

Roy H. Crosby P.S.
School Council Constitution

Last Revised May, 2009

Approved _____

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Article 1: Name and Address

The organization will be known as Roy H. Crosby School Council. The members of the School Council shall be responsible for maintaining the constitution.

Roy H. Crosby P.S.
115 Drakefield Road
Markham, Ont. L3P 1G9
(905) 294-2910

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 inviting and wholesome environment.

Article 3: Purpose and Objectives

1. To support improved student learning and develop an increased sense of shared accountability for public education.
2. Encourage effective parental involvement in the education of their children.
3. Provide a means for regular communication and dialogue between all partners in education.
4. Participate in the school improvement planning process.
5. Provide input into decisions made by the school administration, the Board and the Ministry.
6. Facilitate the building of a school community, which works together in the best interests of our students and their education.
7. Fundraise to enhance the school life of our students.

Article 4: Procedures and Operating Guidelines

The operational procedures of this Council are outlined in YRDSB Procedure #262. 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
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: Number of Community Representatives
The number of community representatives will be 1 if available.
- 5.3: Other Members
Other members such as teacher representative, support staff representative and principal shall be elected/appointed in accordance with YRDSB Policy #262.
- 5.4: Roles and Responsibilities of all Council Members
- regularly attend and participate in Council meetings
 - maintain a school-wide perspective on issues
 - help to achieve the goals established by the Council
 - encourage the participation of all parents and of other people within the school community
 - additionally, council members are encouraged to participate in one or more of Council's standing committees (see article 8), and assist with tasks of the committee(s) and of Council as required

Article 6: Executive

- 6.1: Officer Positions
The Council Executive will consist of a Chair, Vice-Chair, Secretary, and Treasurer.

6.2: Roles and Responsibilities

The Chair of the School Council shall:

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

The Vice-Chair of the Council shall:

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

The Secretary of the Council shall:

- record, maintain and distribute minutes of meetings within seven days following each meeting
- receive membership applications and establish the membership list for distribution
- keep 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 Council meeting if, as and when voting is required

The Treasurer of the Council shall:

- keep a proper record of all receipts and disbursements of Roy H. Crosby School Council for the current fiscal year
- prepare financial updates for each meeting
- deposit all monies in the name and credit of Roy H. Crosby School Council in such bank or trust company as designated by the Council
- disburse funds as directed by the Council. In the event of an emergency, disbursements may be approved by the executive
- be one of the Council's signing officers together with the Chair or Teaching representative
- be responsible for obtaining a review of the financial statements for current fiscal year (July - June)

6.3: Guidelines for Executive

- (b) The Executive group has the responsibility of facilitating the operation of the Council, but have no additional powers over and above the broader School Council
- (c) The responsibilities of the individual Executive representatives are as outlined above; individuals holding these positions have the same decision making powers and responsibilities as all other Members of Council
- (d) The Executive defers to the Council as a whole for all decisions made on behalf of the Council
- (e) An employee of the Board cannot be the Chair
 - Nominations for Executive positions will be made on a volunteer basis
 - Executive appointments shall be by acclamation when the number of candidates is not more than one for each position
 - If more than one member seeks nomination for a particular Executive position, election procedures will be as outlined in Article 7.3

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

- Parent member elections shall be by acclamation
- 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
- Application forms are requested at, or prior to, the first Council meeting in September
- The outgoing members of the Executive shall form an election committee to administer the membership process and count and record ballots
- The names and number of parent members forming the School Council shall be determined and communicated at the first Council meeting in September
- Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent membership position on the Council
- If a Council member misses three (3) consecutive meetings, his/her name will be deleted from the active list, unless they have made a request to the Chair that they remain active, and such request is accepted as valid
- All parents are invited to attend Council meetings and speak to issues, but voting will be restricted to active Council members

7.3: Election Procedures for Executive Members

- (b) At the first meeting of council in September, following the election of parent members, the assembled Council will entertain nominations for Executive positions
- (c) 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 Board
 - An employee of the Board cannot seek election as the Chair
 - If more than one member seeks nomination for a particular Executive position, election procedures will be as follows:
 - a. Each Council member shall be entitled to one vote for each vacant Executive position on the council
 - b. The Council shall form an election committee to execute the election process
 - c. The outgoing members of the Executive shall form the election committee, however, no one standing for the election, or the spouse of anyone standing for election, shall be a member of the election committee
 - d. Where at least two of the outgoing Executives cannot be available to form the election committee, an ad hoc committee will be formed by a minimum of two Council members
 - e. The election committee shall:
 - (a) conduct the elections by secret ballot
 - (b) count the ballots
 - (b) shall notify all individuals standing for election and all Council members of the results

7.4: Terms of Office

- Elected and appointed parent members of Council may seek additional terms of office
- Elected and appointed Executive members may serve for a maximum of 3 consecutive terms of office in the same Executive position

7.5: Vacancies

- A vacancy in the membership of the School Council does not prevent the Council from exercising its' authority
- Positions that become vacant due to resignation or removal shall be filled as soon as possible by informing the parent community of the vacancy/vacancies and accepting applications from interested volunteers, if there are more applications than positions, an election will be called.
- A vacancy on the Executive does not prevent the council from exercising its' authority
- Positions that become vacant due to resignation or removal shall be filled as soon as possible by:
 - (a) offering the person with the next largest number of votes who was not elected, the opportunity to accept the position.
 - (b) where there are not enough candidates to fill the vacancies, notice will be sent to all Council members informing them of the vacancies and application by interested volunteers will be sought.
 - (c) if there are more applications than positions, an election will be called.
 - (d) when no more candidates are available, council may appoint parent members.

7.6: Resignations

Any Council member, except the principal, may resign his/her position by submitting a letter of resignation to the chair.

7.7: Removal

Any current Council member who misses 3 Council meetings during the current term of the Council, will lose their voting privileges, for the remainder of the current term

Article 8: Standing Committees

8.1: Establishment

The following standing committees will be formed to:

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

a. Standing Committee Mandates

Communication

The Communication Committee will facilitate the sharing of information about council plans and activities between the full council, the committees and the greater parent community. The committee will create increased feedback mechanisms to collect input from the greater parent community. Together, these will make possible a two-way relationship where council is able to ensure that all activities reflect the greater community. These efforts will be done in harmony with the mission, vision and values of the school and council

Community Outreach

The goal of the Community Outreach Program is to foster our students' awareness of the community's needs and the positive impact their actions can have on their community and on themselves. The Roy H. Crosby teacher's Character Education Committee will identify charitable organizations, programs and/or needs within the various communities (ie. locally, nationally, and internationally). Each Month, they will choose a character trait which the school will focus on, and pair it with a specific 'organization or program' to be the recipient of that month's Outreach. The School Council Community Outreach Committee will act in support of the Character Education Committee's initiatives as needed. This may include advice, suggestions, research, administration, etc.

Environment

In collaboration with students and staff of RHC, the Environment Committee will develop and implement environmentally friendly initiatives, which will continue to foster environmental awareness in our students and our community. This commitment will also involve efforts to keep the school grounds neat and clean by educating the students to respect their environment.

Fundraising

The School Council evaluates fundraising needs on a year-to-year basis. The Fundraising Committee will develop a plan to meet the fundraising requirements. The Fundraising Committee Chair will present the plan to the Council for consideration. Upon acceptance by the Council, the committee will execute the plan as required. The Fundraising Committee will set up a reference binder outlining all fundraising ideas/successes for future reference.

Governance

This Committee exists to ensure that the Constitution of the RHCSC remains vibrant, reflecting and representing all members of the School Community and entrenches the principles of inclusion and renewal. This group, among other things, will review the constitution annually, co-ordinate and run elections, deal with requests for comment by the School board as directed by the School Council. In addition to this, the committee will work with the Principal to communicate the Council priorities for the School Plan for continuous improvement.

Health and Safety

This Committee will work with the parent community and the administration/board in identifying and solving health and safety issues affecting the students at Roy H Crosby Public School. The Committee will encourage the development of a network of parents with common health and safety concerns (e.g. Transportation, volunteers and visitors - in the school, children with anaphylaxis, etc) as a means of achieving a safer and healthier school community.

Finance Committee

The Finance Committee will include the Treasurer. This committee, together with the treasurer, will ensure that all financial statements, records and reporting is completed in an expeditious and accurate manner, as required of School Councils, by board and ministry requirements. This committee will serve as an internal audit group for the School Council who will, as such, review year-end financial reports and schedules to ensure they are completed accurately and submitted to the board as required.

8.3: Standing Committee Membership

- Each sub-committee must contain at least one parent member of Council
- All council members are encouraged to participate in one or more standing committee and assist with tasks of the committee as required
- Persons, who are not members of 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

8.4: Chairs of Standing Committees

- Each sub-committee will nominate it's own chair
- Approval of that nomination rests with the council

8.5: Other Committees

Additional committees may be formed as the need arises.

Article 9: Meetings

9.1: Timetable of Meetings

- The Council will meet at 7:15 pm on the first Tuesday of each month from September through June
- 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

9.2: Quorum

A meeting will have quorum if:

- (a) the majority of Council members are present AND
- (b) the majority of those present are parents

A meeting of 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 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:

- (a) 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
- (b) to defer the issue to the next meeting
- (c) to defer the issue to a special meeting
- (d) to defer the issue to a standing 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: Signing Authorities

- The principal, the treasurer, and the chair can be signing authorities
- Two of the three signatures will be required on the account, one of which must be the Principal's

10.2: 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 one week prior to the Council's next meeting
- The chair will set the agenda with the principal, prior to the meeting
- The agenda will be made available to members and posted prior to the Council meeting

11.2: Minutes

- Minutes shall be posted in the school prior to the next meeting of the Council
- Minutes shall be posted on the school website prior to the next Council meeting
- Minutes shall be in reasonable detail to record key issues discussion, positions advanced, and motions passed, and shall be provided within 5 days of meeting
- Executive members must inform the chair if they are going to be absent from a Council meeting

Article 12: Constitutional Amendments

12.1: Constitution

- The School Council will review the constitution every two years or as the need arises
- The Governance committee can perform the review and bring proposed amendments to the 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