

**Milliken Mills High School
School Council
Constitution**

Ratified at the November 16, 2020 Meeting of the MMHSSC

ARTICLE 1: NAME AND ADDRESS

This organization shall be known as the **Milliken Mills High School School Council (MMHSSC)**. The constitution of the MMHSSC will be posted onto the school website.

The address of the MMHSSC is:

c/o Milliken Mills High School
7522 Kennedy Road, Unionville, ON L3R 9S5
Phone: 905-477-0072
Fax: 905-604-3577
E-mail: milliken.mills.hs@yrdsb.ca

ARTICLE 2: DEFINITIONS

In this document:

“Article” is also considered to be a “By-Law” for the purposes of the Education Act and Regulations.

“Parent” includes a guardian as defined in the Education Act.

ARTICLE 3: PURPOSE

The objectives of the MMHSSC shall be to:

- a) Help create and maintain an environment which is conducive to improving student achievement and school effectiveness.
- b) Serve as an advisory body to the school principal, other school committees and the York Region District School Board (YRDSB) on matters relating to students of Milliken Mills High School.
- c) Enhance lines of communication among parents and/or guardians, administrators, teachers, support staff, and the students in the school community.
- d) Provide a forum for input into educational matters for members of the school community.
- e) Develop and advocate parental ideas, recommendations and concerns to the YRDSB and to the Minister of Education.
- f) Provide advice on the development, implementation and review of the School Plan for Continuous Improvement.
- g) Help refine the student Code of Conduct.
- h) Provide support for school, family, and community partnerships that assist parents in the education of children.
- i) Assist in the building of a viable school community that works together in the interest of education at MMHS.
- j) Support the school in its effort to focus teachers’ time and school resources on the essential tasks of teaching and learning.
- k) Participate in the school improvement planning and implementation process.
- l) Facilitate frequent and regular communication between and among school staff, students, families, and all partners in education.

ARTICLE 4: PROCEDURES AND OPERATING GUIDELINES

The operational procedures of this council are outlined in the YRDSB Policy and Procedure 262. All recommendations and activities of the Council shall comply with the Education Act and Regulations, all Ministry and YRDSB Policies and Procedures, and Staff Collective Agreements.

ARTICLE 5: NON-PROFIT ORGANIZATION

The Milliken Mills High School School Council is a non-profit organization that will operate without financial gain for its members. Any profit to the organization will be used in promoting its purposes. Any fund-raising activities will be in strict accordance with Board policy under the guidance of the school principal.

ARTICLE 6: SCHOOL COUNCIL MEMBERS

The School Council shall consist of parents; the principal (or Designate) of the school; 1 teacher employed at the school (other than the principal or vice-principals); 1 staff person employed at the school who is not a teacher; 1 student representative appointed by the Students' Council, and may include 1 community member appointed by the other members of the School Council. The number of parents/guardians on the school council will be a minimum of 4. The membership of the School Council is established by election and/or acclamation at the first meeting of the school year.

ARTICLE 7: SCHOOL COUNCIL ELECTIONS

The first School Council meeting in each school year shall take place within the first 30 days of the school year.

Notice of Election of School Council Members

Within the first 14 days of the new school year the principal shall, on behalf of the School Council, give written notice of the date, time and location of the election to every family of a student who is enrolled in the school. The notice shall state that elections for members of the School Council shall be held at the first meeting of School Council.

Eligibility to Vote for Parent Members of School Council

All parents of students enrolled in the school and who are present at the first meeting of the school year are eligible to vote for a parent member of School Council.

Eligibility for Election as a Parent Member of School Council

Each parent seeking election as a parent member of School Council must have a child enrolled at the school, and must nominate themselves. A person is not qualified to be a parent member of School Council if he or she is employed at the school. A person who is not employed by the school but is employed elsewhere by the YRDSB may be a parent member if they declare that they are employed by the YRDSB before the election.

Election of Parent Members of School Council

If the number of nominations for parent members of School Council is greater than the number of parent positions available, an election shall occur at that first meeting. Each parent eligible to vote who attends the first meeting of the School Council shall be entitled to vote for as many candidates as there are parent positions on School Council. The election shall be by secret ballot.

A list of candidates and the vote results shall be kept on file by the School Council for use in the event that a vacancy of a parent member on School Council occurs. Parents must form the majority of council members.

Election of Teacher Members of School Council

Teachers employed at the school, other than the principal or vice-principals, are eligible to vote for the teacher member of School Council.

Election of Non-Teacher Staff Member of School Council

Persons employed at the school, other than the principal, vice-principal or any other teacher, are eligible to vote for the non-teaching (support) staff member of School Council.

Officers

This School Council shall include a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. The Chairperson must be a parent member and cannot be an employee of the YRDSB.

The position of Secretary may be held by two elected/acclaimed members of Council. The position of Treasurer may be held by two elected/acclaimed members of Council. The position of Chairperson may be held by two elected/acclaimed members of Council. When two people hold the position of Chairperson, they will be Co-Chairs and share responsibilities. When there are Co-Chairs, there will be no Vice-Chairperson.

Officers shall be selected from, and elected by, the elected members of School Council. Officers are not to be construed as an executive, but are to act instead according to the wishes of the School Council.

Duties of the Chairperson

The Chairperson has the following main responsibilities:

- Establish the agenda for each meeting in collaboration with the principal,
- Chair each meeting,
- Facilitate the resolution of conflict,
- Participate as an ex-officio member of all committees established by the MMHSSC,
- Report to Council on the actions of committees
- Communicate with the principal on behalf of the MMHSSC,
- Complete annual reports with the principal as necessary.

Duties of the Vice-Chairperson

The Vice-Chairperson has the following main responsibilities:

- Fill in for the Chairperson when the Chairperson is not available,
- Complete the responsibilities of the Chairperson when the Chairperson is unable to do so,
- Fulfill the responsibilities of absent Officers.

Duties of the Secretary

The Secretary has the following main responsibilities:

- Take and record attendance at each meeting,
- Monitor overall attendance,
- Record the minutes of the meeting including motions, who made them and who seconded them,
- Share the minutes in a timely manner after each meeting with the principal
- Verify that meeting minutes are posted on the school website,
- Distribute communications with MMHSSC members when appropriate.

Duties of the Treasurer

The Treasurer has the following main responsibilities:

- Track revenue and expenses of the MMHSSC and any of its committees,
- Report revenues and expenses of the MMHSSC and any of its committees to Council,
- Complete annual reports with the principal as necessary.

Publication of Election Results

All candidates standing for election shall be notified of the results before the results are released to the school community.

The School Council shall ensure that the names of members are publicized to the school community within thirty days of the election.

Acclamations

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

Term of Office

A person elected or appointed as a member of the Council holds office from the date of the first meeting of the Council immediately following the election or appointment until the elections are held at the first meeting of Council in the next school year.

Elected and appointed members may be re-elected or re-appointed.

ARTICLE 8: VACANCIES (for an Executive position)

A vacancy in the membership of the School Council does not prevent the School Council from exercising its authority.

Should one or more parent member positions become vacant before the next election, the School Council shall fill the vacancy by appointment from the non-elected candidates from the previous election.

If none of the previous candidates remains interested in becoming a School Council member, the School Council may request that interested parents submit their names for consideration. The School Council shall then appoint the appropriate number of parents to fill the vacancies.

If a voting member of School Council leaves during his/her term, then another (non-member) parent can fill the spot if they have attended at least two meetings.

ARTICLE 9: REMOVAL OR RESIGNATION OF SCHOOL COUNCIL MEMBER

The Council may choose to remove from council any member who misses any 3 meetings and shall replace that person according to the Vacancy procedure.

Anyone who is a council member, except the principal, may resign their position by writing a letter of resignation to the Chairperson.

ARTICLE 10: MEETINGS

- a) There will be at least 6 regular meetings within the school year. These meetings will be publicized to the school community.
- b) All meetings of the MMHSSC are open to the school community. Notwithstanding, any item of a confidential nature heard at a School Council meeting must remain so for Council members and non-members alike.
- c) Normally, the Chairperson will chair the meeting.
- d) A financial statement will be available for the Annual Report.

ARTICLE 11: GOVERNANCE OF MEETINGS

- a) The Agenda will be set by the Chairperson(s) and Principal, allowing sufficient time for item (b).
- b) The Agenda for each meeting will be sent out in advance.
- c) Meetings are usually held from 7:00 to 8:30 p.m. on the third Monday of September, October, November, January, March, and May. The September meeting of the School Council may be moved to an earlier date in order to capitalize on the interest of parents at the beginning of the school year.
- d) Records containing the minutes of all current year meetings, resolutions and correspondence of the School Council and any committee of the School Council shall be maintained and be made available to any concerned participant of the school community who requests them.
- e) New business items for discussion are to be given to the Chairperson or Principal 9 days prior to each meeting. Notwithstanding, if time permits, new business may be added at the beginning of each meeting for inclusion in the meeting or deferred until the next agenda.
- f) The MMHSSC is to express views representative of the whole school community. Members are cautioned not to press specific issues or their own agenda that may not reflect the whole school community.

ARTICLE 12: DECISION-MAKING

- a) Decisions at Council meetings will normally be made by Consensus. After a full and frank discussion, the Chairperson will bring closure on the decision by articulating the Sufficient Consensus. The decision made by Consensus must be clearly stated and recorded as such in the minutes.
- b) If Sufficient Consensus is not evident, the Chairperson will ask twice if any person remains opposed to the Sufficient Consensus and any person entitled to participate in the decision may voice his or her opposition as a dissenting person. The dissenting person will be required by the Chairperson to give careful thought as to whether the personal stand is one of individual preference. If the answer is "yes", then that individual is expected to lay the personal preference aside to allow the group to go forward with Sufficient Consensus.
- c) If a vote is taken, the motion must be moved and seconded. More discussion may ensue and amendment may be in order, following the same format. The vote must carry a 51% majority of those eligible to vote.

- d) In a recorded vote, the teacher representative shall have 1 vote, the staff member shall have 1 vote, the Community Member shall have 1 vote, and the parent members shall have one vote each. The Chairperson shall vote only in the case of a tie vote.

ARTICLE 13: QUORUM

A Quorum for a meeting of the School Council shall be 50% plus 1 of the regular/full membership. This must include 1 Executive Member, 1 Parent, and 1 Teacher or Support Staff member. Quorum is not attained if the Principal (or Designate) is not present, although the Principal does not have a vote.

ARTICLE 14: COMMITTEES

- a) A committee may be formed when the need arises. Committees may be Standing or Ad-Hoc. Each Committee will include a Coordinator and a member of School Council. The Coordinator does not have to be a member of Council. However, close cooperation with School Council must take place.
- b) Committees will keep the School Council informed of any useful information and update the School Council through progress reports at each School Council meeting pertinent to their specialty area.
- c) The Coordinator shall:
- Consult with the Chairperson and Vice Chairperson whenever necessary.
 - Organize his/her committee and solicit their views and support.
 - Delegate areas of responsibility to committee members.
 - Keep a record of pertinent information, meetings, assignments and budgetary matters.
 - If not a member of School Council, report to School Council through a School Council member on the Committee.

ARTICLE 15: MEETING MINUTES

- a) Approved minutes shall be posted onto the school website.
- b) Draft minutes can be posted onto the school website, and shall be stamped as DRAFT.
- c) Once the minutes are approved by council, the minutes will be posted and shall be stamped as APPROVED.
- d) The minutes shall include motions, motioners/seconders, decisions/recommendations, actions to be taken, and items under discussion or information.
- e) Members of the council must inform the Chairperson if they are going to be absent from a council meeting.

ARTICLE 16: ANNUAL REPORT

- a) In accordance with YRDSB Regulation 262 on School Councils, the MMHSSC must submit an Annual report to the Director of Education including:
- i) A list of members
 - ii) A summary of meetings held and attendance at those meetings
 - iii) A summary of the School Councils' activities for the past year (September-May).
- b) The Annual Report is made available by request to any member of the school community.

ARTICLE 17: RECORDS

Copies of all records/documents shall be deposited with the School Council Secretary as an official copy for the record. The Chairperson, Vice Chairperson, and the Principal shall be responsible to oversee record keeping.

ARTICLE 18: CONFLICT

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.

Conflict Resolution

The council will undertake to resolve all internal conflicts within its mandate in a timely manner.

ARTICLE 19: CONSTITUTIONAL AMENDMENTS

The constitution will be reviewed annually at the last scheduled meeting of the school year. Amendments to the Constitution must be presented to the council at a regularly scheduled meeting before the last scheduled meeting of the school year. Constitutional amendments need a 2/3 majority to be passed.

ARTICLE 20: PROTECTION OF SCHOOL COUNCIL MEMBERS

The YRDSB holds liability insurance undertaken on behalf of all School Councils, and, as such, members of MMHSSC are not personally liable for decisions and activities undertaken in relation to the School Council, with the exception of any willful destructive or dishonest act or neglect performed by a particular School Council Member for which that person will be held accountable.