

# JOCKVALE ELEMENTARY SCHOOL COUNCIL CONSTITUTION

Amended as at March 22<sup>nd</sup>, 2017

## ARTICLE 1 – Name

The name of the organization shall be the *Jockvale Elementary School Council* hereinafter referred to as the JESC. This organization shall be constituted in accordance with directives set out in Ontario Regulation 612/00 and 613/00 issued under the Education Act and in accordance with the Ottawa-Carleton District School Board Policy.

## ARTICLE 2 - Purpose

The purpose of the JESC shall be to support quality education for all children attending Jockvale Elementary School (hereinafter referred to as the School) and to help create a school environment that is conducive to learning and responsive to the needs of the children, by:

(i) providing advice to the school principal and the Ottawa-Carleton District School Board (hereinafter referred to as the Board) on areas as outlined in the Ontario Ministry of Education and Training (hereinafter referred to as the Ministry) Ontario Regulation 612/00 (as amended from time to time);

(ii) fostering cooperation and communication between the parent/guardians of the children who attend the School (hereinafter referred to as the parents/guardians) and the School staff;

(iii) helping to give parents/guardians, and members of the school community a better understanding of the education system at various levels including: the School; the Board; and the Ministry;

(iv) communicating the views of the parents/guardians and the school community on issues of a general nature to the school staff, the Board and/or the Ministry;

(v) liaising with other groups and agencies with similar objectives in education;

(vi) raising funds for the benefit of the students and the School;

(vii) facilitating the presentation of topics relevant to the needs and interests of the students, their families, the school itself and the school community;

(viii) working with the school community, school staff, the Board and other authorities as required, to ensure the existence of a safe environment for the students; and,

(ix) helping to support the volunteer program within the school.

(x) support the students and parents/guardians of the school to foster a caring community.

### **ARTICLE 3 - Affiliation**

The JESC may seek affiliation with other organizations having similar purposes and/or which will benefit the purpose and activities of the JESC as set forth in Article 2 above.

Where affiliation with another organization, or changes in affiliation, are sought, such decisions shall require a majority of votes cast at a Council meeting for which the membership has been given due notice in accordance with Article 6.

### **ARTICLE 4 - Council Members**

The JESC shall be composed of a minimum of 6 parents/guardians and a maximum of 15 parents/guardians. The Executive Committee shall be composed of the following:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Ottawa-Carleton Assembly of School Councils Delegate
- Fundraising Chair
- Communications Chair
- Volunteer Coordinator

The positions of Fundraising Chair, Communications Chair, and Volunteer Coordinator may be shared. A request may be made at the time of elections to share a position, or an elected chair may request that a co-chair be added. If the request is made at any time other than during elections, appointment of the co-chair will be accepted if there is a majority agreement of the council.

The Council as a whole at the Annual General Meeting shall elect the Executive Committee. The positions of Chair and Vice-Chair must be filled by a parent/guardian.

Other Council members shall include:

- School Principal
- A teacher elected by members of the School's teaching staff
- An administrative/support staff member elected by members of the School's administrative/support staff
- As many as two Community Representatives (individuals in the school community who are not parents/guardians of students of the School) appointed by the Council

Balance of the JESC shall be "Members at Large". These members will not have any specific committee or area of responsibility.

Parents/guardians shall form a majority on the JESC.

### **ARTICLE 5 - Duties of the JESC members**

**The Chair** shall:

1. Chair all Council meetings and ensure that there is regular communication with the school community;
2. Set and distribute the agendas for all Council meetings, according to the provisions of Article 6;
3. Present a written report of the year's activities at the Annual General Meeting and supply this report to the Board and/or Ministry as required; (iv) be the ex-officio member of all committees of the JESC;
4. Act as a liaison between the JESC, the School, the Board and the Ministry;
5. Represent the JESC at special functions or in making representations to the Board, or shall appoint a designate when necessary;
6. Act on behalf of the JESC on issues that have been previously discussed by the JESC. In those instances where no advance discussion has occurred, the issue shall be reported at the next meeting for ratification by the JESC;
7. Act as financial officer with signing authority along with the Treasurer and the Vice-Chair;
8. Be responsible for the overall management of the JESC in accordance with the Constitution.

**The Vice-Chair** shall:

1. Assist the Chair as required in the performance of the Chair's duties;
2. Substitute for the Chair when necessary; and,
3. Act as financial officer with signing authority along with the Chair and the Treasurer.

**The Secretary** shall:

1. Record the minutes of all scheduled meetings of the JESC;
2. Prepare and distribute the minutes of each meeting, according to the provisions of Article 6;
3. Take attendance at each meeting;
4. Be responsible for determining whether quorum requirements as set out in Article 7 have been met for each meeting;
5. Assist the Chair with correspondence as required;
6. Be responsible for filing and for maintaining the records of the JESC including the Constitution and all policy Guidelines.

**The Treasurer** shall:

1. Be responsible for the bank accounts of the JESC;
  2. Receive and deposit promptly JESC funds in the JESC bank accounts;
  3. Act as the principal financial officer and have signing authority along with the Chair and Vice-Chair;
- 4 a)** Treasurer must present a current and accurate financial position report for the School Council at every scheduled School Council or Executive Meeting.

5. **4 b)** Treasurer must present, upon request by any member of the Executive, a current and accurate financial position of the School Council. Submit in writing a preliminary annual financial report at the last Council meeting of the school year;
6. Ensure that the bank accounts and books are available for inspection by the Financial Committee following the end of the fiscal year;
7. Submit a final inspected financial report at the Annual General Meeting.

**The Ottawa-Carleton Assembly of School Councils (OCASC) Delegate shall:**

1. Attend and participate in OCASC meetings;
2. Represent the opinions and concerns of the JESC at the OCASC meetings;
3. Vote at these meetings on behalf of the JESC on issues that have been previously discussed by the JESC;
4. Where there has been no opportunity for discussion at a JESC meeting, make every effort to consult with the Chair and other Council members, in order to represent the views of the group as fairly as possible and to vote on its behalf. These actions shall be presented at the next meeting of the JESC for ratification;
5. Present a OCASC report at each Council meeting of the JESC or as directed by the Chair. The Secretary and Delegate shall determine in advance if a written report is required; and, keep the JESC informed of any relevant issues on a continuing basis.
6. Where there has been no opportunity for discussion at a JESC meeting, make every effort to consult with the Chair and other Council members, in order to represent the views of the group as fairly as possible and to vote on its behalf. These actions shall be presented at the next meeting of the JESC for ratification;

**The Fundraising Committee Chair shall:**

1. Facilitate the formation of the fundraising committee;
2. Define JESC fundraising targets, objectives, benefactor programs and priorities and submit to the JESC for approval;
3. Establish and coordinate JESC sponsored fundraising activities;
4. Report regularly at JESC meetings on the status of fundraising activities, and progress towards targets and objectives;
5. Recommend the schedule for distribution of funds to the benefactor programs, and submit to the JESC for approval;
6. Coordinate with the Treasurer the distribution of funds to the benefactor programs where there has been no opportunity for discussion at a JESC meeting, make every effort to consult with the Chair and other Council members, in order to represent the views of the group as fairly as possible and to vote on its behalf. These actions shall be presented at the next meeting of the JESC for ratification;

**The Communications Chair shall:**

1. Be responsible for the maintenance and update of the JESC website which shall include posting meeting minutes once they have been accepted and approved by the council, posting the monthly newsletter for online access, and keeping the home page updated with important information for the school community.

2. Use media resources to inform the community and school population of upcoming events
3. Assist the Chair and any committee chairs in creating press releases, newsletters, or articles as needed.
4. Update the council at meetings by any media exposure received and if necessary report on the feedback received from that exposure.

**Volunteer Coordinator shall:**

1. Recruit parents and community members as volunteers
2. Compile and maintain a database of parent and community volunteers for school and council events.
3. Assist council chairs, committee chairs and school staff in filling any need for volunteers by contacting individuals in the database.
4. Ensuring that the database is current, updated, and that no one is added to the database without their previous consent.

**Members at Large/Parents Representatives shall:**

1. Have voting rights on all issues discussed by the JESC
2. Participate on any committees established by the school council
3. Contribute to the discussions of the council
4. Solicit the views of other parents and members of the community to share with the school council;
5. Observe the council's code of the ethics and established bylaws.

**The Principal shall:**

1. Facilitate the establishment of the JESC and assist in its operation; support and promote the JESC's activities;
2. Seek input from the JESC in areas for which it has been assigned advisory responsibility;
3. Act as a resource on laws, regulations, board policies, and collective agreements;
4. Obtain and provide information, including the budgets for the school and for school-generated funds, required by the JESC to enable it to make informed decisions;
5. Communicate with the Chair of the JESC, as required;
6. Ensure that copies of the minutes of the JESC meetings are available to parents/guardians of students;
7. Assist the JESC in communicating with the school community;
8. Encourage the participation of parents/guardians from all groups and of other people within the school community, in the life of the school and the activities of the JESC.

**ARTICLE 6 - Meetings**

(a) A minimum of 6 Council meetings (approximately 1 per school year month) to be held throughout the school year are to be designated by the Chair as Council meetings dealing specifically with Council issues, as outlined by the Ministry and the Board.

(b) The Annual General Meeting of the JESC shall be held in the month of September, at which time: (i) the new JESC Executive Committee shall be elected; (ii) the Chair shall submit in writing a report of the past year's activities; and, (iii) the Treasurer shall submit in writing a final annual financial report.

(c) All meetings shall be open to the general public.

(d) Notification of all meetings shall appear within the school newsletter and/or the JESC newsletter and/ or JES website and shall be communicated in the school community.

(e) Both the minutes of the last meeting and the agenda for the upcoming meeting shall be available one week prior to the upcoming meeting.

(f) Agendas must be set by the Chair. If any member has an item they wish to be discussed at a meeting, they must first contact the Chair to schedule that item on the agenda. The said item shall be scheduled as soon as possible.

(g) Absence of any Executive Committee member for three or more consecutive scheduled meetings without due cause satisfactory to the Chair, shall constitute a vacancy.

(h) Wherever possible, decisions at the meetings shall be made by consensus. However, in those instances where consensus cannot be attained, any member in attendance may propose a motion. The Chair shall call for a seconder of the motion, and invite discussion prior to the vote being taken. At a Council meeting, each member of the JESC in attendance is entitled to one vote. The vote shall be taken by a show of hands and a majority vote decides the issue. The Chair shall be required to vote only in the case of a tie vote.

(i) Upon request by any member in attendance, votes shall be cast by ballot.

(j) An additional/special meeting may be called by Chair if agreed upon by 2/3<sup>rd</sup>s of the council. An agenda must be made available as provided in Article 6(e).

(k) All meetings of the JESC shall normally be held at Jockvale Elementary School or at any other public venue, as deemed necessary. The Chair must provide advance notice of change in location.

(l) Meetings shall be governed by the Constitution of the JESC and where doubt exists as to procedural issues, Roberts Rules of Order (Revised) shall govern.

#### **ARTICLE 7 - Quorum**

A quorum at any scheduled meeting shall be a majority of the School Council members including a majority of the Executive Committee members, providing that the majority of the voting members present are parents/guardians.

#### **ARTICLE 8 - Elections**

Election of members shall be conducted according to the Ontario Regulation 612/00 (as amended from time to time).

(a) Parent/guardian members of the JESC shall be elected by the parents/guardians in attendance at the Annual General Meeting.

(b) Successful candidates shall take office as of the conclusion of the Annual General Meeting.

(c) The New Executive Committee shall be elected at the Annual General Meeting by the previously elected council members. Election to positions on the Executive Committee shall be by a majority vote of all council members.

(e) All members of the Executive Committee are elected for a one year term.

(f) Executive Committee members may not hold the same position for more than three consecutive years, except by unanimous decision of those members in attendance at the Annual General Meeting.

(g) Vacancies on the Executive Committee may be filled at any time during the year by conducting a vote at any Council or General meeting as required.

(h) Prior to June 1 of each year the JESC shall elect a Nominating Committee to seek candidates willing to seek election to the Council.

(h) The Nominating Committee shall make every effort to fill all positions in time for the Annual General Meeting.

(i) Further nominations may be made by any member from the floor at the Annual General Meeting, providing that the person nominated is present and agrees to accept the nomination. Elections shall be governed by the Constitution of the JESC.

(j) To be elected, a candidate must obtain the approval of a simple majority of the parents/guardians present at the meeting.

(k) Additional committee members (per Article 9) may be elected at any Council or General meeting as deemed necessary by the Chair.

(l) In the instance that more than one person stands for election for a position, each candidate shall be given the opportunity to address the members present at the Annual General Meeting for an equal amount of time as determined by the Chair.

## **ARTICLE 9 - Committees**

The JESC 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, except that the Chair of any committee must be a member of the Council, appointed by the Council.

The JESC shall establish a Fundraising Committee and denote a Fundraising Committee Chair in each school year.

#### **ARTICLE 10 - Finances**

- (a) the fiscal year shall be from September 1 to August 31 of the following year.
- (b) Any financial decision shall require a mover and a seconder, and must receive a majority vote as outlined under section (h), Article 6, except as provided in section (e) of this Article.
- (c) Funds raised by the JESC shall be spent in areas that best meet the needs of the students. Priority shall be given to expenditures that will benefit the majority of the students.
- (d) All cheques issued on behalf of the JESC require the signatures of the Treasurer, and one of either the Chair or the Vice-Chair. In the Treasurer's absence, the signatures of the Chair and the Vice-Chair shall suffice.
- (e) Any individual expenditure in excess of \$100 must be approved by a vote of the JESC.
- (f) The year end financial statement shall be inspected by a Financial Committee.
- (g) Prior to the Annual General Meeting, the JESC shall appoint a Financial Committee composed of a least 2 members of the Council who are not members of the Executive Committee.
- (h) The Financial Committee shall prepare a management report on the financial statement which shall be presented at the Annual General Meeting.

#### **ARTICLE 11 - Policy Guidelines**

The JESC may adopt Policy Guidelines to govern its affairs, so long as such Guidelines in no way conflict with the provisions of this Constitution and Board or Ministry policy. New Policy Guidelines or changes to existing Policy Guidelines may be proposed at any Council meeting by any Council member following which the Chair shall call for a secondary, and invite discussion. The vote shall then proceed as outlined in Article 6(h).

- a) The Chair and Vice Chair will ensure that no motion for spending of any kind will be approved without an up to date, accurate financial report in hand.
- b) Chair will ensure that an accurate summary of approved spending amounts, and/or maximum amounts are forwarded to the necessary parties within 5 days of approval.
- c) Recording of Motions: In the minutes all presented motions must include the following:



- Full Name of the Mover
  - Full Name of the Seconder
  - Full description of the motion and the expected outcome of the motion
  - If the motion pertains to the spending of money, either the exact amount to be spent or a maximum spending amount must be noted.
  - The vote must be recorded showing number in favour, against, abstained
  - Whether or not motion has carried\
- d) Requesting of additional funds: If a receipt is submitted to the Treasurer for a previously approved item, and the receipt is greater than the approved amount the Treasurer will:
- Inform the party submitting the receipt of the discrepancy
  - Inform the Chair of the discrepancy
  - Reimburse the party for no more than the maximum amount approved by the Council

A secondary motion requesting any additional funds will need to be brought to the table, seconded, discussed and approved to cover any additional costs.

## **ARTICLE 12 - Enactment and Amendment of the Constitution**

(a) the JESC shall enact and maintain the Constitution for the purpose of governing the conduct and affairs of the JESC.

(b) Amendments of the Constitution shall be considered at the Annual General Meeting, or at a maximum of one other Council meeting each school year as decided by a 2/3<sup>rds</sup> majority vote of the Council.

(c) A minimum of 15 days notice of motion to the JESC prior to the Annual General Meeting, or the designated Council meeting as outlined under section (b) of this Article, shall be required for an amendment to be considered.

(d) Amendments to the Constitution shall require a 2/3<sup>rds</sup>- of the votes of all the JESC members.

(e) All amendments shall become effective immediately after they are passed unless otherwise specified in the amendment.