**Richmond Public School**

**Council Constitution**

**Revised and Approved**

**June 2015**

1. NAME AND DEFINITION
   1. The organization shall be called Richmond Public School Council, hereinafter referred to as The Council.
   2. The council is a volunteer group of parent members, and may include teachers, support staff and community representatives.
2. PURPOSE

The objectives of Council are:

* 1. to develop a strong relationship between home, school and the community, in order that each student reach his or her full potential;
  2. to act as an advisory to the principal and Ottawa-Carleton Board and a channel for parents to express opinions about how to improve student achievement and to ensure that parents can actively participate in the education of their children;
  3. to promote and actively support the school in meeting the educational, social and recreational needs of the students;
  4. to support priorities established by the school community.

1. AFFILIATIONS
   1. The council is a member organization of Ottawa-Carleton Assembly of School Councils.
   2. New affiliations or changes to the above affiliation shall require a 2/3 + 1 vote where quorum is met, at a meeting for which advance notice has been given.
2. COMPOSITION
   1. The council SHALL consist of the following people:
3. parent members;
4. the principal of the school.;
5. one teacher, other than the principal or vice-principal (to be selected by other teachers);

and MAY include:

d. one support staff (to be selected by other support staff);

e. one community representative (to be appointed by council members).

* 1. A person who is employed by the board that established a school council cannot be appointed as a community representative.
  2. A member of The Ottawa-Carleton board cannot be a member of a school council established by the Ottawa-Carleton board.
  3. The minimum council size is 9 members as outlined by OCASC with a maximum of 25 members.

1. ELECTIONS
   1. Parent Members.
2. A council should represent the school population for the current school year.
3. A person is qualified to be a parent member of a school council if he or she is a parent or guardian of a pupil who is enrolled in the school.
4. A person is not qualified to be a parent member if he or she is employed at the school or not employed at the school but is employed elsewhere by the board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members, of that employment.
5. A person is qualified to vote in an election of parent members of a school council if he or she is a parent or guardian of a pupil who is enrolled in the school.
6. A member of the school council ceases to be a member on submission of a written resignation or failure to attend, without just cause, two consecutive meetings of the school council.
7. Elections will be held for vacant parent member positions throughout the year as needed to maintain a minimum of 9 members, or at the discretion of the council to a maximum council size of 21.
8. In the case of a vacancy, school council shall continue to exercise its authority.
9. An election of parent members of council shall be held during the first 30 days of each school year, on a date set by the chair or co-chairs of the school council after consulting with the principal.
10. The principal shall, at least 5 days before the parent member election date, on behalf of the school council, give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school. Notice is to be given to each child for delivery to parent and posting a notice in the school in a visible area to parents.
11. The election of parent members shall be by secret ballot.
12. Parents running for council must be present at the time of the election.
13. Voting must be done in person. Voting by proxy is not allowed.
    1. Other Members.
14. Any sitting council member may nominate a non-parent for a position on the council.
15. Elections of other members to council may be held at anytime or at the next council meeting following acceptance of the nomination, whichever is sooner.
16. A person is qualified to participate in the vote for a community or support-staff member if he or she is a sitting member of council
17. All votes for non-parent members will be by secret ballet. A 2/3 + 1 majority vote of a quorum of council members is required to confirm the election of a non-parent member.
18. ELECTION OF OFFICERS
    1. A person who is employed by the board that established the council cannot be the chair or co-chair.
    2. The chair, vice-chair or co-chairs SHALL be a parent member.
    3. Nominations are voluntary and all nominees must show acceptance of nomination.
    4. Voting in the election is open to all council members and members must be present at elections in order to vote. Voting by proxy is not allowed.
    5. If only one nomination for a position is received, that position will be declared to be filled by acclamation.
    6. All appointments are by a 2/3 +1 majority vote of a quorum of council members present at the election meeting.
    7. Any election issues that cannot be resolved shall be referred to the appropriate Superintendent of Schools and the Director of Education for resolution.
    8. For elected positions see Bylaw #1.
19. TERMS OF OFFICE:
    1. All council members are elected to council on an annual basis in accordance with Board Regulations 612/00.
    2. Council members may seek additional terms of membership (see Bylaw #2).
    3. Officers will be elected on an annual basis in accordance with Board Regulations 612/00.
    4. Officers may seek additional terms of office for a maximum of 2 consecutive years in any 1 position. (see Bylaw #2)
20. REMUNERATION:
    1. A person shall not receive any remuneration for serving as a member or officer of a school council.
    2. A person shall receive reimbursement of any pre-approved council expenses incurred with presentation of receipts.
21. ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS,

Council members shall:

* 1. Attend council meetings regularly. Failure to attend 2 consecutive meetings without just cause will be considered a resignation from council and that position will then be filled. (see vacancies)
  2. Maintain a school-wide focus on all issues.
  3. Participate actively in the work of the council by getting involved with at least one committee and/or event sponsored by council.
  4. Bring to council the views of others along with their own.
  5. Encourage participation of parents outside of council.

1. ROLES AND RESPONSIBILITIES OF OFFICERS:
   1. Officers shall fulfill all responsibilities of council members as outlined in Article IX as well as those outlined below.
   2. Chair/Co-chairs:
2. arrange meetings;
3. prepare agendas at least 2 days prior to meetings;
4. ensure minutes are prepared and distributed;
5. represent School Council to school community;
6. act as an unofficial member of all sub-committees;
7. complete principal profile.
8. conduct meetings according to code of ethics;
9. ensure constitution and by-laws are maintained;
10. communicate regularly with principal;
11. prepare annual report to board;
12. participate in training programs, if possible;
13. financial signing authority along with Treasurer;
14. has permission to spend up to $ 100.00 without a vote from council for day-to-day operations;
15. ensure that all records of Council are passed on to the successor/s.

* 1. Vice-Chair:

1. performs duties of the Chair in the absence of the Chair;
2. financial signing authority in absence of Chair.
   1. Treasurer
3. monitor the finances of the Council on a regular basis;
4. check monthly bank statements;
5. keep detailed records of all financial activity, both revenue and expenditures;
6. prepare and issue cheques;
7. signing authority along with the Chair or Vice-Chair in the Chairs' absence;
8. report to School Council on a monthly basis, all financial activity, including revenue, expenses and balances;
9. prepare year-end financial report to present to council to be included in annual report to board;
10. ensure that all financial records are passed on to successor.
    1. Secretary:
11. record accurate minutes of all meetings, including a record of all votes taken at meetings and/or phone and/or e-mails votes;
12. distribute completed minutes to Council members within 2 weeks of meeting;
13. place copy of minutes at school in a place accessible to school community;
14. ensure that minutes and records of council are passed on to successor.
    1. OCASC Representative:
15. attend monthly OCASC meetings;
16. report to council any relevant information, complete surveys and report council views to OCASC;
17. ensure all records are passed on to successor.

* 1. Fund-Raising Co-ordinator:

1. attend and chair all fund-raising meetings;
2. report monthly to school council any fund-raising activities;
3. work with committee and volunteer co-ordinator to run fund-raisers supported by council;
4. ensure all money raised is forwarded to treasurer;
5. ensure all records are passed on to successor.
   1. Volunteer Co-ordinator:
6. communicate with chair, principal and teachers on a regular basis;
7. prepare lists of available volunteers;
8. prepare lists of events and activities requiring volunteers;
9. contact volunteers for required events and activities;
10. ensure all records are passed on to successor.
    1. Publicity:
11. communicate with chair on a regular basis;
12. prepare council newsletter on a monthly basis;
13. ensure newsletter is distributed to the school community;
14. ensure newsletter is placed in an accessible location in school;
15. ensure all records are passed on to successor.
16. QUORUM:

Quorum is established when:

* 1. the majority (50% + 1)of council members are present;
  2. the majority of those members present are parent members.

1. CODE OF ETHICS:

See bylaw # 3.

1. MEETINGS:
   1. Meeting shall be held a minimum of 4 times a year according to Board Regulations 612/00.
   2. Meeting shall be held at the school and open to the public.
   3. Code of Ethics will be maintained at all meetings - see bylaw # 3.
   4. All votes will be taken by a show of hands unless a secret ballot is requested.
   5. A request for funds less than or equal to $1000.00 will proceed in the following manner:
2. request for funds is brought to motion;
3. motion is seconded;
4. discussion;
5. motion is voted.
   1. A request for funds greater than $1000.00 will proceed in the following manner:
6. request for funds is brought to motion;
7. motion is seconded;
8. discussion;
9. motion is tabled to the next meeting;
10. A notice of the intent to distribute funds will be issued by newsletter to all parents of the school community as well as posted at the school within two weeks;
11. Motion will be voted on at the next council meeting;
12. Voting will be extended to all members of the school community in attendance at the meeting.
13. Council may accept votes that are submitted by electronic mail from voting members who are not in attendance at the meeting where the vote is counted. Votes submitted by electronic mail shall be accepted when all of the following conditions are true:

* motion is proposed and seconded at a council meeting where quorum is present; and
* motion is tabled for vote at a subsequent council meeting; and
* notification of the text of the motion and the date of the vote is distributed to all voting members of council not less than seven (7) days prior to the date of the vote; and
* a voting member sends notification of their vote by electronic mail to the Secretary not less than one (1) day prior to the date of the vote; and
* the voting member notifies any one of the Chair, Vice-Chair or Treasurer, either in person or by telephone, that an electronic mail ballot has been submitted; and
* the voting member is not in attendance at the meeting where the vote is counted; and
* for the purpose of determining the quorum for the vote, the electronic mail ballot is counted as equivalent to the presence of the voting member; and
* quorum is present at the meeting where the vote is counted.

1. SUB-COMMITTEES:
   1. Shall be reviewed annually and formed based on the priorities and goals established by council.
   2. Shall consist of parents, staff and/or other members of the school community.
   3. A person does not have to be a council member in order to be on a sub-committee.
   4. Shall report activities to school council on a regular basis.
2. CONFLICT OF INTEREST:
   1. Member must declare a conflict of interest if they, their relatives or their business stands to benefit from any decisions made by council.
   2. The member will exclude him/herself from any discussion or voting regarding the issue that is a conflict of interest.
   3. A member shall not accept favours or money from any source known to be dealing with the school council.
3. CONFLICT RESOLUTION:
   1. Every council member will be given the opportunity to express concerns and opinions without interruption.
   2. Every council member will speak calmly and respectfully.
   3. The chair will clarify statements of speakers and will identify common ground from points raised.
   4. If no common ground is found, the chair will clarify preferences from all members before proceeding.
   5. If attempts at resolving a conflict fail, the chair shall request intervention from a superintendent or senior administrator to help with the resolution.
4. CONSTITUTION:
   1. Any proposed amendment to the Constitution must be submitted in writing to the Chair.
   2. Proposed amendment will then be presented to Council for discussion and voting.
   3. Approval of and amendments to Constitution require a 2/3 + 1 majority vote with parents being the majority of those voting.
   4. A copy of the Constitution will be posted in the council display board at the school and kept in the school council binder.
   5. A copy of the Constitution will be given to any parent/guardian of the school community upon request and without cost.

Constitution Amendment Approved: June 10, 2015

APPENDIX 1 - BYLAWS

* 1. The council SHALL have the following elected positions:
     1. Chair;
     2. Vice-Chair; or
     3. Co-Chairs
  2. Other positions to be filled by voluntary basis:
     1. Secretary;
     2. Treasurer;
     3. Fundraising Co-ordinator;
     4. OCASC Representative;
     5. Publicity;
     6. Volunteer Co-ordinator;
     7. Other positions deemed necessary by current council.
  3. If any voluntary position has more than 1 volunteer, a vote will be done by secret ballot at that time.
  4. For roles and responsibilities refer to Article IX.
  5. Terms of Council Membership.
     1. Members may seek re-election annually according to election procedures.
  6. Terms of Office:
     1. Members may seek re-election annually but may not hold the same position for more than 2 consecutive years.
     2. The chair/co-chair or vice-chair must have been a parent member of a previous Richmond Public School Council.

1. CODE OF ETHICS:
   1. A member shall consider the best interests of all students
   2. A member shall be guided by the school's and the school board's mission statements
   3. A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education
   4. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
   5. A member shall maintain the highest standards of integrity.
   6. A member shall recognize and respect the personal integrity of each member of the school community.
   7. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
   8. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
   9. A member shall acknowledge democratic principles and accept the consensus of the council.
   10. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
   11. A member shall not disclose confidential information
   12. A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
   13. A member shall use established communication channels when questions or concerns arise.
   14. A member shall promote high standards of ethical practice within the school community,
   15. A -member shall declare any conflict of interest.
   16. A member shall not accept any payment or benefit financially through school council involvement

APPENDIX 2 – STANDING MOTIONS:

* 1. The purpose of standing motions is to eliminate the need for lengthy discussions regarding programs that are supported by council on a yearly basis and to keep consistency for these programs over the years.
  2. Standing motions will be voted on at the beginning of the year and will be amended if a request is received by a council member.
  3. A 2/3+1 vote by a quorum of members must be met in order to approve or amend standing motions

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| **Standing Motion** | **Value** | **Action Required** |
| Grade 5 Graduation | $500 | Given to committee to cover costs of grade 5 graduation should it be needed. |
| Teacher Supplement | $50.00 each | Explained to teachers and given as receipts are received. Funds to be used at their discretion for the classroom. |
| Fine Arts Program | $1500.00 | Given to principal for fine arts programs brought into the school |
| OCASC Fee | Annual Fee | Paid at beginning of year to become a voting member of OCASC |
| Fun Day | Start up Costs | To cover costs any start up costs for the year-end fun day |
| Field Trips – Buses | $100.00 | $100 per each homeroom class |
| Internet Service Fee / Website Fees | $125.00 | Webmaster required |
| Library Magazine Subscriptions | $250 | To ensure new magazines are brought into the library each year . |

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\*\* Approved Standing Motions as of September 2014.