

# **William Berczy Public School School Council Constitution**

## **Article 1: Name and Address**

The organization will be known as William Berczy Public School Council. The members of the school council shall be responsible for maintaining the constitution.

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## **Code Of Operating Ethics:**

We are a community of learners: students, staff, parents working together to encourage the best in each of us. We are committed to preparing students for a society in which diversity is recognized, respected and valued. To assure a culture conducive to the development of its members, we believe in the principles essential to democratic citizenship and to life-long learning. We strive to achieve our personal attributes academically, socially and emotionally in a safe environment.

## **Purpose and Objectives:**

-Provide for a means of regular communication and dialogue between all partners in education.

-Facilitate the building of a thriving school community which works together in the best interest of our students and their education.

## **Article 2: Procedures and Operating Guidelines**

**The operational procedures of this council are outlined in the YRDSB Policy and Procedure #262, available on the Board's website. 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.**

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### **Article 3: Membership**

**The school council shall be comprised of:**

3.0 The School Principal

3.1 The number of parents must be at least three

#### **And may include:**

3.2 The number of community representatives will be at least one

3.3 The principal shall appoint the student representative(s)

3.4 One teaching staff

3.5 One support staff

### **Article 4: Elections**

4.1 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.

4.2 Election Procedures

**-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.**

4.3 Terms of office

-Elected and appointed members may serve an unlimited number of terms in their present position, unless uncontested, may be extended with council election and approval.

4.4 Vacancies and 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 another person the opportunity to accept the position. School council may appoint parent members.

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### 4.5 Resignations

-Anyone who is a school council member, except the Principal, may resign their position by writing a 'Letter of Resignation' to the chair.

## **Article 5: The Executive**

### 5.1 The Chair

-At the elections, the council will elect one chair and /or two co-chairs.

-An employee of the Board may not be the Chair.

### 5.2 Other Officers

-At the first meeting of the year, the council will elect a secretary and treasurer and / or two co-secretaries and two co-treasurers.

### 5.3 Voting Members

-At the first meeting of the year, the council will elect SIX (6) voting members. The voting members have the responsibility to vote and advise on matters brought forward during council meetings. Voting members will be required to be in attendance of a minimum of 4 school council meetings during each school year.

### 5.4 Vacancies in Office

-Officer vacancies will be filled as soon as possible according to Article 5.1 and 5.2.

## **Article 6: Sub-Committees**

6.1 At the first meeting of the school year, sub-committees (in accordance with our 'School Improvement Plan') may be formed to conduct more in- depth work or to make recommendations to the council.

6.2 Keep council informed of issues and developments in its particular area. Additional sub-committees may be formed as the need arises.

**Sub-committees must include at least one parent member of council and may include persons who are not members of the school council.**

## **Article 7: Meetings**

### 7.1 Timetable

-At the first meeting of the new school year, future meeting dates and times will be agreed upon, communicated to the school community and shared with the local Trustee and Superintendent of Schools for the area.

## 7.2 Quorum

-A quorum will be a decision making body if the Principal is present (or an appointed representative), the majority of council members are present and the majority of those are parents.

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

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### 7.3 Agendas

- The Agenda will be set by the Chair with the Principal.
- New business will be added to the end of the Agenda.

## **Article 8: Conflict**

### 8.1 Conflict of Interest

-If individual 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.

### 8.2 Conflict Resolution

-The council will undertake to resolve all internal school council conflicts within its mandate in a timely manner.

## **Article 9: Financial Records**

### 9.1 Audit

-A regular update and sharing of council financial records will be made and recorded.

## **Article 10: Constitutional Amendments**

Constitutional amendments need a 2/3 majority to be passed.

**Footnote: All items in bold are mandated and cannot be changed. The following items are bylaws which must be included but the wording may be changed: 4.2, 4.4, 8.1, 8.2.**

**Footnote: In matters requiring clarification, authority shall be found in the York Regional District School Board's "School Council Handbook" and Procedure # 262 and also by the Ontario Ministry of Education's: "School Councils: A Guide For Members" and Regulation # 612.**

**Footnote: This Constitution will be reviewed on a yearly basis by a sub-committee and recommendations submitted to the main body of the School Council for approval.**