

ROBERT MUNSCH PUBLIC SCHOOL
School Advisory Council Constitution
Approved January 15, 2015

ARTICLE 1: NAME AND ADDRESS

The organization:
Robert Munsch P.S
395 King Street East
Mount Albert ON
L0G 1M0
905-473-0110
Rmpsy.com
@rmpsy

ARTICLE 2: MISSION STATEMENT

To encourage all families to become involved in the life of Robert Munsch PS to support student achievement and well being.

ARTICLE 3: PURPOSE & OBJECTIVES

1. To support and participate in the school's literacy, numeracy and character development.
2. Encourage effective parental and community involvement in the education of children.
3. Provide a means for ongoing communication and consultation between all partners in education.
4. Provide input into decisions made by the school administration, the Board and the Ministry.
5. Encourage effective parental involvement by focusing on the following areas:
communicating, volunteering, decision-making, collaborating with community, and learning at home.
6. Facilitate the building of a viable school community which works together in the best interests of our students and their education.
7. To be consulted in the process and criteria applicable to the selection and placement of principals and vice principals.
8. To promote and maintain contact with other school councils.

ARTICLE 4: PROCEDURES & OPERATING GUIDELINES

The operational procedures of this council are outlined in YRDSB Procedure #262, see Appendix 1 (attached).

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

1. A person is qualified to be a parent/guardian member of a school council if he or she is a parent/guardian of a pupil who is enrolled in the school.
2. The number of community representatives will be a minimum of 1 and not to exceed 4.
3. A student representative should be part of the school council and will be appointed by the principal.

4. Other members such as teacher representatives, support staff representatives and principal shall be elected/appointed in accordance with YRDSB Policy #262.

ARTICLE 6: SCHOOL ADVISORY COUNCIL MEMBERS

- Are accountable to the constituents they serve
- Maintain a school-wide perspective on issues
- Participate regularly in council meetings
- Participate in meetings and information & training programs
- Act as link between council and the community
- Encourage the participation of parents from all groups and of other people within the school community
- Are willing to be an equal and share in the duties and initiatives undertaken by the council

ARTICLE 7: ELECTIONS

7.1 Election sub-committee

- Elections for council typically occur in September. Notification by the previous year's chair, to the community to notify them of election procedures and election date(s), location and time, at least fourteen days in advance of the election

At the initial meeting for the new school year the following will occur:

- provide nomination forms to any interested attendee
- conduct the election by 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
- notify all individuals standing for election of the results before the results are released to the school community

7.2: Date

Elections for council membership shall take place annually, no later than 35 days after the start of the school year. At least fourteen school days notice shall be give to the general school population that the election process will take place.

7.3: Election procedures for parent members

Each parent seeking election must be nominated or self-nominated in writing, must have a child registered at Robert Munsch PS Public School, and must declare if he or she is employed by the Board.

7.4: Acclamation

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

7.5: 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 it is the chair him/herself who is resigning, s/he will submit the letter of resignation to the entire council itself.

7.6 Removal

The council may choose to remove from council any member (ex. who misses ____ consecutive meetings) and shall undertake to replace that person according to Article 6.4 Vacancies.

7.7: Vacancies

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

The Council will fill positions that become vacant due to resignation or removal as soon as possible by:

- offering the person with the next largest number of votes who was not elected the opportunity to accept the position
OR
notifying all parents of the vacancies and requesting applications by interested volunteers
- calling an election if there are more applications than positions
- appointing a parent member when no more candidates are available

ARTICLE 8: EXECUTIVE

8.1: The executive of the Council shall consist of:

Chair or Co Chairs
Secretary
Treasurer

8.2: Chair

The Chair/Co Chairs shall:

- call and chair meetings
- prepare a meeting agenda in consultation with other Council members and the Principal
 - ensure that the minutes of the meetings are recorded and maintained
 - coordinate the activities of the Council and subcommittees of the Council
 - communicate with the principal
 - communicate with the community
 - prepare the council annual report as required by the Board
 - liaise with the trustees and board as required
 - ensure that Council constitution and by-laws are reviewed each year

8.5: Secretary

The Secretary shall:

- record attendance and minutes of the meetings of the Council
- distribute the minutes by email to all Council members
- supply a soft copy of the minutes to the school within 14 days of the meeting
- distribute reminders by email to the Council members about upcoming meetings along with the agendas for that meeting
- maintain a binder of key Council documents (minutes, constitution, flyers, etc.) so any parent can review them if desired
- ensure that all records are kept in a safe place

8.6: Treasurer

The Treasurer shall:

- prepare a Treasurer's report and distribute copies to attendees at each Council meeting
- prepare the Annual Council Treasurer's report as required by the Board
- keep full and accurate accounts, receipts, disbursements and books belonging

to the Council

ARTICLE 9: SUB-COMMITTEES

9.1: Establishment

Committees and sub-committees would be formed, if applicable, at the end of the present school year.

Sub-committees will be formed as the need arises and as determined by council

9.2: Sub-Committee Membership

- each sub-committee must contain at least one parent member of council.
If a council member is not available to sit on a committee at the end of the school year, one would be appointed in September.
- persons, who are not members of council, may be members of sub-committees

ARTICLE 10: MEETINGS

10.1: Timetable of Meetings

- 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 minimum of four (4), to a maximum of eight (8) meetings per year must be held
- a copy of these dates and times will be included in communication(s) to the families of the school
- it is recognized that the timetable may change at any time

10.2: Quorum

A meeting will have quorum if:

- the majority of Council members are present and the majority of those present are parents
- 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 council members.

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

- 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 sub-committee

10.4: Conflict of Interest

If the 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.**

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 1 AGENDAS & MINUTES

12.1: Agendas

Agenda items should be submitted to the chair(s) in advance of the meeting. The chair(s) will set the agenda with the principal prior to the meeting.

12.2: Minutes

- minutes shall be available in the school prior to the next meeting of the council
- the minutes shall include motions, decisions and actions to be taken
- members shall aim to inform the chair(s) if they are going to be absent from meetings.

ARTICLE 13: CONSTITUTIONAL AMENDMENTS

- the school council will review the constitution every year within the first three months of the new council 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
 - constitutional amendments need a 2/3 majority to be passed

ARTICLE 14: PROTECTION OF SCHOOL ADVISORY COUNCIL MEMBERS

The York Region District School Board holds liability insurance undertaken on behalf of all Councils and as such, members of the Robert Munsch Public School Council are not personally liable for decisions and activities undertaken in relation to the Council, with the exception of any willful, destructive or dishonest act or neglect performed by a particular Council member(s) for which that person(s) will be held accountable.

ARTICLE 15: STANDING COMMITMENTS

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