



Wilkinson School Community Council Constitution

Article 1. Name

The name of the association shall be the Wilkinson School Community Council ("the Council").

Article 2. Purpose

The purpose of the Council is:

1. To enrich our children's education by encouraging parental and community participation and input into school activities, policy development and programs.
2. To maintain and foster the partnership between staff and parents.
3. To keep parents and community members informed about changes in education policies and programs and their effect on Wilkinson.
4. To actively encourage respect and understanding for the rights of everyone in our school community.
5. To raise and distribute funds for Wilkinson School.
6. To provide advice to the Principal and where appropriate, to the Toronto District School Board (TDSB) on any of the matters listed in [Ontario Regulation 612](#).

Article 3. Membership

Membership is open to all parents/guardians, staff, and appointed community members. All elected members of Council may vote at Council meetings.

Members include:

Parents

The majority of the members of the Council shall be parents/guardians of children registered at Wilkinson Junior Public School.

Other Members

The Principal and Vice Principal are designated members of the Council.

The teaching staff shall choose a representative as a member of the Council.

The non-teaching staff may choose a representative to sit on the Council.



The Council shall appoint a community representative to the Council when possible.

The Dandy Lion Daycare Board will appoint a representative to the Council.

Article 4. Executive

The Executive positions on the Council are:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

The Executive Committee retains the authority to act on behalf of the Council until a new Executive is elected each fall.

Article 5. Meetings

Councils are mandated to have at least four meetings per calendar year.

This Council typically meets once each month during the school year, except in December and March. The first meeting of the year will occur within the first 35 days of the school year, on a date set by the Principal in collaboration with the Council Executive. The Council Executive may call a special meeting at its discretion.

Meetings are open to all members of the Wilkinson community and the public.

All Council meetings take place on school premises.

Article 6. Committees

Committees are formed at the discretion of the Council. The committees will prepare a report on their activities to be shared with the Chair(s) prior to each meeting. Each committee will present their report at each meeting and are responsible to keep the Chair(s) regularly updated between meeting dates as needed.

The Chair(s) and the Principal may attend all committee meetings as ex officio members.



Article 7. Elections

The parent members volunteer to serve on the Council by submitting nomination forms in September of each school year. Because Council membership cannot exceed 5% of the student population (see [Appendix 2: Roles and Responsibilities](#)), an election via blind ballot will take place as per Ministry regulations if more nomination forms are received than there are voting positions available. The election should be held within the first 30 days of the school year (usually on Curriculum Night) and all ballots are confidentially disposed of on school property after the election.

The Executive is elected at the first meeting of the new Council by the elected Council members. If several people wish to run for an executive position, the Council members will elect the Council Executive in a manner decided by those in attendance at the first meeting.

Throughout the year, new members may join Council if there are resignations or Council has not reached the maximum membership set for the academic year. Nominations to appoint new members may be made in writing to the Chair(s) and will be voted on at the next meeting.

Should the need arise, the Council will elect to replace an Executive member from among the membership of the Council. Nominations to appoint new members may be made in writing to the Chair(s) and will be voted on at the next meeting.

Article 8. Quorum

At a meeting, the presence of half the voting members of Council, one of which is the Chair or its designate shall constitute a quorum. It is essential that elected Council members send their regrets to the Chair(s) if unable to attend the meeting as members who do so are excused from quorum for that meeting. Failing to send in regrets has the potential to impact the decision-making capability of the Council. Members waive their right to vote during any meetings for which they are absent.

In case of no quorum, there may be deliberations among members but no decisions may be made. Motions can be raised at the subsequent meeting and voted upon.

In the event of a time sensitive issue a meeting may be called within two weeks, in which case any number of participants shall constitute a quorum, or the Executive can request a vote by all Council members via email.

Because quorum is needed in order for a Council vote to take place, members who do not attend or send in regrets for three consecutive meetings will no longer be voting members of Council.



Decision Making Process

Decisions are made by majority vote formally by making a motion.

Any motions that contradict provincial laws and regulations, local policy, or school Council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

Article 9. Conflict of Interest

In financial or fundraising matters, a member of Council, or a member of Council who has a family member with a direct financial interest in the outcome of a decision, such as the winning of a contract, shall declare that interest as a conflict and refrain from speaking to or voting on the matter.

Article 10. Conflict Resolution

Internal Council disputes will be mediated through processes established by the TDSB.

Article 11. Finance

The new Council members will discuss a budget for Council funds at their first meeting. This budget is usually formed from the financials from the previous year. The budget is voted on at one of the first two meetings of the school year.

The budget, once the Council approves it, constitutes the authority to disperse funds. Items voted on later in the school year get incorporated into this budget and are reported on in June.

An annual financial report will be issued in June at the Annual General Meeting (AGM) and again at the last meeting of the outgoing Council in September.

Article 12. Remuneration and Reimbursement

No member or officer of the Council will be paid for serving on the Council.

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in Council approved projects. For further details, please refer to the Wilkinson School Community Council Expense Reimbursement Policy document which is to be updated as needed and posted along with the current constitution on the Council website.



Article 13. Amending the Constitution

Articles of this constitution may be amended provided that copies of the proposed amendments have been circulated to the membership at least 15 days before the meeting when voting takes place.

Decisions must be made by a majority vote of 2/3 of those present.

The constitution should be reviewed every 2-3 years and updated as needed.

Article 14. Indemnification of Officers and Members of Council

The officers and members of Council are deemed to be acting in good faith and to the best of their ability in pursuing the purposes of the Council. They are indemnified to the fullest extent under the law, the directives of the Ministry of Education, and the directives of the Toronto District School Board.

Article 15. Omissions in the Bylaws

Where omissions are determined in these by-laws, the Council will follow regulations and guidelines provided by the Ministry of Education and the TDSB.

Appendix 1

Policies of the Wilkinson School Community Council

Signing Authority

The following may be authorized to sign cheques on behalf of the Council:

- Treasurer
- Chair or Vice Chair
- Principal or Vice Principal (or their designate).

The authorization process involves an in-person visit to the bank, where government-issued ID is required and formal paperwork is completed. The bank then has the authorized signatories (along with signature samples) on file.



To maintain a degree of control/transparency, the Council bank account requires two signatures on every cheque issued: one from a member of the Council Executive (Treasurer, Chair or Vice Chair) and the other from a member of the school administration. Every effort is made to adhere to this policy, but when it is logistically impossible, both signatures can come from members of the Council Executive. In this case, the two signatories must inform the school administration in writing (via email with a cheque photo).

The bank cards issued for all signatories are for account access only and are blocked as to debit transactions and bank withdrawals. Funds can be deposited by any Council member or event lead using the relevant account info, but funds can only be withdrawn using a personal cheque made out to the event lead.

Policy on Communications

The Council will authorize members to produce communications on its behalf. These communications may include letters, posters, newsletters or other forms both in hard and soft copy.

The Council will provide parameters for the nature and content of the communication and then delegate a member or members to execute the communication.

No communication on behalf of the Council may be released without the review and approval of the Chair(s) and the review of the Principal or Vice Principal.

Policy on Advertising in Our Newsletter and Other Forms of Communication

Newsletters & Website

- For sponsorships (e.g., donated coffee for the Learning Garden clean-up) a thank-you to the sponsor with a hyperlink to the homepage of the donor's website.
- A copy of these notices is generally also published to the Council website.
- No additional promotions, special offers, etc. will be promoted **by Council** on these channels.

Facebook & Twitter

- For donations (e.g., businesses sponsoring a station at Fun Fair or donating a prize to the silent auction), public thanks with tags to the donor's social media pages and/or website.
- No additional promotions, special offers, etc. will be promoted **by Council** on these channels.
- If a parent or member of the broader local community wishes to promote an event or offer that is relevant (e.g., 10% off for Wilkinson families, or seasonal camps for children), they are invited to post it to our FB page or @mention us on Twitter. The posting will be published (FB) or retweeted (Twitter) as long as it is in accordance with the [TDSB sponsorship guidelines](#).



Notice of Meetings/ Minutes

Meeting dates for the school year will be established at the first meeting of the new Council in the fall.

A list of meeting dates will be posted within meeting minutes and in the calendar on the Council website and will be added to our email newsletter.

Agendas, including minutes of the previous meeting and a financial report, will be available and distributed the Wednesday of the week prior to the meeting.

The Secretary will submit the minutes of a Council meeting to the Chair(s) for review no later than the Friday of the week following the meeting.

The Council will hold a planning meeting for the following school year near the end of the Council term once the major fundraising has been completed.

Funding Approval Process

Requests for funding from the Council must be received in writing using the General Funding Request Form (found on the [forms page](#) of our Website) to the Chair(s) in a timely manner to be included in the agenda for the appropriate meeting.

The requests must include:

- a brief description of the item to be funded
- a rationale for the expenditure, an exact cost
- a timeline for expenditure.

Requests not tabled in this manner will be held over until the next meeting.

The Chair(s) between meetings may approve expenditures of under \$150, but written notice of the expenditure, including the above criteria, must be included in the package for the following meeting.



Delegation of Authority

The Wilkinson School community in electing the Council delegates authority to the Council to raise and spend funds on its behalf, develop and execute policy on its behalf, and to represent the school community on its behalf to outside parties, including government and the school board.

The Council will appoint an Executive that will have the authority to manage the affairs of the Council, to execute policy and to represent the Council to other parties.

The Council will convene various committees as it sees fit. These committees will be given the authority to conduct their business after providing to the Council a written plan of action for the year. This plan is presented to the Council at its second meeting in November.

The committees must act within their mandate (as described in the Committee Descriptions), and their plan. Changes to the mandate or the plan must be presented to and approved by the Council. The Treasurer must be kept informed of all financial matters relating to the committees' work.

The Council reserves the right to resume authority of either the Executive's or any other committee's work.

Program Cost Recovery

Wilkinson Junior Public School administration and the Council will not rule out charging students directly for programs that are brought into the school, but every effort will be made to cover the costs of such programs by other means, such as fundraising or seeking grants.

Appendix 2

Roles And Responsibilities

The number of Council's elected members will be set at a maximum of 5% of the students registered at the start of each school year (i.e. If there are 500 students at the school the Council's elected members will be set at a maximum of 25).



All elected Council Members are expected:

- to serve a one year term from date of election
- to participate in Council meetings
- to participate in one or more of the Council committees
- to participate in information and training programs where offered
- to act as a link between the Council and the Wilkinson School community
- encourage others within the Wilkinson School community to participate in the activities of the Council.

At the first meeting of the new Council its Executive will be elected from the current elected members.

The Chair and Vice Chair:

The following duties are shared by the Chair and Vice Chair in any way that is deemed appropriate and fair.

- One year term (and can be re-elected for subsequent terms),
- Chair Council meetings,
- Prepare agendas in consultation with the Principal and other members,
- Ensure that minutes of Council meetings are recorded and maintained,
- Communicate with the Principal on matters relating to the business of the Council,
- Ensure regular two-way communication between the Council and the Wilkinson School community,
- Ensure democratic procedures for decision-making and for the overall conduct of the business of the Council,
- Consult with senior TDSB staff and Trustees, as required,
- Manage school Council funds and ensure that processes are in place to adequately control them within the school,
- Assist in the creation of the School Statement of Needs in October and the AGM report in June,
- Act as a signing officer on the bank account and be one of two signatories on cheques issued,
- Consult with the rest of the Executive to make decisions where necessary, and
- Approve all communications sent out to the Wilkinson community.



The Treasurer:

- One year term (and can be re-elected for subsequent terms),
- Ensure that School Council Funds are kept separate from personal funds,
- Confer with event and committee leads to ensure that proper accounting records are maintained for all revenues and expenses,
- Compile the P&L statements provided by event and committee leads in order to populate the end of year financials document,
- Maintain the Council's finances (banking, writing cheques, etc.),
- Prepare and submit a PSAB to the TDSB in August and a Fundraising plan to the TDSB in September,
- Prepare an annual budget in consultation with the Co-Chairs and Principal in the fall,
- Report the status of the funds on a monthly basis to School Council members,
- Prepare a final financial statement for the beginning of June,
- Ensure that the majority of resources generated through fundraising activities are used within a two-year period, from the date of receipt, unless designated for a specific long-term project, and
- Consult with the rest of the Executive to make decisions where necessary.

The Secretary:

- One year term (and can be re-elected for subsequent terms),
- Take the minutes of each meeting,
- Assist in setting the agenda for meetings,
- Prepare the draft minutes for distribution to Council Chair(s) by the Friday of the week following the meeting,
- Ensure that the copies of the approved minutes are posted on the school website within the week following the Council meeting,
- Prepare and distribute communications to the Council members (e.g. meeting invites, information on conferences and special events, reminders, sending documents for review etc),
- Compile submitted funding proposals and distribute them to Council members,
- Assist in the creation of the School Statement of Needs in October and the AGM report in June, and
- Consult with the rest of the Executive to make decisions where necessary.



Committee Roles & Responsibilities

Committees make recommendations to Council for fundraising activities and activities that can enhance the experience of students and their families at Wilkinson Junior Public School. Once activities are approved by the Council, they are organized and executed by the Committees.

Committee membership is open to all members of the Wilkinson community and, as such, is not restricted to elected members of the Council. New members are always welcome and encouraged. Committees shall:

1. Define their roles in writing in such a way that it is understandable by the Council and the parent community as a whole, and so that it does not conflict with other committees or the Council itself.
2. Establish schedules for their meetings. Should Council perceive a committee as being inactive, the Council may step in to encourage more activity.
3. Nominate a coordinator who will be responsible for the following:
 - calling committee meetings
 - managing committee meetings and manage the voting process as required
 - preparing a one paragraph summary of the committee's activities for the purpose of reporting to the Council at Council meetings,
 - the committee coordinator is not required to be a member of the Council.
4. Use a profit and loss document to track expenses and revenues associated with all committee activities on an ongoing basis and submit this sheet to the Treasurer at the close of committee activities (before or by June of the current school year) to aid with the Council's financial report creation and reconciliation.
5. Update, edit or create legacy planning documents for committee activities, processes and events. This activity is done in cooperation with the Communications Committee.

Committee Definitions

As committees evolve with the needs of the school, a current list of active committees and their responsibilities must be kept in the Council shared drive and made available to the Wilkinson community each academic year via the Council website (or by the current preferred method of display). It is the responsibility of each committee to review these descriptions each September to ensure that they are kept current and updated as needed.



Permits Coordinator

Liaises with the TDSB permits office to arrange insurance and permits for Council events and submits receipts for reimbursement (a personal valid credit card number is kept on file by the TDSB). Flexibility to make occasional calls to the permit office during business hours is required, Council membership is not.

Meeting Childcare Coordinator

Contacts the available roster of babysitters (middle/high school students, mostly alumni) who provide onsite childcare during Council meetings and some events. and pre-arranges payment with the Chair/Treasurer. Council membership is preferred, but not required.

Arts Committee

Researches and plans live arts (music, dance, theatre) performances and visual arts programs for students. Activities are selected to work in tandem with the curriculum and are chosen for different age groups/grades with the aim that each grade has at least one to two performances each year. Council membership is not required. This committee will work with the Principal and teacher representatives to ensure that there is no conflict with school curriculum.

Communications Committee

Works with the school and the community to distribute messages on school and Council events and activities via print, email, website and/or social media in a timely manner. Council membership is required.

Constitution Review Committee

Reviews the constitution on a periodic basis (at least every 2-3 years) and proposes amendments with the aim of providing clear guidelines/processes for committee work. Council membership is required.

Direct Donations Committee

Manages the annual direct donations campaign, including the communication of the program to the community, updating program information on the website, collection of funds and thanking donors. Works closely with the Communication Committee, Treasurer and Chair. The committee lead is required to be a Council member.



Education Committee

Organizes parent information nights and writes grant proposals when necessary (e.g., PRO Grants). Council membership is preferred, but not required.

Fall Events Committee

Organizes the annual fall event to sell pumpkins and local artisan wares. The committee recruits volunteers to set-up, run the food station, sell pumpkins, and clean up. This committee runs in September and October. Council membership is not required.

Fun Fair Committee

Organizes and runs the Fun Fair each spring by determining the event date (with Council), recruiting volunteers, soliciting donations, confirming activities to be offered, managing advertising and publicity, and organizing set-up/teardown. This committee runs from February to May. Council membership is not required. This committee works closely with the Chair and Treasurer.

Fundraising Committee

Supports the Council and the Wilkinson community by determining how funds will be raised, and how they will be dispersed. Helps to coordinate proposals, scheduling, budgets, and permits. Council membership is required.

Greening and Grounds Committee

Addresses environmental issues and supports the greening of the school and the community through initiatives like the annual learning garden clean up. This committee will work with the Principal and teacher representatives to ensure that there is no conflict with school curriculum. Council membership is not required.

Health and Safety Committee

Works with the Principal and Vice Principal to support the Wilkinson School community by providing input and/or direction and/or action in the areas affecting student health and safety (physical safety, personal safety, public health, and physical education). Daytime availability for in-school meetings is required. Council membership is not required.



Lice Check Committee

Responsible for working with the school and the lice company to organize and coordinate school-wide lice checks, including booking appointments, tracking and providing information, organizing students, and distributing letters. Responsibilities do not include checking children's heads for lice. Requires daytime availability for shifts during school hours. Council membership is not required.

Movie Night Committee

Runs 5-7 movie nights held throughout the school year and raises funds with “pay-what-you-can” donations. The committee requests the event permit, and manages volunteers for set-up, concession stand, and clean-up. The committee operates with a valid streaming licence. Friday afternoon and/or evening availability is required, Council membership is not.

Pizza Lunch Committee

Manages registration for, and the administration of 8-10 pizza lunches each school year. Coordinates scheduling with the school Administration. Daytime availability for two registration periods and on pizza lunch days is required, Council membership is not.

Sweetheart Bake Sale Committee

Solicits donations of baked goods, arranges the purchase/pick-up of any needed supplies, and organizes and sells donated baked goods. Daytime availability on event day is required. This committee runs in January and February. Council membership is not required.

Wood Car Derby Committee

Manages communications, registration, and sales of wood car kits in advance of the event. On event day, the committee organizes volunteers for set-up, crowd control, check-in, car validation, concession stands, and clean-up. This committee runs in January and February. Daytime availability for registration periods is required, Council membership is not.

Wilkitchen Committee

Plans and prepares for two "Wilkitchen" events - community nights where families gather for a fun time preparing a meal or snacks together. This committee runs in November/December and in May/June. Council membership is not required.