

**East Selkirk Middle School**  
**PARENT ADVISORY COUNCIL**



**Constitution and By-Laws**  
**September 27, 2022**

East Selkirk Middle School  
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## **CONSTITUTION**

### **HISTORY/INTRODUCTION**

As a result of the construction of the East Selkirk Middle School (ESMS), the original Happy Thought School Parent Advisory Council met in October, 2007, and the decision was made to form 2 Councils: leadership to be determined by each ensuing Council to represent the respective schools.

The Council consists of the Principal/Vice Principal, Teacher Representative (optional), an Executive Committee consisting of a Chairperson, Vice-Chairperson, Secretary and Treasurer, and a minimum of 4, up to 6 parent/guardian representatives for a maximum of 10.

The Council is responsible for sharing relevant information regarding school activities and programs, make recommendations to School Administration (i.e., Principal/Vice Principal) and the School Board on various issues and communicate relevant information about the school to parents/guardians and community members.

### **CHARTER: ESMS ADVISORY COUNCIL**

In conducting business pertaining to the ESMS, 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 the joint responsibility of students, school staff and Administration to ensure that the school environment is safe, healthy and provides learning challenges for both students and teachers.

The virtues of respect, independence, self-esteem, and co-operative problem-solving are promoted.

Parents/guardians are an integral part of the student's life. Communication between school staff and students, and parents/guardians is vital to maximize/optimize the student's potential. 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.

### **ACCOUNTABILITY**

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

### **COUNCIL CODE OF CONDUCT**

At all times, elected officials of the ESMS 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.

### **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 ESMS. Confidentiality of families is to be respected at all times.

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## **COUNCIL MEMBERSHIP**

In order to conduct and operate the regular business of the ESMS 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. Council members will nominate and elect the following members/executive:

- Minimum of one (1) and up to three (3) seats for the Principal and/or Vice-Principal/Teacher Representative;
- Four (4) seats for the Executive: Chairperson, Vice-Chairperson, Secretary and Treasurer; and,
- A minimum of four (4), maximum six (6) seats for parents/guardians will form the remainder of the Council.

Following the Annual General Meeting, members may elect up to 10 voting Council positions:

- a) Up to half the positions for 1 year terms, and;
- b) The balance of the positions for a 2 year term.

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.

## **Meeting Procedures and Agendas**

- a) It is the responsibility of the Chairperson and/or Secretary of the Council to establish the meeting agenda and forward to the Principal and Council Members prior to the meeting. One week's notice will be given to ensure adequate time for distribution and review by Council members. If e-mail access is available to council members, using it as a method of distribution is preferred.
- b) All efforts will be made at every meeting to ensure that ALL Council members have an opportunity to discuss any issues 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.
- c) Any Council member may add topics/issues to the agenda by notifying the Chairperson and/or Secretary prior to the meeting date.
- d) 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.
- e) Parents/guardians of students attending ESMS or community members within our catchment area may suggest topics for addition to the meeting agenda for Council discussion/review by notifying a Council member at least 24 hours prior to the meeting.
- f) Subject to available time, during a Council meeting, topics or issues may be tabled during the meeting.
- g) Meetings may be held in-person (e.g., face-to-face), virtual (e.g., MS Teams, Zoom) or using a hybrid model (combination of both). Notification of a change in meeting venue must be made at least 24 hours prior to the meeting and every effort should be made to communicate the change publicly.

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## Meeting Minutes

- a) It is the responsibility of the Secretary to record all meeting minutes and distribute to all Council members. One week's notice will normally be given to ensure adequate time for distribution and review by Council members.
- b) 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.
- c) On request non-confidential meeting minutes will be made available to any parent/guardian, teacher or student of ESMS.
- d) Meeting minutes will be kept by the Secretary for seven (7) years. Similar document retention should be made for the Treasurers reports and documents.

## ADMINISTRATION BY-LAW

### 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 ESMS Advisory Council.

#### Interpretation

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

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

#### Registered Office

The Registered Office of the Council shall be at East Selkirk Middle School.

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## **Eligible for Membership**

Those eligible for membership shall be all parents and guardians of children attending ESMS. Community members and any other member may be admitted by the Council through vote.

## **Annual General Meetings (AGM)**

The Annual General Meeting (i.e., Annual Membership Meeting) shall be held no later than the fourth Friday in October, as fixed by Council.

The affairs of Council shall be managed by a council of not less than 7 individuals, but up to 10 individuals (see Council Membership section).

The Council consists of:

- a) Minimum of one (1) and up to three (3) ex-officio non-voting positions for the Principal and/or Vice-Principal/Teacher Representative;
- b) A minimum of two-thirds (2/3's) of the Council shall be represented by parents/guardians of children attending ESMS.
- c) Subject to a) and b) teachers and staff of the Lord Selkirk School Division who are also parents or community members may comprise not more than 1/3 of the total positions unless the majority of members decide to increase the limitation beyond 1/3, but may not increase it beyond 1/2 of the total positions.

At each subsequent AGM, 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 by 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 or Teacher Representative casting their ballot.

## **Vacancy**

If a vacancy occurs the Council may appoint a member for the balance of the unexpired term(s).

## **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 ESMS 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.

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### **Election of Officers**

The Council shall meet at the AGM, and elect from their number, a Chairperson, Vice-Chairperson, Secretary, Treasurer and other officers and/or committees as members consider advisable.

### **Removal from office**

The Council may in its discretion remove any officer by majority.

### **Chairperson**

The Chairperson shall, when present, preside at all meetings of the Council. In his/her absence, the Vice-Chairperson will preside as Chair for the meeting.

### **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 be assigned to him/her by 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.
- The Council shall annually review the financial accounts. The review results are to be reported to the members at the AGM.

## **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. 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(s) or person(s), on behalf of the Council to sign instruments as may be required in the general operation of the Council.

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## **EFFECTIVE DATE, AMENDMENT AND REPEAL**

### **Effective Date**

The by-laws shall come into effect at the Annual General Meeting October 25, 2022.

### **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 coming into force of by-law No. 1.

### **Review**

The Constitution shall be reviewed every five (5) years to ensure the information contained is relevant.