

# Constitution

## Lake Wilcox P.S. School Council

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\* denotes mandatory inclusion in Constitution, YRDSB [Procedure P262.0](#)

# School Council Constitution

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

Lake Wilcox Public School  
80 Wildwood Avenue  
Richmond Hill, Ontario  
L4E 3B5  
Telephone: (905) 773-5381

## **Article 2: Mission Statement**

The Lake Wilcox P.S. School Council will provide a process of community collaboration for school based planning and development for the purpose of promoting a positive student-learning environment and enhancing the school's effectiveness.

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

The Lake Wilcox P.S. School Council shall:

- Through the participation of parents and the community, advocate for and support student success in all aspects of student education.
- Create an advisory forum for communication between parents, students, staff and community representatives concerning issues that affect the school and the learning environment.
- Create an advisory liaison with Principal of the school as per the Ministry of Education Handbook and York Region District School Board (YRDSB) Procedure P262.0.
- Develop additional resources through the execution of fundraising initiatives to supplement those available through the YRDSB budget process.
- Participate in the school planning process

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

The operational procedures of this School Council are outlined in YRDSB Procedure P262.0. All recommendations and activities of the School Council shall comply with all Ministry of Education Acts, York Region District School Board Policies and Procedures, and Staff Collective Agreements.

## **Article 5: Membership**

Membership on School Council is guided by YRDSB Procedure 262. In addition, the following criteria apply.

### **5.1: Number of Parent Members**

The number of parents/guardians on the School Council will be no more than 19, and no less than 6.

### **5.2: Number of Community Representatives**

The number of community representatives will be no greater than 1.

### **5.3: Student Representative**

Student Council will appoint a representative or representatives, entitling them to one vote in total.

#### **5.4: Other Members**

Other members such as teacher representative and support staff representative shall be elected/appointed in accordance with YRDSB Procedure P262.0.

#### **5.5 Other Criteria**

There shall be no more than one member on the School Council from any one household.

### **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 School 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.

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

The School Council shall strike an election committee in May, to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.

The election committee shall:

- Provide nomination forms
- Ensure that the school community is notified of election procedures and election date(s), location and time, at least fourteen days in advance of election
- Conduct the elections by secret ballot
- Count the ballots
- Help the Principal notify all candidates of the results
- Keep all the results and related information confidential
- 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 School 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**

Elected and appointed executive members may only serve two consecutive, one year terms, but may hold voting, non-executive membership for one year prior to seeking re-election to an executive position. The only exception to this term of office is the position of Vice Chair who may serve a further two consecutive, one year terms as Chair.

#### **\*6.4 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 School Council, after the election, the School 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 position, an election will be called. When no more candidates are available, School 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

### **6.5 Resignations**

Anyone who is a School Council member, except the Principal, may resign their position by writing a letter of resignation to the Chair. Any member who no longer satisfies criteria for membership, and/or can no longer fulfill their responsibilities should notify the Chair and resign their membership. If someone resigns, the position vacated will be filled according to Article 6.4: Vacancies

### **6.6 Removal**

The Chair may seek an explanation from any School Council member who misses two consecutive meetings or who cannot fulfill the responsibilities of a School Council member. If needed, the Chair can bring forward a motion for the removal of said member.

## **Article 7: Executive**

### **7.1: Chair/Co-Chair**

At the first meeting after the elections, School Council will elect either a Chair or Co-Chairs. **An employee of the Board cannot be Chair.**

### **7.2: Other Officers**

At the first meeting of the school year, the School Council will elect or appoint the following officers: Secretary, Treasurer and Vice Chair (if Chair only elected).

### **7.3: Vacancies in Office**

Officer vacancies will be filled as soon as possible according to Article 7.1 and 7.2.

### **7.4: Duties of Executives**

#### **Chair/Co-Chair**

- Act as lead liaison with Principal
- Uphold and enforce the constitution
- Prepare and set agenda for School Council meetings
- Prepare and publish in school newsletter schedule of School Council meetings dates for the school year
- Preside over all School Council meetings
- Vote on all matters, and in the case of a tie on any matter, the motion is considered deferred.
- Ensure that School Council funds are distributed as authorized or directed by the constitution or vote of the School Council
- Address and respond to financial queries with assistance of the Treasurer
- Co-sign School Council disbursements as set out in Article 10.1
- Receive all reports from committee Chairs

#### **Vice Chair**

- Position not required to be filled if Co-Chairs are elected
- Perform all the duties of the Chair if the Chair is absent or becomes incapacitated

- Assume the position of Acting Chair if the office of Chair becomes vacant, and until such time that a new Chair is elected
- Assist Chair in carrying out their responsibilities as outlined above

### **Treasurer**

- Receive all monies for School Council, maintain a record of such, and promptly deposit said funds into the School Council bank account
- Submit a written monthly financial report outlining sources and uses of funds of the prior month, at each School Council meeting
- Pay no monies unless co-signed by two members of the Executive and/or the Principal. Ideally, cheques will be signed by the Treasurer and the Principal. On those occasions when the Principal is unavailable to co-sign a cheque, any two members of the Executive may do so, with preference that the Treasurer and Chair co-sign
- Prepare all financial transactions in a manner acceptable to the School Council and in accordance with good accounting practices
- On termination of office, surrender all books, records and other properties of the School Council to the successor
- Preside over School Council meeting in the event that the Chair, Co-Chairs, and Vice Chair are absent
- Prepare a report on the year's activities in the School Council's annual report, reflecting all activities for the fiscal year ending August 31st
- Disburse funds in accordance with the constitution (section 10.3), and YRDSB policies. Maintain a record of all disbursements and file with receipts.

### **Recording Secretary**

- Keep full and accurate account of the proceeding of all regular and special School Council meetings
- Record all alterations to the constitution
- Answer correspondence and fulfill other administrative duties as requested by the Chair and/or School Council
- Retain copies of all incoming and outgoing correspondence
- Prepare and distribute all School Council related communications to School Council members
- Record attendance at each School Council meeting, noting any changes to address, phone number and email addresses
- Maintain accurate record of School Council members contact information and duly notify School Council via email of any changes, if occurred
- Distribute minutes within two weeks of a School Council meeting to Chair and within three weeks of a School Council meeting to all other School Council members

### **Past Chair**

- Assist the Chair/Co-Chairs, if available
- Entitled to a seat on the executive, but has no voting rights
- 

## **Article 8: School Council Memberships and Committees**

### **8.1: Establishment**

At the first meeting of the school year, the following committees may be formed: (in alphabetical order):

- Communications
- Community Outreach & Engagement (CO&E)
- Constitution Review & Administrator's Profile

- Elections
- Funding Proposal/Budget Review \*
- Fundraising
- Health, Safety & Environment (HS&E)
- Lunch Programs

The purpose of a committee is to:

- Conduct more detailed or in-depth work than is possible during School Council meetings
- Make recommendations to the School Council
- Keep the School Council informed of issues and developments in its' particular area
- Advocate for the School Council

School Council reserves the right to form additional committees as the need arises

### **8.2: Responsibilities of School Council Members**

There is more to being a School Council member than being elected/acclaimed. Individual members of School Council commit to the following responsibilities:

- Regular attendance at School Council meetings is expected, with the intention of staying for the entire meeting, so that all votes and quorum is duly recorded and maintained
- Maintain a school-wide perspective
- Act as a link between the School Council and the community
- Encourage the participation of all parents
- Participate in information and training programs
- Required to sit on and make an active contribution to at least one committee
- Support School Council wide initiatives by volunteering their time or skills
- Responsible for informing Recording Secretary of any contact information changes
- Assist with other sundry tasks of the School Council as requested by Chair

### **8.3: Committee Membership**

Each committee must contain at least one parent member of School Council. Each committee must contain at least one parent member of School Council. Each committee must have a minimum of 3 and a maximum of 7 members. Sheets will be posted at the first School Council meeting of the year for sign up purposes. Membership on committees will be on a first come, first serve basis. If a School Council member does not sign up for a committee, then the Chair shall appoint said School Council member(s) to a committee of the Chair's choosing. Due to workload and time commitment, Executive members are discouraged from chairing more than one committee. Persons, who are not members of School Council, may be members of committees, and having voting rights in the committee on item/s that are to be brought forward to School Council for approval. These rights do not extend to School Council meetings

### **Chairs of Committees**

Each committee must be chaired by a member of School Council. This person may be either elected by the committee members, or appointed by the Chair

## **Article 9: Meetings**

### **9.1: Scheduling of School Council Meetings**

Post a schedule which states the meeting dates chosen for that school year

A copy of these dates and times will be included in communication/s to the families of the school and the community

It is recognized that the timetable may change at any time

### **9.2: Quorum**

A meeting will have quorum if:

The majority of School Council members are present

AND

The majority of those present are parents

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

### **9.3: Decision-making**

The preferred method to resolve issues on School Council is by consensus. Consensus is a collective opinion or general agreement by ALL School 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 committee
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### **9.4: Conflict of Interest**

If individual School 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. School Council members cannot receive any remuneration for their work as a member of School Council

### **9.5: Conflict Resolution**

The School Council will undertake to resolve all internal conflict within its mandate in a timely manner.

**The School Council will abide by any conflict resolution policy issued by the Board**

## **Article 10: Financial Management**

**Financial Management for School Councils and other parent fundraising groups refer to YRDSB procedure NP133-01 and Board Procedure #676.0 School Fundraising.**

### **10.1: Bank Signatories**

**Fiscal year is defined as September 1st to August 31st of the following year.**

Any two of the five authorized signing officers (Principal and Executive members) may sign cash disbursements.

- Primary preference: the Treasurer and the Principal
- Secondary preference: the Treasurer and Chair
- Tertiary preference: any two members of the Executive

### **10.2: Collection Funds**

All bank deposits are to be made on a timely basis

All money should be collected and deposited in the bank by the end of the fiscal year

Whenever possible, all monies are to be counted in the presence of at least 2 unrelated individuals, with one of these individuals being a member in good standing of the current School Council

These funds are then to be verified by the Treasurer prior to depositing in the bank

### **10.3: Disbursement and Allocation of Funds**

All disbursements must either be approved through a School Council motion or meet any of the following criteria:

For those funds which are allocated and unspent by the end of the fiscal year; an itemized list must be provided to the elected incoming School Council

1. Approvals by the Chair, at his-her sole discretion up to a maximum of \$100 per disbursement and not to exceed a total of \$500 during the fiscal year.
2. Photocopying expenses.
3. Lunch program expenses.
4. Fundraising expenses which have been approved by the Fundraising Committee or Chair for events approved by School Council.
5. Disbursements of funds deposited on behalf of a student or parent fundraising group that is not represented by School Council as guided by the student or parent fundraising group.
6. Disbursements outlined by a policy, approved by majority vote of School Council

### **10.4: Annual Review**

Pursuant to the reporting requirements set out in the annual filing of NP133-01 with the YRDSB, the financial records of the School Council may also be made available for review by an independent individual, or individuals, preferably with experience in finance, as chosen by School Council. All records are to be kept for a period of seven years at the school.

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

### **11.1: Agendas**

Agenda items should be submitted to the Chair one week prior to the School Council's next meeting  
The Chair will issue a copy of the draft agenda to the Principal at least one week prior to the School Council meeting and incorporate any of the Principal's comments and/or suggestions into the final Agenda to be circulated to School Council prior to the meeting

### **11.2: Minutes**

Minutes shall be posted in the school within one week of being passed by School Council

The minutes shall contain discussion topics, but not the discussions themselves, unless otherwise requested.

The minutes shall include motions, decisions and actions to be taken

Members of the School Council must inform the Chair if they are going to be absent from a School Council meeting

## **Article 12: Constitutional Amendments**

The School Council will review the constitution a minimum of once every two years or more frequently if required. A committee can perform the review and bring proposed amendments to the School Council for voting

Amendments to the constitution must be presented to the School Council, at a regular School Council meeting

Constitutional amendments need a 2/3 majority to be passed

**Note: All items in bold are mandated and cannot be changed. Items that appear with an \* are bylaws which MUST BE INCLUDED, as per Ministry of Education Regulation #612/613 and YRDSB Procedure P262.0.**



**Constitution History:**

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Reviewed and Amended: January, 2003

Reviewed and Amended: October, 2001