

BURKEVALE PROTESTANT SEPARATE SCHOOL



SCHOOL COUNCIL CONSTITUTION AND BY-LAWS

WORKING TOGETHER TO ENHANCE STUDENT LEARNING

BURKEVALE PROTESTANT SEPARATE SCHOOL

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ARTICLE 1 – NAME OF ORGANIZATION

The name shall be Burkevale Protestant Separate School – School Council herein referred to as “The Council”.

ARTICLE 2 – PURPOSE OF THE ORGANIZATION

In the spirit of the Mission, Vision and Values Statements of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP), the School Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board.

ARTICLE 3 – OBJECTIVES OF THE ORGANIZATION

- a) Focus on student learning and the best interests of all students.
- b) Be actively involved in setting school priorities for improving student achievement.
- c) Promote meaningful parental and community involvement and actively seek the views of the School Community.
- d) Have a clear understanding of roles and responsibilities.
- e) Include members who represent the diverse views of the School Community.
- f) Be well informed about school and board policies and procedures.
- g) Have a clear and consistent process for decision making.
- h) Communicate with the School Community our activities.
- i) Maintain high ethical standards.
- j) Have members who have developed mutual trust and respect for one another.

ARTICLE 4 – INCORPORATION

The School Advisory Council shall not be incorporated or otherwise designated as a business.

ARTICLE 5 – NON-PROFIT STATUS

The work of this Council shall be carried out without purpose of profit or gain to its members and any profits or gains obtained by this Council shall be used in promoting the objectives of The Council.

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ARTICLE 6 – MEMBERSHIP

All members of The Council shall be elected or appointed by their constituent group, in accordance with the elections procedures in this document. All members must provide a Vulnerable Sector Criminal Record Check as per Board Policy A – 4.

ARTICLE 7 – COMPOSITION OF THE COUNCIL

1. ELECTED VOTING MEMBERS

6 parent representatives

1 teaching staff representative

1 non teaching staff representative

2. APPOINTED VOTING MEMBER

1 or 2 community representatives

3. NON VOTING MEMBERS

The Principal of the School

ARTICLE 8 – ELECTIONS AND APPOINTMENTS

1. ELECTION OF PARENT MEMBERS

An Election Committee composed of the Principal and office administrator will plan the election process, to gather nominations, and to run the election.

The Council shall appoint the Chair of the Elections Committee.

The election of the parent members of The Council shall take place during an election meeting to be held within the first 30 days of the commencement of the school year.

The Principal of the school shall, at least fourteen (14) days before the date of the election of parent members give written notice of the date, time and location of the election to every parent of a pupil who on the date the notice is given is enrolled in the school.

Each parent/guardian seeking election as a parent member 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.

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Employees of The Board, who work at the school where their children attend, cannot be a parent member or a community representative. Employees of The Board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being elected as a parent member or appointed as a community representative.

The nominee must be present at the election meeting and must accept the nomination.

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.

Election of a parent representative shall take place by secret ballot unless the candidates are acclaimed.

If the number of candidates is less than or equal to the number of parent member positions, the candidates shall be acclaimed.

The counting of the ballots is done by the Elections Committee.

Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.

If there is a tie for the final position for a representative on The Council, the winner shall be decided by coin toss.

2. ELECTION OF THE EXECUTIVE

The Executive Positions are; Chair, Vice Chair, Secretary, Treasurer.

A parent representative that works for The Board may not hold the office of Chair.

Election of the executive members takes place immediately following the parent representatives election.

Each member of The Council seeking an executive position must be nominated or self-nominated.

Each member of The Council seeking an executive position must have at least one prior year experience as a voting member of The Council.

Election of the executive positions shall take place by secret ballot unless the candidates are acclaimed.

The counting of the ballots is done by the Elections Committee.

Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.

If there is a tie for the final position for a representative on The Council, the winner shall be decided by coin toss.

All individuals standing for election shall be notified of the results before the results are released to the school community.

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3. ELECTION OF TEACHING STAFF REPRESENTATIVE

The Principal, in consultation with the Elections Committee, will make the necessary arrangements for the teaching staff representative to be elected.

Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or a Vice-Principal may be a candidate.

4. ELECTION OF NON TEACHING STAFF REPRESENTATIVE

The Principal, in consultation with the Elections Committee, will make the necessary arrangements for the non-teaching staff representative to be elected.

Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

5. APPOINTMENT OF COMMUNITY REPRESENTATIVE

The nominee cannot be a current parent, but may be a parent of an alumni, an alumni, member of a community support agency, a local business owner or a resident of the community.

The appointment of the community representative(s) to The Council is to be by majority vote of The Council following the Executive Elections.

ARTICLE 9 – TERM OF OFFICE

The term of an elected or appointed member of The Council is one year. This term is renewable by re-election by the eligible electorate of the next year.

The term of any one executive position of The Council is one year. This term is renewable by re-election.

ARTICLE 10 – VACANCIES

1. VACANCY

A vacancy in the membership of The Council does not prevent The Council from exercising its authority.

2. FILLING A VACANCY

The Elections Committee, through a review of the most recent election records and based on other considerations such as time in the year, attendance of other parents at School Council meetings and new parents enrolling their children at the school may recommend:

- a) That there is a suitable candidate who should be considered for appointment to The Council.
- b) That the position remain vacant.

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3. FILLING AN EXECUTIVE VACANCY

If an Executive Member should resign during their term, The Council may appoint a replacement to fill the vacancy created for the balance of the school year.

ARTICLE 11 – EXECUTIVE OFFICER RESPONSIBILITIES

1. CHAIR

It is the responsibility of the Chair, in collaboration with the Principal, to provide leadership and direction to The Council and Executive Officers to ensure that goals, priorities and procedures of The Council promote values consistent with the mission, vision and values of the Board.

- a) Call council meetings.
- b) Prepare the agenda for council meetings in consultation with the Principal.
- c) Chair the meeting.
- d) Ensure the minutes of The Council meetings are recorded.
- e) Ensure that records of all meetings and financial transactions are maintained and forwarded to the Board office at the end of each school year.
- f) Work collaboratively with the members of The Council to inform the Board on the activities of The Council, including fundraising.
- g) Communicate with the community on a regular basis.
- h) Communicate with the Principal on a regular basis.
- i) Be a signing officer for The Council's bank account.
- j) Participate in information and training sessions.
- k) Consult with the Parent Involvement Committee, senior board staff and Trustees, as required.
- l) Turn over to the next Council Chair all pertinent documents.

2. VICE CHAIR

The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by The Council or the Executive Officers.

- a) In the absence of the Chair or in the event of the Chair inability to serve, the Vice-Chair shall assume the duties of the Chair.

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3. SECRETARY

The Secretary shall perform such other duties as may be required by The Council or the Executive Officers.

- a) Prepare and distribute the minutes of the meetings to the school community and The Council.
- b) Maintain records including minutes, correspondence, list of Council members and Sub Committee members.
- c) Collect and distribute all incoming mail as appropriate.
- d) Turn over to the next Council Secretary all pertinent documents.
- e) In the absence of the Chair or Vice Chair or in the event of their inability, the Secretary shall assume the duties of the Chair.

4. TREASURER

The Treasurer shall perform such other duties as may be required by The Council or the Executive Officers.

- a) The Treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy D – 4 Fund Raising in schools in regard to banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- b) The treasurer and sub committees, where applicable, shall provide at each meeting of The Council an account of all transactions of The Council, including the financial position. The Treasurer's Report may include opening balances, deposits, cheques issued, closing balances etc.
- c) Receive and safely keep all money of The Council and pay out such money as The Council may direct.
- d) Be a signing officer for The Council's bank account.
- e) In the absence of the Chair, Vice-Chair and Secretary or in the event of their inability to serve, the Treasurer shall assume the duties of the Chair.

ARTICLE 12 – OTHER MEMBERS OF THE COUNCIL RESPONSIBILITIES

1. PARENT MEMBERS

- a) Participate in all Council decisions.
- b) Participate in information and training sessions.
- c) Act as a link between The Council and the community in support of school programs to improve pupil achievement.

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- d) Make recommendations to the Principal and, where necessary, to the Board (Parent Involvement Committee - PIC) to improve student achievement and enhance the accountability of the education system.
- e) Make every effort to be as representative of the school community as possible.
- f) Conduct their meetings in an invitational, harmonious manner.
- g) Be entitled to one vote in votes taken by the Council, should the Council make recommendations to the Principal and or Board through a voting process.
- h) Shall not receive any remuneration for serving as a Council member.
- i) May fulfill the duties of another officer on an interim basis who resigned or cannot perform his/her duties.

2. TEACHING SCHOOL STAFF REPRESENTATIVE

- a) Contributes to the discussions of The Council.
- b) Solicit views from their staff group to share with The Council.
- c) Act as a liaison between The Council and the teaching staff.
- d) May participate in any committees established by The Council.
- e) Observes The Council's code of ethics and established by-laws.

3. NON TEACHING SCHOOL STAFF REPRESENTATIVE

- a) Contributes to the discussions of The Council.
- b) Solicit views from their staff group to share with The Council.
- c) Act as a liaison between The Council and the non-teaching staff.
- d) May participate in any committees established by The Council.
- e) Observes The Council's code of ethics and established by-laws.

4. COMMUNITY REPRESENTATIVE

- a) Contributes to the discussions of The Council.
- b) Represents the community's perspective.
- c) Act as a liaison between The Council and the community.

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- d) May participate in any committees established by The Council.
- e) Helps build partnerships and links between the School and the community.
- f) Observes The Council's code of ethics and established by-laws.

5. THE PRINCIPAL

- a) Provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.
- b) Solicit the views of The Council with respect to the following:
 - the establishment or amendment of school policies and guidelines and the development of implementation plans that relate to pupil achievement or to the accountability of the education system to parents including:
 - the local code of conduct or the *Act* of governing the behaviour of all persons in the school;
 - school policies or guidelines related to appropriate dress for pupils;
 - school action plans for improvement, based on EQAO reports on the results of tests of pupils and the communication of those plans to the Community.
- c) Support and promotes Council activities.
- d) Provide for the prompt distribution to each member of The Council of any materials received from the Ministry that are identified by the Ministry as being for distribution to The Council members.
- e) Post any materials distributed to members of The Council in a location that is accessible to all parents.
- f) Give written notice of the dates, times and locations of Council meetings to every parent and attend every meeting of The Council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
- g) Act as a resource person to The Council and assist The Council in obtaining information relevant to the functions of The Council, including information relating to relevant legislation, regulations and policies.
- h) Consider each recommendation made by The Council and advise The Council of the action taken in response to the recommendation.
- i) Report the composition of The Council to the local supervisory officers before November 1, of each year.
- j) Be a signing officer for The Council bank account(s).

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ARTICLE 13 – CONFLICT OF INTEREST

Anytime The Council is doing business with a member of The Council or a member of any committee of The Council whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

ARTICLE 14 – CONFLICT OF RESOLUTION

The Board's Conflict Resolution Policy Regulation and guideline shall govern conflict resolution between staff and the community and among members of the community at large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Robert's Rules of Order.

ARTICLE 15 – DISCIPLINE OF MEMBERS

The Council shall have the authority to suspend or expel any Elected Voting Member or Appointed Voting Member from The Council for any one or more of the following grounds:

- a) violating any provision of the articles, by-laws, or written policies of The Council or of the PSSBP;
 - b) carrying out any conduct which may be detrimental to The Council as determined by The Council in its sole discretion;
 - c) improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the rules of The Council or the PSSBP, using offensive language, disobeying the decisions of the Chair or Vice-Chair of The Council on points of order, or for making any disorderly noise or disturbance;
 - d) serious misconduct or dishonesty; or
 - e) for any other reason that The Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of The Council.
- Only on the affirmative vote of 2/3 of all Council members, including the impugned member, may an Elected Voting Member or Appointed Voting Member be suspended or expelled.
 - In the event that The Council determines that an Elected Voting Member or Appointed Voting Member should be expelled or suspended from membership in The Council, the Chair, or such other officer as may be designated by The Council, shall provide twenty (20) days' notice of suspension or expulsion to the Elected Voting Member or Appointed Voting Member and shall provide reasons for the proposed suspension or expulsion. The Elected Voting Member or Appointed Voting Member may make written submissions to the Chair, or such other officer as may be designated by The Council, in response to the

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notice received within such twenty (20) day period. In the event that no written submissions are received by the Chair, then the Chair, or such other officer as may be designated by The Council, may proceed to notify the Elected Voting Member or Appointed Voting Member that the member is suspended or expelled from membership in the Council. If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the Elected Voting Member or Appointed Voting Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

- On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all Council members, excluding the suspended or expelled member.
- The Council's decision shall be final and binding on the Elected Voting Member or Appointed Voting Member, without any further right of appeal.

ARTICLE 16 – MEETINGS

1. FIRST GENERAL MEETING

The First General Meeting of The Council shall be held within the first thirty (30) days of the school year. The following business shall be conducted:

- Confirm the results of election of parents/guardians to The Council.
- Election of the executive officers.
- Appointment of community representatives.
- Financial Reports.
- Amendments to the By-laws if applicable.

2. CALENDAR OF MEETINGS

The elected members of The Council shall meet not less than eight (8) times annually.

The calendar of meetings for the year shall be established at the first meeting of the elected Council.

Additional meetings may be held at the request of the chair.

3. NOTICE OF MEETINGS

The Secretary shall provide written notice of the dates, times and locations of The Council's meetings to every parent in the school community to be placed on the Board and School website and in the monthly newsletters in the school. The Secretary will co-ordinate with the Principal on behalf of The Council to ensure notice is sent home to the parents.

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5. NOTICE OF AGENDA

The agenda will be communicated on the School website at least five (5) days before the meeting.

6. LOCATION

All meetings of The Council shall be open to the public.

The Council will hold its meetings at the school.

7. ATTENDANCE

All parents, community members, interested students and invited guests may be present at the monthly council meetings and may address The Council if notification has been provided to the Chair at least one (1) week prior to the meeting.

Members must attend 60% of School Council meetings. Any member, who has missed more than four (4) meetings, may be asked to withdraw.

8. RULES OF ORDER

The rules of order used at all meetings of The Council, shall be determined by The Council at the first meeting. Failing consensus, Robert's Rules of Order shall apply.

9. QUORUM

A Quorum shall be established in advance of each meeting by requesting that members inform the Chair of absence by email or phone at least twenty-four (24) hours prior to the meeting.

Quorum is established by:

- A majority of Council members are present
- A majority of the members present are parent members
- At least one non parent member is present

The Chair reserves the right to defer voting in the absence of sufficient parent council members.

10. VOTING

All members of The Council will have one vote with the exception of the Principal.

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Only Council members have the right to make motions or vote on Council business. During regular Council meetings, voting shall be by show of hands unless a member requests a secret ballot. A declaration by the Chair with regard to the outcome of all voting shall be entered into the minutes of the meeting. It should be the objective of The Council to strive for consensus decision making wherever possible, in order to foster collaborative decision making and team building.

In the event of an equality of votes on any issue, the matter is lost and the motion is not passed. There will be no proxy votes at Council Meetings.

ARTICLE 17 – FINANCIAL MATTERS

1. RENUMERATION

Members of The Council shall receive no remuneration for execution of their duties to The Council. Reimbursement for expenses incurred in the normal course of duty as a member of Council shall be made in accordance with Board policy when such policy is established.

2. SIGNING AUTHORITY

There must be two signatures on all cheques from the three accounts for School Council (BINGO Account, General Account, Fundraising Account). Signatures may be from either a or b, with some accounts having representatives from each, and others having representatives' signatures from only a).

- a) One and /or two parent representatives on the Executive Committee of the School Council.
- b) One representative from the school on the School Council.

3. AUDITORS

Financial records will be included in the annual audit process conducted by the auditing firm retained by the Board.

4. EXPENDITURES

The Council and its' signing officers shall have the power to make expenditures on behalf of the school community provided the expenditures have been approved by The Council. Cheques must be signed by two of the authorized parent representatives of The Council or one parent representative and one school representative of the School Council.

Two members of the Council, one of which must be the Chair or Treasurer, shall have the authority to approve expenditure of funds under \$100.00 for unforeseen non-budgeted items related to school activities or materials.

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5. DEPOSITS

All funds collected by The Council shall be retained at the school for preparation and deposit to The Council's account(s).

6. BANKING

The Council will maintain a bank account separate from The School account, under the name of:

- Burkevale Protestant Separate School
- Burkevale Protestant Separate School – Lottery Raffle Account In Trust
- Burkevale Protestant Separate School – Bingo Account In Trust

The School and The Council accounts are not held at the same institution and location.

7. CARRY FORWARD FUNDS

Funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent.

ARTICLE 18 – FUNDRAISING

The Council may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the mission, vision and values of the PSSBP. All fundraising shall be carried out under the jurisdiction and supervision of the Principal, and will be governed by PSSBP policies D – 4 Fundraising and C – 1 Purchasing.

All funds raised will be reported to the parent community.

ARTICLE 19 – RECOMMENDATIONS TO THE PRINCIPAL

The Council may make recommendations to the Principal and where appropriate to the Board as per *Reg. 612, Education Act* and Board Policy D – 32, Section 1.

If the Principal or Board does not accept the advice of The Council or proposed expenditure of funds, a response will be provided in writing at the next Council meeting to be included as an Appendix to the minutes including the rationale as per Board policy, law or solid grounding that the advice was not in the best interest of the School or Board.

The Council may make recommendations to PIC on matters relating to:

- a) Strategies for parent engagement.
- b) Identifying and reducing barriers to parent engagement.

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- c) Creating a welcoming environment for parents.
- d) Strategies for parents to support their children's learning at home and at school.

ARTICLE 20 – CONSULTATION WITH THE COUNCIL

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, The Council shall consider the matter for study and recommendations.

In order to consult with the community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

ARTICLE 21 – CONSULTATION WITH THE SCHOOL COMMUNITY

The Council shall communicate regularly with parents within the school community to seek the views and opinions on matters being addressed by The Council so that the advice and recommendations provided to the Principal and the Board is representative of the whole school community.

ARTICLE 22 – AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The constitution and by-laws may only be amended at the Last General Meeting of The Council, to be held in May.

The proposed amendments may be placed on the agenda provided; notice in writing of the proposed amendment(s) shall have reached the Secretary or the Chair of The Council twenty (20) school days before the May meeting.

Amendments must be approved by the majority of the members constituting quorum and the majority of the members constituting the quorum must be parent members.