

**RICHMOND GREEN SECONDARY SCHOOL
SCHOOL COUNCIL
CONSTITUTION**

Article 1: Name and Address

The organization will be known as Richmond Green Secondary School Council.
The members of the school council shall be responsible for maintaining the Constitution.

Richmond Green Secondary School
1 William F. Bell Parkway
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Article 2: Mission Statement

Our school council is a collaborative and co-operative body whose mission is to facilitate a partnership between members of the school community to support high standards of student achievement and well being in an inclusive environment.

Article 3: Purpose and Objectives

- Provide input into decisions made by the school administration, the Board and the Ministry.
- Participate in the school improvement planning process.
- Encourage meaningful involvement of all members of the school community in support of student learning, achievement, and well being.

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 website. 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 5: Membership

5.1: Number of Parent Members

The numbers of parents on the school council will be a maximum of 15.

5.2: Number of Community Representatives

The number of community representatives will be one.

5.3: Student Representative

The student representative(s) shall be the Student Council President(s), or designate.

5.4: Teacher and Support Staff Representatives

The teacher and support staff representatives shall be elected / appointed in accordance with YRDSB Policy #262.

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.**
- **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.**

6.3: Terms of Office

Terms of office shall be one school year. Elected and appointed members may seek additional terms of office.

*6.4: Vacancies in Membership

- **A vacancy in the membership of a school council does not prevent the council from exercising its' authority.**
- If positions remain vacant, 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 highest number of votes, the opportunity to accept the position. When there are no more candidates available, council may appoint parent members.

6.5: Resignations

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

6.6: Removal

The council may choose to remove from council any member who misses two consecutive meetings without sending regrets to the chair.

Article 7: The Executive

7.1: Chair/Co-Chair

At the first meeting, following the elections of council members, the council will elect one chair or two co-chairs. **An employee of the Board cannot be chair.**

7.2: Other Officers

Following the election of Chair/Co-Chairs, the council will elect a secretary and treasurer.

7.3: Vacancies in Office

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

Article 8: Sub-Committees

8.1: Establishment

Sub-committees may be formed as the need arises to conduct more in-depth work or to make recommendations to the council.

8.2: Sub-Committee Membership

- **Sub-committees must include at least one parent member of council and may include persons who are not members of the school council.**
- The chair is a member *ex officio* of every sub-committee.

8.3: Chairs of Sub-Committees

Council will appoint a Chair who is a council member, for each sub-committee as it forms.

Article 9: Meetings

9.1: Timetable of Meetings

At the first meeting of the school year, a timetable will be created which states the meeting dates agreed to for that school year. Meeting dates to be communicated to the school community.

9.2: Quorum

A meeting will have quorum if 50% plus one of parent council members are present. A meeting of 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 council is by consensus.

If a decision cannot be reached by consensus, the chair may choose;

- 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, or
- to defer the issue to a sub-committee.

*9.4: 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.

*9.5: 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 10: Agendas and Minutes

10.1: Agendas

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

10.2: Minutes

- Minutes shall be distributed to all council members prior to the next 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 11: Constitutional Amendments

- The school council will review the constitution every year.
- 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.

*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.*

Approved May 2011