

GIMLI HIGH SCHOOL ADVISORY COUNCIL CONSTITUTION

1. Name

The name shall be “Gimli High School Advisory Council” (GHSAC).

2. Goals

- (a) To facilitate the provision of quality learning opportunities for students, parents and the community.
- (b) To enhance the education of students in the school, home and community.
- (c) To facilitate communications among the school, school board, home and community.

3. Roles and Responsibilities

- (a) To provide an environment where parents, the community and Gimli High School staff can share information, ideas and concerns.
- (b) To serve in an advisory role to the school in matters pertaining to the school.
- (c) To advise the principal and staff on school matters as they pertain to school improvements, policies, organizations and activities, including the following:
 - curriculum and programs
 - culture and extracurricular activities
 - student discipline and behaviour management policies
 - community access to school facilities
 - transportation
 - fund raising
 - school closures
 - volunteer programs
 - religious exercises
 - school environment (furniture, air quality, equipment, etc.)
- (d) To provide recommendations to the school board with respect to the process of hiring and assigning principals.
- (e) To participate in the development of an annual school plan.
- (f) To establish a process for the development and understanding of the school budget process.
- (g) To participate in school reviews and to receive feedback on actions taken.
- (h) To disseminate information about the school and about parental priorities and to promote community understanding and involvement in the school.
- (i) To promote ongoing communication with all school and community members.

- (j) To establish an advisory process to the school and community for involvement, activities, expenditures and recommendations.

4. Membership

- (a) At least two thirds (2/3) of the positions on the GHSAC must be filled by parents whose children attend GHS.
- (b) Up to one third (1/3) of the positions on the GHSAC may be filled by community members who live within the school catchment area but do not have children attending GHS.
- (c) Up to one third (1/3) of the total number of positions of the GHSAC may be filled by teachers and other staff who work at GHS. The GHSAC may pass a resolution to increase the total number of positions available for teachers and other staff members to a maximum of one half (1/2) of the positions available on the GHSAC.
- (d) The GHSAC shall be a minimum of 5 members and a maximum of 12 members.
- (e) The principal, teacher and other staff representatives from GHS shall attend GHSAC meetings as non-voting ex-officio members.

5. Executive

The Executive of the GHSAC comprises the following:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

The President and Vice-President may agree to serve as co-chairs of the GHSAC.

6. Duties of the Executive

- (a) President
 - shall chair GHSAC meetings, or co-chair GHSAC meetings as agreed with the Vice-President
 - shall ensure that an agenda is prepared and presented
 - shall be an ex-officio member of any sub-committee struck by the GHSAC or the executive
 - shall direct all activities of the GHSAC between regular meetings
 - shall be one of the three signing authorities of the executive
 - shall be available to attend, or shall appoint a designate to attend, government, school board or educational standards group meetings as necessary

- (b) Vice-President
 - shall co-chair GHSAC meetings as agreed with the President
 - shall assume the duties and responsibilities of the President during his or her absence and perform other duties as may be assigned
 - shall be one of three signing authorities of the executive
- (c) Secretary
 - shall retain all records and correspondence
 - shall record the minutes of all meetings
- (d) Treasurer
 - shall be responsible for and report on the financial accounts of the GHSAC
 - shall be one of three signing authorities of the executive.

7. Terms of Office

- (a) GHSAC executive members shall be elected for a term of one year.
- (b) All executive positions shall be held from annual general meeting to annual general meeting.
- (c) If any GHSAC executive position becomes vacant before the end of the term of office, the position shall be filled by nomination and election at the next regular meeting.

8. Council Operations

- (a) The GHSAC shall schedule a minimum of six (6) regular council meetings during the school year and one (1) annual general meeting to be held no later than the third week in October. General membership may be held open until the November regular meeting.
- (b) The GHSAC shall hold regular meetings which will be open to parents and members of the community. Only GHSAC voting members may vote at the meetings.
- (c) A quorum of GHSAC meetings shall consist of more than 50% of GHSAC voting members.
- (d) All GHSAC decisions will be made by consensus where possible and by a 51% majority vote when consensus cannot be reached. The chair may vote only in the case of a tied vote. If the President and Vice President are co-chairing a meeting, the Vice-President may vote, and the President may vote only in the case of a tied vote.
- (e) GHSAC members shall:
 - attend general meetings on a regular basis
 - maintain confidentiality with respect to sensitive matters
 - maintain a strong liaison between the school and the community

- forfeit GHSAC membership if absent from 3 consecutive regular meetings without just cause.
- (f) The chairperson may move or second a motion.
- (g) There shall be no voting by proxy at any GHSAC meeting.
- (h) A motion may be made and a vote may be held by email between regular meetings of the GHSAC. An email vote requires a majority vote of voting GHSAC members to pass.

9. Nominations and Election Procedures – General Meeting

- (a) A nominating committee may be appointed by the GHSAC to seek out potential nominees for executive positions.
- (b) The election of officers shall take place at the annual general meeting.
- (c) Nominations from attending members may be accepted prior to voting.
- (d) All voting GHSAC members in attendance are entitled to vote.
- (e) If a ballot vote is required, the nominating committee shall count votes and present a list of new officers.

10. Remuneration

There will be no remuneration for GHSAC or GHSAC Committee members.

11. Declaration of Interest

A GHSAC member who is in any way, either directly or indirectly, financially interested in a contract, arrangement or application or proposed contract, arrangement or application with GHSAC shall declare the interest. The member shall abstain from any discussion and voting on the matter.

12. Record retention

The Secretary of the GHSAC shall store minutes, financial reports and all appropriate documents through the school filing system for a minimum of seven years.

13. Financial Procedures

- (a) Two signing authorities shall be required to sign all cheques written on behalf of the GHSAC.
- (b) The GHSAC shall appoint an auditor to audit the financial accounts of the GHSAC.
- (c) Any GHSAC fund shall be established as a separate non-school account. The GHSAC shall administer the funds.
- (d) No cheques shall be issued unless approved by a vote of the GHSAC. The GHSAC may by motion approve the issuance of cheques to pay the actual and reasonable expenses incurred

for a specified purpose and within a specified period (for example, recurring expenses to operate the breakfast program during a school year).

- (e) Financial records shall be maintained by the Treasurer and balanced on a regular monthly basis.
- (f) Before making any major purchase or entering into a contract with a supplier or outside organization, including banking, the executive is advised to consult with the school division so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits and purchasing or tendering requirements under The Public Schools Act. Rebate of the GST should be returned to the GHSAC.
- (g) Fundraising activities of the GHSAC must be coordinated with those of the Gimli High School. A minimum of 85% of funds raised annually must be spent or allocated within that year to specific Gimli High School projects.

14. Constitutional amendments

- (a) This constitution may be amended at the Annual General Meeting by a two-thirds majority vote of GHSAC voting members present if, at least 14 days before the meeting, notice of the motion to amend is given to all GHSAC members and published on the school website.
- (b) A notice of a motion to amend the constitution under paragraph (a) may be given to a GHSAC member by email at an email address provided to the GHSAC by the member.

15. Liability

Every GHSAC member or officer of the GHSAC who has undertaken or is about to undertake any liability on behalf of the GHSAC, and their heirs, executors, administrators and assigns, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the GHSAC from and against:

- (i) all costs, charges and expenses whatsoever such GHSAC member, officer, or other person sustains or incurs in or about an action, suit, or proceeding which is brought, commenced or prosecuted against such person or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such person in or about the execution of such person's office or in respect of any such liability, and;
- (ii) all other costs, charges, and expenses which such person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by such person's own artful neglect or default.

16. Dissolution

Should dissolution of the GHSAC become necessary, provision for the payment of all liabilities will be made. Any remaining assets will revert to a project for the benefit of the students of the Gimli High School as determined by the existing GHSAC.

Appendix

1. Responsibilities and roles of the school board
 - (a) To require principals to facilitate the establishment of advisory councils, as requested by parents and to provide administrative support for these councils.
 - (b) To provide pertinent and meaningful information about the school division as required by advisory councils to meet their mandate in serving schools.
 - (c) To receive recommendations put forward by advisory councils which relate to divisional concerns.

2. Responsibilities and roles of the Principal
 - (a) To assist in informing parents and members of the school catchment area of annual meetings and of the information and continuance of advisory councils.
 - (b) To make a budget available to the advisory council for costs related to typing, printing and mailing of council minutes, recommendations or communications with parents and the community.
 - (c) To be available to attend meetings, provide information and facilitate the advisory process when requested.
 - (d) To ensure that yearly school plans include initiatives in the areas of parental and community involvement.
 - (e) To involve the advisory council in school planning, receive council recommendations as they relate to school leadership and provide feedback on actions taken.

3. Responsibilities and roles of the teacher representative
 - (a) To support the establishment of the advisory council as an integral part of the school.
 - (b) To keep informed about the role and the concerns of the advisory council.
 - (c) To communicate with the advisory council.
 - (d) To provide information and to attend meetings of the advisory council.

4. Responsibilities and roles of the Minister
 - (a) To ensure that advisory councils are established as requested by parents.
 - (b) To inform the public and schools about advisory councils.
 - (c) To provide guidelines for the establishment of advisory councils.
 - (d) To dissolve councils that are not functioning in keeping with the mandate for advisory councils as defined by the province.

GHSAC Constitution Record

Action:

Date:

Previous constitution revoked and constitution adopted

October 15, 2012