

Courtice North School Council Constitution

The **Name** of the School Council for Courtice North Public School shall be the Courtice North School Council.

Mission

Our School Council exists to assist in improving achievement for all students at Courtice North Public School. This Council also endeavours to ensure a safe, positive learning environment that nurtures the development of the whole person and ensures respect for all.

The **Objectives** of the School Council are as follows:

- To act in an advisory capacity and provide input working with school and Board administration.
- To promote activities that will increase school pride, wellness and student and parental involvement.
- To actively promote effective communication within the Courtice North School Community.

The Council shall advise on the following:

- School and learning environment
- Curriculum and program
- Communication and promotion of school activities
- School code of conduct
- School improvement plan
- School dress code
- Fundraising activities
- School leadership
- School/community communication strategies
- Extra-curricular activities
- School-based services and community partnerships related to social, health, recreational and nutritional programs
- Board policies

The **Membership** of the School Council shall not exceed a maximum of 24 Members and shall, if possible, not be less than eleven (11) Members, provided that in all cases the number of parent Members must be the majority.

School Council shall include:

- Parents/Guardians (of students enrolled in the school)
- Community representatives
- A teacher
- A support staff member

In addition, the School Council may include two (2) student representatives.

Criteria for Operation of the School Council

The School Council shall, in all of its activities, comply with the Education Act, Municipal Freedom of Information act, Protection of Privacy Act and relevant regulations and directives from the Kawartha Pine Ridge District School Board and shall maintain the highest ethical standards.

COURTICE NORTH SCHOOL COUNCIL

The Kawartha Pine Ridge District School Board supports and encourages the responsible and active advisory role of School Councils.

Guiding Principles

1. School Councils are advisory bodies; and as such, will provide guidance to the principal and; where appropriate, to the school board as priorities develop.
2. Education is an essential partnership which requires communication, recognition and involvement of all school staff, parents, students and community representatives.
3. School Council goals should be student focused, esteem-building and relevant to the parent and/or child.
4. School Council's policy will define the roles and expectations of its members.
5. Appropriate in-service opportunities will be made available.
6. Regular review of School Council activities is necessary to evaluate and respond to the changing needs of students, parents, schools and communities.
7. School Councils should endeavour to have their memberships reflect the diversity of the school communities.

Code of Ethics

All School Council Members shall:

- a) Work with the guidelines as outlined by Board Policy B-6.1: School Councils
- b) Respect the rights, opinions and contributions of all members of the school community
- c) Encourage and support a positive, collaborative working relationship among council members
- d) Accept and share responsibility for the recommendations of the School Council
- e) Support and apply the democratic process
- f) Be guided by the principles of honesty, integrity, fairness & good faith.
- g) Consider the best interests of all students.
- h) Focus meeting discussions and activities on matters of school/community concerns rather than single issues.
- i) Respect and apply the principles of confidentiality and privacy.
- j) Declare any conflict of interest arising from council involvements.
- k) Accept no payment for council activities.

COUNCIL MEMBERS

All Members shall:

- Shall hold office for a period of one year
- Attend and participate in Council meetings
- Participate in information and training programs as needed
- Act as a link between the council and the community
- Welcome the participation of parents/guardians from all groups and of other people in the community
- Follow Board policies and procedures and comply with applicable legislation
- Act in good faith

Executive Members

When possible, officers shall have served on Council for a minimum of 1 year prior to holding executive positions.

The School Council shall elect the following members:

- Chair
- Vice-Chair or Co-Chair
- Secretary
- Treasurer

Executive Roles

The Principal shall:

- Attend all meetings unless unable to do so by reason of illness or other cause
- Assist in the establishment and operation of School Council
- Support and promote school council activities
- Distribute and post information from the school, the Board and the Ministry of Education
- Seek input from Council on School policies and guidelines, new initiatives, improvement plans and communication
- Consider recommendations made by Council and advise Council of actions taken
- Act as a resource and provide, where reasonable, information requested by Council
- Maintain on-going communication with the Chairperson

The Chair shall:

- Call School council meetings
- Prepare the agenda for meetings in collaboration with the Principal
- Chair the School Council meetings
- Ensure that minutes and financial records are recorded and maintained
- Maintain on-going communication with the principal
- Encourage community representation
- Facilitate communications with parents and community
- Ensure representation at Regional school council meetings

The Vice Chair shall:

- Fulfill the duties of the chairperson in their absence

The Secretary shall:

- Record and report, without prejudice, the proceedings of the council
- Distribute minutes to council members prior to the meeting
- Maintain an up-to-date record of all Members of the School Council and their emailaccounts/addresses.
- Prepare correspondence on behalf of the council

The Treasurer shall:

- Receive and document all monies owed to the council prior to delivering to the School Secretary for banking
- Keep full and accurate accounts of monies received/dispursed on behalf of the council through the School Board
- Act in accordance with the *Guidelines for School Generated Funds* document
- Present a completed financial statement at the final School council meeting of the year

Removal of Executive Members

The School Council may, by special resolution, remove any executive member, provided that such member has been given notice at least 7 days in advance of the meeting. The notification will contain a summary of the reasons for the special resolution.

Filling Vacancies

Should an elected parent/guardian position become vacant before the next election, the council shall fill the vacancy by appointment. When a vacant spot is filled the new member's term shall expire at the time of the next election.

Elections

While all parents of children may attend meetings of the Council, voting privileges accrue only to those General Members elected or acclaimed to School Council at the Annual General Meeting. Said elections of the new School Council shall occur within the first 30 days of the start of school.

Each parent/guardian seeking election as Executive members (or nomination as general members) must have a child registered at the school and must declare if he/she is employed by the School Board.

Nominating Committee

A nominating committee shall be formed composed of at least two (2) Parent Members and the Principal. This committee shall be responsible to prepare a brochure/flyer explaining the objectives and accomplishments of School Council for the current year, as well as a list of all Council positions. This brochure may also serve as notice of the Annual General Meeting, and is generally distributed in June.

Nominations from the Floor

Nominations and self nominations for all Members of the School Council will be accepted from the floor at the Annual General Meeting provided:

- I. the person nominated is present and agrees to accept
- II. the candidate is nominated and seconded by Parents in attendance, and

III. The person nominated meets the requirements to be a Parent Member of the School Council.

ANNUAL GENERAL MEETING

Every year, within 30 days of the start of school, the School Council shall hold an Annual General Meeting. The purpose of this meeting is to:

- Receive the reports of Members and any committees
- Receive financial statements for the previous year
- receive from the Principal a report for the previous year and the plan and budget for the upcoming year
- Electing Executive Members to the School Council for the upcoming year

A notice of the Annual General Meeting shall be widely distributed within the community at least 21 school days prior to the meeting. This notice can be done with students, published in local newspapers or such other method as the School Council may establish.

School Council Meetings

- There shall be a minimum of 4 school council meetings per year, said meetings to be held at the school.
- The dates of all meetings must be set at the first meeting of the new School Council.
- The **agenda** for any meeting of the School Council shall be set by the Chair and the Principal, and provided to the members seven (7) days prior to the meeting. Please note: No meeting shall be invalid due to the agenda not being provided to the Members.
- Meetings of the School Council shall be conducted in accordance with **Roberts Rules of Order**.

Attendance

- Any member who has missed three (3) consecutive meetings during a school year, may lose their voting privileges for the remainder of that school year.

New Business

- Any member who would like to add an item to the agenda will advise the Chair the request and reason for it at least forty-eight (48) hours prior to the date for the meeting.
- Any item that has not been added to the agenda may be discussed during open discussion. If the Council feels more time is required, the item may be tabled until the next meeting.

Proxies

Proxies will be accepted for an emergency meeting only. Proxies will be accepted only after a physical quorum has been established.

Conflict of Interest

Members of the Council shall declare a conflict of interest in matters that they (or members of their families or business entities in which they have a vested interest), stand to benefit either directly or indirectly from decisions of the Council

A member shall exclude themselves from discussions and/or resolutions in which:

A conflict of interest is likely to result

The member's ability to carry out his or her duties and responsibilities as a member of council may be jeopardized

The council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit directly or indirectly as a result of actions that may be taken by the principal or Board in response to advice that the Council provides to the Principal or Board.

Decision Making and Conflict Resolution

The Council shall make every attempt to reach decisions by consensus. If a consensus is impossible, Roberts Rules of Order will be used for decision requiring a vote. All School Council members present at the meeting will be eligible to vote.

If all attempts at resolving any conflict within council have been exhausted without success, the chair shall request the intervention of a superintendent or other Board administrator to facilitate a resolution to the conflict.

Quorum

A quorum shall consist of 50% of the voting member plus one.

In the absence of a quorum, any business requiring decisions either by consensus or vote must be deferred to the next meeting.

Financial Accountability

The 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.

All cheques issued by the School Council shall be signed by the Treasurer or other member with signing authority and the principal.

Making amendments

From time to time, amendments may be necessary to the Council's constitution. Any amendments to this Council's constitution must have a minimum of 2/3 of the Council in favour of the amendment. Notice of the intent to amend, along with specific details of the amendment must be provided at least 7 days prior to the meeting.

Committees

The School Council may appoint committees consisting of Members, Parents, Students, Teachers and individuals from the School Community with either delegated or advisory powers. One member of the School Council must be on the committee in order to report activities to the council.

All discussions and deliberations of a School Council committee shall be kept confidential and are subject to the making of a report to the School Council.

Appendix A - Rules of Order

The following Rules of Order have been established to create an orderly and democratic method for decisions to be made by consensus. All members should have an equal opportunity to express their views and opinions in an appropriate manner.

I. General Rules

1. An individual must be recognized by the chair before obtaining the floor to make a motion.
2. Once an individual has been recognized by the chair, he or she may make a formal proposal or motion; beginning with the statement "I move...".
3. Before the motion can be considered another individual must second the motion by saying "I second the motion". This need not mean that he or she agrees with the proposal, only that it should be discussed.
4. The Chair shall restate the motion (state the question) that has been made and seconded so that everyone clearly understands what is being proposed.
5. The Chair shall ensure that the question as stated clearly reflects the motion as made and seconded. From this point, until the motion is voted on, all discussions must focus on the question.
6. If individuals wish to discuss the motion, the Chair opens a debate and each participant may speak to the question twice, but no one may speak a second time until everyone has had a chance to speak once.
7. The Chair, in consultation with the other Officers, may establish a length of time which any one individual may speak to the question, such time limit shall not be less than five (5) minutes or greater than twenty (20) minutes.
8. If no individual indicates a desire to speak further to the question, the Chair shall ask the meeting if it is ready for the question (ready to vote on the proposal) and the Chair then puts the question and conducts the vote by asking for those in favour and those opposed.
9. The voting may be conducted by a show of hands, by standing or by secret ballot.
10. The majority needed to pass a motion at an annual General meeting and the majority needed to pass a motion of the School Council is as provided in the by-laws of the School Council.

II. Amending a Motion

1. Until the Chair states the question the individual making the motion may change it although the seconder may withdraw and the changed motion may need another seconder.
2. Once the Chair has stated the question the motion can only be amended formally in one of the following ways:
 - a) The individual making the motion may propose to change it and the chair will ask if anyone objects. If there is an objection the question to change the motion shall be put to a vote. If the meeting consents to the change, debate can continue on the motion, as amended; or
 - b) Another individual may move to amend the motion by saying "I move to amend the motion by..."
3. Once a motion has been made to amend the original motion, the motion to amend must be seconded, restated by the Chair and the only discussion then is with respect to the amendment to the original motion which must then be voted on and if passed the original motion is so amended.
4. An amendment to the amendment may also be proposed but a third amendment is out of order.
5. After any amendment has been dealt with, the discussion returns to the original motion either as amended or as originally proposed.

III. Withdrawing a Motion

1. At any time before a vote is taken on a proposed motion, the individual making the proposed motion may ask to withdraw it. Motion to withdraw does not require a seconder and once question is withdrawn it is as if it never existed.
2. If the request to withdraw is made after the Chair has stated the question, the Chair asks if there is any objection of the motion is withdrawn, and if there is no objection the motion is then withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

IV. Tabling a motion

1. A motion to table a motion takes precedence over the motion being discussed.
2. A motion to table a motion must be seconded and there can be no debate on a motion to table.
3. Any motion that is contrary to provincial laws and regulation, local policy or School Council by laws is out of order, even if it was voted on and passed by School Council.