



Elder's Mills Public School Council Constitution

Article 1: Name and Address

The organization will be known as Elder's Mills Public School Council. The membership of the School Council shall be responsible for maintaining the Constitution. The address for service shall be:

Elder's Mills Public School
120 Napa Valley Avenue
L4H 1L1
Telephone: 905-893-1631

Article 2: Mission Statement

Our School Council is a collaborative and cooperative body whose mission is to facilitate a partnership between members of the school community to achieve the highest possible standards of education in an inviting and wholesome environment with a shared sense of responsibility and accountability.

Article 3: Purpose and Objectives

The purpose and objective of our School Council is to act as an advisory body to the School Administration on school- related matters, such as those listed in the Ministry of Education and the York Region District School Board (YRDSB) Guidelines, which shall include, but not be limited to the following:

1. Encourage effective parental involvement in the education of their children.
2. Encourage meaningful involvement of all members of the school community in support of student learning.
3. Provide a means for regular communication and dialogue between all School Council and Parents.

Article 4: Procedure and Operating Guidelines

The operational procedures of this Council are outlined in YRDSB Procedure #262 (see Appendix 1). All recommendations and activities of the Council shall comply with all Ministry of Education Acts, York Region District School Board Policies and Procedures and Staff Collective Agreements. York Region District School Board School Council Handbook are available on their website.

Article 5: Membership

School Council Membership shall comprise of the following:

Type	# of positions	Appointed/Elected by	Voting Eligible
Parent Council Voting Members (Including Executive)	Min. 6/Max. 15	Parents	Yes
Community Representative	Min. 1/Max. 4	Parent Council Members	Yes
Student Representative	Min. 0/Max. 2	Principal	Yes
Teacher Representative	Min. 1/Max. 2	Support staff employed at School as per YRDSB Policy #262	No
Principal	1	N/A	No
Parent Member	Unlimited	N/A	No

No Parents shall always constitute the majority of voting members on Council.

There shall be no more than one (1) voting member on the School Council from any one household, in the event the maximum number of appointed members has been reached (i.e. 15).

All parents interested in partaking as a School Council Member shall have their name listed on the ballot and shall be elected by secret vote.

All members shall abide by YRDSB Code of Ethics as stated the in YRDSB Council Handbook.

5.1 Executive Council Members

At the first meeting and following the initial Parent Council elections, the members of Council shall elect the Executive Council by secret vote; in the event more than one (1) person expresses interest.

Executive Council shall be composed of the following roles:

1. One (1) Chairperson
2. One (1) Vice Chairperson (optional)
3. One (1) Secretary
4. One (1) Treasurer

5.2 Members Shall:

Make an effort to attend all Council meetings

Advise the Chair of the intended absence of a meeting, prior to the meeting (Voting Members only).

Review materials provided to them to meetings and attend meetings prepared to discuss and vote upon issues.



Act as a communication link between the Council, the community and other Parents with children at the school.

Direct any concerns to the appropriate committee representative.

Be responsible to assist with the tasks of the Council, as appropriate.

5.3 Roles and Responsibilities of Executive Council

Chairperson

- Call and chair meetings
- Prepare a meeting agenda in consultation with other Council members and the Principal.
- Ensure that the minutes of the meetings are recorded and maintained.
- Co-ordinate the activities of the Council and subcommittees of the Council.
- Communicate with the Principal.
- Ensure that important matters are communicated to the community.
- Execute any contracts, minutes of meetings, this Constitution and other documents which the Council has authorized.

Vice Chairperson

- Provide support for the Chairperson, as required.
- Act as Chairperson in the absence of the Chair.

Secretary

- Record attendance and minutes of the meetings of the Council
- Distribute the minutes by email to all Council members
- Supply a soft copy of the minutes to the school within fourteen (14) calendar days of the meeting, for posting on the Council website
- Distribute reminders by email to the Council members about upcoming meetings along with the agendas for that meeting
- Maintain a binder of key Council documents (minutes, constitution, flyers, etc.) so any parent can review them if desired
- Ensure that all records are kept in a safe place

Treasurer

- Prepare a Treasurer's report and distribute copies to attendees at each Council meeting
- Prepare the Annual Council Treasurer's report as required by the Board
- Keep full and accurate accounts, receipts, disbursements and books belonging to the Council
- Distribute the funds of the Council as instructed by the Council

Article 6: Elections

6.1: Acclamations

Parent elections shall be by acclamation when the number of candidates is equal to, or less than the number of parent member positions on the Council.

6.2: Election Procedures for Parent 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.

Elections must be held during the first thirty (30) calendar days of each school year. Each parent/guardian belonging to one (1) household of a student enrolled in the school shall be entitled to one (1) vote for each vacant voting membership position on the Council.

Public notice must be given at least fourteen (14) days before the election, specifying date, time and location.

The Parent Council shall only release the names of successful candidates. A list of candidates and the vote results will be kept on file for use in the event of vacancy on the Council.

The Parent Council shall notify all individuals standing for election of the results before the results are released to the school community.

6.3: Terms of Office

Parent Council Members

Each term is for one (1) year. Elected and appointed members may seek additional terms of office.

Executive Council Members

Each term is for one (1) year to a maximum of two (2) consecutive years for an executive role. Executive Council members may partake as a Parent Council Member after two (2) years upholding an executive role. This will allow for "fair process" to ensure other Parent Council members have an opportunity to take on an executive role. Exception: If no other Council Member candidates express interest in a position on Executive Council, then past members may continue in this role.

6.4: Vacancies in Membership

A vacancy in the membership of School Council does not prevent the Council from exercising its authority. If positions remain vacant, following the election, the Council may appoint parent members. Positions that become vacant due to resignation or removal shall be filled as soon as possible by offering the person with the next highest number of votes, the opportunity to accept the position. When there are no more candidates available, Council may appoint parent members.

6.5: Resignations

Anyone who is a Council Member, except the Principal, may resign from their position by providing notice of their resignation in writing to the Chairperson/Vice-Chair.

In the event of a resignation, the vacated position shall be filled according to Article 6.4 - Vacancies in Membership.

6.6: Removal



Council may choose to remove from Council any member who is absent from a total of three (3) meetings per school year, and shall undertake to replace that person in accordance with Article 6.4.

Article 7: Executive Council

7.1: Chair/Co-Chair

At the first meeting after the elections, Council will elect by the Chairperson by secret vote. All names of individuals interested in running for this position shall be listed on the voting ballot. An employee of the Board cannot be Chair.

7.2: Other Officers

At the first meeting of the school year, the Council will elect or appoint the following officers: Secretary and Treasurer

Article 8: Sub-Committees

8.1: Establishment

At the first meeting of the school year, sub-committees may be formed to: conduct more detailed or in-depth work than is possible during council meetings, make recommendations to the Council, keep the Council informed of issues and developments in its particular area. Additional sub-committees will be formed by Council during the school year as the need arises.

The following sub-committees should be formed, in addition to any other sub-committees, as deemed necessary by Council following the initial election:

- Constitution Annual Review
- Fundraising
- Community Involvement
- Parent Outreach

8.2: Sub-Committee Membership

Each sub-committee must contain at least one voting member of Council who will act as Chairperson of that sub-committee. Persons, who are not voting members of Council, may be members of sub-committees.

Article 9: Meetings

9.1 Location and Frequency

Council meetings are to be held in the school at least four (4) times per school year and shall be open to all parents. Notifications of meetings shall be posted or communicated to all Parents of Elder's Mills a minimum of one (1) week in advance of the meetings.

9.2 Quorum

Fifty percent (50%) of voting membership must be present for a quorum to be reached and the majority of those present shall be Parent members. A meeting of Council can be held if there is no quorum; however, in such event all voting shall be deferred to the next meeting of Council or when quorum is achieved.

9.3 Decision Making

Each voting member shall have one (1) vote, except the administration. Voting is by a show of hands, unless a secret ballot is requested. In the event a decision cannot be reached through consensus, the decision will be made by a two thirds (2/3) majority vote of the members present. Committee protocol shall be followed (i.e. motion made, seconded and voted upon). Before a vote is taken all those present at Council will have an opportunity to provide input. The Chair may decide to defer a vote to a future meeting in order to enable the gathering of further information and/or allow for further input.

Electronic votes will be accepted if a decision is required by Council prior to the next scheduled meeting.

9.4 Conflict of Interest

If individual Council Members perceive themselves to be in conflict of interest, they are honor bound to declare their conflict at the earliest possible opportunity and at the time of the meeting the minutes may reflect this declaration.

9.5 Conflict Resolution

The Council will undertake to resolve all internal conflicts within it's' mandate in a timely manner. The Council will abide by any conflict resolution policy issued by the Board.

9.6: Agendas

Agenda items should be submitted to the Chair/Co-chair one (1) week prior to the Council's next meeting. The Chair will finalize the Agenda with the principal, prior to the meeting, and issue the Agenda to Council members 3-4 days in advance of a meeting.

9.7: Minutes

Minutes shall be distributed to school Council members or/and posted on the school community bulletin board or the school website, no later than two (2) weeks after a Council Meeting has taken place. The minutes shall include motions, decisions and actions to be taken. Records of Council minutes shall be maintained for four (4) years.

Article 10: Financial Records

10.1 Disbursement of Funds

School Needs Assessment will be presented to School



Council for disbursement of fundraising funds to meet school needs.

10.2 Disbursement and Allocation of Money

All funds must be collected by the end of the year. The majority of the funds should be dispersed or allocated to a specific purpose by the end of the school year. No more than \$1000 or 10% should be carried over to the next school year.

10.3 Financial Statement

The financial report shall be present at each meeting. A copy of this report shall be placed in the School Council Minute Binder kept in the school. An annual Treasurer's report shall be prepared by the Treasurer by end of school year. Annual reports must be kept on record for seven (7) years.

10.4 Liability of Members

Members of Council are not to incur debts in the name of the School Council without first obtaining permission from Council to do so. Members of the School Council are not held personally liable for debts incurred by Council if they are acting with the terms outlined in this Constitution.

Article 11: Constitutional Amendments

The School Council shall review the Constitution every year. A sub-committee can perform the review and report any proposed changes to the School Council. Constitutional amendments must be presented to the Council at a regularly scheduled meeting. Any proposed amendments will be presented to Council for voting and will require a two thirds (2/3) majority to be passed.