

***Nellie McClung Public School Council
Constitution***

May, 2012

Nellie McClung Public School
School Council Constitution

Article 1: Name and Address

The organization will be known as Nellie McClung Public School Council. The members of the School Council shall be responsible for maintaining the Constitution.

Nellie McClung Public School
360 Thomas Cook Ave, Ontario
L6A 4M1

Phone: (905) 303-8113

Note: within this document:

Nellie McClung Public School Council shall be referred to as “**Council**”

York Region District School Board shall be referred to as “**YRDSB**” or “**Board**”

Article 2: Mission Statement

The Nellie McClung Public School Council recognizes the vital role community can play in public education. The Council solicits and facilitates the participation of parents, guardians, and community members. The Council is an advisory committee to the staff and administration of Nellie McClung Public School, as well as the York Region District School Board. Finally, the Council supports the staff and students to create the best possible learning environment for all children.

Article 3: Purpose and Objectives

1. Represent the views of the Nellie McClung parent population.
2. Review the following policies and procedures on an annual basis:
 - a. School Profile;
 - b. Code of Student Behavior;
 - c. School Improvement Plan (SIP);
 - d. Administrator Profile;
 - e. Annual Report;
 - f. Dress Code;
 - g. The Constitution (every 3 years);
 - h. Policies and Procedures of the YRDSB as per amendment schedule; and
 - i. Eco/healthy schools
3. Review and submit to the principal, recommendations for yearly school budget priorities.
4. Formulate yearly fundraising objectives.
5. Facilitate the execution of school fund-raising programs.
6. Utilize fundraising money to enhance the learning environment at Nellie McClung in an inclusive and equitable manner.
7. Collaborate with the school principal on any communications issued to parents or the community.

8. Support the School Improvement Plan (SIP) within the school.
9. Support the Character Initiative within the school.
10. Support the Mission, Vision, and Values of the YRDSB

Notwithstanding the forgoing, Council's mandate is subject to any rules and restrictions as set by the YRDSB and/or legislated by the Ministry of Education in Ontario.

Article 4: Procedures and Operating Guidelines

The operational procedures of this Council are outlined in the YRDSB Policy and Procedure #262, available on the Board's web site. All recommendations and activities of the Council shall comply with all Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements.

Article 5: Membership

There shall be no more than one member of Council from any one household. The term of office shall extend from the first meeting following the annual election until the last scheduled meeting at the annual election.

5.1: Number of Parent/Guardian Members

There shall be a maximum of 15 parent/guardian voting members on Council, including the Executive (as defined in Article 7 below - Chair, Co-Chair (if possible), Fundraising Chair, Treasurer and Secretary).

The number of parents/guardians serving as Members at Large is therefore limited to a range from a minimum of 7 to a maximum of 11, with the maximum number of Members at Large being contingent on the Executive being comprised of either 4 or 5 Parent/Guardians. The Members at Large shall form the majority of Council and each parent/guardian Member at Large shall be entitled to one vote on Council.

5.2: Number of Community Representatives

The number of community representatives will be one (1). The community representative shall be entitled to one vote on Council.

5.3: Student Representatives

Due to the age of students at Nellie McClung Public School, no student shall be a member of Council.

5.4: Non-Voting Members

- The Principal
- One teaching representative
- One non-teaching representative

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 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.

1. 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.
2. The School Council shall initiate an election committee in June, 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.
3. 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 seven (7) days in advance of election;
 - Request a profile for all candidates and make these available to the electorate;
 - 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;
 - Release only 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 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 School Council Members will serve a one year term of office and may seek additional terms of office.

6.4: Vacancies in Membership

1. A vacancy in the membership of a school Council does not prevent the Council from exercising its authority.
2. If parent member positions remain vacant on Council after the election, the Council may appoint parent members.
3. Positions that become vacant due to resignation or removal shall be filled as soon as possible by:
 - a. Offering the person with the next largest number of votes who was not elected, the opportunity to accept the position.
 - b. 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.
 - c. If there are more applications than positions, an election will be called
 - d. When no more candidates are available, Council may appoint parent members.

4. Vacancies will only be filled through April of the current year, at which time the vacant positions will be filled through September elections.

6.5: Resignations

1. Anyone who is a Council member, except the principal, may resign his or her position by writing a letter of resignation to the chair.
2. If a member resigns, the position vacated will be filled according to *section 6.4 “Vacancies in Membership”* within this document.

6.6: Removal

The Council may choose to remove from Council any member who misses three (3) meetings and shall undertake to replace that person according to *section 6.4 “Vacancies in Membership”* within this document.

Article 7: Executive

7.1: Chair

1. At the elections or at the first meeting after the elections, Council will elect a chair.
2. An employee of the YRDSB cannot be chair.

7.2: Other Officers

At the first meeting of the school year, Council will elect or appoint the following officers:

- Fundraising Chair,
- Co-Chair (if possible),
- Secretary, and
- Treasurer.

7.3: Vacancies in Office

Officer vacancies will be filled as soon as possible.

Article 8: Roles and Responsibilities of Council Members

8.1: The Chair shall:

- It is preferable but not required that a person have served as a council member for at least the last full year prior to being elected or appointed Chair of the Council
- Ensure that a meeting schedule is agreed upon at the first general meeting of Council;
- Prepare agendas for Council meetings in consultation with the principal;
- Communicate with the principal as required;
- Chair meetings;
- Participate in information and training programs where possible and appropriate;
- Ensure the establishment of procedures whereby consensus and/or voting may occur during Council Meetings;
- Ensure any written reports required as a result of Council business are prepared;
- Consult with senior board staff and trustees as required;
- Support and promote the activities of the school;
- Submit an annual report to the Board

- Have one vote on Council

8.2: Co Chair: Where possible Council will elect a Co Chair

- Co Chair shall assist the Chair as required
- Have one vote on Council

8.3: The Treasurer shall:

- Reconcile funds to all income and expenditures with the minutes of each meeting
- Prepare financial reports
- Have one vote on Council

8.4: The Secretary shall:

- Ensure minutes of meetings are recorded and maintained in the school office and ensure they are posted to the website through support of the Principal
- Ensure that the names of guests attending meetings are recorded;
- Ensure that he or she has an alternate in the event of absence from any meeting
- Have one vote on Council

8.5: The Fundraising Chair shall:

- Provide Council with a schedule of fundraising events by October 31st, to be passed by 2/3 majority of Council
- Provide a Fundraising report at each monthly meeting detailing;
 - Minutes of fundraising meetings which occur outside of Council meetings;
 - Reviews of the past month's fundraising drives
 - Plans for the upcoming month's fundraising drives
- Facilitate the execution of school fund-raising programs;
- Have one vote on Council

8.6: The Sub-committee chairs shall:

- Submit monthly updates at each Council meeting outlining the following:
 - Dates and minutes of meetings held outside of regular Council meetings;
 - Results of any voting which occurred during aforementioned meetings;
 - Overview of progress made according to objectives of said sub-committee
- Present updates at monthly Council meetings, as required.

8.7: The Principal shall:

- Attend Council meetings;
- Facilitate the establishment of the Council and assist in its operations;
- Seek input from Council in areas for which Council has been assigned advisory responsibility;
- Along with the treasurer, have signing authority over the Council bank account;
- Obtain and provide information required by the Council to enable it to make informed decisions within the framework of Ministry and Board guidelines, policies, procedures and memoranda;
- Communicate with the chair of Council as required;
- Ensure that copies of minutes of Council meetings are kept at the school;

- Encourage the participation of staff and parents from all groups and of other people within the school community when appropriate;
- Support and promote activities of Council;
- Act as a resource on legislation, policies, procedures, memoranda and collective agreements of the YRDSB and/or the Ministry of Education;
- Prepare school profile in collaboration with Council;
- Will not have a vote on Council.

8.8: *Members at Large shall:*

- Seek to understand and abide by the rules and regulations of Council as set by the Ministry and Board;
- Provide the chair with advanced notice of absence from any monthly meeting;
- Suggest agenda items to the chair at least one week prior to the monthly meeting;
- Attend and actively participate in all monthly meetings;
- Work to promote the objectives of Council outside of monthly meetings;
- Undertake activity on at least one (1) Council sub-committee;
- Represent the perspective of all parent/guardian's in the school community;
- Communicate Council activities to the parent/guardian community;
- Encourage parents/guardians who are not members of Council to become involved in Council sub-committees;
- Have one vote per parent/guardian representative.

8.9: *The Teaching Staff Representative shall:*

- Attend and actively participate in all monthly meetings
- Represent the teaching staff's perspective
- Solicit views from their staff groups to share with Council;
- Communicate classroom related activities/undertakings/matters
- Communicate information back to their staff groups;
- Will not have a vote on Council.

8.10: *The Community Representative shall:*

- Attend and actively participate in all monthly meetings
- Represent the community's perspective;
- Build partnerships and links between the school and the community.
- Have one vote on Council

Article 9: Sub-committees

9.1: *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 Council;
- Keep Council informed of issues and developments in its particular area.

Sub-committees will be formed based on the priorities identified by Council and may change throughout the year as the need arises.

9.2: Sub-Committee Membership

- Must contain at least one parent/guardian member of Council.
- Persons, who are not members of Council, may be members of sub-committees.

9.3: Chairs of Sub-Committees

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

9.4: Voting

Each member of a sub-committee shall be entitled to one vote in votes taken by the sub-committee.

Article 10: Meetings

10.1: Timetable of General Council Meetings

- Council shall meet at least six times during the school calendar year.
- At the first meeting of the new school year, a timetable will be created which states the meeting dates agreed to for that school year.
- A copy of these dates and times will be included in communications(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 meetings will be sent to the local trustee.

10.2: Quorum

- The meeting will have quorum if the majority of voting Council members are present.
- A meeting of Council can be held if there is no quorum but all voting will be deferred.

10.3: 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, including non-voting members.

In the case where a decision cannot be reached through consensus, the chair may decide on one of the following:

1. 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.
2. To defer the issue to the next meeting.
3. To defer the issue to a special meeting.
4. To defer the issue to a sub-committee.

10.4: Conflict of Interest

- If individual Council members perceive themselves to have a conflict of interest, they are honor-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.

10.5: 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 11: Financial Records

11.1: Signing Authorities

The Principal and Elementary Office Administrative Assistant (EOAA) will continue to be the signing authorities on the SGF (School Generated Funds) bank account. While the Treasurer will not have signing authority on the school's SGF bank account, the School Council should have records of motions approved for School Council fund expenditures as a control measure. Ultimately however, the school Principal must make the final approval so that the expenditures comply with the Ministry expenditure regulations and Board policies and procedures.

11.2: Disbursement and Allocation of Money

All money must be collected by the end of the year. Funds should be dispersed or allocated to a specific purpose by the end of the year.

11.3: Annual Audit

Each year, there may be an independent audit of the Council books performed by an accountant.

Article 12: Agendas and Minutes

12.1: Agendas

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

12.2: Minutes

- Minutes shall be posted in the school prior to the next meeting of Council.
- 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 13: Constitutional Amendments

- Council will review the constitution every year or as the need arises. A sub-committee can perform the review and bring proposed amendments to Council for voting.
- Amendments to the constitution must be presented to Council, at a regularly scheduled meeting.
- Constitutional amendments need 2/3 majority to be passed.

NMSC: REQUEST FOR FUNDS

Name of Requester (s):			
Phone number of above:			
Date of Request:		Date funds will be required:	
Total amount requested:			

How will these funds be used:

How will this spending benefit the children, teachers, and/or school?

*In the space provided below, please provide a breakdown of expense items and the approximate cost for each item.
Eg: 2@(\$3.99x\$1.13)=\$9.18 - 2 rolls of film for taking pictures of students on Crazy Hair day, including taxes)*

Expense Details

Amount (HST=13%)	Description:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	

Requests for funds:

- NMSC: Request for Funds must be submitted, and approved, prior to spending funds.
- Once request is approved, all spending must fall within approved request.
- Any expenses outside of approved budget will not be reimbursed.
- Receipts must be provided to the treasurer before a cheque is issued.