

Carman Collegiate
Home and School Association Constitution
September 2010

FINAL DOCUMENT

Article I - Name

The name of the Association shall be Carman Collegiate Home and School Association (hereinafter referred to as “Home and School”).

Article II – Goals

1. To support and work in cooperation with students, staff, administration and the Prairie Rose School Board in the education of our children at the Carman Collegiate.
2. To advise administration through its rep and elected members.
3. To communicate with students, staff, administration, School Board members and the community regarding Carman Collegiate.

Article III – Objectives

1. To advise School Administration and provide a forum for parents to discuss and present views in the development of school matters as they pertain to school improvement, policies, organization and activities including the following:
 - a) Curriculum and programs;
 - b) Staff to student ratios (i.e. class sizes);
 - c) Health & Safety;
 - d) Cultural and extra-curricular activities;
 - e) Student discipline and behaviour management policies;
 - f) Community access to school facilities;
2. To participate in the development of the Annual School Plan and Code of Conduct.
3. To recognize the hard work and dedication of the school staff.
4. To maintain ongoing communication with all parents and guardians of students enrolled in Carman Collegiate and with interested community members.
5. To assist in the education of students, parents and the community on educational topics through workshops and presentations by speakers.
6. To communicate with other parents councils within the Prairie Rose School Division.

Article IV - Membership

1. Any person interested in the objectives set out in this document, residing within the school area or whose children are attending Carman Collegiate may be a member of the Carman Collegiate Home and School.
2. Administration, Trustee Representative, Teacher Representative and Student Council Representative are invited to participate and will be ex-officio members.
3. The Home and School members may participate in general discussion of the meeting and may bring forward topics for inclusion on the agenda by contacting the President or Grade Representative.
4. Home and School members with children in the school may vote at any regular meeting.
5. Members of the community without children presently enrolled in the school may vote on topics when they have attended their second Home & School meeting within the past 12 months.
6. Community voting members cannot exceed more than 1/3 of the total votes
7. All members must be given notice of voting issues prior to a meeting. (Suggested time is 2 weeks).

Article V - Executive Committee, Duties & Meetings

1.
 - a) The Home & School Executive Committee shall consist of the President, Vice-President, Secretary and 2 elected Grade Reps per grade.
 - b) If the Executive Committee must meet outside of a regular monthly meeting, a quorum of 50% of the executive members must be present to vote on any topics and the majority rules.
2. **The President shall be Responsible for:**
 - a) Ensuring the Home and School activities are consistent with this constitution.
 - b) Acting as the spokesperson for the Home and School.
 - c) Preparing Agendas and Chairing meetings.

- d) Delegating a monthly article concerning the activities of the Home and School to be included in the Carman Collegiate Newsletter. This article shall include an announcement & invitation to any upcoming Home and School meetings.
- e) Providing an annual report to the Board of Trustees of the activities and topics discussed during Home and School meetings. This report could be verbal, written or electronic.
- f) Coordinating communication with other Prairie Rose School Division parent councils.
- g) Communication with the school administration and Board of Trustees.
- h) Delegating the coordination of the Staff Appreciation Day.
- i) Collecting, reviewing, and summarizing for meetings all correspondence received.

3. The Vice-President shall be Responsible for:

- a) Assuming the duties of the President in their absence.
- b) Assisting the President in duties as assigned.

4. The Secretary Shall be Responsible for:

- a) Preparing and distributing accurate minutes and records of each meetings to:
 - Executive Members
 - Ex-Officio Members
 - All Parents, guardians and interested community members
 - Superintendent and Board of Trustees
 - The Home and School Link on the Carman Collegiate Wiki
 - Other Parent Councils within the Prairie Rose School Division
- b) Filing pertinent correspondence received and distributed.
- c) Maintaining storage of all written and electronic materials.
- d) Preparation and distribution of all written correspondence.

- e) Posting Executive Members names and contact information on the Home and School link of the Carman Collegiate Wiki for access by all parents and guardians.

5. Grade Representatives Shall be Responsible for:

- a) Liaison between parents and guardian and the Home and School.
- b) Being present at as many regular monthly meetings as possible.

6. Monthly Meetings:

- a) The Home and School shall meet on a monthly basis during each of the ten school months at the Carman Collegiate.
- b) Meetings should be conducted at a regular time and schedule suitable to the majority of elected members. (i.e. the second Wednesday of the month at 7 pm).
- c) Meetings shall be announced on the School Wiki, School Newsletter and parents notified by email prior to meeting date.

7. Annual General Meeting shall be held in conjunction with and immediately prior to the regularly scheduled October Home and School meeting. The AGM should be advertised throughout the school and community at least 14 days in advance. The business of the AGM shall include:

- a) Brief review of the past year of Home and School discussions and activities.
- b) The election of the Executive Committee.
- c) Plans, budgets and goals for the upcoming year.
- d) Discussion of and solicitation of any topics which the parents wish the Executive Committee to address during the school year.

8. Vacancies occurring in any office of the Executive Committee between Annual General Meetings shall be filled by appointment by the Executive Committee for the unexpired portion of the term.

9. All Executive Committee members must be elected on a yearly basis.

10. President, Vice-President and Secretary positions may only be held by one person for a maximum of 3 years consecutive years.

Article VI - Elections and Voting

1. Elections of all Executive Members shall take place at the Annual General Meeting.
2. Elections can be by ballot if requested.
3. All members as outlined in Article IV shall be entitled to one vote.
4. The new elected members shall begin their duties at the close of the AGM and shall hold office until their successors are elected the following year.
5. Eligible voters must be present at the meeting to participate in the voting process.

Article VII - Resolutions and Amendments

1. Any resolution or amendment to the Carman Collegiate Home and School Constitution shall be presented at the Annual General Meeting and given at least 14 days notice prior to the AGM.
2. Any resolution or amendment shall be deemed passed if a majority of the members present vote in favor of such resolution or amendment.

Article VIII - Dissolution

1. Should the Carman Collegiate Home and School cease to function all files shall be archived in the school at a location determined by school's administrative staff.