

**Unionville Meadows Public School
School Council**

Constitution

ARTICLE 1: NAME AND ADDRESS..... 2

ARTICLE 2: MISSION STATEMENT..... 2

ARTICLE 3: PURPOSE AND OBJECTIVES..... 2

ARTICLE 4: PROCEDURES AND OPERATING GUIDELINES 2

ARTICLE 5: MEMBERSHIP 2

 5.1: NUMBER OF PARENT MEMBERS 3

 5.2: NUMBER OF COMMUNITY REPRESENTATIVES 3

 5.3: STUDENT REPRESENTATIVE 3

 5.4: OTHER MEMBERS..... 3

ARTICLE 6: ELECTIONS..... 3

 6.1: ACCLAMATIONS 3

 6.2: ELECTION PROCEDURES FOR PARENT MEMBERS..... 3

 6.3: TERMS OF OFFICE..... 3

 6.4: VACANCIES IN MEMBERSHIP 4

 6.5: RESIGNATIONS 4

 6.6: REMOVAL..... 4

ARTICLE 7: EXECUTIVE 4

 7.1: CHAIR/CO-CHAIR..... 4

 7.2: OTHER OFFICERS..... 5

 7.3: VACANCIES IN OFFICE..... 5

ARTICLE 8: SUB-COMMITTEES 5

 8.1: ESTABLISHMENT 5

 8.2: SUB-COMMITTEE MEMBERSHIP 5

ARTICLE 9: MEETINGS..... 5

 9.1: TIMETABLE OF MEETINGS 5

 9.2: QUORUM 6

 9.3: DECISION-MAKING 6

The preferred method to resolve issues on council is by consensus. Consensus is a collective opinion or general agreement by ALL the council members..... 6

 9.4: CONFLICT OF INTEREST 6

 9.5: CONFLICT RESOLUTION..... 6

ARTICLE 10: FINANCIAL RECORDS 6

ARTICLE 11: AGENDAS AND MINUTES..... 6

 11.1: AGENDAS 7

 11.2: MINUTES 7

ARTICLE 12: CONSTITUTIONAL AMENDMENTS..... 7

Unionville Meadows Public School School Council

Constitution

Article 1: Name and Address.

The organisation will be known as Unionville Meadows P.S. School Council. The members of the school council shall be responsible for maintaining the constitution.

Unionville Meadows P. S. *School Council*
355 South Unionville Ave.
Markham, Ontario. L3R 5C8
905-479-4795

Article 2: Mission Statement

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

Article 3: Purpose and Objectives

1. Encourage effective parental involvement in the education of their children.
2. Provide a means for regular communication and dialogue between all partners in education.
3. Participate in the school improvement planning process.
4. Provide meaningful consultation and extensive involvement of all members of the school community.
5. Foster parental and community involvement in education.
6. Encourage meaningful involvement of all members of the school community in support of student learning.
7. Provide input into decisions made by the school administration, the Board and the Ministry.
8. Encourage effective parental involvement by focusing on the following areas: parenting skills, communicating, volunteering, learning at home, decision making and collaborating with community.
9. Help to co-ordinate the services for school, family and community partnerships related to social, health, recreational and nutrition programs that assist in the education of children.
10. Facilitate the building of a viable school community, which works together in the best interests of our students and their education.

Article 4: Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #262, 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

Unionville Meadows Public School School Council

Constitution

5.1: Number of Parent Members

The number of parents on the school council will be 12.

5.2: Number of Community Representatives

The number of community representatives will be 1 or 2.

5.3: Student Representative

The Principal will appoint the student representative from the Student Council

5.4: Other Members

Other members such as teacher representatives, support staff representative and principal 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 strike an election committee in May, to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
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;
 - Keep all the results and related information confidential.
 - Only release the names of successful candidates. 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.

Unionville Meadows Public School School Council

Constitution

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 positions remain 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.
 - When no more candidates are available, council may appoint parent members.
 -
- Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

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 will be filled according to Article 6.4 Vacancies.

6.6: Removal

The council may choose to remove from council any member who misses 3 consecutive meetings and shall undertake to replace that person according to Article 6.4: Vacancies.

Article 7: Executive

7.1: Chair/Co-Chair

At the first council meeting after the election, the Council will elect/appoint a chair or 2 co-chairs.

An employee of the Board cannot be chair.

The Chairperson shall:

- a) call Council meetings.
- b) prepare the agenda for Council meetings in consultation with the Principal and Council Members.
- c) provide Council Members with any additional reading materials that may be necessary for meetings.
- d) chair the meetings.
- e) ensure the minutes of the meetings are recorded and maintained by the Council Secretary.
- f) participate in information and training programs.
- g) communicate with the school Principal.
- h) ensure there is regular communication with the school community.
- i) ensure that the Principal approves all printed materials prior to distribution.
- j) consult with senior board members and trustees (as necessary) and prepare any written

Unionville Meadows Public School School Council

Constitution

- reports or letters required as a result of Council business.
- k) support and promote the activities of the school.
 - l) prepare the annual report for the Director of Education that will include information as directed by the Board's Education Policy.

7.2: Other Officers

At the first meeting of the school year, the council will elect or appoint the following officers:

Secretary and Treasurer.

The Secretary shall:

- a) post the agenda and distribute a copy to Council Members and the school community one week prior to the meeting.
- b) regularly participate in Council meetings.
- c) provide council members with any additional reading materials that may be necessary.
- d) record minutes of the meetings in a professional and objective manner.
- e) publish and distribute copies of the minutes within one week of the meeting.
ensure that copies of the minutes of the Council meetings are kept in the Council Binder in the main office.

The Treasurer shall:

- a) regularly participate in Council meetings.
- b) prepare monthly financial statements for Council.
- c) maintain sufficient documentation and support for these financial statements.
prepare or cause to be prepared the annual financial statement.

7.3: Vacancies in Office

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 detailed 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.

8.2: Sub-Committee Membership

- each subcommittee must have a member of council on it
- parents not on council may be members of sub-committees
- chairs for sub-committees will be appointed by council

Article 9: Meetings

9.1: 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.

Unionville Meadows Public School School Council

Constitution

- 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.
- 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 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.

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 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

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 Records

10.1: All financial records will be maintained as part of the school financial program.

10.2: An audit will be performed as per the regular business practices of the YRDSB.

Article 11: Agendas and Minutes

Unionville Meadows Public School School Council

Constitution

11.1: Agendas

- Agenda items should be submitted to the chair one 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 posted in the school prior to the next meeting of the council.
- The minutes shall include motions, decisions and actions to be taken.
- Members of the council must inform the chair if they are going to be absent from a council meeting.

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