

# Wilkinson School Community Council Constitution

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## Article 1. Name

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

## Article 2. Purpose

The purpose of the Wilkinson School Community 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 school principal and where appropriate, to the school board on any of the matters listed in Ontario Regulation 612 (See Appendix 3)

## Article 3. Membership

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

The number of Wilkinson's Community Council's seats will be set at 10% of the students registered at the start of each school year.

Members include:

### Parents

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

### Other Members

The principal and vice-principal are designated members of the Council. The teaching staff will choose a representative as a member of the Council. The non-teaching staff will choose a representative to sit on the Council. The Council will appoint a community representative to the Council. The Dandyllion Daycare Board will appoint a representative.

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## 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

Meetings are held once a month during the school year, except December. The first meeting of the year will occur within the first 35 days of the school year, on a date set by the principal of the school. The executive may call a special meeting at its discretion.

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

The Executive Committee will convene two general meetings.

## Article 6: Committees

Committees are formed at the discretion of the school council. The committees will report on their activities at each meeting. The chair and the principal may attend all committee meetings as ex officio members.

## Article 7: Elections

The parent members volunteer to serve on the Council and are approved by all parents on Curriculum Night (usually held in early October) in an election by secret ballot. The vote should be held within the first 30 days of the school year to comply with Ministry regulations.

The Executive will be chosen by the Council at the first meeting following Curriculum Night. If several people wish to run for an executive position, the Council members will elect the executive in a manner decided by those in attendance at the first meeting.

The Executive may seek to appoint members to council if there are resignations or **council has not reached the maximum membership set for the school year**. The Council will elect to replace an Executive member from among the membership of the Council.

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## Article 8: Quorum

At a meeting, the presence of half the voting members, one of which is the chair or its designate shall constitute a quorum. 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 can be called within two weeks at which any number of participants shall constitute a quorum.

## 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 School Council disputes will be mediated through processes established by the Toronto District School Board.

## Article 11: Finance

A budget will be struck for Council funds. The budget, once it is approved by the Council, constitutes the authority to disperse funds. An annual financial report will be issued in June.

## Article 12: Remuneration and Reimbursement

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

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in council approved projects. Reimbursement occurs only on pre-approved expenditures. Expenses under \$150 may be approved by two members of the Executive. Expenses over \$150 must be approved by the Council, or by a committee of Council undertaking a particular function on behalf of Council.

## 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. In this instance, decisions must be made by a majority vote of 2/3 of those present.

## 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 School 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.

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## Article 15: Omissions in the By-Laws

Where omissions are determined in these by-laws, the School Council will follow regulations and guidelines provided by the Ministry of Education and the Toronto District School Board. Appendix 1

## Policies of the Wilkinson School Community Council as of October, 2001.

### Signing Authority

The treasurer and the school principal or vice principal, or their designate, are authorized to sign cheques.

### Policy on Communications

The Council will authorise members from time to time to produce communications on its behalf. These communications may include letters, posters, newsletters or other forms. 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 approval of the Council Chair, and review by the principal.

### Notice of Meetings/ Minutes.

Meeting dates for the school year will be established at the first meeting of the Council in the fall. A list of meeting dates will be available in the school office and will be posted in a public area of the school.

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 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 in the spring.

### Funding Approval Process

Requests for funding from the Council must be received in writing in time 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, and a timeline for expenditure. Requests not tabled in this manner will be held over until the next meeting. Expenditures of under \$150 may be approved by the Chair between meetings, but written notice of the expenditure, including the above criteria, must be included in the package for the following meeting. Appendix 1 (cont'd)

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## Delegation of Authority

The school community in electing the school council in the fall 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. 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 Public School and the Wilkinson School Community 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

### All Council Members:

- participate in council meetings,
- participate in information and training programs where offered,
- act as a link between the school council and the school community, and
- encourage others within the school community to participate in the activities of the council.

### The Chair and Vice Chair:

- 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 rest of the school community,
- ensure democratic procedures for decision-making and for the overall conduct of the business of the council, and
- consult with senior board staff and trustees, as required.

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## The Treasurer:

- prepares an annual budget in consultation with the co-chairs and the principal in the fall,
- prepares Treasurer's report for each meeting,
- maintains the council's finances (banking, writing cheques, etc.), and
- prepares a final financial statement for the beginning of June.

## The Secretary:

- takes the minutes of each meeting,
- prepares the minutes for distribution to council members and the school community, and
- assists in setting the agenda for meetings

## Committee Rules & Responsibilities

1. Committees shall 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. Committees will establish schedules for their meetings. Should Council perceive a committee as being inactive, the Council may step in to encourage more activity.
3. The committees shall nominate a coordinator who will be responsible for the following:
  - a) calling committee meetings,
  - b) preparation of a one paragraph summary of the committee's activities for the month, for the purpose of reporting to the monthly meetings of the Community Council,
  - c) the committee coordinator may not be a member of the Council's Executive, and committee membership is open to all members of the Wilkinson community, and as such is not restricted to members of the Wilkinson Community Council. New members are always welcome.

## Committee Definitions

### Communications Committee

The role of the Communications Committee is the coordination of communication between the school, the home and the community via the newsletter and web site. The Committee will ensure that the Wilkinson community is kept up-to-date on all of the Council's activities.

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## Health and Safety Committee

The role of the Health and Safety Committee is to support the Wilkinson school community with input and/or direction and/or action in the following areas:

- a) Physical Safety: the physical safety of children, staff and others at the school (including the safety of the building and grounds and the safety of travel to and from school).
- b) Personal Safety: the personal safety of children, staff and others at the school (including issues of bullying, offensive language, aggressive behaviour and security concerns).
- c) Public Health Initiatives: the fulfillment of public health initiatives at the school (including issues of illness, healthy lifestyles, and injury prevention).
- d) Physical Education and Sports: the fulfillment of the physical education curriculum, and of the extra-curricular sports program at the school (including policies on participation, developing methods of support for teachers in delivering Phys. Ed. programs)

## Green Committee

The role of the Green Committee is to support the Wilkinson School Community in education about the environment and environmental issues, and the greening of the school and community. ur focus is on the three R's - reduce, reuse, and recycle.

## Fun Fair Committee

The role of the Fun Fair Committee is to organize and run the Fun Fair in May. This includes recruiting volunteers and donations for prizes and the silent auction, deciding on the type of events and activities offered, advertising and publicity for the event, and organizing the set up and clean up on the day of the Fun Fair.

## Fundraising Committee

The role of the fundraising committee is to assess potential fundraising ideas for the school and to organize and coordinate fundraising events. All funds raised will be for the Wilkinson School Community Council and will be dispersed by the Council.

## Education Committee

The role of the education committee is to inform members of the school community about education policies and issues at the school, board and provincial level. The committee will organize parent information nights, make submissions on behalf of the council to boards and hearings (as required), and provide education information to the community through articles in the newsletter.