

Glebe Collegiate Institute School Council Constitution

1. Definition of the Council

The School Council for Glebe Collegiate Institute is constituted under the authority of the Ontario Ministry of Education, Ontario Regulation 612/00, dated December 2000, with the name *Glebe Collegiate Institute School Council*, or the abbreviated name *Glebe School Council*. It is a volunteer group of members of the school community -- parents, students, school administrators, teaching and non-teaching staff and community representatives - dedicated to strengthening educational opportunities and partnerships with the community.

2. Definition of Terms Used in this Document

School , or Glebe is Glebe Collegiate Institute, Ottawa, Ontario, Canada.

Board or School Board is the Ottawa-Carleton District School Board, under whose jurisdiction the school falls.

Member is a duly elected or chosen member of the Council in good standing.

Non-teaching staff is any person working at the school employed by the School Board other than a teacher, or administrator.

Parent is the birth parent, adoptive parent or the legal guardian of one or more students registered at the school for either the current semester or the upcoming semester.

Student is a student currently enrolled at the school.

3. Mission of the Council

The mission of the Glebe School Council is to work with the broader education community for the purpose of increasing the efficiency and effectiveness of Glebe Collegiate Institute in all its attempts to provide the highest possible calibre of education for each and every student.

In order to achieve this purpose, the School Council is committed to developing and maintaining positive two-way communications and consultative mechanisms with the administration, teachers and non-teaching staff of Glebe, with the Ottawa-Carleton District School Board and, where appropriate, with the Ontario Ministry of Education.

4. Mandate of the Council

The Council shall assist, communicate and provide advice on all matters that affect the quality of the education experience of Glebe students. These issues include, but are not restricted to:

- Student focus issues,
- School policies and Board policies,
- Use of technologies,
- Curriculum and program goals and priorities,
- School budget priorities, including local capital-improvement plans,
- Preparation of the school profile and promotion of the school,
- Methods of reporting to parents and the community,
- School-community communication strategies,
- Local school-year calendar,
- School code of student behaviour,
- Responses of the school or the Board to achievement in provincial and Board assessment programs,
- Selection of principals,
- Annual Board budget,
- Extracurricular activities in the school,
- School-based services and community partnerships related to social, cultural, health, recreational and nutrition programs,
- Community use of school facilities,
- Local coordination of services for children and youth,
- Development, implementation and review of Board policies at the local level, and
- Anti-racist ethno-cultural equity.

5. Composition of the Council

5.1 Membership

Members of the Council shall include: parents as elected by those parents in attendance at a duly notified Council meeting; the principal of the school; student(s) as chosen by the Student Council; teaching staff as chosen by same; non-teaching staff as chosen by same; and community representative(s) as chosen by Council. Parents shall form the majority of the Council.

Membership numbers shall be consistent with the following table:

| | Maximum | Minimum |
|---------------------------|---------|---------|
| Parents | 15 | 7 |
| Principal | 1 | 1 |
| Students | 2 | 1 |
| Teaching Staff | 2 | 1 |
| Non-Teaching Staff | 1 | 0 |
| Community representatives | 2 | 1 |
| | 23 | 11 |

5.2 Member in Good Standing

A member in good standing is a person who has been duly elected or chosen and whose term has not expired or who has not resigned or is not deemed to have resigned. All members in good standing shall have the right to vote at all meetings of the Council. The school Principal is a non-voting member of the Council.

Council meetings are open to all parents, teaching and non-teaching staff and students of the school; all of whom, however, do not have the right to vote.

5.3 Selection of Members and Terms of Office

All members of School Council shall be elected or chosen annually within 30 calendar days of the beginning of each school year. For any seats that remain unfilled or become vacant beyond this time frame, the School Council shall choose qualified persons to fill such seats as expeditiously as possible.

Members of the Council shall be elected/chosen as follows:

- Council shall appoint a nominating committee, by no later than the May Council meeting of each year, to actively solicit parents, and community representatives who would be willing to serve on the next year's Council.
- The election of parent representatives shall be held at the first Council meeting of each year, by all parents in attendance at the meeting. Notice of this meeting shall be given to as many parents as reasonably possible at least 2 weeks in advance, in a manner as determined by Council.
- Parent members shall be elected for a term of one year.
- One or two Student members, as determined by the Student Council, shall be chosen, by the Student Council.
- The Principal may appoint a Vice-Principal as his or her alternate to School Council if necessary.
- One or two teacher members, as determined by the teaching staff, shall be chosen by members of the teaching staff for one- or two-year terms, as determined by the teaching staff.
- The non-teaching staff member shall be chosen by members of the non-teaching staff for a one-year or a two-year term, as determined by the non-teaching staff.
- Teaching and non-teaching staff may decide for themselves how to choose their representatives to Council.
- Community representatives will be chosen by the Council for one-year terms.
- Vacancies on Council shall be filled by the group from which the member was elected or chosen, after consultation with the group affected.
- There shall be no limit to the number of terms that any member of Council may serve.

5.4 Composition and selection of the Executive of the Council

Council Executive shall consist of the Chair and Vice-Chair, or co-Chairs, the Secretary, the Treasurer and the Chairs of the Special Events Committee and the Communications Committee.

- The members of each incoming Council shall elect a Chair and Vice-Chair, or co-Chairs, as determined by Council each year, only from the parent members of the Council. The elections shall take place at the first Council meeting of each year. The Council Chair, or Co-chairs, shall serve a term of one year, starting and ending at the first meeting of the school year.
- The Secretary and the Treasurer shall each be elected, or chosen by the Council, from within its membership, at the first meeting of the school year, for a term of one year.

- The Chairs of both the Communications and the Special Events committees shall be chosen by all Council members and shall serve for a term of one year.

5.5 Council Committees

There shall be three Standing Committees of Council:

Finance Committee

- Chaired by the Treasurer of the Council
- Tasked with assisting the Treasurer in his/her duties
- May undertake fundraising activities, under direction of the Council as a whole, to cover the costs and initiatives of the Council
- Responsible for the financial responsibilities required to maintain charitable status, unless directed otherwise by Council

Special Events Committee

- Chaired by a member of Council
- Responsible for organizing one Staff Appreciation event each semester, unless otherwise directed by Council
- Tasked with organizing a number of parent information sessions each school year, on topics of interest to parents_

Communications Committee

- Chaired by a member of Council
- Responsible for ensuring that the school community is informed of Council activities and school news
- Ensures that the official school website is current and accurate and follows the policies and procedures of the School Board
- Manages the e-mail address list of parents and others that wish to be informed of school news

At any meeting, Council may appoint one or more ad hoc committees to meet its priorities; in all areas, including fundraising, communications and special events. Council shall direct the activities of committees in a manner deemed appropriate by Council. Council directions to committees shall be clearly recorded, as either written Terms of Reference, or in the minutes of the Council meeting at which the committee was first established.

Committees shall be chaired by a Council member, who will report to Council on behalf of the Committee. Each committee must include at least one parent member of Council. Non-council members may be invited to participate in committee activities. Ideas for committee activities

may come from either the Council as a whole, or the committee itself, but must always be approved by Council. Decisions of committees must be ratified by Council. Council funds are available for committee use, as approved by the Council as a whole

6. Operations of the Council

6.1 Role and Responsibilities of Council Members

Council members shall:

- Attend Council meetings regularly. A Council member who fails to attend three consecutive meetings shall be deemed to have resigned, unless written notice or explanation of the absence has been provided to the Council Chair;
- Participate actively in the work of the Council; and
- Support the work of the Council in the community and bring forward to Council the views of others along with their own.

6.2 Roles of Chair and Vice-chair

The Chair is responsible for creating an agenda for each Council meeting, which should be sent to all Council members, in a manner determined by the Council, at least 5 days in advance of the meeting, whenever possible. The Chair shall chair all Council meetings. The Vice-chair shall produce meeting Agendas and chair Council meetings in the absence of the Chair. The Vice-chair has no other designated responsibilities. In the event that a Chair resigns during his/her term, the Council will elect one of the other parent members to serve the remainder of the term. Co-chairs shall share the duties of chair and vice-chair.

6.3 Meetings

The first Council meeting each year must be held within 30 calendar days of the beginning of the school year, on a date fixed by the Chair, or co-Chairs in consultation with the Principal. The Council shall hold a minimum of six meetings per year.

All members in good standing will be notified, by a means specified clearly by Council, at least seven days in advance, of the time and place of meetings. The schedule of Council meetings shall also be posted on the School web site and listed on the school calendar.

Meetings of the Council and committees shall be open to the public. In exceptional circumstances, Council may resolve to meet in closed session.

6.4 Quorum

To form a quorum as required for a meeting of the Council, a majority of the current members of the School Council shall be present at the meeting, and the majority of the members present shall be parent members.

6.5 Voting

The preferable decision making model of the Council is consensus. Should voting be necessary, a simple majority of the members in good standing who are present shall be

required to pass regular motions or resolutions. The Chair of the meeting shall be entitled to vote only in the event of a tie.

6.6 Minutes of Meetings

Minutes of all meetings shall be kept and made available to all members at least three days before the next Council meeting. The minutes shall record all decisions and all action items. The minutes shall record the names of all members present at the meeting, plus the names of the Chair and the Secretary for the meeting.

Minutes of School Council meetings shall be posted on the school web site, to ensure availability to the whole school community and the general public.

6.7 Gain to Members

All members shall serve on a voluntary basis. No honoraria shall be paid to a person who undertakes a task as a member of Council or as a member of a committee of Council. In no way shall any of the activities of the Council be undertaken for purposes of gain to any member of the Council. Any funds, or goods and services, gathered by the Council shall be used only to promote the objectives of the Council.

6.8 Amendment to the Constitution

Notice of a proposed amendment shall be given one meeting prior to the meeting at which the vote on the amendment will be held.

The following conditions must be met to amend the constitution:

- (a) A minimum of two-thirds of the members must be present at the meeting;
- (b) A majority of the members present must be parents; and
- (c) A minimum of two-thirds of the members present must vote in favour of the proposed amendment.

6.9 Rules and Guidelines

The Council shall have the authority to make rules or issue guidelines with respect to anything in this constitution. Such rules or guidelines must be in writing and must appear in the minutes of the meeting at which they are adopted.

7. Effective Date

The Council adopted this constitution on the 11th day of September 1996, at Ottawa, Ontario.

Stanley G. Currie, Co-chair Sheila M. Selley, Co-chair

This constitution was duly amended on the 9th day of May 2005.

Gerry Ohlsen, Chair Jacquie Mansell, Treasurer Martha Bowers, Secretary