

**Silver Stream P.S.
School Council Constitution
June 12, 2012**

Article 1: Name and Address

The organization will be known as Silver Stream P.S. School Council. The members of the school council shall be responsible for maintaining the constitution.

Silver Stream P.S.
180 Farmstead Road
Richmond Hill, ON
L4S 2K9
Tel: (905) 508-5696

Article 2: Mission Statement

Our school council is a collaborative and co-operative body whose mission is to facilitate a liaison between parents and teachers to achieve the highest possible standards of education in an inviting and wholesome environment.

Article 3: Purpose and Objectives

1. Encourage affective parental involvement of all members in the school community by focusing on the following areas: parenting skills, communicating, volunteering and learning at home.
2. Provide a means for communication and dialogue between all partners in education.
3. Participate in the school improvement planning process.
4. Provide input into decisions made by the school administration, the Board and the Ministry.
5. Co-ordinate school services and family and community partnerships related to health, recreation, social and educational programs for children.

Article 4: Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #236, see Appendix 1. 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 number of parents on the school council should be a minimum 6 and will be a maximum of 15.

5.2: Number of Community Representatives

The number of community representatives can be 1 to 2

5.3: Student Representative

The Principal may appoint a student representative.

5.4: Other Members

Other members such as teacher representative and support staff Representative 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

1. 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.
2. 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.
3. The school council shall form an election committee in May or June, to plan the election process for the following year. Members running for an Executive Officer position on Council cannot be a member of the election committee. The spouse of those running for an Executive position cannot be part of the election committee. Executive Officers of the Council are: Chair, Co-chair, Treasurer and Secretary.
4. 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 fourteen days in advance of election;
 - Request a profile from 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;
 - 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 members may seek additional terms of office.

- School council members should maintain a school-wide perspective on issues

6.4: Vacancies in Membership

- A vacancy in the membership of a school council does not prevent the council from exercising its' authority.

- If parent member's position remains vacant on council, 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 largest number of votes who was not elected, the opportunity to accept the position.
 - 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.
 - When no more candidates are available, council may appoint a willing parent as school council member.
- Vacancies will only be filled until June of the current year.

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.
- If someone resigns, the position vacated can be replaced according to Article 6.4: Vacancies.

6.6: Removal

The council may choose to remove from council any member who missed 2 consecutive meetings without sending regrets and may undertake to replace that person according to Article 6.4: Vacancies.

Article 7: Executive

7.1: Chair/Co-Chair

At the elections, council will elect a chair or two co-chairs.

An employee of the Board cannot be a chair.

7.2 Other Officers

Following the election of the chair, or two co-chairs, the council will elect or appoint the following officers:

Secretary and Treasurer

7.3: Vacancies in Office

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

Article 8: Sub-Committees

8.1: Establishment

At the first meeting of the school year, sub-committees may be formed to:

- Conduct more detail or in-depth work than is possible during council meetings,
- Make recommendations to the council,
- Keep the council informed of issues and developments in its particular area.
- Additional sub-committees will be formed by council as the need arises.

8.2: Sub-Committee Membership

- Each sub-committee must contain at least one parent member of council.
- Persons, who are not members of council, may be members of sub-committees.
- Members of the sub-committee are to assist with tasks of the committee and are accountable to the members of the school council.

8.3: Chairs of Sub-Committees

Each sub-committee will appoint its own chair.

Article 9: Meetings

9.1: Timetable of Meetings

- At the first meeting of the new school year, a schedule of meeting dates will be agreed upon.
- A copy of these dates and times will be included in communication(s) to the families of the school.
- It is recognized that the dates may change at any time.
- A copy of the list of dates and times of meetings will be sent to the local trustee.

9.2: Quorum

A meeting will have a quorum if:

- The majority of council members are present
- AND
- The majority of these present are parents.

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. Consensus is a collective opinion or general agreement by ALL the 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 51% majority shall carry the vote
- To defer the issue to the next meeting
- To defer the issue to a special meeting
- To defer the issue to a sub-committee
- To make a final decision together with the Principal

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: Financial Reporting

10.1: Fund Management

The School Council establishes a plan outlining the purpose and intended use of funds raised. The treasurer re-counts the funds collected through School Council activities and fundraising. Once the cash/cheques are counted, a deposit envelope should be provided to the Elementary Office Administrative Assistant (EOAA) for final re-count before deposit in the school bank account.

10.2: Disbursement

A cheque request voucher form approved by the Chair or Treasurer and Principal with the original receipt(s) should be provided by the treasurer to the EOAA for expense reimbursements. The Principal and the EOAA are the signing authorities on the account. A record of motions is maintained of approval for School Council expenditures. The Principal makes the final approval so that expenditures comply with Ministry regulations and Board policies.

10.3 Treasurer's Report

School Council fund records are maintained on the Board's accounting system. The treasurer will ask for a monthly summary from the EOAA. All money must be submitted to the EOAA by the end of the year.

Article 11: Agenda and Minutes

11.1: Agendas

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

11.2: Minutes

- Minutes shall be approved at the next council meeting.
- The minutes shall include motions, decisions, and actions to be taken.

Article 12: Constitutional Amendments

- The school council will review the constitution every two years 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 or via email.
- Constitutional amendments need a majority vote to be passed.

SILVER STREAM SCHOOL COUNCIL

GROUP NORMS

June 12, 2012

- **Respect, Trust, Acceptance, Caring, and Support each other.**
- **Positive Communications**
- **Start and End meetings on time**
- **Listen to Completion & Respond constructively**
- **Support...Challenge...Counter... decision making**
- **Appreciate alternative approaches and move forward**
- **Take Responsibility for actions**