



Runnymede Collegiate Institute

School Council Constitution

April 2019

RUNNYMEDE COLLEGIATE INSTITUTE SCHOOL COUNCIL CONSTITUTION
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FOREWORD

The purpose of developing a Constitution for the Runnymede Collegiate Institute School Council (“the Council”) is to:

- a) Formally constitute the Council;
- b) Establish a statement of purpose for the Council;
- c) Create a structure to conduct the business of the Council in a democratic and equitable manner;
- d) Provide a method to amend the purpose and structure of the Constitution to reflect the natural evolution of the Parent Council.

This Constitution provides a platform to:

1. Ensure that the Council has been constituted in compliance with and as mandated by the Ministry of Education, as per Regulations 612 and 613, and the Toronto District School Board.
2. Ensure that the decisions made by the Parent Council fairly represent and show due regard for the position of its members and the community it serves.

This Constitution is available on the Runnymede Collegiate Institute School Council website: <http://www.runnymedecollegiate.com/parents/> for all parents and guardians. A paper copy will also be available in the school office.

ARTICLE 1 – NAME

The name of the elected body will be Runnymede Collegiate Institute School Council.

ARTICLE 2A – PURPOSES

Runnymede Collegiate Institute School Council is a charitable organization as affiliated with the Toronto District School Board (charitable # 895788222RR0001), and as such the organization will be carried on without purpose of gain for its members, and any profits or other gains to the organization will be used in promoting its objectives.

The purposes of the Council will be:

- a) To promote participation, co-operation, understanding and effective communication within the Runnymede Collegiate Institute community;
- b) To contribute to the effective delivery of Runnymede Collegiate Institute programs and policies;
- c) To provide a forum for parents/guardians to recommend action on educational issues to the appropriate bodies and to enhance the accountability of the education system to parents/guardians;
- d) To raise funds to assist in the delivery of the Council purpose.

- Should the Council cease to exist, all monies will be transferred to Runnymede Collegiate Institute.

- Refer to link below for TDSB Fundraising Guidelines:

http://www.tdsb.on.ca/Portals/0/Community/docs/FundraisingGuide_Jan2013.pdf

ARTICLE 2B - ROLES AND RESPONSIBILITIES (AS PER Regulations 612 and 613)

School Councils are advisory bodies. The Council will provide advice and make recommendations to the school principal and, where appropriate, to the school board on any matters listed below that the Council has identified as priorities which could include but are not limited to:

- The responses as a school board to achievement in provincial and board assessment programs
- Preparation of the school profile
- Selection of principals
- School budget priorities, including local capital improvement plans
- School-community communications strategies
- Methods of reporting to Parents/Guardians in the community
- Extracurricular activities in the school
 - School-based services and community partnerships related to social, health, recreational, and nutrition programs
- Community use of school facilities
- Local coordination of services for children and youth
- Development, implementation, and review of the board policies at the local level

In addition to its advisory responsibilities, the Council will:

- Establish its goals, priorities, and procedures; (See Appendix A for goal setting framework)
 - Hold a minimum of four (4) general meetings per year open to all members of the school community;
 - Communicate regularly with members, staff, students and other members of the community to seek their views and preferences with regard to matters being addressed by the Council, and to report on the activities of the Council to the school community;
- Promote the best interests of the school community.

ARTICLE 3 - MEMBERSHIP AND VOTING

MEMBERSHIP

Members of the Council will be;

- a) The Principal or designate
- b) One (1) Teacher at the School; at the discretion of principal and/or teaching staff
- c) At least Five (5) Parents/Guardians, at the discretion of the Council (this number shall be considered for revision every year).
- d) One (1) Student appointed by the Principal if the Principal, in consultation with the Council, determines that the Council should include a student.
- e) One (1) Non-Teaching staff i.e. Secretary/ED/ECE (if possible)
- f) One (1) Community Representative (if possible) appointed by the Council.
- g) Past Chair of the Council (if still a member of the school community)

Parent/Guardian members must always constitute a majority on the Council.

MEMBERSHIP DETERMINATION

- A sign-up form will be distributed at the first Council meeting each year
- Parents/Guardians will be elected by parents/guardians of students enrolled in the school
- The Chair or Co-Chairs of the Council will be elected by the Council and must be Parent/Guardian members
- The School Principal will be a designated member
- The teacher representative(s) will be elected by the members of the teaching staff
- The non-teaching staff member will be elected by the members of the non-teaching staff
- Community representative(s) (if possible) will be appointed by the Council
- The student representative will be the Student Council President or designate
- The Past Chair is invited to council meetings as ex-officio, non-voting member

COUNCIL VOTING

- a) All Council members will have a vote except the Principal (as per Reg. 613.) and the Past Chair.
- b) Voting will be conducted as follows:
 - A show of hands (including Votes by Proxy (see Appendix B); or
 - A secret ballot if necessary, at the discretion and determination of the Chair or Co-Chairs or by a voted motion of the Council.

ARTICLE 4 - ELECTIONS (as per REG. 612)

A person is qualified to be a parent member of a school council if (s)he is a parent/guardian of a pupil who is enrolled in the school.

- a) Despite the above, a person is not qualified to be a parent member of a school council, if (s)he is employed at the school or elsewhere by the board that established the council, unless (s)he takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
- b) A person is qualified to vote in an election of parent members of a school council if (s)he is a parent of a pupil who is enrolled in the school.
- c) An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the Principal of the school.
- d) The Principal of a school will, at least 14 days before the date of the election of parent members, on behalf of the school council, give notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- e) The notice of the election may be given by giving such notice to the parent's child for delivery to his or her parent and by posting the notice in the school in a location that is accessible to parents. Electronic notice will also be given.
- f) The election of parent members shall be by secret ballot.

BY-ELECTIONS

Parent/Guardian by-election(s) may be called at the discretion of the Council if a position becomes vacant. Teacher, staff and student representation is the responsibility of their respective constituencies.

TERM OF OFFICE

All Council members will sit for one year only ending at the first council meeting following the Annual General Meeting.

ARTICLE 5 - CONFLICT OF INTEREST

Any Council Member with a financial interest or with the potential of personal benefit (non-monetary) either personally or through an immediate family member, in a matter under the Council's consideration shall declare a conflict of interest at the outset of the discussion. (S)he shall neither speak to nor vote on any resolution respecting that matter.

CONFLICT RESOLUTION

Every Council Member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her. Speakers to an issue will maintain a calm and respectful tone at all times. Speakers will be allowed to speak without interruption. The Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

ARTICLE 6 – OFFICERS

The officers of Council will consist of the following:

a) Chair and/or Co-Chair b) Secretary c) Treasurer d) Ward 7 Representative(s) and e) A Representative of each Committee that is also a voting member of Council (if applicable).

No person will hold more than one office at the same time and no person will serve in the same office for more than three consecutive years.

ARTICLE 7 - DUTIES OF COUNCIL MEMBERS

The Chair or Co-Chair(s) will be responsible for conducting all Council meetings; will report annually to the school community via website, email and annual report; will be an ad hoc member of all Council committees; and will perform all other duties required of the office.

The Secretary will keep minutes of the Council meetings; have charge of all correspondence of the Executive and the Council; and be responsible for notices of all Council meetings.

The Treasurer, will have overall responsibility for:

- a) Handling of the monies collected and held by or on behalf of the Council;
- b) Keeping of accurate records of all income and expenditures;
- c) Paying all accounts as authorized or hereinafter set out;
- d) Investment of funds not required for day-to-day operations, in recognized, Canada Deposit Insurance Corporation (CDIC) insured instruments (if applicable).
- e) Soliciting requests for expenditures from Parent Council members and preparing a proposed list of annual expenditures for Parent Council's approval;
- f) Reporting an updated Treasurer's report at each general meeting;
- g) Preparing annual financial statements, audit and post-audit financial statements and preparing the annual budget.

Council members will participate in all meetings and assist the Executive in the undertaking of Council responsibilities.

The Principal (or designate) will act in accordance with Regulation 613 as follows:

- The principal of a school shall attend every meeting of the school council, unless (s)he is unable to do so by reason of illness or other cause beyond his or her control.
- The principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
- The principal of a school shall consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation.
- In addition to his or her other obligations to solicit the views of the school council under the Act and the regulations, the principal of a school shall solicit the views of the school council with respect to the following matters:
 - The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - school policies or guidelines related to policies and established by the board under subsection 302 (5) of the Act respecting appropriate dressfor pupils in schools within the board's jurisdiction.

ARTICLE 8 - THE PARENT COUNCIL AND ITS OFFICERS

- a) Officers will be elected at the first Council meeting after the Annual General Meeting.
- b) Any Officer vacancy may be filled by another member of the Council or by a new election to the Council
- c) A quorum of the Council will be more than 50% of its members

- d) A schedule of meetings will be presented at the first Council meeting of each school year and additional meetings will be called on an as needed basis. Meetings of the Council will be called by the Chair or Co-Chair(s).
- e) In accordance with Regulation 613, the Principal will post notice of meetings.
- f) Council members should attend meetings regularly. Absence for more than two meetings would enable the Council, at its discretion, to declare a position vacant and to provide for a by-election. (Article 3)
- g) The Secretary will prepare and maintain a list of all the committees and chairpersons of such committees and their contact information.
- h) The Secretary will be responsible for posting minutes of meetings in a central location at the school and for posting on the Council Website

ARTICLE 9 – FINANCES

The Council may prescribe from time to time the method of receiving and expending monies of the Council save that:

- a) All expenditures will be approved by the Council. Expenditures may be approved in the following manner: the Council's decision to hold a fundraiser conveys implicit approval to pay the related expenditures; once the Council approves a budget; no further approval for budgeted items is required. Exceptions will be expenditures \$300.00 or less and will be approved by the Chair or Co-Chair and by the Treasurer;
- b) Signing officers for all bank accounts shall be the Chair, the Treasurer and the Secretary (or other person approved by Council);
- c) All cheques of the Council must be signed by at least two officers (one shall be the Treasurer) after examining any supporting invoices or other documentation; and
- d) All Council bank accounts will include monthly bank statements.
- e) Any Council member may, by appointment, review the books and other records in the possession of the Treasurer.

ARTICLE 10 –COUNCIL SPENDING OBJECTIVES – See Appendix C (Fundraising Framework)

To spend the greatest proportion of Council funds on projects which collectively, over the long term, benefits the largest number of students. See Appendix C for Fundraising Framework.

ARTICLE 11 - MEETINGS OF THE COUNCIL

- a) Meetings of the Council will be held as needed and there will be a minimum of four (4) meetings annually.
- b) Meetings may be attended by any interested person. Only recognised Council members will be permitted to vote on any matter.
- c) Notice of the Council meetings will be posted for members at least five school days prior to the date of regular meetings. At least ten days prior notice must be given of the Annual General meeting. All such notices will set out a comprehensive agenda, that will identify voting and discussion issues and time allocated for each item.

- d) A meeting of the Council must have a quorum of more than half the voting members present, at least one of whom is a member of the Executive
- e) The Annual General Meeting of the Council must take place during the first 30 days of each school year as per Reg. 612. The agenda will include:
 - i. the report of the Treasurer;
 - ii. the Chair or Co-Chairs' Annual Report;
 - iii. the report of the Committees of Parent Council;
- f) At the first meeting of the new Council the agenda will include:
 - i. the election of the Officers of the Council;
 - ii. an introduction to the committees of the previous year by past chairs or committee member;
 - iii. striking of the Council committees;
 - iv. a financial report;
 - v. nominations of new Council members
- g) Any member of the school community can add an item to the next meeting's agenda, with regard to the time and interests of others who wish to raise topics, by informing the Council Executive of topic and time required.
- h) In the event that a member of the school community cannot attend a meeting and wishes to provide input on a specific agenda item, a letter not exceeding two pages in length can be submitted to the Council Executive no later than 12:00 noon the day of the meeting and will be read at the appropriate time at that meeting.
- i) In the event that a specific subject matter is of great enough concern that its discussion cannot be satisfactorily handled within normal meeting times, the Chair will invite deputations at a special meeting. All deputations will be heard but limited to a time of five (5) minutes only.
- j) Any member of the school community can raise any non-agenda issue during the 'other business' time at general meetings.
- k) Council members can vote on any motion. The exception will be the Chair who will only vote in the event of a tie.
- l) In the event of a controversy, Robert's Rules will govern the proceedings at all meetings of Parent Council.

ARTICLE 12 – PARENT COUNCIL MEMBER COMMITMENT

The incoming Council Members will accept and honour this Constitution and its amendments as its governing mandate.

ARTICLE 13 - AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be made at any full meeting of the Council provided the same are approved by at least two-thirds of the Parent/Guardian members of the Council. Motions to amend can be introduced at any meeting with final vote at the next meeting. Notice of proposed amendments will be given with the notice of the meeting duly given in accordance with Article 11 (c).

ARTICLE 14 - RIGHTS OF COUNCIL & ADMINISTRATION

It is recognized and understood that the Constitution of the Runnymede Collegiate Institute School Council (“the Council”) has been constituted for the purpose of providing an operational framework for the Council to conduct its business.

In the event that the Principal and the members of the Council have a difference of opinion regarding Board policy, Ministry guidelines or governing rights, the Council will seek clarification by reference to Regulations 612 and 613 or to the Ministry of Education and Training, or the Toronto District School Board.

ARTICLE 15 – COMMITTEES

This Constitution defines committees as those established by the Council.

COUNCIL COMMITTEES

The Council committees will conform to and will be accountable to the Council as follows:

Committee Creation & Naming:

Pre-established committees will be struck in September at the first meeting of the Council. The committee's name and intent will be agreed to by the Council at that time and adhered to thereafter. It is hoped that a past committee member (where applicable) will speak to the Committee's purpose and past activities.

New committees as required can be established and struck by the Council throughout the year.

Purpose:

To assist the Council in the undertaking and achievement of the Council's purpose and objectives.

Membership & Voting:

- a) Membership of each committee will be limited to 12 parent/guardian members.
- b) Membership will be on a volunteer basis and representative of the diversity of our school.
- c) In the event that more than 12 people request to be part of a committee, the committee may continue to operate until the next Parent Council meeting, at which time the Committee Chair will make a request of Parent Council to expand membership of the committee.
- d) Members may join a committee at any time in the school year.
- e) Each member will be entitled to vote at committee.
- f) Members have a term of one school year.
- g) A teaching or administrative staff may be appointed as a representative on each Council committee as a full voting member at the discretion of the Principal. To do so will not alter the committee size as indicated in a) above.

Committee Operation:

- a) Each committee will designate at least one person to chair for the year.
- b) Activity and financial plans for each committee will be presented to the Council at the first general meeting following the establishment of the committee. (See Appendix A for goal setting framework)
- c) Meetings can be scheduled at any time at the discretion of the committee chair.
- d) Items may be put on the committee's agenda through the chair.
- e) Sub-committees can be struck by a committee and are accountable to the committee and therefore the Council as is the case for all committees.
- f) Notice of committee meetings will be posted on the Council bulletin board and included in the school newsletter.

g) Minutes shall be kept by the committee chair or designate.

Committee Dissolution:

All committees will be dissolved at the Annual General Meeting.

All committees will be subject to dissolution by the Council when and if:

1. Their purpose for creation no longer reflects the purpose of the Council or
2. They exhibit continued disregard for the established Articles of the Council's Constitution.

Any member of the Council who believes that a Committee has not shown due regard can inform the Council in writing. The Council will investigate the complaint and if valid, will provide the Committee with notice of same.

A decision to dissolve a committee will be determined by the Council after and only after due notice is given in line with Article 11.

Reporting Responsibilities:

- a) Committee chair or delegated representative will report on their activities at each Council meeting.
- b) Actual and planned financial expenditures (if using the Council funds) will be provided to the Parent Council Treasurer on a monthly basis.
- c) Minutes of each committee meeting will be provided within a reasonable period prior to the next month's meeting and will be provided to the Council upon request.
- e) Any and all initiatives/recommendations, written or oral from Council Committees will be submitted to the Council for approval and through them to the Principal for consideration.
- f) Any parent can contact any committee member verbally or by letter, with questions or input on issues being considered by a committee and all signed correspondence will be part of the record of the committee and therefore the Council.
- g) All signed correspondence to and from a Committee will be open and readily accessible to any member of the Council or members of the school community
- h) Any members of the school community may attend any Council committee meeting as an observer. An observer will be defined as one who attends 'to observe' with no privilege to participate in discussion or vote.

Appendices to Runnymede Collegiate Institute Parent School Council:

NOTE: Resources available:

There are two important and useful documents that can also be referenced, and they are:

- the legislative authority for all school councils in Ontario is based on the Education Act, section 162 which you will find here:

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000612_e.htm .

- Ministry of Education school council handbook (2002), which you'll find it online here:

<http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf> .

APPENDIX A Runnymede Collegiate Institute School Council

Annual Goal Setting for Calendar Year: _____

Committee: _____

Goal: _____

Activity	Responsible	Date	Budget

APPENDIX B – Voting by Proxy

Every Member of the Runnymede Collegiate Institute (“RCI”) School Council entitled to vote at a meeting of RCI School Council may, by proxy, appoint one or more proxy holders to attend and act at the meeting in the manner, to the extent and with the powers conferred by the proxy.

Form of Proxy:

The undersigned, being a Member of the RCI School Council, hereby appoints _____, Chair of RCI School Council or, failing that person, _____, Co-Chair of the RCI School Council, as proxy holder for the undersigned to attend, act and vote for and on behalf of the undersigned at any meeting of RCI School Council during the ____/____ school year and at any adjournment of that meeting.

Signed *[date]*:

Signature of Member

Name of Member (Printed)

APPENDIX C – FUNDRAISING FRAMEWORK:

	GRANTS	GENERAL FUNDRAISING	TARGETD FUNDRAISING
Examples	TD grant: environmental education projects	Yearly Direct Donation campaign	Centennial Campaign
	Kelsey’s grant, Gym sound system	Pizza night	Committee direct asks: money or product or in-kind donations
		Pub Night/ Silent Auction	
Description	Funds are targeted	Funds go in to general Council coffers and are allocated by Council	Funds/donations are targeted
	Minimal risk of conflict between applications	Asks are to parent community	Risk of conflict between asks
	Asks are to government organizations, corporations		Asks are to local corporations or businesses
Guiding Principles	Committees/teachers apply for grants as opportunities and manpower allow	General fundraising centralized in one committee	Targeted fundraising <\$150 can be undertaken by committees
	Report to Council on both applications and results	Council must agree to the targets and plan	Targeted fundraising >\$150 must be coordinated with other fundraising and reported to Council
	Ensure grants benefit the most students over the long term	Council determines how to allocate funds to benefit the most students over the long term	Council must agree to the targets and plan

One key to successful fundraising is EFFECTIVE INTERNAL COMMUNICATION

- Use the Council as a hub to communicate and approve all targets, plans and results
 - Consult with appropriate Committees, teachers and the Council Executive
- Treasurer reports all grants, general fundraising and targeted fundraising on Fundraising documents

Should the Council cease to exist, all monies will be transferred to Runnymede Collegiate Institute.

