

Katimavik School Council Constitution

Article I - Name

The name of the organization hereby established is called the Katimavik School Council, hereinafter referred to as the KSC, and this organization shall be constituted in accordance with directives set out by Ottawa Carleton District School Board (OCDSB) School Councils Policy (P.014.SCO), Procedures (PR.509.SCO), and Ontario Regulation 612/00

Article II - Purpose

The objectives of the KSC are:

- a) To provide advice to the principal and, as appropriate, to the Ottawa Carleton District Board of Education, and/or other bodies governing education, on the development and implementation of policies, programs and services affecting the school;
- b) To encourage parents, teachers and other community members to develop and maintain a high level of communication, interaction and co-operation with the KSC;
- c) To develop a strong relationship between home, school and the wider community served by the school, to enhance educational opportunities for all students, and to help each student develop to his or her full potential in a safe, healthy and stimulating environment; and
- d) To be an effective voice for promoting the interests of the school and students, and to actively support the school in meeting the educational, social and recreational needs of students.

Article III - Affiliations

The KSC may seek affiliation with other organizations that have similar purposes.

Article IV – KSC Member Composition

The KSC shall have, at all times, a majority of parents/guardians of students enrolled at Katimavik Elementary School and no fewer than nine council members.

Members of the KSC are Chair (or 2 co-Chairs), Vice Chair, Secretary, Treasurer, School Principal, Teaching Staff Representative(s), Non-teaching Staff Representative(s), Community Representative(s) and optional Student Representative(s).

Executive members of the KSC are Chair (or 2 co-Chairs), Vice Chair, Secretary and Treasurer.

Article V - The Role of All Council Members

All KSC members shall:

- a) Participate in council meetings and information and training programs;
- b) Act as a link between the school council and the community; and
- c) Be responsible for encouraging the school community (school community being parents/guardians of students within the school, staff of the school, and adults residing within the school boundaries) to participate in education in Katimavik Elementary School; plus

The Chair shall:

- a) Be a parent/guardian of a student enrolled at Katimavik Elementary School; but not be an OCDSB employee
- b) Call and preside over all KSC meetings;
- c) Set, prepare and distribute the agendas for the above noted meetings, according to provisions of Article VI (d), and ensure a copy is posted on the bulletin board in the school;
- d) Present a monthly update given at each KSC meeting and respond to questions at every scheduled meeting;

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- e) Prepare and present a written report of the year's activities for the Annual General Meeting, hereinafter referred to as the AGM, and submit a report to the Director of Education;
- f) Ensure that minutes of KSC meetings are recorded and maintained, with a copy filed in the school office;
- g) Be responsible for reporting, handling or delegating KSC correspondence;
- h) Be the ex-officio member of all committees of the KSC;
- i) Communicate with the school principal, when required;
- j) Act as a liaison between the KSC, the School Board and the Ministry of Education;
- k) Act on behalf of the KSC on issues that have been previously discussed by the KSC. In those instances where no advance discussion has occurred, the issue will be reported at the next meeting for ratification by the KSC;
- l) Act as the principal financial officer and have signing authority along with the Treasurer and a discretionary person designated by the council. These financial officers cannot sign a cheque that is made out to them.
- m) Organize future elections; and
- n) Be responsible for the overall management of the KSC in accordance with the KSC constitution.
- o) Be elected by members of council.

The Vice Chair shall:

- a) Assist the Chair as required in the performance of the Chair's duties; and
- b) Substitute for the Chair when necessary.

The Secretary shall:

- a) Record the minutes of all scheduled meetings of the KSC and have signed by the Chair following their adoption by the Council;
- b) Repare and distribute the minutes of each meeting to all KSC members, according to the provisions of Article VI (d), post a copy on the bulletin board in the school one week before the meeting and provide a copy for the school office file;
- c) Take attendance at each meeting;
- d) Be responsible for determining whether quorum requirements as set out in Article VII have been met for each meeting;
- e) Assist the Chair with correspondence as required;
- f) Be responsible for filing and for maintaining the records of the KSC including the Constitution and all Policy Guidelines; and
- g) Provide for inspection the minutes book and records of the KSC to any member of council or member of the school community on request.

The Treasurer shall:

- a) Be responsible for the bank accounts of the KSC;
- b) Receive and deposit promptly KSC funds in the KSC bank accounts;
- c) Act as the principal financial officer and have signing authority along with the Chair and a discretionary person designated by the council. These financial officers cannot sign a cheque that is made out to them.
- d) Present a current financial report at scheduled meetings;
- e) Submit in writing a preliminary annual financial report at the Annual General Meeting (AGM).
- f) Ensure that the bank accounts and books are available for inspection by the School Council following the end of the fiscal year; and
- g) Submit a financial report at the first scheduled meeting of the KSC at the beginning of the next fiscal school year (i.e., September).

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The Principal shall:

- a) Support and promote the KSC activities and operations;
- b) Seek input from the KSC in areas for which it has been assigned advisory responsibility;
- c) Act as a resource on laws, regulations, board policies, and collective agreements;
- d) Obtain and provide information required by the KSC to enable it to make informed decisions;
- e) Communicate with the Chair of the KSC as required;
- f) Ensure that copies of the minutes of the KSC meetings are kept in the school office file for a maximum of four years as per regulations
- g) Assist the KSC in communicating with the school community.

The Teaching Staff Representative(s) shall:

- a) Represent the teaching staff of the school at all KSC meetings.

The Non-teaching Staff Representative(s) shall:

- a) Represent non-teaching staff members of the school at all KSC meetings.

The Community Representative(s) shall:

- a) Provide representative views and concerns of the school community at all KSC meetings.

The Student Representative(s) shall:

- a) Provide representative views and concerns of the school student population.

Article VI – Meeting Procedures

- a) Regular monthly meetings of the KSC shall be held at the school from September to June with no less than four meetings in a school year, to be designated by the Chair. Notice of the KSC meetings will be posted on the school's bulletin board and be circulated to parents/guardians in the school newsletter.
- b) There shall be one Annual General Meeting open to the school's community, to be held in the first 30 days of the school year, at which time:
 - i) the new KSC will be elected;
 - ii) the Chair shall submit in writing a report of the past year's KSC activities; and
 - iii) the Treasurer shall submit in writing a preliminary annual financial report.
- c) All meetings shall be open to the school staff and community and no member may be excluded from the meeting except for disruptive behaviour. Where doubt exists as to procedural issues, Roberts Rules of Order (Newly Revised) shall govern.
- d) Both the minutes of the last meeting and the agenda for the upcoming meeting shall be available to all KSC members and pertinent committee members one week prior to the upcoming meeting.
- e) The Chair shall set agendas. 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, with a minimum of one week's notice prior to upcoming meeting (see previous point).
- f) Minutes and agendas can only be approved and seconded by KSC members;
- g) Absence of any KSC 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 can not be attained, any KSC member in attendance may propose a motion. The Chair shall call for a seconder from the KSC for the motion, and invite discussion prior to the vote being taken. At a Council meeting, each KSC member in attendance is entitled to one vote,

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except for the student representative(s) who cannot vote. At an AGM, all KSC members in attendance and all parents/guardians in attendance are entitled to one vote each.

- i) Upon request by any voter in attendance, votes shall be cast by ballot.
- j) Special or unscheduled meetings of the KSC may be held at the call of the Chair, on the written request of ten or more members of the KSC, Standing Committees, Ad Hoc Committee or Members-at-Large. An agenda made available as provided In accordance with Article VI (d), an agenda will be made available to all KSC members and pertinent committee members one week prior to the upcoming meeting.

Article VII - Quorum

A quorum at any scheduled KSC meeting shall be when the majority of the KSC voting members present are parents/guardians and the minimum number required will be chosen at the AGM.

The quorum for consideration of constitutional amendments is a majority of all KSC voting members.

Article VIII - Election of KSC Members

- a) Election of members shall be conducted according to Ontario Regulation 612/00 paragraphs 4&5 and should be held in the first 30 days of the school year
- b) Parent/guardian members of the KSC shall be elected by the parents/guardians, teacher representative(s), and school employee representative(s) in attendance at the Annual General Meeting, hereinafter referred to as the AGM. Voting by proxy is not allowed.
- c) Successful candidates shall take office as of the conclusion of the AGM. These KSC members will decide executive positions at this meeting.
- d) Members of the KSC are elected for a one year period.
- e) Vacancies on the KSC may be filled at any time during the year by conducting a vote at any KSC meeting, or by acclamation if there are fewer candidates than vacancies.
- f) Any person may make nominations from the floor at the AGM, providing that the person so nominated is present and agrees to accept the nomination.
- g) To be elected, a candidate must obtain the approval of a simple majority of voters present at the AGM; this being done by closed ballot. Voting by proxy is not allowed. For any positions for which the exact number of candidates required, or fewer, are nominated, the election will be declared to be by acclamation.
- h) Additional committee members (per Article IX) may be selected at any KSC meeting or AGM as deemed necessary by the Chair.
- i) In the instance that more than one person stands for election for a position, each candidate shall be given the opportunity to address the people at the meeting for an equal amount of time as determined by the Chair.
- j) The candidates must leave the room when voting takes place. Voting being done by closed ballot.

Article IX - Committees

The KSC may establish Standing Committees, Ad Hoc Committees or other special purpose committees, as deemed necessary, and appoint the members thereto. To provide co-ordination amongst the diverse committees affecting operations of the KSC, all committees will be incorporated under and be accountable to the KSC.

Committee membership is in accordance with Ontario Regulation 612/00 paragraph 13.

Article X - Finances

- a) The fiscal year shall be from September 1 to August 31 of the following year.
- b) Funds raised by the KSC 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.

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- c) The year end financial statement shall be inspected by the KSC.
- d) Refer to Finance Mandate and Procedures (Appendix A).

Article XI - Enactment and Amendment of the Constitution

- a) The KSC shall enact and maintain the Constitution for the purpose of governing the conduct and affairs of the KSC.
- b) Amendments of the Constitution shall be considered at the AGM, or at a maximum of one other KSC meeting each school year as decided by a two-thirds majority vote of the KSC.
- c) A minimum of 15 days notice of motion to the KSC prior to the AGM, or the designated Council meeting as outlined under section (b) of this Article, shall be required for an amendment to be considered.
- d) All amendments shall become effective immediately after they are passed unless otherwise specified in the amendment.
- e) A majority of all KSC voting members is required to approve an amendment to the constitution.