

HUNTINGTON PARK SCHOOL COUNCIL CONSTITUTION

2018-2019

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ARTICLE 1

NAME

The organization shall be known as “Huntington Park School Council” and will be referred to as the School Council on all correspondence.

ARTICLE II

NON-PROFIT ORGANIZATION

The School Council will operate without financial gain for its members.

ARTICLE III

PURPOSE

Through active parent involvement, we strive to improve student achievement, learning environment, and enhance the accountability of the education system to the community.

ARTICLE IV

HWDSB MISSION AND COMMITMENT STATEMENTS

Mission

We empower students to learn and grow to their full potential in a diverse world.

Commitment

We are committed to learning, equity, engagement and innovation.

ARTICLE V

COMPOSITION OF COUNCIL

	Minimum	Maximum
Parents/Guardians	4	25
Principal	1	1
Teacher Representative	1	3
Non-teaching Representative	0	1
Community Representative	0	1
Senior Student Rep	0	2
Total Council	6	34

**ARTICLE VI –
DUTIES AND SCOPE OF COUNCIL**

1. School council may make recommendations to the principal or the HWDSB on any matter (Reg.612) Matters to the HWDSB may include but are not limited to:
 - a) establishment or amendment of board policies and guidelines that relate to: student achievement, conduct of persons in schools, appropriate dress for students, allocation of funding by the board to school councils, fundraising activities of council, conflict resolution processes for internal school disputes and reimbursement by the board of expenses incurred by members and officers of council
 - b) development and implementation plans for new education initiatives
 - c) the process and criteria applicable to the selection and placement of principals and vice-principals
 - d) board action plans for improvement, based on the Education Quality and Accountability Office's (E.Q.A.O.) reports on the results of tests of pupils, and the communication of those plans to the public (Reg.612).

Matters to the principal may include but are not limited to:

- aa) establishment or amendment of school policies and guidelines that relate to student achievement or to the accountability of the education system to parents, including, a local code of conduct and appropriate dress for students in schools (Reg.613)
- bb) development of implementation plans for new education initiatives for aa) (Reg.613)
- cc) school action plans for improvement, based on the EQAO's reports on the results of tests of students, and the communication of those plans to the public (Reg.613)
- dd) preparation of the school profile
- ee) school budget priorities, including local capital improvement plans/fundraising goals
- ff) school, community and parent communications strategies

gg) extra-curricular activities in the school, and the use of these facilities by the public

hh) school fundraising programs

ii) school based services and community partnerships related to business, social, health, recreation and nutrition programs

jj) development, implementation and review of board policies at the local level

In addition to the above, the council is responsible to ensure the election and appointment of new members to council as outlined in the council by-laws.

ARTICLE VII CODE OF ETHICS

All members will:

a) be guided by our purpose, yearly goals and commitment to parent involvement

b) maintain confidentiality

c) conduct oneself in an ethical manner in person, or on open and social media
(e.g. Facebook, Twitter, et cetera)

d) encourage a positive atmosphere where individual contributions are encouraged and valued

e) limit discussions at school council to matters of concern to the school community as a whole (e.g. Fundraising activities, parental engagement, et cetera)

f) declare a conflict of interest

g) promote positive attitudes towards public education

HUNTINGTON PARK SCHOOL COUNCIL OPERATING AND PROCEDURAL BY-LAWS

By-law 1–Membership

It is expected that membership will reflect the diversity of the school community and council shall be comprised of:

1.1 Parents/guardians shall form the simple majority and must reside within the boundaries of the school or have board permission to attend the school.

1.2 Council membership has been set at a maximum of 25 members, 4-member minimum of the parent/caregiver community.

1.3 Principal of the school.

1.4 At least one teacher elected by fellow teachers.

1.5 a. HWDSB Board employees who do not work at the school their children attend may be elected as parent members as long as they notify the other parents that they are employed by the school board prior to their election.

b. A board employee who works at the school his or her child attends is not eligible to serve as a parent member on the council; he/she can still attend meetings.

1.6 The council may include other members, as deemed appropriate, to reflect the school's community

By-Law 2 –Nomination and Election Procedures

2.1 An election of members of school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or vice-chair after consulting with the principal. (Reg.612)

2.2 The principal shall, at least 14 days before the date of the election of parent members, on behalf of the council, 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. (Reg.612)

2.3 A person is qualified to be a parent member of school council if he or she is a parent/guardian of a student who is enrolled in the school. (Reg.612)

2.4 A person is not qualified to be a parent member if he or she is employed at the school or employed elsewhere by the HWDSB, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment. (Reg.612)

2.5 A person is qualified to vote in an election of parent members of school council if he or she is a parent/guardian of a student who is enrolled in the school or if he or she is a teacher or non-teaching staff member, other than the principal or vice- principal, who is employed at the school. (Reg.612)

2.6 The schools will forward the nomination forms to the chair and vice-chair.

2.7 Self-nominations are welcome and encouraged.

2.8 The chair(s) will contact the nominees to confirm eligibility and interest in participating.

2.9 A formal election will be necessary; if the number of nominations exceeds the council's membership maximum, otherwise all members are acclaimed.

2.10 No individual campaign literature may be distributed or posted in the school. A fact sheet listing qualifications and goals may be distributed to households and/or at the candidates' forum.

2.11 The election of parent members shall be by secret ballot (Reg. 612) and a minimum of 2 representatives and the school Principal shall count the ballots.

2.12 After the elections are held, the school council shall meet within the

first 35 days of the school year.

By-Law 3 –Term of Office

3.1 A person elected or appointed as a member of school council holds office from the date he or she is elected or appointed until the date of the first meeting of the school council after the elections held in the next school year. (Reg.612)

3.2 A member of school council may be re-elected or re-appointed. (Reg. 612)

3.3 A council member is recommended to have served a minimum of one year on council before holding an executive position, unless the council has been newly established.

3.4 The executive council members of chair and vice-chair shall not serve more than 2 (two) consecutive terms in the same capacity and shall be elected annually. In the event that there are no eligible council members requesting to fill the position, council members who have served two year can run for office.

3.5 Teachers shall be elected annually by their peers as their representative on school council.

3.6 Names of the council chair and vice-chair will be forwarded to the appropriate board official within 30 days of the election results.

3.7 Names of council members will be published to the school community in the first newsletter after the election and the 'how to contact us' in every issue thereafter.

By-Law 4 –Vacancies

4.1 A vacancy in the office of chair or vice-chair, secretary, and treasurer shall be filled by election from its current members.

4.2 Member attendance is important and valued and members are expected to attend regularly. The chair will contact the member after 2 consecutive meetings missed.

4.3 If a teacher or non-teaching representative vacancy occurs, the principal shall arrange for a replacement

Chair and Vice-chair

5.1 The chair or co-chairs must be a parent member of the school council and shall be elected by the members of council. (Reg.612)

5.2 A person who is employed by the HWDSB cannot be the chair or co-chairs of council (Reg. 612)

5.3 The election of chair and vice-chair, may be replaced with the designation of co- chairs, with the general consensus of the School Council.

5.4 The chair's primary role is to be the group's facilitator and community contact person for community related issues.

5.5 The chair(s) shall make every effort to encourage widespread participation of every council member.

5.6 Participate in orientation of new members, including informing them of the Code of Ethics.

5.7 The chair(s) is the mechanism for distributing and disseminating information.

5.8 Call, and chair the council meetings that are open to the public and are held at the school.

5.9 Prepare the agenda, in consultation with the principal, based on the members' submitted topics, requests and information received and the principal's report.

5.10 Have the agenda and all relevant topic materials available at the school and e- mailed to all council members prior to the next scheduled meeting to facilitate proactive discussion and decision-making.

5.11 Ensure the appropriate facilities and equipment are ready for the start of the meeting. The chair(s) must be diligent in ensuring that any views presented in the capacity of chairperson represent the position of the council.

5.13 Consult with executive council members, staff of the school board and trustees, as requested.

5.14 Report back to council on any and all relevant information gained from meetings attended in the capacity of council chair(s).

5.15 Attend, or send a delegate to, the board workshop on Effective Meeting Procedures or other Board sponsored school council training.

5.16 Communicate regularly with the school principals and school community.

5.17 Ensure the school council information binder is updated and maintained at the school.

5.18 On behalf of council, prepare and provide an annual report to every parent of students enrolled before the end of the school year (June).

Secretary

5.19 Record the minutes of the meetings. A draft of the minutes of the meetings shall be posted on the school website within 14 days of the completed meeting date.

5.20 Maintain and post the minutes of the meeting, after council has approved them.

5.21 Record and audit attendance at meetings.

5.22 Ensure that copies of the meeting minutes are kept at the school.

5.23 To provide reports as required of school council, and help in the preparation of the annual school council report.

5.24 On behalf of council, post or give a copy of the annual report to every parent of a student enrolled in the school.

Council Members

5.25 Act as representatives of the entire school community by consulting with parents of students enrolled in the school about matters under consideration by council.

5.26 Encourage parents and others within the school community to participate in education in the school.

5.27 Bring any new community and school related items to the meetings.

5.28 Act as a link/liaison between the school and the community.

5.29 Notify the chair(s) if unable to attend a scheduled meeting.

Principal

5.30 On behalf of school council, give written notice of the date, time and location of the election to every parent of a student who is enrolled in the school (Reg. 612)

5.31 On behalf of the council, give written notice of the dates, times and locations of the meetings of council to every parent of a student who is enrolled in the school (Reg.612)

5.32 The principal may delegate any of his or her powers or duties as a member of school council to the vice-principal of the school (Reg.612)

5.33 Support and promote the council's activities.

5.34 Seek input from the council in areas that affect its purpose and objectives and the school community at large.

Treasurer

5.35 Act as a resource on laws, regulations, board policies and collective agreements.

5.36 Obtain and provide information required by the council to enable it to make informed decisions.

5.37 Communicate with the chair(s) of the council, as required.

5.38 To maintain financial records as required by the regulations.

5.39 Assist the council in encouraging participation of all groups within the school community

5.40 Co-operatively help plan the agenda with the council chair(s).

5.41 To provide reports as required to School Council, and help in the preparation of the annual school council report.

By-Law 6 –Committees

6.1 The following standing committees shall be established each year as needed: fundraising & parent volunteer. Other committees will be established as needed.

6.2 Every committee of school council must include at least one (1) parent member of council (Reg.612)

6.3 A committee may include persons who are not members of council (Reg.612)

6.4 Appoint one member of the sub-committee to record the minutes of all their sub- committee meetings. Send/E-mail minutes of meetings to chair and vice-chair of the School Council, at least 72 hours prior to the next general School Council meeting.

By-Law 7 –Voting

7.1 Each member of school council is entitled to one vote in votes taken by council (Reg.612)

7.2 Each member of school council is entitled to one written proxy vote in votes taken by council.

7.3 Each member of council receives one vote per household. Household is defined as the dwelling where the student or students reside.

7.4 Each member of a committee (By-Law 6) of school council is entitled to one vote in votes taken by the committee (Reg.612)

7.5 Any HWDSB staff members are not entitled to vote in votes taken by school council or by a committee of school council (Reg.612)

7.6 Email communication may be used when school consultation is sought. Topics will be presented electronically or hard copies to members. Members shall vote in accordance with the terms of the communication.

By-Law 8 -Delegations

8.1 Individuals may approach the chair(s) or the principal to have an issue placed on the agenda. This request must be received at least 24 hours prior to the scheduled meeting.

8.2 Delegations will be limited to 10 minutes unless otherwise approved by council members.

8.3 Whenever possible delegations and guest presenters will be scheduled to present after the approval of minutes (at the beginning of the agenda).

By-Law 9 –Quorum

9.1 A quorum for a general meeting shall consist of the minimum of Article V of the constitution plus 2 school council members.

9.2 No council business shall be transacted without a quorum.

By-Law 10 –Conflict Resolution

10.1 When a member of council has a complaint regarding the actions of one or more members of council, or the Bylaws and procedures, the matter shall be brought to the attention of the chair(s) in writing.

10.2 The chair(s) shall allow the complainant to voice their concerns at the next meeting of council. Prior to the meeting, the chair should provide the council with a copy of the complaint.

10.3 After the complainant has voiced his or her concerns and all other representations have been heard, council shall vote to resolve the matter

By-Law 11 –Conflict of Interest

11.1 Should a council member, including the executive, find that he or she has a conflict with regards to council business, that member shall declare such conflict at the beginning of the meeting and absent themselves from discussion and voting.

11.2 Every declaration of conflict and the nature thereof shall be recorded in the minutes.

By-Law 12 –Meeting Procedures

12.1 Council shall preferably meet monthly during the school year, September to June.

12.2 Meetings are open to all members of the school community.

12.3 Meetings will commence on time and not last more than 2 hours, unless council agrees to a longer meeting.

12.4 Council meetings shall not proceed unless there is a quorum (By-Law 9).

12.5 Agenda items are to be submitted to the chair(s), 24 hours prior to the scheduled meeting.

12.6 The agenda, last meeting draft minutes and relevant topic materials are to be distributed to members via their children and/or e-mail at least prior to the next scheduled meeting.

12.7 The agenda shall have the following: a) item number b) topic c) person responsible d) action (decision/discussion/information).

12.8 Previous draft minutes shall be reviewed and adopted first, advertised agenda issues second and then any new business items shall be discussed last. Draft meeting minutes once approved shall be posted on the school website and the draft version removed.

12.9 If there is a disagreement concerning procedures used during meetings then Roberts Rules of Order will apply.

12.10 In the event of a failure to agree and voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

12.11 Accepted minutes of the meetings are to be recorded, maintained and posted at the school site and made available to the community members upon request.

12.12 Council members can call an emergency council meeting at the request of three members.

By-Law 13 -Amendments

13.1 Any proposed change or addition to the constitution or by-laws must be submitted in writing to the chair prior to the next scheduled meeting and be placed on the agenda. The change must be presented in motion form and passed by a 2/3rd majority at a general meeting with a minimum of ½ the membership in attendance.

13.2 The constitution and its by-laws shall be reviewed annually and or when the Ministry of Education or the HWDSB necessitate a change

By-Law 14 –Annual Report

14.1 Every school council shall annually submit a written report on its activities to the principal of the school and the HWDSB (Reg.612)

14.2 If the council engages in fundraising activities, the annual report shall include a report on those activities (Reg.612)

14.3 The principal shall on behalf of school council, give a copy of the report to every parent of a pupil who, on the date the copy is given is enrolled in the school (Reg.612)

Passed this day of: _____ 2018

Signed:

Chair of the School Council

Signed:

Vice-chair of the School Council