



Riverheights School

Parent Council

Constitution

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RIVERHEIGHTS SCHOOL PARENT COUNCIL CONSTITUTION

Section 1 ORGANIZATION NAME

The name of the organization shall be the Riverheights School Parent Council, hereafter referred to as the Council.

Section 2 MISSION STATEMENT

The Council will work in cooperation with students, school staff, trustees, parents and members of the Brandon School Division in the following ways:

- As an advisory structure to the principal, presenting parental concerns and perspectives on issues related to programs, school planning, budgeting and the management of the school;
- As a means of circulating information about the school and about parental priorities and of promoting community understanding and involvement in the school;
- As a liaison between the school, parents, and other school support organizations for the purpose of information-sharing and cooperation; and
- As an advisory structure to the school board in matters relating to the school division.

Section 3 OBJECTIVES

The objectives of the Council are:

- To promote goodwill and understanding within Riverheights School via the Council;
- To establish ongoing communication with all parents &/or guardians of the students enrolled in the school. The Council is representative of their priorities and concerns;
- To promote interest, understanding and involvement in the school;
- To establish a means of regular accountability to the school and school community for involvement, activities, Council expenditures and recommendations;
- To raise funds for the purchase of equipment, educational supports, and the financing of extra curricular activities not normally provided by the Brandon School Division;
- To participate in the annual Brandon School Division budget process; and,

- To represent the Council in divisional matters in partnership with Brandon School Division.

Section 4 CODE OF CONDUCT

The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

The Council is not a problem-solving process for individuals; problems should be addressed via the proper channels and as per school divisional policies in place.

The Council shall follow all procedures as outlined in Brandon School Division Administrative Procedures including, but not limited to:

- Administrative Procedure 3001 – Fundraising and Parent Councils (highlights noted below)
 - Fundraising Proposal to be submitted to School Leader by October 31st of each year, or upon agreed date.
 - Quarterly financial statements to be distributed to all council members and School leader
 - Maximum bank balance to be held by the Council on June 30th of each year is \$5,000. Should the Council required more than \$5,000 for a bank balance, they are to obtain approval by submitting a request and rationale to the Office of the Secretary-Treasurer.
 - School Leader shall provide to the Division, the Council's financial statement and bank reconciliations for March and June of each year.
- Administrative Procedure 3002 – School Fees and Fundraising (highlights noted below)
 - The School Leader has definitive responsibility for all fundraising activities initiated by the school, including the Council
 - Early Years (K-4) students shall not participate in door-to-door fundraising
 - All fundraising shall comply with any necessary municipal, provincial or national licensing requirements as they related to the specific fundraising activity.
 - Any and all donations to the school must be supported and approved by the School Leader.

Section 5 COUNCIL MEMBERSHIP

Membership is open to all parents, guardians, or caretakers of children attending Riverheights School.

All members shall be entitled to all the rights and privileges of the Council, including the holding of any office, serving on committees, and voting on any matter affecting the Council.

The Principal (or designate) is entitled to attend Council meetings as an ex-officio (non-voting) member. Staff members are also entitled to attend meetings as non-voting members. Parents/Guardians not wishing to be an official 'member at large' are able to attend any parent council meeting as a non-voting member.

Executive Members

The affairs of the Council shall be governed by the Executive Officers of the Council. The elected Executive members are the President, Vice-President, Secretary, Treasurer and up to six Members-at-Large.

The Council may not function without the Executive Officers of President, Vice-President, Secretary, and Treasurer.

Executive members and official members at large must be elected at the Annual General Meeting by those in attendance who are parents/guardians of children attending the school. Members may serve on the Executive for no more than four (4) consecutive years, or unless agreed upon by the Council.

The Council shall elect an Executive from among them. Their responsibilities are as follows:

President

The President shall:

- Convene and preside over all membership, special and executive meetings;
- In consultation with the Council and other representative members, ensure that an agenda is prepared and presented;
- Appoint committees where authorized to do so by the Council;
- Take such actions or ensure that such actions are taken by the Council to achieve the objectives and purpose of the organizations;
- Perform duties as the Executive shall assign.
- Be granted signing authority for the Council's chequing account.
- Surrender to the Council any and all materials relating to the Council that are in their possession at the end of their term of office.

The term of this position is one (1) year.

Vice-President

The Vice-President shall:

- Assume the responsibilities of the President in the President's absence;
- Accept extra duties as required;
- Be granted signing authority for the Council's chequing account;
- Surrender to the Council any and all materials relating to the Council that are in their possession at the end of their term of office.

The term of this position is one (1) year.

Treasurer

The Treasurer shall:

- Assume the responsibilities for all financial transactions on behalf of the Council, with the exception of committees as agreed upon by the Council;
- Prepare a statement of revenue and expenses for each regular monthly meeting, showing funds expended in the current fiscal year up to the latest date for which figures are available;
- Be responsible for conducting the banking transactions for the Parent Council;
- Provide a financial report to the Brandon School Division as required during the school year;
- Be granted signing authority for the Council's chequing account;
- Surrender to the Council any and all materials relating to the Council that are in their possession at the end of their term of office.

The term of this position is one (1) year.

Secretary

The Secretary shall:

- Assume the responsibilities for all records of the Council, excluding financial records, including recording all minutes of regularly scheduled meetings of the council;
- Compile and distribute by email all public meeting minutes to all attending members who have provided an email address, as well as to the Principal, within one week following the meeting. The Principal will ensure minutes

are forwarded appropriately for placement on the Riverheights School website.

- Surrender to the Council any and all materials relating to the Council that are in their possession at the end of their term of office.

The term of this position is one (1) year.

Members at Large (up to 6 elected)

Members at large shall:

- Have the option to act as chairpersons of Standing Committees, as assigned;
- Perform such duties as the Executive shall assign.

Section 6 ELECTIONS

The Executive Officers will be elected at the Annual General Meeting, which shall be organized and advertised by the Council President with assistance from the school.

Nominees shall be accepted prior to the Annual General Meeting. Nominations from the floor shall be accepted at the Annual General Meeting. Voting shall be done by secret ballot where two (2) or more nominations are being considered.

The Executive Officers must inform of their intent to re-run or resign from the position in April to help the Council prepare for the upcoming year.

Section 7 MEETINGS

The council shall hold at least five (5) regular meetings during the school year. Meeting will be held the third (3rd) Thursday of each month from September until June, unless otherwise agreed upon by the Council. Additional meetings may be scheduled as required, at the discretion of the Council.

Special and Executive meetings shall be called by the President upon receipt of a request in writing, setting forth the reason for the meeting. Special meetings shall only deal with the business stipulated in the request. All members involved shall be notified at least forty-eight (48) hours in advance of the meeting.

The Annual General Meeting (AGM) of the Council will be held in June of each year.

The business of the AGM shall be to:

- review activities of the previous year, including a summary of financial reports
- review and approve constitution amendments (if any)
- elections of Executive Members
- establish committee chairs for the upcoming year
- review bank balance to ensure the \$5,000 limit will not be exceeded*, and
- establish any additional year end spends, as agreed upon by the majority.

*Approval to be obtained from the Secretary Treasurer when funds are to exceed \$5,000 at the end of the year, as agreed upon by the Council.

Section 8 QUORUM

A quorum shall consist of the majority of the members in attendance, with a desired minimum of three (3) members in attendance.

Section 9 PROCEDURES

“Robert’s Rules of Order” will govern the particulars of parliamentary procedure within the Council.

Recommendations will be determined by consensus whenever possible. If procedural problems should arise, the guidelines of this Constitution will prevail. Failing this, the most recent edition of “Robert’s Rules of Order” will be used to resolve the situation.

Proposals for action must be presented by a motion, which must be seconded before they can be discussed. After the motion has been discussed, a vote will be taken by a show of hands, with the Secretary recording the outcome of the vote.

Section 10 CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution of the Council may be made only at the next Annual General Meeting of the Council providing:

- Written notice of the Annual General meeting has been given to all Council members within a minimum of fourteen (14) days; and
- The notice of the meeting included notice of the specific amendments proposed.

Section 11 VACANCIES ON COUNCIL

In the event of a vacancy on the Council, the President shall, at the direction of the Council:

- Call a by-election to fill the vacancy. In the event of the President or Vice-President coming positions vacant, the position shall be filled by election within the Council. Any executive members or members at large may be deemed to have resigned from the Council or office if three (3) meetings are missed; or
- Will fill the open position by consensus of the council as an acting position until the next Annual General Meeting.

An executive member or member at large may resign from the Council by tendering a letter of resignation to the President and/or Principal.

If the Council feels that any member of the Executive or member at large is not fulfilling their duties as assigned, the Council may elect to remove that Executive member by majority vote of the parent council members.

Section 12 COMMITTEES

Establishment of Committees

- The Parent Council may establish standing and ad hoc committees to support its goals and activities.
- Committees shall operate under the authority of the Parent Council and shall report regularly to the Council.
- All committee activities and decisions are subject to the approval of the Parent Council.

Standing Committees

The following standing committees shall be established and maintained unless otherwise determined by the Parent Council:

Lunch Program Committee

- Responsible for organizing, coordinating, and overseeing the school's lunch program for non-bussed students, in coordination with the school leader.

- Responsible for the fiscal oversight of the school lunch program and submitting regular reports back to parent council. The Lunch Program committee will establish executive members, by-laws to govern its operation, and maintain a separate bank account from that of the general parent council.
- Ensures compliance with relevant legal, health, and safety standards.
- Works in collaboration with school administration as needed.

Fundraising Committee

- Plans, organizes, and executes fundraising activities in support of Parent Council goals and school initiatives.
- Maintains records of funds raised and submits regular reports to the Parent Council Treasurer.
- Coordinates with school administration to ensure alignment with school policies and priorities.
- In consultation with the Council, prepare the annual fundraising budget paperwork and provide it to the Principal for submission to the Brandon School Division.

Ad Hoc and Additional Committees

- The Council may form additional standing or temporary (ad hoc) committees as required to address specific needs or initiatives.
- The formation, scope, and duration of such committees shall be determined by a motion passed by a majority of the Council.

Committee Membership

- Each committee shall have at least one Council member and may include additional parent volunteers and community members.
- Committee chairs shall be appointed by the Council or elected by committee members, subject to Council approval.
- Membership in committees shall be open to all parents/guardians of students enrolled at the school.

Reporting and Accountability

- Committees shall provide regular updates to the Council at scheduled meetings.
- Committees shall maintain records of meetings and decisions and submit reports upon request.
- No committee shall commit the Council to any expenditure or obligation without prior approval.

Section 13 GENERAL

The fiscal year of the Council shall be from July 1st to June 30th in the succeeding year.

Section 14 DISSOLUTION

In the event of dissolution of the Council, all records of the Council shall be placed under the jurisdiction of the Principal of Riverheights School.