

GREELY



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opportunities one day at a time**

GREELY ELEMENTARY SCHOOL COUNCIL

Greely Elementary School Council (GESC) Constitution

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ARTICLE 1 – NAME

- a) The organization shall be called the Greely Elementary School Council, hereinafter referred to as “the Council” or GESC.
- b) The parent organization is the school board and shall be called the Ottawa Carleton District School Board, hereinafter referred to as “OCDSB”.

ARTICLE 2 – PURPOSE AND OBJECTIVES

- a) The objectives of the Council are:
 - (i) to develop a strong relationship between home, school and the wider community served by the school, to enhance educational opportunities for all students, and to help each student develop to his or her full potential;
 - (ii) to seek the views and opinions of the school’s community to the operation of the school and the programs and services provided;
 - (iii) to provide advice to the principal and, as appropriate, to the OCDSB and/or its senior staff, on the development and implementation of policies, programs and services affecting the school;
 - (iv) to be an effective voice for promoting the interests of the school and students, and to actively support the school in meeting the education, social and recreational needs of students; and,
 - (v) to improve pupil achievement and enhance the accountability of the education system to parents through the active participation of parents.
- b) The Council’s primary considerations are those which concern the school and its pupils as a whole. Council meetings shall not be a forum for discussion about individual students, staff, parents/guardians, trustees or Council members unless:
 - (i) it is representative of a more general problem; and,
 - (ii) specific permission has been sought and received from Council.

ARTICLE 3 – ROLES AND RESPONSIBILITIES OF THE COUNCIL

- a) The Council shall not have any of the powers and duties reserved by law or regulation for the OCDSB or the school principal or for those matters governed by collective agreements.
- b) The specific responsibilities of school councils as per the OCDSB Policy P. 014SCO as stated on their website.
- c) The Council's role shall include, but not be limited to:
 - (i) raising funds to further its activities and goals;
 - (ii) holding open forums on matters of interest to the school community;
 - (iii) representing Council's views at meetings of the OCDSB or other relevant bodies;
 - (iv) conducting surveys of students, parents or the public;
 - (v) providing input to the OCDSB Principal, Vice-Principal, teachers and staff on school programs, curriculum and organization;
 - (vi) enhancing communication between school and parents;
 - (vii) enhancing parent involvement with their children's learning to support student achievement and well-being.

ARTICLE 4 – MEMBERSHIP

a) Definitions

- (i) a "member" of Council is any person who holds or shares a position of the Council.
 - (ii) a "community representative" shall not be a parent/guardian of any student attending Greely Elementary School, nor a member of the OCDSB. A person employed by the OCDSB can be appointed as a community representative on Council if he/she is not employed at Greely Elementary School and other members of the Council are informed of the person's employment before the appointment.
- b) Composition of the Council. In accordance with Ont. Reg.612/00 made under the Education Act, the Council may be composed of:
- (i) a maximum of 10 parents/guardians of students enrolled or registered in Greely Elementary School, who have been elected in accordance with Article 5 below;
 - (ii) a community representative appointed by a majority of Council;

- (iii) the Principal and/or the Vice Principal of the school, as a non-voting member;
 - (iv) a teacher, other than the Principal or Vice-Principal, who has been elected in accordance with Article 5 below; and
 - (v) an administrative/support staff person who has been elected;
- c) The Council shall strive to have a minimum of nine members, the majority of which shall always be parents/guardians of students.
- d) Council shall continue to function with fewer than nine members provided that all reasonable efforts have been made to fill the vacant positions.
- e) A member of the OCDSB, may be elected as a parent member provided they notify the other parents that they are an employee of the OCDSB prior to the election. Employees of the OCDSB cannot hold the position of Chair or Co-Chair of the Council.
- f) Officers of the Council have specific roles however, they should act as a team and may share responsibilities as agreed upon. The following are general guidelines for their respective roles:
 - (i) the Chair or Co-Chairs
 - Call Council meetings.
 - Prepare the agenda for Council meetings.
 - Chair Council meetings.
 - Ensure that the minutes are recorded and maintained.
 - Communicate with the Principal.
 - Ensure that there is regular communication with the school community.
 - Consult with senior OCDSB staff and trustees, as required.
 - Prepare the annual report of the Council.
 - Ensure that the school community receives proper notice of Council meetings.
 - Sign routine correspondence on behalf of Council.
 - Sign non-routine correspondence with approval of Council.
 - (ii) Vice-Chair/Co-Chair
 - Act as Chair when the Chair is not available.
 - Sit on the Nominating Committee.
 - Review documentation as requested by the Chair and summarize for Council members to keep them informed.
 - Prioritize issues and lead discussion on various topics, as requested by the Chair.

(iii) Secretary

- Maintain a full and accurate account of all Council meetings, Committee reports, Treasurer's reports and correspondence from Committees and Council etc.
- Maintain a copy of the above-noted documents at the school office for review by other members of Council or members of the school community.
- Ensure that minutes from the previous meetings are distributed to all members of Council.
- Sit on the Nominating Committee.

(iv) Treasurer

- Be responsible for the finances of the Council, and ensure the safekeeping of Council monies.
- Ensure the safekeeping of the accounts, the books of account and supporting documentation for each entry into the books of account.
- Present a financial report at each meeting as well as an annual financial report at the AGM.
- Be prepared for the examination of the financial records of Council.
- Prepare budget with the input of other Council members.

(v) Volunteer Coordinator

- Coordinate the requirement and demand for volunteers.

(vi) Lunch Coordinator

- Liaise with food service provider to arrange delivery schedules and payments, as agreed upon by the Council;
- Create, distribute, and collect order forms as agreed upon by the Council (Sept/Jan);
- Create and maintain spreadsheet of orders, monies collected, and balances (ie Excel/Google Sheets); and
- Communicate and coordinate with Treasurer regarding costs and projected expenditures and profits, and receipts of all food/drink services.
- Organize volunteer schedule and keep volunteers and the school office informed of dates/times and duties;

(vii) Members at Large

- Provide advice and input to council
- May be requested to hold specific responsibilities by Council Executive.

(viii) School Principal

- Facilitate the establishment of the Council and assist in its operation.
- Support and promote the Council's activities.
- Seek input from Council in areas for which it has been assigned advisory responsibility.
- Communicate with the Chair or Co-Chairs of the Council, as required.
- Obtain and provide information, including the budgets for the school to enable council to make informed decisions.
- Act as a resource on laws, regulations, board policies, and collective agreements.
- Assist the Council in communicating with the school community.
- Encourage the participation of parents in the life of the school and the activities of the Council.

(ix) Teacher Representative

- Represent the viewpoints of the teachers during the Council deliberations.
- Liaise with the teachers in matters dealing with the Council.

(x) Fundraiser Coordinator

- In charge of forming and directing a committee to organize school fundraiser(s) as set out by the Council and carry out the strategies voted on by Council.

g) Membership on the school Council shall be withdrawn:

- (i) at the time of the next election;
- (ii) when a parent/guardian member no longer has a child enrolled at Greely Elementary School;
- (iii) at the discretion of the Council, when the member has missed three consecutive meetings of Council and when the member has requested to be withdrawn;
- (iv) in the case of the Principal and/or Vice-Principal, when he/she no longer holds the office of Principal;
- (v) in the case of a teacher, when that teacher is no longer an employee of Greely Elementary School;
- (vi) in the case of the administrative/support staff, when that person is no longer an employee of Greely Elementary School;

ARTICLE 5 – SCHOOL COUNCIL OPERATIONS

a) Quorum

A quorum shall be a majority of Council positions filled at the time of the meeting.

b) Voting

- (i) Each Member of Council, except for the Principal and/or Vice-Principal, shall have one (1) vote. The Principal and/or Vice Principal are not entitled to vote in votes taken by the Council, pursuant to Ont. Reg. 612/00.
- (ii) Proxy voting is permitted except at the Annual General Meeting (“AGM”).
- (iii) In general, voting shall be by a show of hands. A vote by secret ballot may be held at the discretion of the Chair or Co-Chairs.
- (iv) Motions shall pass on a simple majority of quorum, except when amending the Constitution.
- (v) In the case of a special or emergency meeting of Council, a vote may be taken by telephone/fax/e-mail.

c) Meetings of Council

- (i) The Council shall hold at least four meetings each school year, including the Annual General Meeting (AGM).
- (ii) The AGM shall be the first Council meeting and shall be called within the first 30 days of the school year on a date fixed by the Principal.
- (iii) Meetings cannot be held unless there is quorum and unless a majority of the members present at the meeting are parent members.
- (iv) Notice of meetings shall be published in the school and in a newsletter or flyer to parents/guardians, at least three (3) days prior to the meeting.
- (v) Meetings shall be open to the public and no person may be excluded from the meetings other than for disruptive behaviour.
- (vi) Special or emergency meetings of the Council may be called at the discretion of the Chair or Co-Chairs, on notice to all Council members. Such a meeting may only be called for matters, which cannot be dealt with at a regularly-called meeting. Quorum must be present for a decision. Minutes of such meetings shall be posted in the school and distributed to all Council members as soon as reasonably possible.

- (vii) Minutes shall be taken of all Council meetings. A copy of the minutes, committee reports, correspondence and Treasurer's reports shall be kept up-to-date electronically and shall be available for review by parents/guardians.

d) Elections

- (i) The election of parent members of Council shall be held at the Annual General Meeting (AGM).
- (ii) The Council, in consultation with the Principal, shall ensure that the annual election/appointment of teaching and non-teaching representatives to the Council is carried out by each of these constituent groups during the first thirty (30) days of the school year.
- (iii) Any parent/guardian of a student enrolled at Greely Elementary School may place his/her name for election to any of the parent/guardian positions.
- (iv) A person is not qualified to be a parent member of a school council if:
 - he or she is employed at Greely Elementary School; or,
 - he or she is employed elsewhere by the OCDSB (unless he or she takes reasonable steps to inform, people qualified to vote in the election of parents members of that employment.
- (v) If elections are necessary, the Principal and one parent not involved in the election, shall conduct the secret ballot election.
- (vi) Voting by proxy is not permitted at the AGM for elections.
- (vii) In the case of a tie, candidates will draw lots.
- (viii) If a position is not contested, the nomination shall be acclaimed at the AGM.
- (ix) Voting for parent members is open to all parents/guardians of students at Greely Elementary School.
- (x) At the AGM the previous Council shall be dissolved. The Principal shall conduct the elections for the new Council members as described above. The new Council shall then conduct any remaining or new business.
- (xi) A by-election to fill a vacancy may be held at any regularly called meeting, on notice to all parents. All parents/guardians in attendance shall be eligible to vote at the by-election.
- (xii) Teacher Representative.

A person is qualified to vote in an election for the teacher representative, if he or she is a teacher at Greely Elementary School, other than the Principal or Vice-Principal.

e) Amendments to the Constitution.

The Constitution shall be voted on at the beginning of each school year and amended as needed by a $\frac{2}{3}$ majority. Each member of the Council should read the Constitution and sign as to having done so.

f) Issues presented by a non-member of the Council.

Topics falling within the Council's scope may be raised by anyone in the school community.

- (i) Topics can be presented verbally or in writing to a Council member. Topics can also be presented to the school administration.
- (ii) The topic shall be discussed at the next meeting of the Council. If the matter is urgent, the sponsor may ask the Chair or Co-Chairs to convene a Special Meeting. Sponsor(s) of the topic may be asked to make a brief presentation.
- (iii) Council should then discuss the topic and either provide an answer or establish an ad hoc committee.
- (iv) The ad hoc committee shall report to the Council at its next meeting or when appropriate, making recommendations upon which the Council will vote.
- (v) The Chair or Co-Chairs shall ensure that the sponsor of the topic is advised of the recommendations and outcome of the vote.

g) Correspondence.

All Council correspondence distributed through the school to the general population must first be reviewed by the Principal, or in the case of absence, his/her delegate.

h) Budget.

The Council shall prepare a budget to disburse monies raised. Input from the Principal, Vice-Principal, parents, teachers and administrative/support staff will be taken into consideration. The Council shall vote on the draft budget at a regular meeting early in the school year.

ARTICLE 6 – FINANCE

- a) Monies raised on behalf of or by the Council are intended for support of Council activities and the school community.
- c) The Council shall establish and maintain a bank account in its name.
- d) Cheques drawn on the Council bank account shall bear two (2) signatures of the Officers of Council (Chair, Vice-Chair, Secretary or Treasurer).
- e) Two members of the same family shall not exercise signing authority.
- f) Any expenditure should be approved by the Treasurer.
- g) The Council will endeavour to communicate all significant expenditures to parents/guardians.
- h) Complete books and records of all financial transactions of the Council shall be maintained. These books and records will be maintained according to generally accepted accounting principles.
- i) A financial statement shall be presented at each meeting, a record of which will be included in the minutes.
- j) The financial record of the Council shall be reviewed annually by an independent reviewer who is not a member of Council; or alternatively, by two members of Council who are not signing authorities. The report of the reviewer shall be presented at the AGM.
- k) The fiscal year shall be September to August.

Approved by the Greely Elementary School Council at a meeting held on _____, 2016. This Constitution supersedes and replaces earlier versions of this document.

Co-Chair

Date

Co-Chair

Date

Treasurer

Date

Secretary

Date