

**Michaëlle Jean Public School**

**SCHOOL COUNCIL CONSTITUTION**

**Version 5**  
**February 2016**

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**Article I. Name and Address**

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

Michaëlle Jean Public School  
320 Shirley Drive  
Richmond Hill, ON  
L4S 2N6  
(905) 770-6507

**Article II. Mission Statement**

The Michaëlle Jean Public School Council is a partnership of parents, staff, community and students. Its goal is to actively promote a positive learning environment in French, which will enhance the quality of the students' education.

**Article III. Purpose and Objectives**

The MJPS School Council will:

- Provide a forum for communication among partners.
- Focus on the best interests of all students.
- Develop additional resources to supplement those available
- Support school improvement initiatives

**Article IV. Procedures and Operating Guidelines**

The operational procedures of this council are outlined in YRDSB Procedure #262. 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.

**Article V. Membership**

There shall be no more than one member on the school council from any one household.

**Section 5.01 Number of Parent Members**

The School Council shall endeavor to maintain the number of parents to keep it well represented and its function efficient.

**Section 5.02 Number of Community Representatives**

The School Council shall endeavor to find one Community Representative.

**Section 5.03 Other Members**

Other members such as teacher representatives and support staff representatives shall be elected/appointed in accordance with YRDSB Policy #262 but shall not form part of the Number of Parent Members,

**Section 5.04 Council Structure**

At the first meeting of the year, the Council will elect or appoint the following officers (Note: the officer positions may be co-chaired);

Voting Members:

- Chair (executive position) = 1 vote
- Treasurer (executive position) = 1 vote
- Secretary (executive position) = 1 vote
- Communications Officer = 1 vote
- Volunteer Coordinator = 1 vote
- Teacher Representative = 1 vote
- Community Member (optional) = 1 vote
- Sub-Committee Chair
  - Student Success = 1 vote
  - Parental and Community Involvement = 1 vote
  - School Climate= 1 vote

Non-Voting Members:

- Principal/Vice Principal

Members at largeThe Chair, , Treasurer, andSecretary are executive positions of the council. Members holding these executive positions shall declare any potential conflict of interest before taking positions (e.g. school board employees, family members)

**Section 5.05 Vacancies In Council**

Council vacancies will be filled as soon as possible. Vacancies may be filled by appointment from the Chair.

**Section 5.06 Council Roles and Responsibilities (Note: Positions are candidates for Co-Chairing)**

Chair/Co-Chair of the School Council is responsible for:

- Attending and chairing all School Council meetings;
- Attend Budget Meetings;
- Setting an agenda for all School Council meetings in consultation with the Principal/Vice Principal
- Delegating tasks and ensuring the completion of objectives;
- Maintaining a liaison relationship with the appropriate YRDSB personnel;
- Providing financial and budget oversight.

NOTE: An employee of the York Region District School Board may not hold position of Chair or Co-Chair.

Sub-Committee Chairs:

- Preparing and administering a committee budget, as approved by Council, and provide budget updates to the treasurer;
- Attending all School Council meetings and/or send sub-committee update reports;
- Managing and setting the direction of the sub-committees objectives in concert with the School Council direction and the needs of the school;
- Delegating tasks and ensuring completion of objectives;
- Maintaining a liaison with School Council Chair and School Administration, as required.

Additional Sub-Committee Responsibilities include;

**Student Success**

- Facilitate, develop and implement programs which support and enhance the curriculum;
- Lead programs which support our School Improvement Plan (SIP).

**Parental and Community Involvement**

- Facilitate, develop and implement programs which support parents and the whole community;
- Lead initiatives to enhance our school grounds;
- Lead initiatives to strengthen all aspects of communication amongst partners;
- Lead initiatives which bring culture and arts to the school;

- Organize events which bring the community together and/or educates parents.

#### School Climate

- Facilitate, develop and implement programs which support and enhance the school;
- Lead fundraising initiatives in support of all school initiatives;
- Lead and organize volunteers in the delivery of catering and/or extra curricular programs;

Lead initiatives which address the growth of the school and/or the need for additional resources.

#### Treasurer

- Attends all School Council and Budget planning meetings and/or provides reports;
- Manages budget planning cycle at the beginning and end of the school year;
- Recommend policy and procedure towards accountability and transparency;
- Ensures all monies collected from fundraising activities are secured on school premises;
- Monitors School Council fiscal budget and oversees expenses with the Sub-Committee Chairs and members of the council;
- Ensures that monthly financial statements are current;
- Ensures that all disbursements of funds are accompanied by an authorized Reimbursement Request Form.
- Ensures proper record-keeping is maintained.

#### Communications Officer

- Coordinates all external communications;
- Coordinates and ensures production of the School Council newsletter;
- Maintains School Council Event Calendar;
- Provides information and recommendations for the School Council website.

#### Secretary

- Attends all School Council meetings;
- Records meeting minutes (including attendance);
- Sends minutes of meetings to Administration for review;
- Provides a copy of reviewed minutes to be approved at subsequent meeting;
- Provides meeting minutes to be posted to the MJPS Web Site
- Maintains a record of all minutes.

#### Volunteer Coordinator

- Maintains, promotes and manages the Volunteer list;
- Co-facilitates the Volunteer Orientation Session with school Administration;
- Reaches out to volunteers on the list for events throughout the year and creates a list of available volunteers for each event.

Member-at-large

- Attends School Council meetings;
- Contributes by being a member of record on a sub-committee or may lead an initiative assigned from a sub-committee.

**Article VI. Elections**

***Section 6.01 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.

***Section 6.02 Election Procedures for Parent Members***

1. School Council elections shall occur during the first formal School Council meeting and are to be completed within 30 days of the commencement of the school year.
2. 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.
3. 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.
4. Administration shall:
  - Provide nomination forms;
  - Contact nominees to confirm nomination status;
  - Send a nomination form to each family during the first regular week of school;
  - Ensure nomination forms are returned to the school prior to the first School Council meeting.
5. The Communications Officer shall:

- 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;
  - Notify all individuals standing for election of the results before the results are released to the school community.
6. The Secretary shall:
- Maintain all election results.
- 7.
8. Voting
- Where there is more than one candidate for a position then secret ballot elections will ensue with all nominees attending the first council meeting;
  - Voting will be conducted amongst all parents with nomination forms attending the meeting, as required;
  - In the event of a vacant position, the School Council Executive may fill the vacancy by appointment.

### ***Section 6.03 Terms of Office***

Terms of office are 1 year for all positions. Elected and appointed members may seek additional terms of office.

### ***Section 6.04 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 by appointment.

### ***Section 6.05 Resignations***

- Anyone who is a council member, except the principal, may resign his or her position by writing a letter of resignation to the chair.
- If someone resigns the position vacated will be filled according to Article 6.04 Vacancies.



### ***Section 6.06 Removal***

The council may choose to remove from council any member who misses more than three consecutive meetings and shall undertake to replace that person according to Article 6.04: Vacancies. Any member subject to removal shall be notified by the Chair, in writing, of the Student Council decision.

## **Article VII. Meetings**

### ***Section 7.01 Timetable of Meetings***

- There will be a minimum of four general and/or executive School Council meetings a school year;
- A copy of these dates and times will be included in communication(s) to the families of the school and posted on the school website;
- Special meetings of the Council may be held upon the written request submitted to the School Council Executive;
- Special meetings shall have a minimum notice of seven days;
- Sub-Committee meetings will be held as needed;
- It is recognized that the timetable may change at any time;
- Additional ad hoc Committees can be established subject to approval of the School Council Executive;
- A copy of the list of dates and times of meetings will be sent to the local trustee.

### ***Section 7.02 Quorum***

A meeting will have quorum if:

1. The majority of voting council members (see Section 5.04) are present AND the total voting members is equal or greater to 50% +1;
2. A meeting of council can be held if there is no quorum but all voting will be deferred.

### ***Section 7.03 Decision-Making***

The preferred method to resolve issues on council is 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 defer the issue to the next meeting

- To defer the issue to a special meeting
- To defer the issue to a sub-committee who will report at the next meeting
- To have a vote by way of a show of hands or a silent vote by those present in which a two-thirds majority shall carry the vote

***Section 7.04 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 and at the time of the meeting, so the minutes may reflect this declaration;
- Council members cannot receive any remuneration for their work as a member of Council.

***Section 7.05 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 VIII. Financial Records**

***Section 8.01 Signing Authorities***

The Principal or Vice Principal and one other authorized member of the school staff will be signatories of record.

***Section 8.02 Disbursement and Allocation of Money***

- All money must be collected by the end of the school year.;
- The executive will establish a list of ongoing expenditures and yearly priorities towards which funds will be allocated annually by ensuring budget reporting is part of the agenda;
- Budgets will be completed by the third council meeting of the school year. Each committee chair will be responsible for the creation and administration of their budget component;
- All expenditures in any amount must submit a request form which will have been reviewed and signed by the school administration. Copies of the forms are to be retained in the school office;
- All cheques to be signed must be accompanied by a copy of the completed and authorized Michaëlle Jean Reimbursement Request Form;

- Any request for expenditure that was either not part of the approved operating budget or a request that is in excess of an approved budget line item will require voting approval of Council.

***Section 8.03 Bank Account, Annual Auditing and Reviews***

All school council financials shall follow board policy and procedure regarding accounting/book keeping, and are subject to board auditing and review.

**Article IX. Agendas and Minutes**

***Section 9.01 Agendas***

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

***Section 9.02 Minutes***

- Minutes shall be posted on the school web site after approval at a Council meeting;
- The Minutes shall include motions, decisions and actions to be taken;
- Members of the council must inform the chair if they are going to be absent from a council meeting.

**Article X. 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.