



William Berczy Public School
School Council Constitution

DRAFT
May 31, 2016

William Berczy Public School

School Council Constitution

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William Berczy Public School

School Council Constitution

Article 1: Name and Address

The organization will be known as William Berczy School Council (herein referred to as the School Council). The members of the School Council shall be responsible for maintaining the constitution.

William Berczy Public School
120 Carlton Road
Unionville, Ontario
L3R 1Z9
(905)477-2047

Article 2: Mission Statement

Our School Council believes that collaborative partnerships among the school, the family and the community are essential to improving student learning. Our aim is to achieve the highest possible standards of education in an open, trusting environment that promotes learning in our diverse community.

Article 3: Purpose and Objectives

1. Provide positive and innovative advice into decisions made by school administration, the Board, and the Ministry.
2. Participate actively and support the School Plan for Continuous Improvement.
3. Encourage shared responsibility for student learning among students, parents, and teachers.
4. Support school, family, and community partnerships that assist and encourage effective parental involvement in the education of their children.
5. Provide a means of regular communication and dialogue between all partners in education.
6. Encourage contact with other School Councils.
7. Fundraise to enhance the school life of our students.

Article 4: Procedures and Operating Guidelines

School Councils are advisory bodies. A School Council will provide advice to the school principal and, where appropriate, to the Board on any matter that relates to student learning. Notwithstanding the above, confidential personnel matters may not be addressed by School Councils. Nor are School Councils to discuss confidential information on individual students.

If confidential information is divulged at a meeting, the chair will instruct Council members to keep the information confidential, request that members of the public keep information confidential, ensure that the minutes do not refer to the indiscretion, and determine if further action needs to be taken.

The operational procedures of this School Council comply with the procedures outlined in York Region District School Board (YRDSB) Procedure #262. All recommendations and activities of the School Council shall comply with all Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements.

Article 5: Membership

ALL ARE WELCOME! All parents/guardians who have children registered at WBPS – are welcome to attend any and all general School Council Meetings. An open invitation and agenda will be sent to the community (by the school) prior to each general School Council Meeting. There shall be no more than one voting parent member on the School Council from any one household.

5.1: Number of Parent Members

Membership will be defined at the beginning of the school year based on the outcome of the School Council election process as outlined in Article 7.

5.2 Student Representative

The principal may appoint a student representative from the group of students elected to the Student School Council, and they will be encouraged to attend School Council meetings, if they are available.

5.3: Number of Community Representatives

The number of community representatives will be 1 if available.

5.4: Other Members

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

5.5: Roles and Responsibilities of all School Council Members

- regularly attend and participate in School Council meetings
- maintain a school-wide perspective on issues
- help to achieve the goals established by the School Council
- encourage the participation of all parents and of other people within the school community
- School Council members are encouraged to participate in one or more of School Council's sub-committees (see article 8), and assist with tasks of the committee(s) and of School Council as required

Article 6: Executive Membership

6.1: Officer Positions

The School Council Executive will consist of a Chair OR 2 Co-Chairs, Vice-Chair OR 2 Co-Vice-Chairs, Secretary OR 2 Co-Secretaries, and Treasurer OR 2 Co-Treasurers.

6.2: Roles and Responsibilities

The Chair or 2 Co-Chairs of the School Council shall:

- call School Council meetings (minimum 4 per year) in consultation with the principal
- communicate with parents about matters under consideration by the School Council
- in consultation with the principal and Executive members, prepare the agenda for School Council meetings and ensure it is distributed to School Council members seven days prior to an upcoming meeting
- chair School Council meetings according to the agenda
- ensure the minutes of School Council meetings are communicated appropriately to School Council members within 14 days (max) following each School Council meeting
- ensure the William Berczy School Council Constitution by-laws are reviewed every two years and are readily available to the school community
- communicate with and provide advice to the school principal on behalf of the School Council
- participate in information sessions and Council Forums
- consult with senior Board staff and trustees, as required
- after consultation with the Executive and the principal, have the authority to approve expenditures up to \$300, between School Council meetings

The Vice-Chair OR 2 Co-Vice Chairs of the School Council shall:

- assist the Chair of the School Council in carrying out his/her responsibilities
- act on behalf of the Chair/Co-Chair in the event of his/her absence
- perform duties of Secretary and Treasurer in their absence

The Secretary OR 2 Co-Secretaries of the School Council shall:

- record, maintain and distribute minutes (final draft) of meetings to School Council members and the school community within 14 days (max) following each meeting
- prior to the final draft, provide a draft of minutes to the Executive for approval
- receive membership applications and establish the membership list for distribution
- maintain all Council communications in the School Council Documentation binder in the office
- keep School Council Executive and membership lists up to date
- determine who is eligible to vote at the outset of each meeting
- confirm that a quorum is present at a School Council meeting if a formal vote is required

The **Treasurer OR 2 Co-Treasurers** of the Council shall:

- be a lead on the Finance Sub Committee and work in consultation with the EOAA
- request the school EOAA (Elementary Office Administrative Assistant) to prepare financial updates for the treasurer to report to council at each meeting
- review the record of all receipts and disbursements of School Council, and the reconciliation of the School Council funds for the current fiscal year
- collect all monies in the name and credit of William Berczy School Council and provide these funds to the principal or their delegate to deposit
- approve the disbursement of funds as voted by the School Council after reasonable consultation with the principal. In the event of an emergency, disbursements may be approved by the executive in consultation with the principal
- school administration is responsible for providing a copy of the financial statements for current fiscal year (July - June) for school council's review

6.3: Guidelines for Executive

- the Executive members have the responsibility of facilitating the operation of the School Council
- in addition to the specific responsibilities of each position, roles and responsibilities are as outlined for all School Council members
- the Executive defers to the School Council as a whole for all decisions made on behalf of the School Council
- an employee of the YRDSB cannot be the Chair/Co-Chair
- term of office is October of the current year through September of the following year
- in consultation with the principal, the outgoing Executive, if available, are required to facilitate the first meeting in September
- Executive members must inform the Chair/Co-chairs if they are going to be absent from a School Council meeting

Article 7: Elections

7.1: Election Timetable

Elections must be held during the first 30 calendar days of each school year, as outlined in YRDSB Procedure #262.

7.2: Election Procedures for Parent Members

- all parents/guardians of children registered at William Berczy Public School are invited to become School Council members – and membership is OPEN to all at any time during the year
- parent member elections shall be by acclamation
- each parent/guardian seeking election must be nominated or self-nominated using the **School Council Candidate Nomination Form** (included in the School Start Up Package for all YRDSB schools), must have a child registered at the school, and must declare if he or she is employed by the YRDSB
- application forms are requested at, or prior to, the first School Council meeting in September – and are handed out to all students/families the first week of school
- the outgoing members of the Executive shall administer the membership process as outlined above
- the names and number of parent members forming the School Council shall be determined and communicated at the first School Council meeting – following the new school year School Council Executive Election

7.3: Election Procedures for Executive Members

- at the first meeting in September, following the acclamation of parent members, the assembled School Council will entertain nominations for Executive positions
- nominations will be made on a volunteer basis, and Executive appointments shall be by acclamation when the number of candidates is not more than one for each position
- each parent/guardian seeking election for an Executive position 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 YRDSB
- an employee of the YRDSB cannot seek election as the Chair/Co-Chair
- if more than one member seeks nomination for a particular Executive position, election procedures will be as follows:

1. Each School Council member shall be entitled to one vote for each vacant Executive position on the School Council.
2. The outgoing members of the Executive shall form the election committee, however, no one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
3. Where at least two of the outgoing Executives cannot be available to for the election committee, an ad hoc committee will be formed by a minimum of two School Council members.
4. The election committee shall:
 - a) Conduct the elections by secret ballot.
 - b) Count the ballots.
 - c) Shall notify all individuals standing for election and all School Council members of the results.

7.4: Terms of Office

- term of office for parent members is one year, September through June
- acclaimed parent members of School Council may seek additional terms of office
- term of office for Executive members is one year, October through September
- elected and acclaimed Executive members may seek additional terms of office **however**, the Chair/Co-Chair may only serve for a maximum of 2 consecutive terms of office in the same Executive position
- if a Chair/Co-Chair is not elected, the outgoing Chair would be invited or requested by Council to take on the position on a temporary basis until the position is filled

7.5: Vacancies

- a vacancy in the membership of the School Council does not prevent the School Council from exercising its' authority
- a vacancy on the Executive does not prevent the School Council from exercising its' authority
- positions that become vacant due to resignation or removal shall be filled as soon as possible by:
 1. Offering the person with the next largest number of votes who was not elected, the opportunity to accept the position.
 2. Where there are not enough candidates to fill the vacancies, notice will be sent to all School Council members informing them of the vacancies and applications by interested volunteers will be sought.
 3. If there are more applications than positions, an election will be called as per the guidelines in Article 7.3.
 4. When no more candidates are available, the School Council may appoint parent members.

7.6: Resignations

Any School Council member, except the principal, may resign his/her position by submitting a letter of resignation to the Chair/Co-Chairs.

Article 8: Sub-Committees

8.1: Establishment

Sub-committees will be formed to:

- conduct more detailed or in-depth work than is possible during School Council meetings
- make recommendations to the School Council
- set out timelines to achieve their established goals
- keep School Council informed of issues and developments in its committee at Council meetings when necessary
- execute planned activities

Sub-committees of the William Berczy Public School Council may include:

1. Constitution Review
2. Finance
3. Grade Eight Graduation

4. Pro Grant (Parents Reaching Out Grant)

5. Pizza Lunches

6. Pasta Lunches

...and other sub-committees based on parent interest and school priorities.

8.2: Sub-Committee Membership

- each sub-committee should have at least one parent member of School Council
- all School Council members are encouraged to participate in one or more sub-committees and assist with tasks of the committee as required
- persons, who are not members of School Council, may be members of sub-committees
- meetings shall be governed by the same normative rules that govern the council with respect to membership, attendance, and voting

8.3: Chairs of Sub-Committees

- each sub-committee will nominate its own chair
- the Chair of the sub-committee should report to School Council when necessary
- may have access to the School at any time for subcommittee meetings (in consultation with Admin)
- will provide committee updates at each General meeting
- are encouraged to write reports/communications to the Chair to be shared with the Principal for inclusion in school communications.

8.4: Other Sub-Committees

Additional sub-committees may be formed as the need arises.

Article 9: Meetings

Guided by *Norms and Behaviour and Practice* as per YRDB School Council Handbook.

9.1: Dates of Meetings

- the School Council will meet at 7:00 pm on the first Tuesday or Wednesday of each month from October through June
- a copy of these dates and times will be included in communication(s) to the families of the school and posted to our school website
- it is recognized that the dates of meeting may change at any time
- at Election Night – the future Council dates are determined (a minimum of 4 meetings per school year)

9.2: Quorum

A meeting will have quorum if:

1. the majority of School Council members are present AND
2. the majority of those present are parents

A meeting of School Council can be held if there is not quorum but all voting will be deferred.

9.3: Decision-making

The preferred method to resolve issues on School Council is by consensus. Consensus is a collective opinion or general agreement by all the School Council members.

In the case where a decision cannot be reached through consensus, the Chair/Co-Chairs may decide on one of the following:

1. 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
2. to defer the issue to the next meeting
3. to defer the issue to a special meeting
4. to defer the issue to a sub-committee

9.4: **Conflict of Interest**

- if individual School 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
- School Council members cannot receive any remuneration for their work as a member of Council

9.5: **Conflict Resolution**

- the School Council will undertake to resolve all internal conflicts within its' mandate in a timely manner
- the School Council will abide by any conflict resolution policy issued by the YRDSB
- at times, the School Council Executive may choose to meet to resolve internal Council Executive conflicts (aside from a General Council Meeting)
- minutes shall be recorded and shared if needed as decided upon by Council Executive
- if conflicts are not resolved internally, Council Executive members may seek support from Trustee or School Superintendent - and collaboration with the School Principal if needed or requested.

Article 10: Financial Records

10.1: **Disbursement and Allocation of Money**

All money must be collected by the end of the year. Funds should be dispersed or allocated to a specific purpose by the end of the year.

Article 11: Agendas and Minutes

11.1: **Agendas**

- agenda items should be submitted to the Chair/Co-Chairs one week prior to the School Council's next meeting
- the Chair/Co-Chairs will set the agenda with the principal, prior to the meeting
- the agenda will be made available to members and posted prior to the School Council meeting

11.2: **Minutes**

- minutes shall be posted on the school website prior to the next School Council meeting – and are kept in the office in the School Council binder

Article 12: School Council Documentation Binder

This binder is housed in the school office and is to include our YRDSB School Council Handbook, relevant Council communications and documents including PRO Grant information as well as the Annual School Council Report.

12.1: **Constitution**

- a copy of the Constitution is kept in the *School Council Documentation Binder* and on our school website
- School Council will review the constitution a minimum of every two years or as the need arises
- the Constitution committee can perform the review and bring proposed amendments to the School Council for voting
- amendments to the constitution must be presented to the School Council, at a regularly scheduled School Council meeting
- constitutional amendments need a 2/3 majority to be passed

Article 13: Protection of School Council Members

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