

Adam Scott CVI School Council Constitution

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Article 1. Name

1.1 The organization shall be Adam Scott CVI School Council, hereafter referred to as Council.

Article 2. Purpose and Scope of Council

2.1 Council is in place to support student success and enhance accountability of the education system to parents by making recommendations to the Principal and the school board.

2.2 Council may advise on the following:

- o School and learning environment
- o Curriculum and program
- o School code of conduct
- o School improvement plan
- o School dress code
- o Fundraising activities
- o School leadership
- o School-community communication strategies
- o Extra curricular activities
- o School-based services and community partnerships related to social, health, recreational, and nutritional programs
- o Community use of school facilities
- o Coordination of local services for children and youth
- o Board policies

Article 3. Membership

3.1 Members of the School Council shall include:

- o Parents/guardians of students enrolled in the school (recommended minimum 7)
- o A community representative or representatives
- o A student from the school
- o A teacher from the school
- o A support staff member from the school

3.2 Parents and guardians shall form the majority of the Council.

3.3 The Council aims to have a minimum of 13 members and a maximum of 20. If these numbers are not possible, Council may continue to function as long as parents/guardians form the majority of membership.

3.4 Names of voting members of Council shall be produced annually and retained 7 years.

Article 4 Roles

4.1 The Principal shall:

- o Attend all meetings unless unable to do so
- o Assist in the establishment and operation of the Council
- o Support and promote Council activities
- o Distribute and post information from the school, the Board, and the Ministry
- o Seek input from Council on school policies and guidelines, new initiatives, improvement plans, and communication
- o Consider recommendations made by Council and advise Council of actions taken
- o Act as a resource and provide, where reasonable, information requested
- o Maintain an ongoing communication with the Council Chair

4.2 The Chair shall:

- o Call the Council meetings
- o Prepare the agenda for meetings in collaboration with the Principal
- o Chair the Council meetings
- o Ensure the minutes and financial records are recorded and maintained
- o Maintain ongoing communication with the Principal
- o Encourage community representation and facilitate communications with parents and community
- o Ensure representation at Regional School Council meetings
- o Prepare an Annual Report for presentation at the final meeting of the year

4.3 The Vice Chairperson shall:

- o Fulfill duties of the Chair in the Chair's absence

4.4 The Secretary shall:

- o Record and report, without prejudice, the proceedings of the Council
- o Distribute the minutes and agenda to Council members prior to the meetings
- o Prepare correspondence on behalf of Council
- o Work with Principal to ensure electronic posting, on school sites, of approved agenda and minutes

4.5 The Treasurer shall:

- o Receive and bank monies owed to Council or arrange electronic deposits/payments with administration
- o Keep full and accurate accounts of monies received/disbursed for Council
- o Share with Council a list of the signing officers and bank account(s) numbers
- o Present a completed financial statement at the final Council meeting of the year
- o Act in accordance with the guidelines for School Generated Funds document

4.6 All Members shall:

- o Attend and participate in Council meetings either in person or virtually
- o Participate in information and training programs as needed
- o Act as a link between the Council and the community

- o Welcome participation of parents/guardians/community members from all groups
- o Follow Board policies and procedures and comply with applicable legislation
- o Act in good faith

Article 5. Election Procedures

- 5.1 Elections shall occur within the first 30 days of the start of each school year.
- 5.2 Each parent/guardian seeking election must be nominated or self nominated, must have a child registered at the school, and must self declare if employed by the Board.
- 5.3 Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on Council.
- 5.4 An Election Committee may be struck by Council to help plan the election, gather nominations, and run the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the Election Committee.
- 5.5 If struck, the Election Committee shall:
 - o Provide nomination forms
 - o Ensure the school community is notified of election procedures, date, location, and time at least 14 days in advance of the election
 - o Request a profile from candidates and make these available to voters
 - o Conduct the elections by secret ballot
 - o Help the Principal notify all candidates of the results
 - o Keep all results and related information confidential
- 5.6 If Council, instead, chooses to hold the parent/guardian election at the first meeting of the new school year, nominations will be accepted until voting begins, provided the person nominated is present and agrees or the person is not present but has provided prior written consent to the Chair to stand for election; voting will be by a show of hands.
- 5.7 Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by Council for use in case of a vacancy.
- 5.8 All individuals standing for election shall be notified of the results before the results are released to the school community, or, in the case of 5.6, a show of hands, simultaneously as the vote concludes.
- 5.9 The Council shall help the Principal ensure that the names of new members are publicized to the school community within 30 days of the election.
- 5.10 The Principal will ensure that elections of teaching and non-teaching staff to the Council are carried out each September by each of the constituent groups; student representatives will be appointed by Student Council.
- 5.11 At the first meeting of the new Council at the beginning of the school year, the Council shall set dates, times, and locations for its meetings throughout the year.

Article 6. Filling Vacancies

- 6.1 Should an elected parent/guardian Council position become vacant before the next election, Council shall fill the vacancy by appointment from the non-elected candidates from the previous election.
- 6.2 If none of the previous candidates remain interested in becoming a Council member, Council may ask other interested parent/guardians from the school community to submit their names for consideration. Council shall then appoint one of those interested.
- 6.3 When a vacant seat on Council is filled, the new member's term shall expire at the time of the next election.

Article 7. Conflict of Interest

- 7.1. Members of Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have a vested interest, stand to benefit either directly or indirectly from decisions of Council.
- 7.2 A member shall exclude him or herself from discussions and resolutions in which:
 - o A conflict of interest is likely to result
 - o The member's ability to carry out his or her duties and responsibilities as a member of Council may be jeopardized
 - o The Council member, relatives, or a business entity in which the member may have an interest, may gain benefit or benefit directly or indirectly as a result of actions that may be taken by the Principal or the Board in response to advice the Council provides
- 7.3 A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

Article 8. Conflict Resolution

- 8.1 Every Council member will be given an opportunity to express concern or opinion about an issue at dispute.
- 8.2 Speakers to an issue will maintain a calm and respectful tone at all times.
- 8.3 Speakers will be allowed to speak for a reasonable length of time without interruption.
- 8.4 The Chair's responsibility is to clarify statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all.
- 8.5 If all attempts at resolving the conflict have failed, the Chair shall request the intervention of a superintendent or other Board administrator to facilitate conflict resolution.

Article 9. Quorum

- 9.1 A quorum shall consist of 50 percent of the voting members plus one.
- 9.2 In the absence of a quorum, any business requiring decisions by either consensus or vote must be deferred to the next meeting.

Article 10. Governance

- 10.1 The Council shall act in a transparent manner.
- 10.2 The Council will always endeavour to consider the needs and best interests of students.
- 10.3 Where possible the Council will meet in person but may also meet virtually as required at the call of Chair in collaboration with the Principal.

Article 11. Decision Making

- 11.1 The Council shall make every attempt to reach decisions by consensus.
- 11.2 If consensus is impossible, Roberts Rules of Order will be used for decisions requiring a vote. All Council members/designates present at the meeting will be eligible to vote and existence of a quorum is required before a vote is taken.
- 11.3 Each Member of the School Council is entitled to one (1) vote in votes taken by Council.
- 11.4 Motions will be deemed to be passed by a majority ($\frac{1}{2}$ of members present plus 1) vote.
- 11.5 The Chair will refrain from voting unless the Chair's vote must be cast to break a tie.
- 11.6 In the event that a time-sensitive decision is required prior to a Council meeting, an eVote or email vote will be allowed at the call of the Chair in collaboration with the Principal.
- 11.7 A formal motion and vote will be taken for any decision affecting the withdrawal of School Council funds.
- 11.8 A formal motion and vote will be taken to accept the minutes.
- 11.9 The Principal and Vice Principals of the school are not entitled to vote in votes taken by the School Council or by a committee of the School Council.

Article 12. Communications

- 12.1 Within 30 days of election of a new Council, the new Council will create and follow a communications plan to raise awareness of Council activities and increase parental involvement.

Article 13. Financial Accountability

- 13.1 Council shall become familiar with and act in a manner consistent with the Ontario Association of School Business Officials Finance Committee Guidelines for School Generated Funds document.
- 13.2 Purchases approved by council shall be made by authorized staff members using a P card or purchase order. School council members shall not make council-related purchases directly.

Article 14. Making Amendments

- 14.1 From time to time, amendments may be necessary to Council's constitution. Any amendments to this constitution must have a minimum of two-thirds ($\frac{2}{3}$) of Council in favour of the amendment. Notice of intent to amend the constitution, along with specific details, must be provided at least one meeting prior to any vote.

