: Amendments to the Constitution

- 11.01: The Advisory Council may amend or add to this constitution at any Annual General meeting. Notice of Motion must have been given at the previous Advisory Council meeting. In order to pass, an amendment or addition must be approved by a simple majority of the members present.

ARTICLE 12.0: Dissolution

- 12.01: If the Advisory Council wishes to disband, a two-thirds vote of its members is required at an Annual General Meeting.
- 12.02: Should the Advisory Council disband, the record books will be placed in the archives of Collège Pierre-Elliott-Trudeau. Any remaining funds or assets of the committee shall be given to Collège Pierre-Elliott-Trudeau for use as recommended by the Advisory Council.

ARTICLE 13.0: Rules of Order

- 13.01 The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered in this Constitution.