

# ALGONQUIN ROAD PUBLIC SCHOOL COUNCIL CONSTITUTION

## **SECTION I NAME**

The name of the organization shall be the Algonquin Road Public School Council.

## **SECTION II MISSION STATEMENT**

The Algonquin Road Public School Council is an advisory body which will work collaboratively within the school community to develop strategies and solutions to enhance the development and educational experiences of all students.

## **SECTION III GOALS**

The goals of Algonquin Road Public School Council shall reflect the mission of the council.

1. To promote, maintain, and support a positive school environment for all at Algonquin Road Public School.
2. To enhance the lines of communication among parents and/or guardians, administrators, teachers, and students in the school community.
3. To provide a forum for input into educational matters for member of the school community.
4. To provide a vehicle for transmitting ideas, recommendations, and concerns to any or all administrative levels, and parents and/or guardians.

## **SECTION IV ROLES OF SCHOOL COUNCIL**

School councils are advisory bodies. A school council will provide advice to the school principal and, where appropriate, to the school board on any of the matters listed below that the council has identified as priorities.

## **SECTION V AUTHORITY**

The Algonquin Road Public School Council shall not be involved in the day-to-day management of the school but shall act in an advisory capacity while respecting the management rights and responsibilities of the principal and the school board.

## **SECTION IV MEMBERSHIP**

1. The Algonquin Road Public School Council shall reflect the diversity of our school community. Parents and guardians will form the majority of members on school council.
2. The Algonquin Road Public School Council shall consist of:
  - A minimum of 4 and a maximum of 16 parents and/or guardians of students enrolled in the school, elected by the parents and guardians.
  - The school principal
  - At least 1 teacher elected by members of the teaching staff

- At least 1 non-teaching school staff member elected by members of the non-teaching staff
3. The Chair of the Algonquin Road Public School Council shall be a member who is also a parent/guardian and shall be elected by the council.
  4. If any member resigns during a term of office or if any office is not filled at the time of elections, the council may appoint a replacement to serve until the first meeting of the new school year.
  5. If a member does not attend three consecutive regular meetings, without a reason acceptable to Council, the position may be deemed to be vacant by Council.
  6. No honorarium shall be paid to members of the Algonquin Road Public School Council.

## **SECTION VII ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

### **Election Procedures**

- 1) It will be the responsibility of the Principal to notify persons qualified as potential Council members.
- 2) Nominations and/or expression of interest to serve on the School Council must be received by the Principal 14 days prior to the election.
- 3) If the number of nominees/interested persons is equal to or fewer than the number of vacant positions, the nominees/interested persons shall fill these positions by acclamation.
- 4) When elections are required, they shall be held by direct ballot at a time determined by the Principal prior to the second meeting of the school year.
- 5) Any parent/guardian unable to attend at the school to cast their ballots may call in their vote. Their child's Health Card I.D. number will be required as an identifier.

### **Roles and Responsibilities**

1. The **Chair** of Algonquin Road Public School Council:
  - Establishes council meeting dates and times in consultation with the school principal and as approved by the council
  - Calls council meetings
  - Prepares agendas for council meetings in consultation with the school principal
  - Chairs council meetings
  - Ensures the minutes of council meetings are recorded and maintained
  - Communicates with the school principal
  - Ensures that there is regular communication with the school community
  - Consults with senior staff members of the school board and trustees as required
  - Organizes future elections
2. The **Vice-Chair** of the Algonquin Road Public School Council:
  - To full-fill the duties of chair if he/she is not able
3. The **Secretary** of Algonquin Road Public School Council:
  - Ensures that the minutes of school council meetings are recorded and maintained

- Issues and receives correspondences on behalf of the council
  - Maintains all official documents of the council including policy manuals, constitution, and bylaws
4. The **Members** of the Algonquin Road Public School Council:
- Participate in council meetings and information and training programs
  - Act as a link between the school council and the community
  - Are responsible for encouraging parents and others within the school
  - Shall be members of one or more committees of the council
5. The **Principal** of Algonquin Road Public School Council :
- Helps establish the school council and assists in its operations
  - Supports and promotes to council's activities
  - Asks for advice from the council in the areas within its jurisdiction
  - Acts as a resource to the council on laws, regulations, board policies, and collective agreements
  - Encourages the participation of parents and other people within the school community
  - Ensures that copies of the minutes of council meetings are kept at the school
  - Helps the council communicate with the school community

## **SECTION VIII MEETINGS**

- I. A minimum of 4 meetings of the Algonquin Road Public School Council will be held yearly.
  - II. Notification of the date, time and place of the election shall be provided in writing to all school community households not less than fourteen days prior to elections.
  - III. All regular meetings of the Algonquin Road Public School Council shall be considered open, public meetings and active participation is encouraged.
  - IV. Parties wishing to make a presentation to the Algonquin Road Public School Council shall request to be placed on the agenda no later than 1 week before the scheduled meeting. Request should be directed to the chair of the council.
  - V. The date of each meeting is to be inserted into the school newsletter.
  - VI. Unless otherwise specified by policies or procedures of the council, meetings will be conducted in accordance with Robert's Rules of Order.
  - VII. A quorum of council shall be a simple majority of the existing members of the council.
  - VIII. Council meetings shall be no longer than 1.5 hours in length. A maximum of one 15 minute extension may be approved by a vote of a majority of those members present.
  - IX. Any meeting lacking a quorum will be rescheduled to another date.
- X. **Voting:**
- The desired method of reaching decisions is through consensus. Where consensus cannot be reached within a reasonable time period, the following rules shall be applied:
- a. Each member of council shall have one vote
  - b. Generally the chair will not vote. However, in the event that a resolution receives a tie vote, the Chair may cast the deciding vote.

## **SECTION IX COMMITTEES**

1. Each of the committees of the Algonquin Road Public School Council shall be chaired by a member of the council.
2. Committees are responsible to the Algonquin Road Public School Council.
3. The members of the standing committees shall be comprised of members of the school council, members from the school community, and other members from the community according to their areas of interest and/or expertise.
4. A simple majority of members of a committee shall constitute a quorum.

## **SECTION XI CODE OF CONDUCT**

The Algonquin Road Public School Council is not a forum for the discussion of individual school personnel, students, parents, or other members of the school community. As such, the Algonquin Road Public School Council will not:

- Participate in the personal dealings between a teacher or the school with any parent or student; or
- Support an individual or group grievance against a teacher or the school.

Further, member of the Algonquin Road Public School Council who are approached by any members of the school community with a concern relating to another member of the school community are in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.

## **SECTION XII AMENDMENTS**

Any proposed change or addition to the constitution must be submitted in writing to the chair at least 1 week prior to a meeting and placed on the agenda. The change must be presented in motion form and passed by a 2/3 majority at a meeting with a quorum.