

**CONSTITUTION AND BY-LAWS**  
**R. L. BEATTIE P.S. SCHOOL COUNCIL (Revised October 15, 2009)**

**SECTION I            NAME**

The name of the organization shall be the R. L. Beattie P. S. School Council.

**SECTION II            MISSION STATEMENT**

The R. L. Beattie P. S. School Council is an advisory body which will work collaboratively within the school community to develop strategies and solutions to enhance the development and educational experiences of all students.

**SECTION III            GOALS**

The goals of the R. L. Beattie P. S. School Council shall reflect the mission of the council:

1. To promote, maintain, and support a positive school environment for everyone at R. L. Beattie Public School.
2. To enhance the lines of communication among parents and/or guardians, administrators, teachers, students, and other community members.
3. To provide a forum for input into educational matters for members of the school community.
4. To provide a vehicle for transmitting ideas, recommendations, and concerns, to any or all administrative levels, and parents and/or guardians.
5. To encourage parents and/or guardians and community members to participate in educational matters.

**SECTION IV            ROLES AND RESPONSIBILITIES OF SCHOOL COUNCIL**

1. School councils are advisory bodies. A school council will provide advice to the school principal and, where appropriate, to the school board on any of the matters listed below that the council has identified as priorities:

- local school-year calendar
- school code of student behaviour
- curriculum and program goals and priorities
- the responses of the school or school board to achievement in provincial and board assessment programs
- preparation of the school profile

- preparation of the principal/vice-principal profile
  - school budget priorities, including local capital improvement plans
  - school-community communication strategies
  - extra-curricular activities in the school
  - school-based services and community partnerships related to social, health, recreational, and nutrition programs
  - to assist in the raising of funds for school purposes and to make recommendations to the administration in the use of such funds
  - to assist in the organization of school activities designed to enhance school spirit
2. To develop a yearly plan with goals and procedures.
  3. To organize information and training sessions to enable members of the council to develop their skills as council members.

## **SECTION V            AUTHORITY**

The R. L. Beattie P. S. School Council shall not be involved in the day-to-day management of the school but shall act in an advisory capacity while respecting the management rights and responsibilities of the principal and the school board.

## **SECTION VI           MEMBERSHIP**

1. The R. L. Beattie P. S. School Council shall reflect the diversity of our school community. Parents and guardians will form the majority of members on school council.
2. The R. L. Beattie P. S. School Council shall consist of:
  - a maximum of 21 members
  - a majority of parents and/or guardians of students enrolled in the school, elected by the parents and guardians, if required
  - the school principal or vice-principal
  - one teacher elected by members of the teaching staff
  - one non-teaching school staff member elected by members of the non-teaching staff
  - up to two community members appointed by the R. L. Beattie P. S. School Council
3. The Chair(s) of the R. L. Beattie P. S. School Council shall be a member who is also a parent and/or guardian and shall be elected by the council.
4. The term of office for elected and appointed executive council positions will be one year.
5. Elected and appointed members may serve additional terms of office.
6. If any school council positions become vacant because of resignation, inability of a member to

fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council unless the parent/guardian majority is not maintained. If a majority is not maintained, school council shall fill the vacancy by appointment from the non-elected candidates from the previous election. If none of the previous candidates remain interested, or if there was not an election, the council may request that interested parents/guardians from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest. When a vacant spot on council is filled, the new member's term shall expire at the time of the new election.

7. If a member does not attend three consecutive regular meetings, without a reason acceptable to council, the position may be deemed to be vacant by council.

8. The School Council term lasts from the first meeting of one academic year to the first meeting of the next.

9. No honorarium shall be paid to members of the R. L. Beattie P. S. School Council.

## **SECTION VII            ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

1. The **Chair(s)** of R. L. Beattie P. S. School Council:

- establishes council meeting dates and times as approved by the council
- calls council meetings
- prepares agendas for council meetings
- chairs council meetings
- ensures the minutes of council meetings are recorded and maintained
- communicates with the school principal
- facilitates the resolution of conflict
- ensures that there is regular communication with the school community
- consults with senior staff members of the school board and trustees as required
- organizes future elections in collaboration with the principal

2. The **Vice-Chair** (if applicable) of R. L. Beattie P. S. School Council:

fulfills the duties of chair if he/she is not able.

3. The **Secretary** of R. L. Beattie P. S. School Council:

- records and maintains the minutes of school council meetings
- issues and receives correspondence on behalf of the council
- ensures that the minutes of school council meetings are forwarded to the chair(s) and principal prior to the next meeting
- maintains all official documents of the council including policy manuals, constitution and by-laws
- prepares the annual report of the R. L. Beattie P. S. School Council with the input of the

chair(s) and the committee chairs.

4. The **Treasurer (if applicable)**

- maintains financial records in accordance with the Rainbow District School Board's Cash Handling Procedures
- makes available to Council, regular statements of finances
- presents a yearly financial report at the Annual General Meeting of the school council

5. The **Members** of the R. L. Beattie P. S. School Council:

- participate in council meetings and information and training programs
- act as a link between the school council and the community
- are responsible for encouraging parents and/or guardians, and others within the school community to participate in educational matters
- shall be members of one or more committees of the council

6. The **Principal** of R. L. Beattie Public School:

- helps establish the school council and assists in its operation
- supports and promotes the council's activities
- asks for advice from the council in the areas within its jurisdiction
- acts as a resource to the council on laws, regulations, board policies, and collective agreements
- encourages the participation of parents and/or guardians, and other people within the school community
- designates an area at the school for the council secretary to keep copies of the minutes of council meetings.
- helps the council communicate with the school community.

## **SECTION VIII MEETINGS**

1. A minimum of 4 meetings of the R. L. Beattie P. S. School Council will be held yearly.
2. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.
3. Prior to the last school day in June, the school council will hold an Annual General Meeting. The purpose of the Annual General Meeting shall be to:
  - receive reports of the year's work
  - receive an annual financial statement
  - transact other business as deemed appropriate by the council
4. Meetings will be held on the third Tuesday of the month beginning in September, unless the

council decides otherwise.

5. All regular meetings of the R. L. Beattie P. S. School Council shall be considered open, public meetings and active participation is encouraged.

6. Parties wishing to make a presentation to the R. L. Beattie P. S. School Council shall request to be placed on the agenda no later than 1 week before the scheduled meeting. Requests should be directed to the chair/co-chair(s) of the council.

7. Unless otherwise specified by policies or procedures of the council, meetings will be conducted in accordance with Robert's Rules of Order.

8. A quorum of council shall be a simple majority of the existing members of the council.

9. Council meetings shall be no longer than 90 minutes in length. A maximum of two 15 minute extensions may be approved by a vote of a majority of those members present.

10. Any meeting lacking a quorum will be a discussion session. Any pressing issues will be forwarded in writing by the chair/co-chair(s) to the members of council within 7 days of the original meeting date (unless there is no pressing business, in which case the next scheduled meeting will serve the needs of the Council).

#### **11. Agenda**

a) The Chair(s) of Council shall ensure that the agenda for meetings is prepared and distributed to council members prior to a regular meeting.

b) Material related to matters to be discussed will be circulated with the agenda.

c) Each meeting shall include the following:

- Call to order
- Acceptance of the agenda as it stands, or with approved changes
- Acceptance of the minutes of the previous meeting as prepared or as corrected
- Correspondence
- Business arising from minutes
- Committee reports
- Principal's report
- New Business
- Selection of date for next meeting
- Adjournment

#### **12. Voting**

The desired method of reaching decisions is through consensus. Where consensus cannot be reached within a reasonable time period, the following rules shall be applied;

a) Each member of council, including the co-chair(s), shall have one vote.

- b) Written votes from absent members will be accepted by the Chair or Principal prior to the meeting. Written votes must be delivered in a sealed envelope and will be opened at the time of tallying of the votes.
- c) All members are encouraged to vote, but shall be permitted to abstain.
- d) In the event that a resolution receives a tie vote, the resolution shall be considered defeated.

**SECTION IX COMMITTEES**

- 1. Each of the committees of the R. L. Beattie P. S. School Council shall be chaired by a member of the council.
- 2. Committees are responsible to the R. L. Beattie P. S. School Council.
- 3. The members of the standing committees shall be comprised of members of the school council, members from the school community, and other members from the community according to their areas of interest and/or expertise.
- 4. Standing committee members shall serve for a one year term.
- 5. A simple majority of members of a committee shall constitute a quorum.
- 6. The Chair of the R. L. Beattie P. S. School Council shall be an ex-officio member without a vote on all standing committees.
- 7. The standing committees of the council shall be determined annually and may include as follows:
  - Regreening /Yard Improvement
  - Other ad hoc committees as established by council
- 8. The roles and responsibilities of each committee are as follows:

**REGREENING & SCHOOLYARD IMPROVEMENT**

- to assist in the planning and implementation of the schoolyard re-greening and improvement projects

**SECTION X ELECTION PROCEDURES**

Elections of the R. L. Beattie P. S. School Council will be by ballot at a time determined by the School Principal, for the purpose of electing new council members, according to the following

guidelines:

1. It will be the responsibility of the Principal to notify persons qualified as potential council members.
2. Notification of the date, time and place of the election shall be provided in writing to all school community households at least fourteen days prior to elections.
3. If the number of nominees/interested persons is equal to or fewer than the number of vacant positions, the nominees/interested persons shall fill these positions by acclamation. Two subsequent notices will be sent within the next ten days. The school council membership for that current school year will then be deemed to be closed.
4. When elections are required, they shall be held by direct ballot at a time determined by the Principal within the first thirty days of the start of the school year.
5. Any parent/guardians unable to attend at the school to cast their ballots may call in their vote. Their child's Health Card I.D. number will be required as an identifier.

## **SECTION XI            RESOURCES**

1. The R. L. Beattie P. S. School Council shall be self-funded.
2. Where appropriate the R. L. Beattie P. S. School Council may rely on outside resources to assist in the performance of its responsibilities.

## **SECTION XII            CODE OF CONDUCT**

The R. L. Beattie P. S. School Council is not a forum for the discussion of individual school personnel, students, parents, or other members of the school community. As such, the R. L. Beattie P. S. School Council will not:

- participate in the personal dealings between a teacher or the school with any parent and/or guardian, or student; or
- support an individual or group grievance against a teacher or the administration.

Further, members of the R. L. Beattie P. S. School Council who are approached by any members of the school community, with a concern relating to another member of the school community, are in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.

## **SECTION XIII            AMENDMENTS**

Any proposed change or addition to the by-laws must be submitted in writing to the chair at least

two weeks prior to a meeting and placed on the agenda. The change must be presented in motion form and passed by a 2/3 majority at a meeting with a quorum.