


**WHSAC**

Whitchurch Highlands School Advisory Council

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WHSAC Constitution

# Constitution of the Whitchurch Highlands School Advisory Council

## Introduction

Whitchurch Highlands Public School (built in 1968) brought together approximately eight outlying community schools. As a result, these communities were uniquely combined under one roof to serve the educational needs of the student population. The school operates under the direction of the York Region District School Board.

## Article 1: Name

The name of the school advisory council shall be WHITCHURCH HIGHLANDS SCHOOL ADVISORY COUNCIL (WHSAC).

## Article 2: Statement of Intent

The WHSAC is founded in an effort to:

- Operate for the benefit of the school with its community, under Board and Ministry guidelines.
- Enhance a learning environment that reflects ideas, interests and concerns of students, parents, guardians, teachers, and members of the school community.
- Foster cooperation between parents, guardians, teachers, staff and school community in the learning and guidance of all students.
- Provide a communication network that promotes discussion and cooperation between parents, guardians, teachers, school community and the York Region District School Board.



## **Article 3: Roles, Responsibilities, Procedural and Operating Guidelines of School Council**

School councils are advisory bodies. A school council will provide advice to the school principal where appropriate and, to the school board on any matter that relates to student learning. Notwithstanding the above, confidential personnel matters may not be addressed by school councils.

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, York Region District School Board Policies and Procedures and Staff Collective Agreements.

## **Article 4: Membership**

### **4.1: Number of Parent Members**

Membership to WHSAC shall be a minimum of six (6) and a maximum of twelve (12) elected parents/guardians of children enrolled in Whitchurch Highlands Public School.

### **4.2: Number of Community Representatives**

The number of community representatives will be 1.

### **4.3: Student Representative**

The Principal will appoint the student representative.

### **4.4: Other Members**

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

### **4.5 The Executive**

At the first meeting after the elections, the council will elect the following:

- one chair or two co-chairs;
- a secretary; and
- a treasurer.

Officer vacancies will be filled as soon as possible according to article 6.6.

An employee of the Board cannot be chair.

## **Article 5: Fiscal Year End**

WHSAC is a registered charity with a fiscal year end of June 30<sup>th</sup>.

## **Article 6: Elections**

### **6.1 Nominating Committee**

The Nominating committee shall be comprised of one (1) members from the council and a maximum of two (2) from the Volunteer Committee.

The Nominating Committee shall solicit and accept nominations for School Council membership.

### **6.2 Date**

Elections for School Council shall take place annually, not later than September 30<sup>th</sup>. At least fourteen (14) days notice shall be given to the General School Population that the election/acclamation process will take place.

### **6.3: 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.

### **6.4: 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.

### **6.5 Term of Office**

The term of office for elected and appointed members of the Council should be for up to one (1) years with the term to begin by October 1<sup>st</sup>.



Elected and appointed members may seek additional terms of office. The Student Council chair or co-chair may serve as chair/co-chair for three (3) terms.

It is suggested the term of office should be staggered with approximately half the members being elected each year.

#### **6.6: 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.

#### **6.7: 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 will be filled according to Article 6.6 Vacancies.

#### **6.8: Removal**

The council may choose to remove from council any member who misses three (3) consecutive meetings and shall undertake to replace that person according to Article 6.6: Vacancies.

### **Article 7: Meetings**

#### **7.1: Frequency of Meetings and Special Meetings**

The School Council shall meet a minimum of four times a year at 7 p.m. on a day determined by mutual agreement. Special meetings may be called by the Chair or upon request of three officers with notice of said meeting given to the school parent/guardian and school community e.g. in local paper, stores, etc. no later than one week in advance.

The School Council's meetings are open to all members of the school community.

The Principal or designate must be present at all meetings of the School Council.

### **7.2: Timetable of Meetings**

At the first meeting of the new school year, a timetable will be finalized which states the meeting dates agreed to for that school year.

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.

### **7.3: Quorum**

A meeting will have quorum if:

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

A meeting of council can be held if there is no quorum but all voting will be deferred.

### **7.4: 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 a 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

### **7.5: 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 8: Subcommittees**

### **8.1: Membership**

Each Subcommittee shall have a Coordinator. Subcommittees must include at least one parent member of council and may include persons who are not members of the school council.

### **8.2: Duties**

These Subcommittees will schedule meetings and shall, as much as possible, notify members and School Advisory Council of date, time and places. The Coordinators will submit reports of their meetings to the Secretary. Subcommittees may include, but not be limited to, Fundraising and Volunteer Recruitment.

As part of their responsibilities, subcommittee coordinators shall prepare a budget to submit to the treasurer no later than three (3) weeks prior to the last council meeting in June.

### **8.3 Forming Subcommittees**

Subcommittees may be formed by contacting the School Council. The proposed Subcommittees shall submit a Statement of Intent. The goals shall reflect the intent of the Council. (See Article 2)

## **Article 9: Communications**

### **9.1: General**

WHSAC shall send monthly news items through the school newsletter to all of its members to keep them informed of activities and decisions and shall give written notice of all forthcoming meetings.

### **9.2: Minutes**

Copies of the Minutes of all WHSAC meetings shall be kept in the WHSAC binder. The WHSAC binder shall be kept in the Council file cabinet and may be requested by any member of the school community.

### **9.3: Financial Reporting**

The Treasurer shall prepare a monthly treasurer's report consisting of a bank reconciliation dated the first of every month with current adjustments noted to reflect an updated balance and account activity since the previous report. Presentation will be at the Council meeting. This report will be included in the Minutes and available to the membership as outlined in 9.2 above. The Treasurer shall prepare full financial statements within thirty

(30) days of the fiscal year-end. This report will be available to the Membership on request, as well as posted in the WHSAC binder. A copy should be sent to the newly elected Chair/Co-Chairs.

## **Article 10: 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.

## **Article 11: 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.
- Constitutional amendments need a 2/3 majority to be passed.

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