



Metcalfe Public School Council

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Constitution

Article I – Name

1. The organization shall be called Metcalfe Public School Council (MPSC) hereinafter referred to as “the Council”.

Article II – Purpose

1. The purpose of the Council is 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 potential within a safe environment.

The objectives of the Council are:

- a) to seek the views and opinions of the school community on the operation of the school and the programs and services provided;
- b) to provide advice to the principal and, as appropriate, to the Ottawa-Carleton District School Board, hereinafter referred to as “the Board”, and/or its senior staff, on the development and implementation of policies, programs and services affecting the school;
- c) to communicate and promote the interests of the school and students;
- d) to provide parents/guardians and members of the school community with information to help them gain a better understanding of the education system at different levels, including the school, the Board and the Ministry of Education of Ontario, hereinafter referred to as “the Ministry”; and
- e) to actively support the school in meeting the educational, social and recreational needs of the students.

Article III – Membership

1. The Council shall consist of the following members:
 - a) parents/guardians of students enrolled or registered in the school, elected by the parents/guardians;
 - b) the school principal;
 - c) a teacher elected by the members of the teaching staff;
 - d) an administrative/support staff member elected by the administrative/support staff; and
 - e) a community representative appointed by Council.
2. Elected parents/guardians of the students shall be elected annually and sit on Council for a one year term.
3. The Council may expand membership provided parents/guardians always hold a majority of seats. The maximum number of parents/guardians that may be elected or acclaimed shall be no more than twelve.
4. Board employees may run for a position as a parent representative on the Council when their children are attending the school, with the understanding that their role on the Council entitles them to express their view as an parent on the Council and not as a Board representative.

5. The Principal or the Principal's assigned designate are not voting members. All other members are voting members with the exception that the Teachers' Representative and the Administrative/Support Staff Representative shall be excluded from voting on decisions involving funds being distributed to the school or teachers' requests.
6. Trustees and the general public may attend Council meetings as observers but not as voting members. They may be invited by Council to participate in discussion to offer relevant views.
7. Membership on Council suggests a commitment, therefore requiring attendance at Council meetings. Absence of any member from three scheduled meetings, without due cause satisfactory to the Chair, shall constitute a vacancy of the position. Refer to Appendix "B" for Protocol for Meetings, Communications, Reimbursement of Expenses and Nominations/Elections of Members.
8. All members of the Council who are not staff members should be Board ratepayers. The community representative appointed to Council shall preferably be a Board ratepayer who is currently neither a parent of a student attending the school nor a member of the Board staff.
9. The composition of the Council should reflect the diversity of the community or communities served by the school. In defining the school community, consideration may include geography demographic and socioeconomic considerations.

Article IV – Affiliation

1. The Council may seek affiliation with other organizations that have similar purpose.
2. Affiliations with other organizations, including any umbrella organization of the Ottawa-Carleton Assembly of School Councils, hereinafter referred to as "the Assembly" or any subsequent changes in such affiliation, shall require the majority of votes cast by the elected or appointed members present and voting at a meeting for which proper notice has been given to the membership.

Article V – Officers

1. The Officers shall be Chair, Vice-Chair, Treasurer and Secretary. The duties of the Officers and the duties of the Principal in relation to the Council, and members of the Council at large are set forth in Appendix "A" attached to and forming an integral part of this Constitution.
2. All Parents/Guardians present at the first meeting have a vote to elect a maximum of 12 Parent/Guardian Members-at-Large, who will sit on the new Council for a period of one year.
3. The Officers are elected from within the elected Members-at-Large from Item #2 above by the Parents/Guardians that are in attendance at the first meeting.
4. During the election, the Principal shall take on the role of Chair.
5. Officers may be elected or appointed at any meeting open to the public in order to fill vacancies where Officers are unable to complete their term.

Article VI – Meetings

1. There shall be no less than one annual meeting open to all members of the school community.
2. Regular meetings of the Council shall be held at the school, no less than four times in each school year. Notice of Council meetings will be posted on the school's notice board and/or Council web site, and be circulated to Parents/Guardians in the school newsletter and/or on the web site. In addition, the community at large shall be given notice of the scheduled meeting dates and welcomed to all open Council meetings.

3. Special meetings of the Council or electronic voting between scheduled meetings may be held at the call of the Chair, at his/her discretion or on the written request of one-half of the members given to the Secretary.
4. A quorum is established when a majority of the voting members are present or in a position to electronically vote
5. Recognizing the voting exceptions noted in Item #5, of Article III Membership, all elected members of the Council have equal privileges and voting rights..
6. Meetings of the Council shall be open to all members of the general public, and no such member may be excluded from the meeting except for disruptive behaviour.
7. The Council requires its members to conduct themselves in a manner that befits their role as ambassadors of the school community. Each member, however, is individually responsible for his or her own behaviour and speech.

Article VII – Committees

1. Council may establish permanent standing committees, ad hoc or special purpose committees, as deemed necessary from time to time, and to appoint the members thereto. Membership on such committees shall not be restricted to members of the Council, except that the Lead of any committee shall be a member of the Council, appointed by the Council. The mandate of the permanent standing committees is set forth in Appendix “B”, attached to and forming an integral part of this Constitution.

Article VIII – Parliamentary Authority

1. The rules contained in 21st Century Robert’s Rules of Orders (1995) edited by The Princeton Language Institute, New York: Dell Publishing, shall govern the conduct of meetings of the Council in all cases where they are applicable and are not inconsistent with any bylaws or special rules the Council may adopt from time to time.

Article IX – Amendments

1. This Constitution may be amended by approval of a motion by a two-thirds majority of members of the Council present and voting at a scheduled meeting or a meeting called for that purpose, provided that at least two weeks notice is given for such motion and details of the proposed amendments are circulated to all members with that notice.

Amended this 3rd day of April, 2007 at an open meeting of Council.

Hugh Cleland, Co-Chair, MPSC

Andrie Nel, Secretary, MPSC

Valerie Leonard, Co-Chair, MPSC

Appendix "A"

a) The School Council

- i) ensures that accurate minutes and records, including records of all financial transactions, are kept available for at least four years at the school for examination without charge by any person, and that an annual school council year-end report including, where applicable, a financial report, are prepared and presented to the council, any advice provided in writing to the principal, Board and/or senior staff by the council, and the written response or responses in the reply;
- ii) ensures that the minutes and records of the council during the council's tenure are passed on to the successor council;
- iii) ensures that a current principal profile is on file with the Board by 31 October of each year;
- iv) may participate or assign an alternate to participate in information and training programs;
- v) communicates with the school principal;
- vi) ensures that there is regular communication with the school community;
- vii) ensures that parents/guardians of all students enrolled in the school have access to matters under consideration by the council;
- viii) ensures that the constitution of the council are maintained and up to date and are reviewed annually by the council;
- ix) consults with senior board staff and trustees, as required; and
- x) prepares the annual report of the school council, including, if the council engages in fund-raising activities, a report on these activities, for submission to the school principal and the Director of Education.

b) The School Council Chair

- i) calls school council meetings;
- ii) prepares the agenda for school council meetings;
- iii) chairs school council meetings;
- iv) works collaboratively with school council members to assign and delegate the role and responsibilities of the school council as outlined in a) above; and
- v) School Council Co-Chairs will jointly and separately perform the duties of the Office of Chairperson.

c) The School Council Vice-Chair

- i) shall act in the place of, and assumes the responsibilities of the Chair when the Chair is absent or unable to act.; and
- ii) assists the Chair in carrying out his/her duties.

d) The School Council Members:

- i) participate in council meetings;
- ii) participate in information and training programs;
- iii) act as a link between the school council and the community; and
- iv) encourage the participation of parents/guardians from all groups and of other people within the school community.

e) The Principal:

- i) facilitate the establishment of the school council and assist in its operation;
- ii) on behalf of the school council, provide written notice of the dates, times and locations of annual elections and meetings of the council and of committees of the council to the parents/guardians of all students enrolled in the school, both by giving the notice to the student for delivery to his/her parent/guardian, and by posting the notice in the school in a location that is accessible to parents/guardians;
- iii) support and promote the council's activities;
- iv) on behalf of the council, provide a copy of the annual school council report in the fall of each school year to:

- A) the parents/guardians of all students enrolled in the school, both by giving the report to the student for delivery to his/her parent/guardian and by posting the report in the school in a location that is accessible to parents/guardians; and
- B) the Director of Education;
- v) in accordance with the Act and Ontario regulations, seek input from the council by:
 - A) providing for the prompt distribution to each member of the school council, and for the posting in a location accessible to parents/guardians, of Ministry materials identified by the Ministry for such distribution;
 - B) attending all meetings of the school council or, when unable to do so, designating a staff member to attend on his/her behalf;
 - C) acting as a resource to the council, and assisting the council in obtaining information relevant to the functions of the council, such as information relating to relevant legislation, regulations and policies, and the budgets for the school and for school-generated funds, required by the council to enable it to provide informed advice;
 - D) considering each recommendation made by the council to the principal and advising the council of the action taken in response to the recommendations;
 - E) soliciting the views of the school council with respect to:
 - a) the establishment or amendment of school policies and guidelines relating to pupil achievement or to the accountability of the education system to parents/guardians, such as the Board and school code of conduct and dress code;
 - b) the development of implementation plans for new education initiatives relating to student achievement or to the accountability of the education system to parents/guardians, for example the Board and school code of conduct and dress code;
 - c) school action plans for improvement based on EQAO reports, and the communication of these plans to the public; and
 - d) all Board policies on which consultation is required, and any other matter for which the Board has directed that school councils be consulted.
- vi) act as a resource on laws, regulations, board policies, and collective agreements;
- vii) communicate with the chair of the council, as required;
- viii) ensure that copies of the minutes of the council's meetings are kept at the school and are available to the public on request;
- ix) assist the council in communicating with the school community; and
- x) encourage the participation of parents/guardians from all groups and of other people within the school community in the life of the school and the activities of the school council.

f) The School Council Treasurer:

- i) receives monies and pays bills;
- ii) acts as a signing officer; and
- iii) gives a complete and verified accounting of all receipts and disbursements for the fiscal year.

g) The School Council Secretary:

- i) prepares and distributes documents necessary for meetings;
- ii) prepares and distributes minutes of School Council and Executive Committee meetings;
- iii) drafts correspondence resulting from specific decisions made by the School Council and the Executive Committee; and
- iv) keeps a file of official documents.

Appendix “B”

Attached to and forming an integral part of the **Metcalf Public School Council** Constitution:

Metcalf Public School Council – General Policies and Procedures

a) Protocol for Meetings

- i) Meetings will begin promptly at 6:30 PM and end no later than 8:45 PM. If sufficient time is not remaining at 8:30 PM to cover the remaining topics, a vote will be taken as to whether the current meeting ending time will be extended to complete the items OR if the items will be deferred to a special meeting which will be called or to the next scheduled meeting;
- ii) Attendance at meetings is expected. Members will communicate their inability to attend a meeting by notifying the Chair or Vice Chair at least 24 hours before the meeting;
- iii) All persons who wish to speak must be recognized by the Chair.

b) Protocol for Communications

- i) All communications distributed in the name of the MPSC (including website amendments) must be approved by a minimum of two Council members (not from the originating Committee) and the Chair must be given 24 hours to acknowledge receipt of the material prior to distribution. The documentation forwarded to Chair should indicate the reviewing Council Members’ names. If time permits, it is recommended that communications should be electronically posted to all members prior to distribution to enable Council as a whole to make suggestions and also to be aware of outgoing information. At time of posting, the anticipated date of distribution should be mentioned.
- ii) The proposed agenda with appropriate attachments will be distributed to Council members the weekend prior to the upcoming meeting and members are expected to bring this package to the meeting;
- iii) Minutes from the previous meeting will be in circulation within a two week period after the meeting;
- iv) Agenda items and any attachments must be submitted to the Chair at least one week prior to the meeting;
- v) Council members are responsible to ensure receipt of the proposed agenda and minutes prior to the meeting.

c) Protocol for Reimbursement of Expenses

- i) All requests for reimbursement must be accompanied by a receipt;
- ii) All expenditures must be approved by a vote at a Council Meeting at which a quorum is present;
- iii) Cheques drawn on the Council account must have two signatures from any of the approved signing officers, that being Treasurer, Chair, and Vice-Chair. Should there be Co-Treasurers, only one Co-Treasurer may sign a cheque, the other signature must be either the Chair or Vice-Chair.

d) Nominations/Elections of Members

- i) Nominations and elections shall be conducted as per the Board policy and procedures and Ministry guidelines.

e) **Protocol for Committees**

- i) Each Committee under the direction of the Lead of the committee is responsible for implementing and running the program they have volunteered for. Ultimately, it is the Lead's responsibility to ensure that the program operates smoothly and that information related to the program is reported to Council for consideration and a vote if deemed necessary. It is the Committee's responsibility to ensure that all students have the opportunity to participate in the programs when applicable. The Committee members are responsible, together with the Treasurer to ensure that financial controls are in place and adhered to produce an effective paper trail and that all paperwork systems are maintained to ensure that funds balance. The Treasurer must ensure that the financial controls in place produce an efficient paper trail so that he/she can confirm balance, upon receipts and deposit.