

# AURORA GROVE ADVISORY SCHOOL COUNCIL

## *Constitution*

February 2010

### **ARTICLE 1 - NAME**

1.1 The name of the organization will be the Aurora Grove Advisory School Council, herein called the Council.

1.2 The address for the Council is as follows:  
Aurora Grove Advisory School Council  
c/o Aurora Grove Public School  
415 Stone Road  
Aurora, Ontario  
L4G 6Z5

### **ARTICLE 2 – MISSION**

2.1 Working collaboratively with staff and community, enhance the school climate for the academic, social, emotional and physical development and well being of the Aurora Grove Public School students. In doing so, the Council supports the York Region District School Board's Mission statement: "We unite in our purpose to inspire and prepare learners for life in our changing world community."

### **ARTICLE 3 - PURPOSE**

The AGASC will work collaboratively with the school community to seek views and preferences relevant to the council's activities.

- Work as an advisory supporting school improvement at Aurora Grove Public School and where appropriate, school trustees and the York Region District School Board.
- Work cooperatively with the staff, parents and school community to provide the best possible atmosphere for the students.
- Provide input into decisions made by the school administration, the York Region District School Board and the Ministry
- Participate in the school improvement planning process
- Raise money through the fund-raising committee of the school council to supplement the school's budget to support the School Plan for Continuous Improvement

3.1 The objectives of the Council will be to;

- Act as a vehicle for school enhancement supporting Aurora Grove Public School, and the YRDSB

- Promote parent and community engagement enhancing communication and involvement among parents/guardians, administrators, teachers and children in the school community.
- Promote volunteerism and school spirit.
- Provide input to school administration and the York Region District School Board
- Contribute to the SPCI with a focus on parent, family and community engagement
- Fundraise to supplement the school's budget supporting the SPCI
- Support and contribute to an environment which is conducive to improving student learning and school effectiveness.
- Act as a vehicle to communicate student and parent ideas, recommendations and concerns to the York Region District School Board committees or the York Region District School Board itself.

#### **ARTICLE 4 - Roles and Responsibilities of The Council**

The Council is an advisory body that will provide advice to the school principal, vice principal, school trustees and, where appropriate, to the York Region District School Board on any of the matters that the council has identified as priorities, including, but not limited to:

4.1 Development, implementation and review of the school plan for continuous improvement through involvement in matters such as:

School code of behaviour;  
 Curriculum and Program goals and priorities;  
 The Responses of the School or School Board to achievement in provincial and board assessment programs;  
 School budget priorities and allocations;  
 School Homework Policy.

4.2 Support for school, family and community partnerships that assist parents in the education of their children through involvement in matters such as:

School-based services; partnerships with agencies, associations, and communities related to social, health, recreational, and nutritional programs;  
 Local co-ordination of services for children and youth;  
 Local school/community communication strategies.

4.3 Preparation and review of the school profile through involvement in matters such as:

Developing criteria to assist in the selection of local school principal/vice principal.

4.4 Other matters, such as:

Local school year calendar;  
 Extra-curricular activities in the school;  
 Development, implementation, and review of board policies at the local level;  
 Local capital-improvement plans;  
 Methods of reporting to parents and the community;  
 Field trip practices;  
 Health and safety procedures;

Community use of school facilities;  
Co-ordination of fund raising activities;  
Co-ordination of school-wide volunteers, special events, lunch programmes

4.5 The school council shall:

Meet a minimum of four times per year (all meetings shall be open to the community)  
Communicate regularly with parents and other members of the community to seek their opinion and input with regard to matters being addressed by the council, and to report on the activities of the council to the school community;  
Promote the best interests of the whole school community;  
Review annually its school council constitution and by-laws;  
Produce and make accessible an annual report to all the school parents and community members.

Source: The York Region District School Board Policy P262

## **ARTICLE 5 – MEMBERSHIP**

5.1 The Council may be comprised of the following:

- 8-15 parents/guardians
- Teacher representative(s) (1 vote only)
- 1 support staff representative
- 1 student representative
- 1-4 community member(s)
- School Principal or Vice-Principal

## **ARTICLE 6 - ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

6.1 Chair / Co-Chairs:

- a) will be responsible for confirming that all elected members will be familiar with their respective duties and responsibilities as described here under.
- b) call and chair council meetings a minimum four times per year as per Y.R.D.S.B. NP#262.0
- c) be responsible for preparing the agenda for each meeting in consultation with the Principal or delegate and distributing the agenda one week prior to each meeting to Council Members.
- d) participate in information and training programmes including professional development for School Councils.
- e) Communicate and consult with the school Principal or Vice Principal, Parent Community, Senior Board Staff, Trustees, and others as required.
- f) ensure that the Council appoints an auditor as required.
- g) ensure constitution is reviewed annually.
- h) ensure fundraising meets York Region District School Board policies.
- i) prepare materials for the school newsletter and other electronic communications.

6.2 Secretary:

- a) record and distribute minutes of meetings to members prior to the next meeting;
- b) photocopy and distribute necessary information.
- c) submit minutes for web site to School Office Admin Assistant.
- d) assist Chair / Co-Chairs in distributing the council agenda one week prior to the meeting.
- e) upon direction of the administration be responsible for the sending of a card on behalf of the School Advisory Council to acknowledge significant events that impact the school community.

Events noted such as birth, marriage, retirement, and death. In the case of a death, recognition would be made in accordance with the family's wishes. ie; donation of plaque / planting for a tree/ donation in memory. A memorial fund for donation purposes will be established at the beginning of each school year. In the event these funds have not been disbursed the balance would be donated to the school.

6.3 Treasurer:

- a) establish a Canadian bank account for the Council's funds.
- b) provide current financial reports at each Council meeting.
- c) submit books, invoices, receipts and statements for each meeting.
- d) handle finances for the Council and be a signing officer for the School Council account.
- e) provide financial statement for audit.

6.4 Fundraising Co-ordinator

- a) co-ordinates activities/events planned by the parent and school group and receives feedback from each event.
- b) each event/activity has one individual responsible to organize the specific event. Each individual must report the dates/details and progress of their event to the Fundraising Co-ordinator, who in turn must report activities to the School Council.
- c) the responsibility of the Fundraising Co-ordinator is to ensure that the dates of each activity planned do not overlap with other scheduled events planned, taking into consideration the number of events scheduled at a given time (ie; monthly).
- d) a school calendar of events is to be submitted to council at the regular meeting held in November.

6.5 Principal / Vice Principal:

- a) facilitate the establishment of the Council and assist in its operation.
- b) support and promote the Council's activities.
- c) act as a resource on laws, regulations, York Region District School Board policies and collective agreements.
- d) obtain and provide information for the Council to enable it to make informed decisions.
- e) maintain regular communication with the Chair / Co-Chairs of the Council.
- f) assist Council's communication with the school community.
- g) encourage the participation of parents, students as appropriate, and community members.
- h) approve all printed materials from the Council distributed through the school, as per the York Region District School Board's policy.
- i) support an effective liaison among the school, the various organizations within it and the Council.
- j) update and maintain school council files, binders and notice board postings and ensure material is readily available to the school community.
- k) Inform the Chair / Co-Chairs of significant event that impacts the school community.

6.6 Council Members:

The members of the school council are accountable to the constituents they serve and shall:

- a) maintain a school-wide perspective on issues;
- b) regularly participate in council meetings;
- c) participate in information and training programs;
- d) act as a link between the school council and the community;
- e) encourage the participation of parents from all groups and of other people within the school community;
- f) familiarize themselves with the Council's Constitution;
- g) participate on sub-committees and assist with tasks of the school council.

6.7 Student Representative:

- a) act as a liaison between the students of Aurora Grove Public School and the Council;
- b) be appointed by the Student Council or elected by the student body.

## **ARTICLE 7 – MEETINGS**

- 7.1 The Council will hold a minimum of four meetings per year that are open to the public and in a location accessible to the public.
- 7.2 The date, time and agenda will be publicized at least one week prior to the Council meeting.
- 7.3 Agenda items must be submitted in writing to the Chair / Co-Chairs at least two weeks prior to the Council meeting, unless an emergency meeting is required.
- 7.4 The agenda will be developed by the Chair / Co-Chairs, in consultation with the Principal / Vice Principal.
- 7.5 In keeping with the Council Norms, all meetings will begin and end on time. No meetings will exceed two hours in length without approval from the attending members.
- 7.6 All activities must be in compliance with the York Region District School Board policies.
- 7.7 All Council meetings will adhere to the defined quorum.

## **ARTICLE 8 – DECISION MAKING FORMAT**

- 8.1 After due process, and whenever possible, the Council will make a decision through consensus - members can live with the decision and publicly support the decision.
- 8.2 If a vote is required, only Council members are eligible to vote. Parent representatives must form the majority of the quorum.
- 8.3 The Council may, at any meeting, through motions voted on, and carried by a two-thirds majority create by-laws for administration of the Council.
- 8.4 If Council members perceive himself or herself to be in conflict of interest, he/she is honour-bound to declare the conflict and abstain from participating in the final decision.

## **ARTICLE 9 - ELECTION AND TERMS OF OFFICE**

- 9.1 Members of the Council will hold office for one school year from September to June.
- 9.2 The election of parent/guardian members must be held during the first 30 calendar days of each school year. Public notice must be given 14 calendar days prior to election.
- 9.3 An Election Committee will be established by the Principal consisting of two members from the school community who will not be running for office. The Committee shall have the following responsibilities:
  - a) Post within the school, and insert into the school's September newsletter a notice of election.
  - b) Prepare a call for self-nominations to be sent to all parents/guardians within the first ten school days.
  - c) Ensure that all interested parties receive a nomination information package that includes a self-nomination form, a summation of the roles and responsibilities of school councils, and a schedule of dates pertinent to the election process.
  - d) Establish a date for the submission of the formal written declaration to the School Principal.
  - e) Ensure that nominees have a child registered and in attendance at Aurora Grove Public School.
  - f) Collate and prepare a brief profile of each candidate.
  - g) Notify the school community of the impending election and allow them the opportunity to meet the candidates.
  - h) Send home with the designated or only child in the school, the candidates' profiles and two ballots.
  - i) Establish the date for submission of ballots as being two school days following the Meet the Candidates night.
  - j) Ensure that members of the parent community have the opportunity to scrutinize the counting of the ballots.
  - k) Notify the successful candidates and the school community of the election results.

- 9.4 If there is not more or equal number of candidates for open positions, those candidates shall be acclaimed as a member of the Council.
- 9.5 Should an office or committee chair become vacant during the year, the Council members may appoint a person to fill the position for the remainder of the year.
- 9.6 The teacher representatives and the non-teaching representative will be elected by their respective members annually.
- 9.7 The date of the Inaugural meeting of the Council will be determined by the School Principal.
- 9.8 The position of the Chair / Co-Chairs, Secretary, Treasurer, and Fundraising Co-ordinator will be selected by the Council members for a one school year term at the Inaugural meeting of the Council.

#### **ARTICLE 10 - NON-PROFIT ORGANIZATION**

- 10.1 The Council will operate as a non-profit organization, that is, without profit for its members. All funds received from fund-raising events, donations or grants will be used for the benefit of the students of Aurora Grove Public School.
- 10.2 The members shall serve without remuneration for their services and shall not directly or indirectly receive any profit by virtue of his/her position on the council. Members, however, may receive reimbursement for expenses properly incurred.

#### **ARTICLE 11 - FINANCIAL ACCOUNTABILITY**

- 11.1 The Council shall maintain financial accountability:
  - a) by keeping an accurate financial record of income and disbursements.
  - b) by maintaining a bank account to hold funds in the name of Aurora Grove Advisory School Council.
  - c) by having four/five signing officers at all times. Two signatures being required per cheque. One signature must be the Principal or a staff member designated by the principal. Remaining signing officers being the Chair / Co-Chair and Treasurer.
  - d) by providing an audited Financial Statement at least once a year, preferably at the end of the Council's fiscal year end. Records, however, will always be available for examination. An audited Financial Statement will also be provided at the end of the Treasurer's term of office or in the event that the Treasurer vacates his office before the end of his term. All records must be kept for a 7-year period.
  - e) by ensuring that all funds provided by the Council to the school will be used only for the needs of the students of Aurora Grove Public School.

#### **ARTICLE 12 - AMENDMENTS/BYLAWS**

- 12.1 The constitution of the Aurora Grove Advisory School Council should be reviewed annually by the council. Any proposed changes or additions must be submitted in writing to the council.
- 12.2 The proposed change(s) must be presented in the form of a motion and passed by two thirds (2/3) majority of council members at a general meeting.
- 12.3 Final approval of the amendment(s)/bylaw(s) must be dated and signed by the Chair/Co-chair and Principal.

#### **ARTICLE 13 - QUORUM**

- 13.1 A quorum for a general meeting will consist of:
  - a) at least 50% of advisory council members
  - b) majority of which must be parents

- c) including School Principal or delegate

## **ARTICLE 14 - CODE OF ETHICS**

14.1 School Council members will:

- Consider the interests of all students at Aurora Grove Public School;
- Maintain a school-wide perspective on issues;
- Respect and support one another;
- Be succinct, courteous and non-judgmental in their interactions with others.
- Maintain confidentiality at all times;
- Identify conflicts of interests;
- Refrain from discussing individual students, parents or York Region District School Board employees at Council meetings;
- Attend meetings regularly and promptly;
- Adhere to the decision-making process adopted by the Council;
- Support the Operating Norms established by the Council.

14.2 If a School Council member fails to conduct herself/himself in a manner that is not in keeping with the Code of Ethics, a Council Chair/Co-Chair, Principal and Vice Principal will discuss the matter privately with the member, and/or refer the matter to the School Council at large.

## ACKNOWLEDGEMENTS

- i. Prior to the establishment of Aurora Grove Public School's Inaugural School Council, a committee of parents met with the School Principal in September, October and November 2000 to develop a *Draft* Constitution for the School Council. We would like to acknowledge the effort of the following individuals for their contributions and time in the creation the original *Draft* document:

Mr. Michael Ali  
Mrs. Susan Brown  
Mrs. Pam Horner  
Mrs. Linda Laanes  
Mrs. Carol Sisson  
Mrs. Lori Stephenson  
Mrs. Tracy Tomlinson  
Ms. Barbara Duncan

- 
- ii. Acknowledgement of Aurora Grove Advisory School Council sub-committee members to establish revisions of "Draft" constitution to align with York Region District School Board and Ministry changes.

Mrs. Pam Horner  
Mrs. Lori Stephenson  
Mrs. Allison McGeorge  
Mrs. Anita Vickery

Submitted to Council for review – April 2<sup>nd</sup>

Final Constitution approved by Aurora Grove Advisory School Council on May 7<sup>th</sup>.

---

Co-Chair  
Pam Horner

---

Co-Chair  
Linda Laanes

---

Principal  
Barbara Duncan



## Annual Constitution Review

iii. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

ف Approved by Aurora Grove Advisory School Council (no changes)

ف Approved by Aurora Grove Advisory School Council as amended:

- Principal / Vice Principal consistently noted throughout
- Article 6.1i),
  - 6.4 New Position
  - 6.5 k)
  - 9.8 New Position

\_\_\_\_\_  
Co-Chair  
Pam Horner

\_\_\_\_\_  
Co-Chair  
Linda Laanes

\_\_\_\_\_  
Principal  
Barbara Duncan

---

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

ف Approved by Aurora Grove Advisory School Council (no changes)

ف Approved by Aurora Grove Advisory School Council as amended:

---

Co-Chair

---

Co-Chair

---

Principal

**AURORA GROVE  
ADVISORY SCHOOL COUNCIL**

**CONSTITUTION**

February 2010