

JRPS SCHOOL COUNCIL CONSTITUTION – DRAFT 2 – distributed March 2, 2018

Article I: Name and Constitution

The name of this organization shall be the James Robinson School Council or the Council. The members of the Council shall be responsible for maintaining the constitution.

Article II: Mission Statement

Mission Statement: Our School Council believes that collaborative partnership among the school, the family, and the community is essential to improving student achievement and well-being, and that communication among all stakeholders is of paramount importance.

Article III: Purpose and Objectives

The purpose and objectives of the School Council include but are not limited to:

1. Fostering and encouraging effective parental involvement in the education of their children
2. Providing a means for regular communication and dialogue between all stakeholders in the school community
3. Participating in the School Improvement Process
4. Providing input into decisions made by the school administration, the Board, and the Ministry
5. Fundraise to enhance the school experience for our students

Article IV: Behaviour and Practice

The School Council shall develop a code of conduct as a separate document.

Article V: Membership

While attendance at Council meetings by parents and members of the JRPS community is always welcome (if space allows), only official Council members can vote on decisions and motions.

Currently, Council members include anyone who has attended four, five or six meetings during the 2017-18 school year. To date, six meetings have been held, with the March Council meeting being the seventh.

Moving forward, beginning with the start of the 2018-19 school year, anyone who wishes to be an official member of Council will be asked to self-declare at the first meeting of the school year. Official members of Council will not be elected unless the number of people wishing to be official Council members exceeds **thirteen (13)**.

The majority of members of the Council, including those holding executive positions, shall be parents of students at JRPS . Teachers and/or support staff representatives are also welcome. The Principal shall be a member of Council and s/he may appoint or allow the attendance of student and/or

community representatives, in consultation with Council, as appropriate.

York Region District School Board employees cannot hold executive positions or vote on council motions and/or decisions.

Any Council member (except for the Principal) may resign his/her position by writing a letter or email of resignation to the Chair.

After **three** consecutive absences from Council meetings, a member will be deemed to have “resigned” and will no longer be considered an official member of Council.

Article VI: Elections, Voting and Term of Office

Public notice of the annual elections and nomination forms for executive positions on Council shall be given to the school community at least seven (7) days before the date of the election. Each parent/guardian seeking election to an executive position must be nominated or self-nominated in writing, have a child registered for that school year at JRPS and declare if he/she is employed by the Board.

If the number of candidates exceeds the number of spots, an election must take place. In the event an election is required, the Principal shall:

- i. Ensure nomination forms are given to parents (as in through the opening day Book of Forms)
- ii. Ensure school community is given election date/location at least seven days prior to election
- iii. Ensure the election takes place within the first thirty (30) calendar days of the school year

Voting: When the number of candidates exceeds the number of positions, a single ballot shall be prepared containing the names of all candidates. This list shall be distributed to all parents and/or guardians at the opening voting meeting and the election shall be conducted by secret ballot.

All positions on the School Council are for a term of one (1) year **from October to October**. Elected members may seek additional terms of office. A vacancy in the membership of the Council—even a vacancy of an officer of the Council— does not prevent the Council from functioning.

Voting on motions: While decisions of the Council are best decided through consensus, when voting is necessary each member of the Council (excluding the Principal—but including the Teacher and Support Staff) is entitled to one vote. Voting may take place on motions via a show of hands.

Remuneration: A person shall not receive any remuneration for serving as an officer of member of School Council. Reimbursement for expenses incurred as members or officers of the Council shall be in accordance with school policy.

Article VII: Member Responsibilities

1. members of the Council are accountable to the school community they represent and shall:
 - a. maintain a school wide perspective on issues
 - b. regularly attend school Council meetings
 - c. participate in information sharing and training programs
 - d. act as a communication link between Council and the community
 - e. encourage the participation of parents and others in the school community
 - f. participate on Sub-Committees and assist with tasks of the Council

Article VIII: Executive/Officers

Chair/Co-Chair shall carry out the following tasks in accordance with the Board's School Councils policy and procedures:

- i. Call a minimum of **eight (8)** meetings per year
- ii. Consult with Council and Principal prior to scheduled meetings regarding the agenda
- iii. Share agenda with Council members prior to the scheduled meeting
- iv. Chair Council meetings following the agenda
- v. Ensure minutes of meetings are duly recorded by Council Secretary
- vi. Communicate on an ongoing basis with school administration
- vii. Communicate with Trustee, Board staff as required
- viii. Assist and act on behalf of the other co-chair
- ix. Ensure the Council Constitution is reviewed annually

Treasurer shall manage Council finances and present written financial reports and statements including those required for each School Council meeting.

Secretary shall conduct formal attendance and take notes during meetings. Notes shall include topics under discussion, motions, and all decisions rendered. The Secretary shall prepare written minutes for distribution to Council members prior to the next meeting.

Fundraising Officer(s) may carry out the following tasks:

- i. Chair fundraising Sub-Committee
- ii. Oversee all fundraising efforts of the Council
- iii. Identify fundraising targets and purpose for fundraising initiatives
- iv. deposit funds promptly with the Treasurer or school designate

From time to time the Council may decide to create a sub-committee to conduct more in-depth work than is possible at a regular council meeting. Sub-committees shall make recommendations to the Council and keep Council apprised of issues and developments in this area.

Article IX: Meetings

Timetable of Meetings: Council shall meet a minimum of **eight (8) times** throughout the school year. Established dates shall be shared with the school community via paper and/or electronic communication. It is recognized these dates may change at any time. All meetings shall be open

to the public (in the school community).

A meeting will have a quorum if a majority of council members are present, and the majority of those present are parents. A meeting may be held in the absence of a quorum, but all voting must be deferred to a later date. In the absence of a Chair or Co-Chair, another Officer of the Council may chair in their stead.

Decision-Making: The preferred method of decision-making is through consensus, a collective opinion or general agreement by all Council Members. In the absence of consensus, the Chair may decide by way of a show of hands or silent vote by those present with a 51% majority carrying the vote. At any point, a Member may call for a ballot vote on a motion under discussion.

Conflict of Interest: Any time the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest. If any individual Council Member perceives themselves to be in conflict of interest they are required to declare it.

Conflict Resolution. The Council will undertake to resolve all internal conflict within its mandate in a timely, open and respectful manner.

Article X: Finances

All fundraising activities must be in accordance with the Board's School Fundraising and Administration of School Generated Funds policy and procedure.

As Per the Board's School Fundraising and Administration of School Generated Funds policy and procedure, the school is to have one school generated funds account through which all school generated funds flow, the allocation of said funds being under the responsibility of the Principal.

Fundraising must take place in accordance with School Fundraising and Administration of School Generated Funds policy and procedure.

Article XI: Agendas and Minutes

The chair will set the agenda with the Principal or Vice Principal prior to the meeting and it will be forwarded to Council by the end of the school day prior to the meeting.

Minutes shall be made available for the school community prior to the next meeting of the council. The minutes shall include motions, decisions and actions to be taken.