

CONSTITUTION OF THE MEDICINE HAT CATHOLIC SCHOOLS PARENT ASSOCIATION

The Medicine Hat Catholic Schools Parent Association is the voice of parents committed to the best possible Catholic Education for our children. We will endeavour to speak on behalf of parents to voice our concerns regarding the education of our children.

1. NAME

This organization shall be known as THE MEDICINE HAT CATHOLIC SCHOOLS PARENT ASSOCIATION (herein after referred to as the “Parent Association” and its operations shall be carried on in the City of Medicine Hat.

2. PURPOSE

1. The purpose of the “Parent Association” is to provide a mechanism for the parents of children district wide to facilitate input regarding Catholic Education in Alberta. The “Parent Association” anticipates working with Catholic School Board, Provincial organizations, and with the Alberta Department of Education to ensure our children obtain quality education during the ever-changing economic and social times.

2. The priority of the “Parent Association” is to establish an effective and functioning two-way communications system operating between the parents, our division schools, the MHCBE, provincial organizations and the Alberta Department of Education.

Mission Statement

The Medicine Hat Catholic Schools Parent Association will provide a forum for all schools in our district to work in partnership with one another and the MHCBE to ensure our children continue to receive quality Catholic Education.

VISION STATEMENT

Using our Catholic values to work towards unity and oneness as a Christian Community, and in partnership with schools, councils, Board, home and Church we nurture and build a strong foundation to enhance our children’s educational experience within our Catholic faith.

OBJECTIVES

1. Develop a communication link between the School Board and School Councils.
2. Act as a resource to the School Board for issues of concern to School Councils.
3. Promote participation of parents, where appropriate, on School Board Committees.
4. Provide the Board with Parental input regarding the Board's Education Plan and School Board Policies.
5. Assist the District in the evaluation of Facilities and needs assessment.
6. Assist in the evaluation of the current Transportation Policy and recommend changes.
7. Work together with the Board to promote and enhance the School District.
8. When appropriate, in collaboration with the School District, lobby the Department of Education.

What WE need from each School Council:

1. Formal recognition of the positive contribution of a Parent Association within the District.
2. A willingness to pursue an atmosphere of co-operation and collaboration.
3. Two parent representatives to act as a two-way communication link between Parent Association and their school council. School council may appoint an alternate 3 people to attend. Each school will only have two votes.
4. Placement on the School Council Agenda to allow for a report from Parent Association at each School Council Meeting.

What WE need from our Board:

1. Formal Recognition of the positive contribution of a Parent Association within the District.
2. A willingness to pursue an atmosphere of co-operation and collaboration.
3. Placement on the Board Agenda to allow for a report from Parent Association at each School Board Meeting.
 - a. Provide an agenda packet to designated parent who will attend Board meetings and make a report from Parent Association.
 - b. Provide an agenda packet to school board representative and Chair of Parent Association.
4. Designate a School Board Trustee to attend Parent Association meetings.
5. Board minutes to be circulated to each School Council Chair in timely manner.
6. Allow time for two-way communication to happen; i.e. time for Parent Association Representatives to discuss at School Council level and provide input to the Board.
7. Recognize the positive contribution of parents on Board Committees.

MEMBERSHIP

1. Two parent representatives from each School Council.
2. One School Board Trustee.
3. One Administrator.
4. One Teacher Representative (**appointed by ATA Local**)

**BYLAWS of the
MEDICINE HAT CATHOLIC SCHOOLS PARENT ASSOCIATION**

1. MEMBERSHIP

1. Voting Members:

-the membership of the Medicine Hat Catholic Schools Parent Association shall consist of two parent representatives from each Catholic School in the District:

- Notre Dame
- McCoy High School
- Mother Teresa
- St. Francis Xavier
- St. Louis
- St. Mary's
- St. Michael's
- St. Patrick's
- St. Thomas Aquinas
- St. Michael's (Bow Island)

And one member from each of the following categories:

- One School Board Trustee
- The Superintendent
- One teacher representative appointed by the sub-local ATA
- Executive

All schools shall pay an annual fee as determined at our annual general meeting each year.

2. EXECUTIVE BOARD

The executive Board shall be comprised of the following individuals:

1. Officers elected by Members at the first, annual Parent Association Meeting:
 - Chair
 - Vice-Chair
 - Secretary/Treasurer
 - School Board Representative
2. Term of office shall be:
 1. One year for elected Officers, commencing immediately upon elections.
 2. No representative shall hold more than one elected position on the Executive Board at a time.

3. OFFICERS DUTIES

1. The Chair shall
 1. Preside at and participate in all meetings of the Parent Association.
 2. Be empowered to countersign cheques approved by the Executive.
 3. Plan agenda for meetings.
 4. Act as spokesperson.
2. The Vice-Chair shall:
 1. In the absence of the Chair, preside at any meetings of the Parent Association.
 2. Be empowered to countersign cheques approved by the Executive.
3. The Secretary/Treasurer shall:
 1. Keep accurate minutes of all Parent Association Meetings.
 2. Have charge of all the correspondence and official records of the Parent Association.
 3. Maintain a dated record of all members of the Parent Association and their addresses.
 4. Send all notices of Parent Association meetings.
 5. Be empowered to countersign cheques on an account maintained in the name of the Parent Association.
 6. Keep accurate financial records and shall prepare annually a statement of the financial transactions of the Parent Association.
 7. Collect annual membership fees
 8. Issue receipts.

4. ELECTIONS

Elections shall take place at the 1st Meeting of each year and shall be by a majority vote.

5. MEETINGS

1. Regular meetings of the Parent Association shall be no fewer than six per school year; the date to be determined by the Chair.
2. A quorum for meetings shall be five members present.
3. Voting
 1. Business shall be decided by voting with a show of hands, or secret ballot upon request, and by a majority of votes cast by members.
 2. All meetings shall be conducted in accordance with the Synergic *version of Robert's Rules*.
 3. Each representative from each school may cast only one vote, with a maximum of two votes per school.
 4. In the event of a tie vote, the motion shall be considered defeated.

5. Each member shall be required to vote, unless there is a severe conflict of interest.
4. Minutes of all Parent Association meetings shall be taken by the Secretary or, when absent, by such officer as may be appointed by the Chair. Copies of the minutes and related reports shall be made available to all members within a reasonable time prior to the next meeting.

6. VACANCIES

1. In the event of an executive position becoming permanently vacant, the Parent Association shall appoint a replacement from remaining members.
2. Any member of the Parent Association who fails to attend 3 consecutive meetings shall consider to have resigned (Executive only).

7. COMMITTEES

1. Standing and Special Committees of the Parent Association shall undertake specific responsibilities as designated by the Chair.

8. AMENDMENTS TO THE BYLAWS

Bylaws of the Association may be rescinded, amended and added to at any meeting:

1. With not less than 7 days notice specifying the intention, and;
2. By a vote not less than majority of the members present.