

**Garth Webb Secondary School
School Council Constitution**

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1.0 Interpretation

1.1 Definitions

Act means the Education Act

Board means the Halton District School Board.

Chair means the Member elected to chair the School Council and includes his or her designate where the elected Chair is unable to act

Committee is a committee established by the School Council for a specific or general purpose.

Community Representative means a person from the community who is not a parent of a Student at the school but who resides in or is employed in the catchment area of the School and is appointed by the members of the School Council.

Day means school day.

Employee Member means a person employed at the school who is not a teacher, and is a Member.

Matter means an issue within the jurisdiction of the School Council.

Meeting means a period when the School Council meets in public to discuss or make decisions , but does not include training sessions or events.

Member means a member of the School Council, whether elected or appointed, voting or non-voting.

Notice means notice provided by the School to the Parents through all of the following means: (a) electronically by e-mail or on the website, (b) posting in the school, and (c) paper copy sent to those Parents who request it.

Officers means the Chair, Co-Chair or Vice Chair, Treasurer and Secretary of the School Council.

Parent includes a custodial parent, access parent or guardian of a Student enrolled in the School.

Parent Member means a Parent who is a member of the School Council

Policies means policies, procedures, guidelines, or administrative regulations of the Board as may be amended from time to time.

Principal means the Principal of the School or his or her designate.

Regulation means Ontario Regulation 612/00 under the Act

School Council means the School Council of Garth Webb Secondary School operated in accordance with the Act and Regulation as well as any applicable Board Policies.

School means Garth Webb Secondary School.

Student means a student attending the School.

Student Member means a Student elected by other Students to represent them at the School and on the School Council.

Teacher Member means a teacher of the School who is not the Principal or Vice-principal and is an elected or appointed voting member of the School Council.

Voting Member means all Members other than the Principal.

1.2 These Bylaws shall be interpreted in accordance with the Act and the Regulation, and the Policies.

2.0 Purpose and Objectives

2.1 The purpose and objectives of the School Council shall at all times be consistent with this Constitution, the Act, the Regulation, the Policies, and the School's Mission Statement. The School Council will function as an advisory body to:

- a. promote and create partnerships within the School community;
- b. enhance communication within and among the members of the School community;
- c. provide opportunities for parents to be involved in the education and social development of their children;
- d. embrace the culture of the School;
- e. provide an opportunity for an equitable representation of all constituents within the School community;
- f. sponsor and conduct fundraising for programs not otherwise provided for by the Board or the School;
- g. provide input to the Principal on program issues, operational issues, the School budget priorities, and the School Improvement Plan;
- h. work together as a team to create an atmosphere of mutual trust, openness and collaboration within the school community; and
- i. demonstrate accountability to the School community.

2.2 The School Council recognizes that the primary means of achieving this purpose is through recommendations made to the Principal and to the Board in the manner set out in this Constitution.

3.0 Composition, Qualifications, and Officers

3.1 The composition of the School Council shall at all times be consistent with the Act, the Regulation, and the Policies.

- 3.1.1 The composition shall consist of Parent Members, the Principal, one Teacher Member, and one Student Member
- 3.1.2 The composition of the School Council may include up to three Community Representatives and one Employee Member at the discretion of Council.
- 3.1.3 A Parent is not qualified to be a Parent Member if he or she is employed by the Board and works at the School, or if he or she is a member of the Board, with the exception of a Parent who is not an employee of the Board but on occasion does work at the School as an independent contractor, independent services provide or volunteer
- 3.1.4 A parent who is employed by the Board but does not work at the School is qualified if he or she discloses the nature of his or her employment with the Board prior to becoming a Parent Member.
- 3.2** The number of Parent Members shall at all times be greater than the number of all other Voting Members.
 - 3.2.1 The number of Parent Members shall be no greater than seventeen and no fewer than four.
- 3.3** The Voting Members shall elect from among the Parent Members a qualified Chair and Vice Chair, or Co-Chairs as determined by the Voting Members of the School Council.
 - 3.3.1 A Parent Member is not qualified to be a Chair, Vice Chair, or Co-Chair if he or she is employed by the Board.
- 3.4** The election of a Chair, Vice Chair or Co-Chairs shall take place during the first meeting of the School Council for the school year.
 - 3.4.1 The Chair and Vice Chair or Co-Chairs shall remain in the position until the earlier of the first Meeting of the School Council in the next school year or the member is no longer qualified.
- 3.5** At the first meeting of the School Council for the school year, the Voting Members of the School Council shall also elect from among its Members the remaining Officers, which shall include the Treasurer and Secretary.
- 4.0 Elections & Appointments**
 - 4.1** The election of Parent Members of the School Council shall be held during the first thirty (30) days of each school year on a date fixed by the Chair or Co-Chairs of the School Council after consulting with the Principal. The Principal shall no later than fourteen (14) days before the date of the election of Parent Members, give Notice of the date, time and location of the election to every Parent.
 - 4.2** All Parents are welcome to seek election to the Council. Nomination forms will be sent electronically to all parents or will be available in the office. All nomination forms should be accompanied with a brief information/biography detailing the position they are seeking and the expertise they can offer. Nominations for inclusion in a ballot are open seven (7) days prior to the election and must be submitted to the School by the Thursday before the

first Council meeting.

- 4.1.1 The School Council shall determine the number of Parent Members' positions available for the new school year based upon the number of Parent candidates for School Council positions.
 - 4.1.2 If less than seventeen nominations are received from Parent candidates, the candidates will be acclaimed to the Parent Member positions.
 - 4.1.3 If an election for Parent Members is required:
 - (a) each ballot will list the first and last name of each Parent candidate and the total number of Parent Member positions available. The ballot position will be determined by lottery conducted by the Principal.
 - (b) each Parent in attendance will be entitled to one ballot and will fill out the ballot by marking each Parent candidate they wish to elect as a Parent Member.
 - (c) A ballot will be spoiled as deemed by the Principal, including:
 - if a Parent votes for more Parent candidates than Parent Member positions available;
 - if a Parent does not clearly mark the ballot indicating their vote; or
 - if a Parent destroys their ballot.
 - (d) A ballot will not be spoiled if a Parent votes for a fewer number of Parent candidates than the number of Parent Member positions available.
 - 4.4 The election or appointment of a Teacher Member, Employee Member and Student Member shall be held within the first thirty (30) days of each school year.
 - 4.4.1 The election or appointment of a Teacher Member, Employee Member and Student Member shall be the responsibility of the Principal.
 - 4.5 At the first meeting of the School Council the School Council Members may decide to have one or more Community Representatives and appoint such Representatives, if any people from the community have come forward expressing interest in becoming a Community Representative.
- 5.0 Term of Office**
- 5.1 A person elected or appointed as a Member of the School Council shall commence their position from the later of:
 - a. the date he or she is elected or appointed; or
 - b. the date of the first meeting of the School Council after elections have been held..
 - 5.2 A person elected or appointed as a Member shall hold their office until the first meeting

of the School Council in the next school year..

- 5.3** Subject to article 11.2.2.2, a Member may be re-elected, and there is no limit to the number of consecutive or cumulative years they may be re-elected.

6.0 School Council Meetings

- 6.1** All School Council Meetings shall be held at the School and shall be open to the public.

6.1.1 The Principal will give Notice to all parents of the date and time of all upcoming Meetings at the beginning of the school year and post any changes to the Meeting dates which may occur from time to time later than ten (10) days prior to the relevant Meeting,

6.1.2 The School Council shall hold at least six Meetings in the school year and may hold as many as deemed necessary by the School Council, from time to time.

6.1.2.1 The first Meeting shall be held within thirty-five (35) days of the school year.

6.1.2.2 At the first Meeting the School Council will arrange no fewer than five additional Meetings to be held throughout the year.

6.1.2.3 The Officials shall be elected at the first Meeting.

- 6.2** A Meeting cannot be held unless,

- a. the Principal is present;
- b. a majority of the School Council Members present are Parent Members;
- c. a majority of School Council Members are present; and
- d. the Principal has provided Notice to parents confirming the date and time of the Meeting.

- 6.3** Each Voting Member of the School Council is entitled to one vote on all matters put to a vote by the School Council.

6.3.1 All votes of the School Council shall be conducted in public.

6.3.2 A majority of Voting Members, who must include a majority of Parent Members, shall be required to pass regular motions. In the case of a tie, the motion is defeated.

6.3.3 The approval of two-thirds (2/3) of the Voting Members, which must include two-thirds (2/3) of the Parent Members, shall be required to approve or amend this Constitution.

6.3.4 The approval of two-thirds (2/3) of the voting members, which must include two-thirds (2/3) of the Parent Members, shall be required to reconsider a decision of any matter within the current school year.

6.4 Any Meeting may be cancelled by the Principal before or during the Meeting, if in the Principal's sole opinion the Meeting should be cancelled for any reason in order to protect the well-being or interests of the School, or one or more staff members, Members, Students, or Parents .

6.4.1 The Principal shall have authority to ask any Member or person in attendance at the Meeting to leave the Meeting at once where in the Principal's sole opinion the person should leave for any reason in order to protect the well- being or interests of the School, or one or more staff members, Members, Students, or Parents. .

6.5 The agenda will be sent to the Principal and all Members by e-mail in advance of the Meeting by the Chair or Co-Chair with copies distributed at the meeting. Unfinished business and question time should be allocated on the Agenda. Time frames for issues should be adhered to with extra meeting time allocated at a different date if necessary.

7.0 Committees

7.1 The School Council may establish and dissolve Committees for specific or general purposes or events as deemed necessary by the School Council.

7.1.1 The School Council shall appoint members to the Committees, and at least one Committee member shall be a Parent Member, and the other Committee members may include Members, school staff, volunteer Parents, Students or other people from the School community.

7.1.2 The Committees may only act in accordance with the authority provided to them by the School Council.

7.1.2.1 Each Committee member shall have one vote.

7.1.2.2 The Committees established by the School Council shall report their activities to the School Council at each School Council Meeting and shall respond to any questions from the School Council or parents in attendance at the meeting.

7.1.2.3 The Committee must report all decisions made and the results of each vote taken.

7.1.2.4 The Committees may meet off school property or electronically as determined by the School Council.

7.1.2.5

8.0 Vacancies

8.1 Where there is a Teacher Member, or Student Member vacancy the Principal in his or her sole discretion may, as soon as practical, appoint a new Member or schedule an election to elect a new Member.

8.1.1 The newly elected or appointed Member, if any, shall hold office from the date of the first Meeting following their election or appointment until the first Meeting of

the School Council in the next school year.

8.1.2 As soon as the vacancy is filled, the Principal shall provide Notice of the name of the newly elected or appointed member

8.2 If a Parent Member vacancy results in less than 4 Parent Members, the Parent Member vacancy shall be filled by appointment of Council.

8.2.1 As soon as practicable the Chair of the School Council and the Principal shall discuss the earliest convenient opportunity to schedule a Meeting of the School Council for the purpose of appointing a Parent Member to fill a vacancy.

8.2.2 The Principal shall in advance of the date of the Meeting provide Notice of the date and time that the School Council will be meeting to address the appointment of a Parent Member to fill the new vacancy on the School Council.

8.2.3 During the Meeting scheduled to address the issue of a Parent Member vacancy the School Council shall receive oral applications, which may include written material, from interested candidates qualified for the position.

8.2.3.1 During the School Council Meeting scheduled to address the issue of a Parent Member vacancy voting members of the School Council shall choose the most appropriate qualified candidate and appoint that candidate as a new Parent Member to hold office until the first meeting of the School Council in the next school year.

9.0 Conflict of Interest

9.1 A conflict of interest includes any actual or perceived financial interest, as well as a personal relationship with a person who will be affected by a specific, not generic, School Council decision

9.2 Any School Council Member who has a conflict of interest must disclose their conflict to the School Council.

9.3 A School Council Member who has disclosed a conflict of interest is prohibited from participating in discussion regarding the matter for which they have a conflict of interest and the School Council Member, if a voting Member, is prohibited from voting on the matter for which they have a conflict of interest.

10.0 Conflict Resolution

10.1 Any dispute between Members of the School Council, which cannot be resolved by the parties, shall be referred to the Superintendent of Schools for review and direction.

10.2 Where a conflict has been referred to the Superintendent of Schools and no resolution has been possible the Superintendent of Schools may require the resignation of one or more Members of the School Council.

10.2.1 If a Member refuses to resign when requested, the Superintendent of Schools may vacate the position or if necessary dissolve the School Council.

10.2.2 When a position has been vacated the Principal shall arrange to have the vacancy filled in accordance with article 8 of this Constitution.

10.2.3 When a School Council has been dissolved the Principal shall arrange for new elections and appointments consistent with article 4 of this Constitution where applicable.

10.3 If the Superintendent of Schools is unable to resolve the outstanding dispute, the Board, in its sole discretion, expense and direction, may appoint a single independent third party mediator to resolve the outstanding dispute in accordance with Board timelines and policies.

11.0 Minutes, Financial Records and Annual Report

11.1 The School Council shall keep minutes of all Meetings.

11.1.1 The Secretary of the School Council shall be responsible for keeping minutes of all Meetings.

11.1.2 The minutes shall record at a minimum all topics discussed and all issues voted upon and the result of all votes taken.

11.1.3 The minutes shall be kept at the School in the care of the Principal for four (4) years.

11.1.3.1 The minutes shall be accessible at the School for review by any person and shall be posted on the School's website.

11.2 The School Council shall keep records of all financial transactions, related to School Council activities, in accordance with the policies to the Board.

11.2.1 The Treasurer of the School Council shall ensure that the financial records related to School Council funds are up-to-date and available for review upon request by any parent or Board employee.

11.2.2 The financial records of the School Council will be a subset of the financial records of the School, and will be maintained separately by both the Treasurer and the Manager of School Administrative Operations of the School. Such records will be reconciled/balanced by the Treasurer, and approved by the School Council.

11.2.2.1 The financial records will be stored by the Principal for four (4) years.

11.2.2.2 The Treasurer's role is to:

- verify current expenses and track future commitments in order to present, at each monthly meeting, an accurate report of School Council funds held within the School's bank account;
- approve, in conjunction with the Chair and Co-Chair, all expenses for which payments will be made from School Council funds held within the School's

bank account; and

- be an active advisor on School Council during budget and expenditure discussions.
- The Treasurer may hold office for no longer than 3 years.

11.3 The School Council shall submit an annual report to the Principal each year, before June 1.

11.3.1 The annual report shall describe all matters reviewed and all recommendations made to the Principal or the Board.

11.3.2 The annual report shall include:

- the opening balance in all School Council bank accounts;
- all money raised;
- the purposes for which money was raised;
- how money was raised for each identified purpose;
- on what the School Council money was spent and for what purpose;
- how much money was remaining in the School Council account as of June 1;
- the projected expenditures for the period June 1 to September 1, if any;
- large projects for which the Council is saving to make a substantial contribution.

12.0 Recommendations by the School Council

12.1 The School Council may make recommendations to the Board or to the Principal on any Matter within the jurisdiction of the School Council.

12.1.1 The School Council recognizes that personal issues may not be discussed or reviewed by the School Council and that the School Council cannot submit recommendations to the Board or the Principal regarding personal issues.

12.2 Any Member of the School Council may propose that the School Council review a Matter for the purposes of making a recommendation to either the Board or the Principal.

12.2.1 A majority of the Voting Members of the School Council must approve the Matter to be reviewed prior to the review being undertaken by the School Council or a Committee of the School Council.

12.3 The School Council or Committee appointed by the School Council shall conduct a review of an approved Matter to determine an appropriate recommendation to be made to the Principal or Board as a result of the findings of the School Council or Committee.

Before each Matter is reviewed the Council will create a process for consultation and report structure.

12.3.1 The School Council or Committee shall consult with parents at no fewer than two (2) meetings in order to solicit parent views regarding the approved Matter.

12.3.2 The School Council shall appoint one or more members of the School Council to draft a report of the findings and recommendations of the School Council.

12.4 The School Council shall submit a report approved by two-thirds (2/3) of the voting members of the School Council, which must include two-thirds (2/3) of the Parent Members, to the Principal or Board for consideration and response.

12.4.1 The School Council shall make copies of the report and the response of the Board or Principal available to all parents who request a copy of the Board or Principal response to the Matter and recommendation submitted for consideration.

13.0 Fundraising

13.1 The School Council may fundraise for the purposes identified by the Board or School and in accordance with Board policies.

13.2 The School Council must disclose the purpose for all fund-raising activities to all Students, Parents and members of the public providing funds, resources or effort for the purpose or benefit of the fund-raising activity. This may be done at a School Council Meeting; by electronic notification or newsletter; announcements.. Results will be disclosed in the meeting minutes and in the Annual Report.

13.3 The School Council must record and disclose all fund-raising activities in accordance with article 11.2 and 11.3 of these Bylaws and any Board Policies.

14.0 Amendments

14.1 This Constitution may be amended by approval of Members present at a regular School Council Meeting. A request for such an amendment should be identified at a regular School Council Meeting for Members to consider, providing it is within the guidelines of the Regulation.. At the following Meeting, a motion can be made to accept the change(s) to the Constitution.

14.2 A majority of two-thirds (2/3) to accept the amendment is required from the Parent Members in order to make the change in the Constitution. Should a consensus not be reached, changes may be suggested to the motion for the School Council to consider at the following monthly meeting.

14.3 This Constitution will be reviewed by council every two (2) years and updated if necessary by the Garth Webb School Council.