

Rick Hansen Public School Parent Advisory Council Constitution

Working Document: December 2012

Revised/Reviewed April 20, 2015

Source: YRDSB Board Policy #262.0 (School Councils)

The Constitution of the Rick Hansen Public School Parent Advisory Council will comply with all recommendations and activities as outlined in York Region District School Board Procedure # 262 and with all the Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements.

ARTICLE 1 – NAME and ADDRESS

1.1 The name of the organization will be the Rick Hansen Public School Parent Advisory Council (RHPSPAC), hereinafter referred to as the RHPSPAC.

1.2 The address for the Council is as follows:

Rick Hansen Public School Parent Advisory Council
c/o Rick Hansen Public School
490 Mavrincac Boulevard,
Aurora, Ontario L4G0J6
905-841-6225

ARTICLE 2 – MISSION

2.1 We, at RHPSPAC will unite in our purpose to enhance the academic, social, emotional and physical development and well being of the Rick Hansen Public School students.

In doing so, RHPSPAC supports the York Region District School Boards mission's statement: "We unite in our purpose to inspire and prepare learners for life in our changing world community."

ARTICLE 3 – PURPOSE

3.1 Our Purpose and Role

As a unified council our purpose will be to:

- Work as an advisory and supportive body within Rick Hansen Public School and, where appropriate, to school trustees and the school board.
- Work collaboratively and cooperatively with the staff, parents and school community to provide the best possible atmosphere for the students at Rick Hansen Public School.
- The RHPSPAC will operate without financial gain for its members. Any profit to the organization will be used in promoting its purpose.

3.2 Our Objectives

In doing so, our unified objectives would be to:

- PROMOTE the spirit of volunteerism among parents and the community in school activities
- SUPPORT and maintain an environment which is conducive to improving student learning, create a sense of

belonging and promote school effectiveness.

- ENHANCE lines of communication among parents/ guardians, administrators, teachers and children in the school community
- PROVIDE a vehicle for transmitting student and parental ideas, recommendations and concerns to school administration, school board committees or the board itself, as appropriate
- PROVIDE input into decisions made by the school administration, the Board and the Ministry
- PARTICIPATE in the school improvement planning process
- RAISE money through the fund-raising committee of the RHPSPAC to supplement the school's budget to support the School Improvement Plan

ARTICLE 4 – COMPOSITION OF SCHOOL COUNCIL

4.1 Membership

The number of persons elected, acclaimed or appointed shall be as follows:

Voting Privilege Positions:	Maximum #
• Parents/guardians	15
• 1 Teaching Staff Representative (1 Vote only)	2
• 1 Community Member	up to 1
• School Principal (no Vote)	1
• Vice Principal (no Vote)	1

Optional Positions (and Non-Voting)

- Student Representative(s) 4

General Membership

- All parents/guardians of students who attend Rick Hansen Public School; all staff of Rick Hansen Public School; and any community member are welcome.

4.2 Parent Members

A majority of the members of the RHPSPAC shall be parents of students who are enrolled in the school. The number of parents will be up to 15.

A person is not qualified to be a parent member of the Rick Hansen School Council if:

- a. He or she is employed at the school and is a member of a bargaining unit, an administrator or a manager.
- b. He or she is not employed at the school, but is employed elsewhere by the Board, unless he or she takes reasonable steps to inform parents that he or she is an employee of the Board.

4.3 Community Representative

The number of community representatives shall be up to one (1).

A community representative who is appointed by the members of the RHPSPAC cannot be employed at the school as

a member of a bargaining unit, an administrator or a manager and if employed in such a capacity elsewhere in the Board must inform the other members of the RHPSPAC of his or her employment in advance of the appointment.

4.4 Teaching Staff Representative

The teacher representative shall be one teacher, or their designate, who is employed at the school, other than the principal or vice- principal, who is determined by the teaching staff employed at the school.

4.5 Support Staff Representative

The support staff representative shall be up to one person, or their designate, who is employed at the school, other than the principal or vice-principal or any other teacher, who is determined by the support staff employed at the school.

4.6 Principal

The principal of the school is a member of the RHPSPAC.

4.7 Student Representative

A student representative from the Rick Hansen Public School Student Council (hereinafter referred to as "Student Council") will be called upon on an as needed basis.

4.8 Trustees

A member of the Board of Trustees cannot be a member of a School Council.

4.9 Terms of Office

Officers (RHPSPAC Members) shall hold office for a period of one (1) year, unless an officer resigns or is removed

ARTICLE 5 - ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

5.1 Chair/ Co-Chair(s)

The chair/ co-chair(s) of the RHPSPAC shall:

- Call and chair meetings in conjunction with the principal, a minimum of four times per year as per YRDSB NP #262
- Be responsible for preparing the agenda for each meeting in consultation with the Principal and distributing the agenda
- Participate in information and training programs including professional development for School Councils
- Communicate and consult with the school Principal or Vice Principal, Parent Community, the community at large, Senior Board Staff, Trustees and others required
- Ensure the constitution is reviewed annually
- Ensure fundraising activities, management of the proceeds of fundraising and all expenditures are in accordance with applicable Board policies and procedures
- Actively support RHPSPAC initiatives and Rick Hansen Public School events
- Review, with the Treasurer, the RHPSPAC accounts
- Prepare and submit the RHPSPAC Annual Report to the Board
- Attend all meetings and ensure the minutes of RHPSPAC meetings are recorded and distributed
- Have a working knowledge of the RHPSPAC Constitution
- Be visible and available to the school community

5.2 Treasurer

The Treasurer of the School Council shall:

- Attend all meetings and submit books, invoices, receipts and statements as required
- Provide current financial reports at each RHPSPAC meeting
- Maintain financial records for the RHPSPAC including all subcommittees
- Manage the collection of funds from all events
- Ensure, maintain and manage RHPSPAC 'float'
- Provide financial statements for audit

5.3 Secretary

The Secretary of the School Council shall:

- Record all Executive decisions, motions and carry out other secretarial functions of the RHPSPAC such as, but not limited to:
 - Attend all RHPSPAC meetings
 - Record attendance and prepare minutes of the meetings of the RHPSPAC
 - Submit draft, unapproved meeting minutes to the entire RHPSPAC for review within 7 days of meeting
 - Instruct RHPSPAC members to provide their edits (if any) and their approval of the draft (with the caveat that their edits will be made and included in the final) within 3 days of receiving the draft
 - Monitor edits and approvals
 - Finalize and distribute the approved minutes to the RHPSPAC members, Principal and school secretary within 14 days of meeting for posting to bulletin board and school website,
 - Place the RHPSPAC minutes on the RHPSPAC bulletin board in two forms: unapproved within 7 days; approved within two (2) weeks after RHPSPAC Meeting.
 - Place minutes in the RHPSPAC binder (kept in RHPSPAC mailbox)
 - Distribute information as necessary (agenda, minutes, etc.)
 - Record all alterations to the Constitution

5.4 Principal

The Principal shall:

- Facilitate the establishment of the RHPSPAC and assist in its operation
- Support and promote the RHPSPAC's activities
- Act as a resource on Board policies/ procedures and collective agreements
- Obtain and provide information for the RHPSPAC to enable it to make informed decisions
- Maintain regular communication with the Chair/ Co-chairs of the RHPSPAC
- Encourage the participation of parents, students as appropriate and community members
- Approve all printed materials from the RHPSPAC distributed throughout the school, as per the Board's policy
- Inform the Chair/ Co-Chairs of significant events that impact the school community

5.5 Council members:

The members of the RHPSPAC are accountable to the constituents they serve and shall:

- Maintain a school-wide perspective on issues
- Regularly participate in RHPSPAC meetings
- Participate in information and training programs as needed
- Act as a link between the RHPSPAC and the community
- Encourage the participation of parents and of others within the school community

- Familiarize themselves with the RHPSPAC constitution
- Participate on sub-committees and assist with tasks of the RHPSPAC
- Be regularly accessible via email and respond to queries promptly

5.6 Student Representative:

- Act as a liaison between the students of Rick Hansen Public School and the RHPSPAC
- Be appointed by the Student Council or elected by the student body

ARTICLE 6 - CODE OF ETHICS

6.1 Conduct

RHPSPAC members will:

- Maintain a school-wide perspective on issues
- Respect and support one another
- Be succinct, courteous and non-judgmental in their interactions with others
- Attend meetings regularly and promptly
- Maintain confidentiality at all times; refrain from discussing individual students, parents or York Region District School Board employees at RHPSPAC meetings
- Identify conflicts of interests
- Support the decision-making process and operating norms established by the RHPSPAC

6.2 Failure of conduct

If a RHPSPAC Member fails to conduct him/herself in a manner that is in keeping with the Code of Ethics, the Council Chair or Council Co-Chair and the Principal or the Vice Principal will discuss the matter privately with the member and refer the matter to the RHPSPAC as a whole, if necessary.

ARTICLE 7: SUB-COMMITTEES/ STANDING COMMITTEES/ TASK GROUPS

7.1 Establishment

At any meeting of the school year, sub-committees/standing committees/Task Groups (herein referred to as "committee") may be formed to:

- a) Conduct more detailed or in-depth work than is possible during council meetings;
- b) Make recommendations to the Council; and
- c) Keep the Council informed of issues and developments in its' particular area.

7.2 Membership

- a) Each committee must include at least one parent member of council.
- b) People who are not elected or appointed members RHPSPAC may be members of committees.

7.3 Chairs of Committees

- a) Any committee with more than three (3) members must appoint a chairperson from amongst its members (chairpersons need not be RHPSPAC members) and must keep and make available to the RHPSPAC minutes of all committee meetings.
- b) Committee chairpersons will be responsible for reporting back to the RHPSPAC as requested by the RHPSPAC Chair/Co-Chairs or designate(s).

ARTICLE 8 - ELECTION AND TERMS OF OFFICE

8.1 Election Process of Council Members

RHPSPAC members shall be acclaimed or elected during the first 30 calendar days of each school year on a date that is established by the Principal of the school:

- a) Nomination forms shall be included in the Rick Hansen Public School "Book of Forms" distributed to students to be taken home during the first week of the school year.
- b) The nomination deadline shall be one week following the distribution of the nomination forms.
- c) If the number of candidates does not exceed 15, then all candidates shall be acclaimed.
- d) If the number of candidates exceeds 15, a process will be established and announced by the Principal

8.2 RHPSPAC Members

Each parent/ guardian seeking election as RHPSPAC members:

- Must be nominated or self-nominated in writing
- Must have a child registered at the school
- Declare if he or she is employed by the Board

Each RHPSPAC member will:

- a) Hold office from the later of either:
 - The date s/he is elected or appointed, and
 - The date of the first meeting of the school council after the election is held during the school year; until the date of the first meeting of the school council after elections are held in the next school year
- b) Be able to be re-elected or re-appointed in subsequent years

8.3 Election of Executive

At the beginning of each school term the executive positions will be decided:

- These positions include: the Chair and/or Co-Chairs, Treasurer and/or Co-Treasurer and Secretary and/or Co-Secretaries
- The role of Chair and/or Co-Chair of the RHPSPAC must be filled by a parent member of the RHPSPAC.
- Any member of the RHPSPAC can fill the role of Treasurer or Secretary (i.e., parent member, community member or staff member).
- A person who is employed by the Board and is a member of a bargaining unit, an administrator or a manager cannot be the Chair or Co-Chair of the RHPSPAC.
- These positions can be acclaimed or elected often in consultation/ discussion with the principal
- Acclamations are considered when the members seeking executive positions is equal to, or less than the number of executive positions on the council
- Executive members will be able to be re-elected or re-appointed in subsequent years

8.4 Vacancies in membership of school council

- When the number of parent members drops below 8, the vacancies will:
 - be posted **OR**
 - the Rick Hansen School Council will leave the position open until the next September **OR**
 - the Rick Hansen School Council may appoint a parent
- If an election is held to fill a vacancy in the membership of the RHPSPAC, the above stated conditions for

eligibility apply. Vacancies do not prevent the RHPSPAC from exercising its authority.

8.5 Vacancies in executive positions

- Office vacancies will be filled as soon as possible from within the existing membership of the council.
- If the role of Chair or one of the Co-Chairs becomes vacant, the Co-Chair will assume the Chairmanship.
- If both Co-Chair positions become vacant they must be filled by a parent member.
- Any member of the RHPSPAC can fill the roles of Treasurer or Secretary (i.e., parent member, community member or staff member).

8.6 Resignations

- Anyone who is a member of RHPSPAC, except the Principal, may resign their position by writing of a letter of resignation to the Chair/ Co-chairs

8.7 Removal of RHPSPAC Members

A RHPSPAC member may be removed from his/her position for any of the following reasons:

1. The RHPSPAC member is proven to have mismanaged or misappropriated funds controlled by RHPSPAC.
2. The RHPSPAC member misses 3 consecutive meetings without prior notice of extenuating circumstances given in advance to the Chair/Co-Chairs or designate(s), and shall undertake to replace that person according to the process as decided by the RHPSPAC.

Officers may run again in successive and subsequent years.

ARTICLE 9 - PROCEDURE AND OPERATING GUIDELINES

9.1 Meetings

- All meetings of the RHPSPAC shall be held at Rick Hansen Public School or another YRDSB school with written notice to members and community, one (1) month in advance of the scheduled meeting.
- All activities must be in compliance with Board policies
- All meetings will adhere to defined quorums

9.2 Timetable of Meetings

- As per Board policy, the RHPSPAC will hold a minimum of four (4) meetings per year that are open to the public and in a location accessible to the public
- At the last meeting of the current school year, a timetable will be created which states the meeting dates agreed to for the following year
- It is recognized that the timetable may change at any time
- The date, time and agenda will be made available to the public, optimally at least one (1) week prior to the scheduled meeting

9.3 Meeting Agenda

Agenda items must be submitted to the Chair/ Co-chairs two (2) weeks prior to regularly scheduled meetings

The agenda will be developed in consultation with the Principal and Chair/ Co-chairs

9.4 Minutes

Minutes shall include: motions, decisions and actions to be taken

Members of RHPSPAC must inform the Chair/Co-chair if they are going to be absent from a RHPSPAC meeting prior to the meeting start

9.5 Quorum

A quorum for a general meeting will consist of:

- At least 50% of RHPSPAC members
- Majority of which must be parents
- The School Principal or delegate
- A meeting of RHPSPAC can be held if there is no quorum but all decision making will be deferred.

9.6 Decision- Making Format - Consensus

- After due process, and whenever possible, decisions of the RHPSPAC are best reached by consensus
- Consensus is a collective opinion or general agreement by all the members such that the members can live with the opinion and publicly support the decision.
- If RHPSPAC members perceive himself or herself to be in conflict of interest, he/she is honour-bound to declare the conflict and abstain for the decision-making process

9.7 Decision- Making Format - Vote

If a decision cannot be reached by consensus and a vote is necessary, the following will occur at the Chair/Co-Chair's discretion:

- I. Each member of the RHPSPAC is entitled to one (1) vote in votes taken by the RHPSPAC (except the Principal, who does not vote and the teachers, who have a combined one (1) vote)
- II. Only RHPSPAC members are eligible to vote
- III. 2/3 majority shall carry the motion
- IV. Parent representatives must form the majority of the quorum
- V. RHPSPAC members may vote via email or other means
- VI. The decision is postponed to another meeting
- VII. The issue will be deferred to a special meeting or a committee

9.8 Conflict of interest

- The RHPSPAC will abide by any conflict resolution policy issued by the Board (YRDSB #512)
- If an individual RHPSPAC member perceives 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
- RHPSPAC members cannot receive any remuneration for their work as a member of RHPSPAC
- The RHPSPAC will undertake to resolve all internal conflicts within its mandates in a timely manner

9.8 Conflict Resolution

- The RHPSPAC will undertake to resolve all internal conflicts within its' mandate in a timely manner.
- The RHPSPAC will abide by any conflict resolution policy issued by the Board.

ARTICLE 10 - FINANCIAL ACCOUNTABILITY

10.1 Financial Accountability

- The RHPSPAC shall maintain transparent financial accountability at all times.
- The RHPSPAC shall keep an accurate record of income and disbursements which can be available to public record upon request
- All funds raised by RHPSPAC belong to Rick Hansen Public School and will be used for the needs of the students of Rick Hansen Public School
- When money is being counted a minimum of two (2) people are present at all times, one (1) of which needs to be a RHPSPAC member and will take place on the premises of Rick Hansen Public School

ARTICLE 11 - AMENDMENTS AND BY-LAWS

- The RHPSPAC Constitution should be reviewed annually by the RHPSPAC.
- Any proposed changes or additions must be submitted in writing, hard or email copy, to the RHPSPAC
- Constitutional amendments need a 2/3 majority to be passed and will not be implemented until the following school year

ARTICLE 12 – RECOMMENDED PRACTICES

While lacking the full authority of the Constitution, the following outlines recommended practices:

FUNDRAISING PROTOCOL

- The RHPSPAC must approve, in principle, all fundraising on an annual basis
- The RHPSPAC along with Rick Hansen Public School staff and Rick Hansen Public School families will provide input on the allocation of funds raised

Fundraising is:

- Based on Board Policy #676.0
- Balanced against a concern to meet school needs and not overburden the school community
- Optional for the school community
- In keeping with the RHPSPAC Corporate Donations Policy
- NOT to promote competitive sales or to display business logo's as per Board policy; organizations and companies that give support will be publicly recognized for their contributions
- NOT to promote door to door sales as per Board policy
- NOT for individual gain such that a member of the RHPSPAC or parent may derive financial benefit from any fundraising activity for Rick Hansen Public School; members of RHPSPAC are expected to declare any potential conflict of interest in a fundraising activity

12.1 Disbursement and Allocation of Funds

- All money must be collected before the end of the school year. The majority of the funds should be dispersed or allocated to a specific purpose before the end of the school year.
- At the end of each school year, no more than 10% of funds up to a maximum of \$1000 shall be carried over to the next school year without a designated purpose and/or allocated to a specific initiative.