

Mutchmor Public School Council  
**Constitution and By-Laws**  
Revised and Sept 29, 2014

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**Article I. NAME and DEFINITIONS**

1. The organization shall be called the Mutchmor Public School Council, hereinafter referred to as the Council.
2. The school community is defined as persons living within the attendance boundaries of the school, parents/guardians with children attending the school, school staff, students and guests invited by the Council.
3. Any reference to the “Board” herein shall mean the Ottawa-Carleton District School Board.
4. The Constitution and By-Laws are intended to be in accordance with the Ontario Regulation 612/00 (created under the Education Act) which describes provisions for School Councils and Parent Involvement Committees.

**Article II. PURPOSE**

The objectives of the Council are:

1. 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;
2. To seek the views and opinions of the school community on the operation of the school and the programs and services provided;
3. To provide advice and recommendations to the principal and, as appropriate to the Board and/or its senior staff, on the development, implementation and amendment of policies, programs and services affecting the school;
4. To be an effective voice for promoting the interests of the school, and to actively

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support the school in meeting the educational, social and recreational needs of students; and

5. Organise school fundraising events and distribute fund raising proceeds appropriately.

**Article III. AFFILIATIONS**

1. The Council may seek affiliation with other organizations that have similar purposes (i.e. Ottawa-Carleton Assembly of School Councils "OCASC").
2. Affiliations with other organizations, including any "umbrella" organization of the Board school councils, or any subsequent changes in such affiliation, shall require a majority of votes at a meeting for which proper notice has been given to the membership.

**Article IV. MEMBERS**

The Council shall consist of the following voting members who shall have equal privileges and voting rights:

- a) A minimum of six (6) and a maximum of one hundred (100) parents/guardians of students enrolled in the school;
  - b) One community representative who does not have children attending the school;
  - c) One teacher employed in the school, other than the principal or vice-principal;
  - d) One non-teaching employee of the school;
- and the following non-voting member:
- e) The school principal.

In the event that a vote is tied, the decision on the matter will be postponed to a subsequent meeting when it will be voted upon a second time. The subsequent meeting can be a specially convened meeting or a regularly scheduled council meeting. In the event of a tie at the second vote, the Chair presiding over the second meeting will make the final decision.

2. Membership in the Council shall be determined in the following ways:
  - a) Parents/guardians shall be elected by parents and guardians of students enrolled in the school and parent/guardian members must form the majority of school council members;
  - b) The community representative shall be appointed by the Council;
  - c) The school principal shall be a designated non-voting member of the Council;
  - d) The teacher representative shall be elected/acclaimed by the members of the teaching staff (This position may be shared amongst the teachers); and

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e) The non-teaching staff member shall be elected/acclaimed by the members of the non-teaching staff.

~~3. Council members shall be elected/appointed within 30 days of the beginning of the current school year. If fewer individuals stand for election than there are spaces available, all those standing for election will be acclaimed.~~

4. The term of office for elected and appointed positions shall be one year. Elected and appointed members may seek additional terms of office.

5. In the event of a vacancy, any vacancy can be filled at an open council meeting, either by election or by acclamation.

6. There will be no honorarium paid to members of the Council. However, members can be reimbursed for expenses they incur as members of the Council.

#### Article V. OFFICERS

1. The Officers shall be the Chair/Co-Chair, Vice-Chair, Treasurer and Secretary. The duties of the officers and of members of the Council at large are set forth in Article X herein.

2. Officers shall be elected by the Council at a meeting for which proper notice has been given within 30 calendar days of the beginning of the current school year. This will be done at the same meeting as the election/appointment of Council, once the Council has been established. A nominating committee established at the Annual General Meeting as set out in Article VI may put forward names.

3. The Chair/ Co-Chair of the Council must be a member representing the parents and guardians and must be elected by council amongst parent/guardian representatives. All other officer positions may be held by any other member of the Council.

4. Council members shall remain in office until their successors are elected or appointed.

#### Article VI. MEETINGS

1. There shall be one Annual General Meeting in June of each year, open to all members of the school community. At this meeting, the Council may wish to appoint a Nominating Committee to be responsible for seeking nominations for the following

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year.

2. Regular meetings of the Council shall be held at the school, at least six times in each school year. Notice of Council meetings will be posted on the school's notice boards and circulated to parents and guardians in the school's newsletter. In addition, the community at large may be given notice of meetings and informed of Council activities by such means as posting of agendas and minutes on community notice boards or the Council Website or giving notice in community newsletters or other local media.

Special meetings of the Council may be held at the call of the Chair/ Co-Chair, on the written request of either at least one half of the members or ten members, whichever number is lower, given to the Secretary.

4. To form a quorum as required for a meeting of the Council:
  - a) a majority of the current members of the school council must be present at the meeting; and
  - b) a majority of the members present shall be parent/guardian members.
5. In the event that neither the Chair/Co-Chair are in attendance at a meeting, the duties of the Chair/Co-Chair can be assumed by the Vice-Chair or another Council member.
6. In matters relating to disposition of funds available to the Council, voting rights shall be extended to all parents and guardians with a child attending the school, in attendance at the meeting. An annual budget is to be established by Council within two meetings of the Council being voted into office in the fall of each year.
7. At all meetings of the Council, usually only the business stated in the notice calling the meeting may be voted upon. However, ad hoc motions may be voted upon when members do not consider the level of contentiousness to be high.
8. Meetings of the Council shall be open to members of the general public and no such member may be excluded from the meeting except for disruptive behavior. Discussion at meetings will be open to members of the school community, as defined in Article I.
9. The Council will be responsible for the proper conduct of its members, including a requirement for attendance at meetings and as such may invoke a disciplinary process, including removal from membership.
10. Members of Council shall make every reasonable effort to attend all Council

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meetings. If more than three consecutive meetings are missed without reasonable notice to the Chair or Secretary, the member shall be contacted by the Chair or Secretary and may be removed at the discretion of Council.

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11. A Council member may be removed from Council if his or her actions or behavior are inappropriate or detrimental to the school or Council. A Council meeting will be scheduled to discuss the actions or behaviour of the member, with the member, and to vote as to whether or not to remove the member from Council. Two weeks prior notice of the meeting must be given to all members involved.

**Article VII. COMMITTEES**

The Council may establish permanent standing committees, ad hoc or other special purpose committees, as deemed necessary from time to time, and appoint the members thereto: membership on such committees shall not be restricted to members of the Council, although each committee shall include at least one parent/guardian member of the Council. The Council shall appoint the Chair of any committee.

Committees may include, but are not limited to:

Booksale Committee

Library Committee

Curriculum Committee

Volunteer Coordination

Funfair

Outreach

Constitution Committee (if is determined necessary to revise the current Constitution)

**Article VIII. PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order 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**

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

**Article X. SCHOOL COUNCIL ROLES AND RESPONSIBILITIES**

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1. The Council, while maintaining a school-wide focus:

- ~~a) shall establish its goals, priorities, and procedures;~~
- b) may organize information and training sessions to enable members of the Council to develop their skills as council members; and
- c) shall promote the best interests of the school community as a whole.

2. Responsibilities of Council members shall be as follows:

a) The Chair/ Co-Chair

- i. Calls school council meetings;
- ii. Prepares the agenda for school council meetings;
- iii. Chairs school council meetings;
- iv. Ensures that the minutes of school council meetings are recorded and maintained (NB: The minutes should include, or have attached to them, any advice provided in writing to the principal, Board and/or senior staff by the council and the written response(s) in reply);
- v. May participate or assign an alternate to participate in information and training programs;
- vi. Communicates with the school principal;
- vii. Ensures that there is regular communication with the school community;
- viii. Consults with senior Board staff and trustees, as required;
- ix. Prepares the annual report of the school council, including, if the council engages in fund-raising activities, a report of these activities (which may be prepared by the Treasurer), for submission to the school principal and the Director of Education;
- x. Ensures that a current principal profile is on file with the Board by October 31 of each year;
- xi. Ensures that parents/guardians of all students enrolled in the school are consulted about matters under consideration by the Council;
- xii. Works collaboratively with school council members to assign and delegate the roles and responsibilities of the school council;
- xiii. Acts as a signing officer for the Council.

b) The Principal

The Board requires all principals to work in a meaningful and co-operative way with school councils. The principal shall:

- i. Facilitate the establishment of the school Council and assist in its operation;
- ii. Support and promote the Council's activities;
- iii. Seek input from the Council in areas for which it has been assigned advisory

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- responsibility;
- iv. Act as a resource on laws, regulations, Board policies, and collective agreements;
  - v. Obtain and provide information, including the budgets for the school and for ~~school-generated~~ funds, required by the Council to enable it to make informed decisions;
  - vi. Communicate with the chair of the Council, as required;
  - vii. Ensure 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;
  - viii. Assist the Council in communicating with the school community;
  - ix. Encourage the participation of parents from all groups and of other people within the school community, in the life of the school and the activities of the school's Council.

c) Vice-Chair

- i. Perform the duties of the Chair/Co-Chair in the absence or disability of the Chair/Co-Chair.
- ii. Acts as a signing officer for the Council.

d) Secretary

- i. Ensures that adequate notice of meetings, the agenda\*, and previous minutes are circulated to all members within prescribed time lines (\*as the agenda is prepared by the Chair, it may be circulated by the Chair);
- ii. Maintains a full and accurate account of all Council meetings, and ensures that the minutes are signed by the Chair following their adoption by the Council;
- iii. Prepares correspondence as required;
- iv. Ensures the safe-keeping of Council records;
- v. Provides for inspection of the minutes and records of the Council to any member of Council or members of the school community, on request;
- vi. Ensures that a copy of all minutes for the current school year are maintained at the school in a location accessible to any member of the school community;
- vii. Ensures that the minutes and records of the Council during the council's tenure are passed on to the successor council and to the school.

e) Treasurer

- i. Takes charge of any finances of the Council, ensures the safe keeping of the Council finances as in accordance with the policies and procedures of the Board, and provides an accounting thereof as may be required from time to time;
- ii. Provides an annual financial report to the Council and the membership at large;
- iii. Ensures that regular audits on the financial reports are performed in accordance with Board policies;
- iv. Performs such other related duties as may be assigned by the Chair of Council from

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- time to time;
- v. May act as a signing officer for the Council.
- f) ~~Representative~~ to the Ottawa-Carleton Assembly of School Councils - OCASC
- i. Attends Ottawa-Carleton Assembly meetings on behalf of the Council and speaks for the Council at such meetings (when necessary or applicable);
  - ii. Provides to Council an oral and/or written report of OCASC meetings;
  - iii. Acts as the Council's link to the Assembly and to other organizations with purposes similar to the Council's.
- g) Engagement Coordinator
- i. Ensures school directory is up to date by inviting new families to MySchoolAnywhere and asking returning families to confirm and update contact information;
  - ii. Ensures that there is regular communication with the school community with respect to MySchoolAnywhere;
  - iii. Trains committee members from time to time so that they may use MySchoolAnywhere or social media to coordinate or promote an upcoming Council event;
  - iv. Works collaboratively with Council members to promote Council events and assists the Council in communicating with the school community via social media;
  - v. Communicates with the Council, as required;
  - vi. Performs such other related duties as may be required from time to time.
- h) Council Members
- i. Participate in Council meetings;
  - ii. May participate in information and training programs;
  - iii. Act as a link between the school council and the community;
  - iv. Encourage the participation of parents from all groups and of other people within the school community.

#### Article XI. CONFLICT RESOLUTION

While it is the goal of Council to achieve consensus through discussion, in the event that a conflict arises, the conflict shall be dealt with as follows:

- a) If a council member(s) or participant(s) become disruptive, the Chair/Co-Chair shall ask for order.
- b) If order is not restored, the Chair/Co-Chair may direct the individual(s) to leave the meeting (The removal from one meeting does not prevent individuals from participating in future meetings of Council).
- c) The Chair/Co-Chair may request the disputing individual(s) to participate in a



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special meeting to arrive at a mutually acceptable solution to the dispute. Such a meeting should not be construed as a meeting of the Council.

- d) If an issue cannot be resolved at the local level, the Chair/Co-Chair or Principal will request the Superintendent of Schools to provide direction.

**Article XII. CONFLICT OF INTEREST**

1. Members of the Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit financially either directly or indirectly by decisions of the Council.
2. Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he or she shall declare a conflict of interest immediately and decline from the discussion and resolution.
3. A conflict of interest may be actual, perceived, or potential.

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#### APPENDIX A: Mission and Goals

Mission Statement: Working with the Board and Community partners to create the optimal environment in which our children can learn, build self-esteem and meet difficult challenges.

#### Goals:

- 1) To communicate with the school community on a regular basis;
- 2) To partner with the school staff and parents/ guardians to continuously improve the quality of our children's education;
- 3) To partner with the school staff and parents/ guardians to continuously enhance school spirit; and
- 4) To encourage the school community to participate in school Council activities.

#### APPENDIX B: Member Code of Conduct

#### A member shall:

- Consider the best interests of all students.
- Be guided by the school's and the Board's mission statements.
- Become familiar with the school's policies and operating practices and act in accordance with them.
- Maintain the highest standards of integrity
- Recognize and respect the personal integrity of each member of the school community.
- Treat all other members with respect and allow for diverse opinions to be shared without interruption.
- Encourage a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the council.
- Not disclose confidential information.
- Limit discussions at school council meetings to matters of concern to the school community as a whole.
- Promote high standards of ethical practice within the school community.
- Declare any conflict of interest.