

**Adrienne Clarkson Public School Council
Adrienne Clarkson Public School
68 Queens College Drive
Richmond Hill, Ontario L4B 1X3
(905) 709-3554**

CONSTITUTION

Article 1: Name and Address

As stated above.

Article 2: Mission Statement

To promote our students' development through a partnership of parents/guardians, staff and community.

Article 3: Purpose and Objectives

- To establish, support, advance, promote and/or operate programs that improve the learning environment of the school.
- To act as an advisory group and provide input to the Principal on a number of significant areas that lead to school improvement.
- To provide a forum for communication and liaison between parents/guardians, staff, students and the community concerning those issues that affect the school overall and help to resolve any differences that may arise in a constructive manner.

The Adrienne Clarkson Public School Council (the "Council") shall be carried on without purpose of gain for its members, and any profits, interest or other accruals shall be used solely to promote the objectives listed above.

Article 4: Membership

- 4.1 Council membership will be comprised of:
- Not more than 20 parent/guardian members;
 - Principal & Vice-principal;
 - A teacher representative, which may be on a per-meeting rotating basis, elected by the school's teaching staff,
 - Not more than 1 Community representative, appointed by the Council.

Article 5: Elections, Term & Vacancies

- 5.1 Acclamations:
Parent/guardian member elections shall be by acclamation when the number of candidates is equal to, or less than the number of parent/guardian member positions on the council.

- 5.2 Election Procedures for Parent/Guardian Members:
Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the Board. Parent/guardian members shall be elected by parents/guardians of students enrolled in the school. There will be one vote per family for each vacant parent/guardian membership position on the council, by secret ballot. There will be no canvassing or campaign literature.
- 5.3 Terms of Office:
The terms of office for elected and appointed positions shall be one school year. Elected and appointed members may seek additional terms of office.
- 5.4 Vacancies in Membership:
- A vacancy in membership of a school council does not prevent the council from exercising its authority.
 - Positions that become vacant due to resignation or removal may be appointed by the Council.
- 5.5 Resignation:
Anyone who is a Council member, except the principal, may resign his or her position by writing a letter of resignation to the Chair/Co-chairs.
- 5.6 Removals:
A member of the Council may be removed if the member misses a total of three meetings throughout the school year, or two consecutive meetings without prior notification to the Chair/Co-chairs.

Article 6: Executive

- 6.1 Chair/Co-Chairs:
At the first Council meeting of the school year, the Council will elect either one Chair or two Co-Chairs. The Chair or at least one of the Co-Chairs should have previous Adrienne Clarkson Public School Council experience, where possible.
- 6.2 Secretary/Co-Secretaries:
At the first Council meeting of the school year, the Council will elect either one Secretary or two Co-Secretaries.
- 6.3 Treasurer/Co-Treasurer:
At the first Council meeting of the school year, the Council will elect either one Treasurer or two Co-Treasurers.
- 6.4 Vacancies:
In the event that a co-executive position becomes vacant, the remaining co-executive will assume this role entirely. In the event that either the Secretary or Treasurer role becomes entirely vacant, the Chair/Co-Chairs, with the advice of the Principal, can appoint a member to that position on a temporary basis. This appointment will be subject to ratification at the next regular meeting of the Council. Should the Chair role become entirely vacant, the Council will elect either one Chair or two Co-chairs at its next regular meeting.
- 6.5 Co-Chair Conflict:
In the event that two Co-Chairs are elected and find themselves in an unresolvable conflict during their term, either Co-Chair may notify the Principal in writing, which will immediately remove both Co-Chairs from office and entirely vacate the Chair role.

Article 7: Named Roles & Sub-committees

- 7.1 Named Roles or Sub-committees may be formed by Council as the need arises. A Named Role must be a parent/guardian member of Council. Sub-committees must include at least one parent/guardian member of Council and may include persons who are not members of the Council.

Article 8: Meetings

- 8.1 **Public Meetings:**
All meetings are open to the school community and the community at large.
- 8.2 **Timetable of Meetings:**
At the first meeting of the new school year, a timetable will be created which states the number and dates of meetings agreed to by Council for that school year. A copy of these dates and times will be included in communication(s) to the families of the school or published in the school newsletter or Council website. It is recognized that the timetable may change at any time.
- 8.3 **Quorum:**
A meeting will have quorum if half of members, rounding up, plus one member, of Council members are present and the majority of those present are parent/guardian members. A meeting of council can be held if there is no quorum, but any motion which requires a decision will be deferred.
- 8.4 **Council Decisions:**
The preferred method to resolve issues on council is by consensus. Consensus is a collective opinion or general agreement by ALL the council members. In the case where a decision cannot be reached through consensus, the Chair/Co-Chair may decide on one of the following:
- To have a vote on a motion by way of a show of hands or a silent vote by those present in which a 2/3 majority shall carry the vote
 - To defer the issue to the next meeting
 - To defer the issue to a special meeting
- 8.5 **Urgent Decisions:**
In the event where there is not a quorum to make a decision on a motion at a meeting and a decision is required before the next meeting, the Chair/Co-Chair may ask Council members to approve a motion by email, in which a simple majority of Council members must approve the disbursement.
- 8.6 **Conflict of Interest:**
If individual council members perceive themselves to be in conflict of interest, they are honour bound to declare their conflict at the earliest possible opportunity and at the time of the meeting, so the minutes may reflect this declaration. Council members cannot receive any remuneration for their work as a member of council.
- 8.7 **Conflict of Resolution:**
The council will undertake to resolve all internal conflicts within its' mandate in a timely manner. The council will abide by any conflict resolution policy issued by the Board.
- 8.8 **Agendas:**
Agenda items should be submitted to the Chair/Co-Chairs one week prior to the council's next meeting. The Chair/Co-Chairs will set the agenda with the Principal prior to the meeting.

- 8.9 Minutes:
Draft minutes of past meetings shall be approved by two members of Council at the next regular meeting. Following approval, the official minutes will be held in the School Council binder, which will be available upon request, and/or published publicly on the Council website. Minutes shall list motions and decisions taken by Council.

Article 9: Finance

- 9.1 Disbursements:
Disbursements require a decision approved by a motion of Council per Paragraph 8.4. Notwithstanding the above, a Chair/Co-Chair, with the approval of two other members of Council, has the discretion to approve miscellaneous expense disbursements of up to \$500.00.
- 9.2 Accounts:
Council funds will be held by the school in separate ledger accounts. All deposits and disbursements will follow the school's accounting practices and procedures. Council will not maintain separate bank accounts.

Article 10: Constitutional Amendments

- 10.1 Amending Majority:
The school council will review the constitution every two years or as the need arises. A sub-committee shall perform the review and bring proposed amendments to the school council for voting. Amendments to the constitution must be presented to the Council at a regularly scheduled meeting. Constitutional amendments require approval by 2/3 of all current Council members.

Article 11: Effective Date & Governing Regulations

The effective date of the Constitution, as amended, is November 26, 2013, and replaces all previously enacted constitutions and/or by-laws of Adrienne Clarkson Public School Council.

ALL RECOMMENDATIONS AND ACTIVITIES OF THE COUNCIL SHALL COMPLY WITH ALL MINISTRY OF EDUCATION ACTS AND REGULATIONS AND NUMBERED MEMORANDUMS, THE YORK REGION DISTRICT SCHOOL BOARD POLICIES AND PROCEDURES AND STAFF PRACTICES, STAFF COLLECTIVE AGREEMENTS AND THE MINISTRY OF EDUCATION SCHOOL COUNCIL HANDBOOK.

The undersigned hereby certify that this and the preceding pages are true copies of the current Constitution of Adrienne Clarkson Public School Council:

DATED at Richmond Hill, Ontario, this 26th day of November, 2013.

Per: _____
Co-Chair

Per: _____
Co-Chair