

# **Kettleby Public School Council Constitution**

## **December 2013**

### **Table of Contents**

Article 1:	Name and Address
Article 2:	Mission Statement
Article 3:	Purpose and Objectives
Article 4:	Procedures and Operating Guidelines
Article 5:	Membership
Article 6:	Elections
Article 7:	Executive
Article 8:	Sub-Committees
Article 9:	Meetings Decision-Making Conflict of Interest Conflict Resolution
Article 10:	Financial Records Fundraising
Article 11:	Agendas and Minutes
Article 12:	Constitutional Amendments
Appendices:	YRDSB Policy #262.0-School Councils YRDSB Policy #676.0-School Fundraising

## **Article 1:      Name and Address**

The organization will be known as *Kettleby Public School Council*. The members of the school council shall be responsible for maintaining the constitution.

### **Kettleby Public School**

3286 Lloydtown/Aurora Road  
King, ON  
L7B 0H4  
(905) 727-9852

## **Article 2:      Mission Statement**

Our school council's mandate is to promote excellence in education, enhance the learning environment at Kettleby Public School and to facilitate communication within the school community.

## **Article 3:      Purpose and Objectives**

The York Region District School Board believes that collaborative partnerships - among schools, families and their communities - are essential to improve student learning and to increase a shared sense of accountability for public education.

Strong partnerships are built from a common vision and common goals, nurtured through regular communication and meaningful consultation, involving all members of the school.

School councils play an important role in building school, family and community partnerships by providing input into relevant Board and school-level decisions and by encouraging the involvement of all members of the school community in support of student learning.

The objectives of the Kettleby Public School Council are to:

- Encourage effective parental involvement in the education of their children;
- Provide a means for regular communication and dialogue between all partners in education;
- Participate in the development and implementation of the school plan for continuous improvement;
- Encourage meaningful involvement of members of the school community in support of student learning;
- Provide input and into decisions made by the school administrations, the Board and the Ministry.

#### **Article 4: Procedures and Operating Guidelines**

The operational procedures of this council are outlined in YRDSB Procedure #262.0, Appendix 1. All recommendations and activities of this council shall comply with all Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements.

#### **Article 5: Membership**

All members of the Council are partners. All members support and promote the Council's operations and activities and act as Chairs of sub-committees when requested (see roles and responsibilities outlined in Board Policy #262.0).

- There shall be no more than one member on the school council from any one household.
- The number of parents on the school council will be 6.
- The number of community representatives will be 1.
- One teaching representative and one support staff representative will be appointed in accordance with YRDSB Policy #262.0.

#### **Article 6: Elections**

##### Timing and Procedures

- Elections will be held within the first 30 days of the school year.
- It is the responsibility of the previous year's council chair(s) to ensure nomination forms are distributed to the school community no later than the end of the second week of the school year.
- Council Chair(s) will keep all the results and related information confidential.
- Council Chair(s) will only release the name of successful candidates. A list of candidates and the vote results will be kept on file for use in the event of a vacancy on the council.
- Council Chair(s) shall notify all individuals standing for election of the results before the results are released to the school community.

##### 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.
- Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.

### 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.

### Terms of Office

A person elected or appointed as a member of school council holds office from the later of:

- The date he or she is elected or appointed; and
- The date of the first meeting of the school council after elections held in the school year.

Elected and appointed members may seek additional terms of office up to two consecutive terms. In addition, members may seek additional terms of office after a hiatus of one year.

## **Article 7: Executive**

### Chair/Co-Chair

At the first meeting after the elections, or directly following the elections, council will elect a chair, a chair and vice-chair or two co-chairs.

An employee of the Board cannot be chair.

### Other Officers

At the first meeting after the elections, or directly following the elections, the council will elect or appoint the following officers:

- Secretary
- Treasurer
- 2 Parent Representatives (2 if there are co-Chairs)
- 3 Parent Representatives (if there is 1Chair)
- 2 Parent Representatives if there is 1Chair and 1Vice-Chair

### Vacancies in Membership

A vacancy in the membership of a school council does not prevent the council from exercising its' authority.

If parent member positions remain vacant on council after 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 largest number of votes who was not elected the opportunity to accept the position
- Where there are not enough candidates to fill the vacancies, notice will be sent to all parents informing them of the vacancies and application by interested volunteers sought
- If there are more applications than positions, an election will be called
- When no more candidates are available, council may appoint parent members
- Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

### Resignations

Anyone who is a council member, except the principal may resign their position by writing a letter of resignation to the chair(s). If someone resigns, the position vacated will be filled according to Article 6 -Vacancies.

### Removal

The council may choose to remove from council any member who misses three (3) meetings during the school year and shall undertake to replace that person according to Article 6 - Vacancies.

## **Article 8: Sub-Committees**

### 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

Committees may include (but need not be exclusive to):

- Fundraising
- School Improvement/Special Initiatives
- Communication
- Playground
- Education
- Maintenance and Capital Improvements

Additional sub-committees will be formed by council as the need arises.

#### Chairs of Sub-Committees

Council will appoint a Chair for each sub-committee it forms.

#### Sub-Committee Membership

Each sub-committee must contain at least one member of council. Persons who are not members of council may be members of sub-committees.

### **Article 9: Meetings**

#### Timetable of Meetings

At the first meeting of the new school year, it will be decided how many meetings will take place during the school year and in which months the meetings will take place. Meetings will be held (approximately) once per month with a minimum of 6 meetings being held throughout the school year.

The first meeting of the year will be held within the first 30 days of the school year.

A copy of these dates and times will be included in communication(s) to the families of the school.

It is recognized that the timetable may change at any time.

A copy of the list of dates and times of meeting will be sent to the local trustee. Quorum

A meeting will have quorum if the majority of council members are present AND the majority of those present are parents.

A meeting of council can be held if there is no quorum but all voting will be deferred.

### Decision Making

Issues will be resolved 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 may decide on one of the following:

- To have a vote by way of a show of hands or a silent vote by those present in which a 51% majority shall carry the vote
- To defer the issue to the next meeting
- To defer the issue to a special meeting
- To defer the issue to a sub-committee

### 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. Council members cannot receive any remuneration for their work as a member of council.

### Conflict 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.

## **Article 10: Financial Records**

### Required Approvals

The Chair and/or the Treasurer, along with the Principal must approve all cheque requisitions for payment of Council expenditures. Two signatures are required on the Cheque Request form, with one being the Principal.

### Disbursement and Allocation of Money

All money must be collected by the end of the school year. Funds should be dispersed or allocated to a specific purpose by the end of the school year. All council expenditures shall normally be based on the approved annual budget. Any expenditure not part of the budget must have majority approval before any funds are paid out.

## Fundraising

Funds may be raised for the following purposes:

- To acquire, maintain or enhance curriculum support materials, equipment, resources or activities that support the school plan for continuous improvement
- To support special events and other co-curricular activities, such as instrumental music, athletic programs, field trips, guest speakers and presentations
- To purchase playground equipment and specialized recreational facilities for students
- To strengthen parent, family and community involvement in support of student learning
- To support organizations and causes approved by the principal
- To support program participation fees or student activity fees
- To pay for guest speakers, entertainers or occasional staff to assist with specific special events and student activities.
- To assist with cost-sharing initiatives made available by the Board

Funds may not be raised for the following purposes:

- To purchase core learning materials
- To cover ongoing staffing costs
- To support religious or political groups/candidates
- To provide occasional teacher coverage for teacher attendance at professional development activities
- To purchase items covered by the Provincial Funding Formula

## **Article 11: Agendas and Minutes**

### Agendas

Agenda items should be submitted to the chair(s) one week prior to the council's next meeting. The chair(s) will set the agenda with the principal, prior to the meeting.

### Minutes

Minutes shall be posted in the school prior to the next meeting of the council. The minutes shall include motions, decisions and actions to be taken. Members of the council must inform the chair(s) if they are going to be absent from a council meeting.

**Article 12: Constitutional Amendments**

The school council will review the constitution every two years or as the need arises. A sub-committee can 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 need a 2/3 majority to be passed.