

**Castor Valley Elementary School
Council**

**2630 Grey's Creek Road
Greely, Ontario
K4P 1N2**

Constitution

Castor Valley Elementary School Council

CONSTITUTION

Adopted May 27, 1997

Article I – NAME

An organization called the Castor Valley Elementary School Council, hereinafter referred to as Council, first established on May 27, 1997, is hereby confirmed.

Article II – PURPOSE

1. The purpose of Council is, through the active participation of parents and guardians of students enrolled in the school, hereinafter referred to as parents, and other representative members as outlined in this document, to improve student achievement and to enhance the education system's accountability to the school community.
2. Council shall achieve its purpose by endeavouring to:
 - a) develop strong reciprocal relationships between home, school and community;
 - b) solicit the views and opinions of the school community on the operation of the school, and the programs and services provided;
 - c) provide advice to the school's principal and the Ottawa-Carleton District School Board and/or its senior staff in the areas of input identified herein;
 - d) promote the best interests of the school community as a whole;
 - e) support the school in meeting the educational, social and recreational needs of its students; and
 - f) encourage an environment that helps all students to reach their full potential.

Article III – AFFILIATION

1. To support its objectives, Council may, by consensus, seek affiliation with other organizations, including organizations comprised of other school councils such as the Ottawa-Carleton Assembly of School Councils (OCASC), Parent Involvement Committee (PIC), Canadian Parents for French, People for Education and other organizations deemed relevant to our objectives.

Article IV – MEMBERS

#1. Council shall consist of the following members:

- a) Elected parents of students enrolled at the school who are not employed at the school or who are employed elsewhere by the school board and have informed those entitled to vote of that employment;

- b) The school principal as a non-voting member of Council;
- c) A teacher employed at the school who is not the principal or vice-principal and is elected by the teaching staff;
- d) An administrative and support staff member who is elected by the administrative and support staff;

Council may also include the following members:

- a) At the discretion of the principal based on consultation with other members of Council, an Intermediate student enrolled at the school;
- b) A parent appointed by the Ontario Federation of Home and School Associations if members of said organization exist in the school; and
- c) One or more appointed community representative(s) who may also be employed by the school on condition that members are informed of that employment prior to their appointment by Council;

2. Parents shall hold the majority of seats on Council.
3. There is no limit to the number of parents who may be elected to Council as voting Members at Large and no limit to the number of Non Voting Affiliate Members. Non Voting Affiliate Members are welcome to participate in the School Council meetings, receive notices of meetings, submit topics for the agenda, participate in discussions and participate as coordinators and on committees, but these persons do not hold voting positions on the School Council.
4. Council members may not receive any remuneration but may be reimbursed by the Council and/or school board for expenses incurred in the course of carrying out their duties.
5. Council shall make all reasonable efforts to ensure that its composition reflects the diversity of the community served by the school.

Article V – ELECTIONS

1. The election of school council members shall take place during the first 30 days of the school year.
2. The teaching and non-teaching staff shall determine its own democratic procedures for electing representative members to Council.
3. Council shall appoint a Nominating Committee at the June General Meeting.
4. The principal on behalf of the nominating committee shall give notice of the candidate nomination deadline, election date, time and location to the parents of students enrolled in the school at least 10 days in advance of the election and solicit

nominations of parent members.

5. Names of all elected members will be circulated to all parents of students enrolled in the school.
6. Vacancies shall be filled as they occur by soliciting nominations from the appropriate constituent group and by a majority vote of group members present at a by-election meeting.
7. A Council member holds office from the date he/she is elected/appointed until the date of the first meeting of Council following elections the next school year.
8. A member may be re-elected or re-appointed to Council without limit.
9. Voting Members at Large, once elected, shall in turn elect the Council's officers.
10. No person shall concurrently hold 2 or more Executive positions. Holding 2 or more non-Executive positions within Council will be at the member and Executive discretion.

Article VI – EXECUTIVE OFFICERS

1. The Executive Officers of Council shall be the Chair and Vice-Chairs, or Co-Chairs, Treasurer(s), Secretary and PTHSA Representative if the organization is present within the school.
2. The Chair or Co-Chairs, hereinafter referred to as Chair, must be parent members of Council who are not employed by the governing school board.
3. The responsibilities of the Executive Officers, Members at Large, Non-Voting Affiliate Members, and School Principal in relation to Council, and are detailed in Appendix A and may be amended by a simple majority vote of Council.
4. The Executive Officers of Council shall be empowered to spend up to \$250 at any one Executive Meeting outside the preapproved budget. Items above this amount must be approved by a vote of the general membership.

Article VII – OPTIONAL PORTFOLIOS

1. At the discretion of the Chair or Co-Chairs, optional portfolios may be held by any member of Council, voting or non voting, including, but not limited to, the following:
 - Fundraising Committee Lead
 - Inclusive, Safe & Caring Schools Committee Lead
 - Communications Coordinator
 - Playground Leaders in Schools (PALS) & Lunch Monitor Program Coordinator
 - Intermediate Engagement Committee Lead
 - Parent Information (PRO Grant) Session Committee Lead
 - Volunteer Coordinator
 - Hospitality Committee Lead
 - Community Liaison Officer
 - Environment/Playground Coordinator
 - Website Coordinator
 - Parent Class Rep Coordinator

- Ottawa Carleton Assembly of School Councils (OCASC) Representative
2. The responsibilities of Council members with optional portfolios are outlined in Appendix A and may be changed by a simple majority vote of Council.

Article VIII – MEMBERS AT LARGE/ NON VOTING AFFILIATE MEMBERS

1. All members of Council, who are not serving as an officer will sit as either Members at or Non-Voting Affiliate Members.
2. The responsibilities of Members at Large and Non-Voting Affiliate Members are outlined in Appendix A and may be changed by a simple majority vote of Council.

Article IX – MEETINGS

1. The first meeting of the newly elected Council shall be held within 35 days of the beginning of any school year.
2. Regular meetings of Council shall be held at the school at least four times each school year.
3. Executive Meetings may be called by any Member of the Executive Officers.
4. Notice of Council meetings shall be posted on the school's notice boards and circulated to parents via the school newsletter.
5. Special meetings of Council may be called by the Chair, Co-Chairs or Vice-Chairs, or upon written request to the secretary by half the Council members provided 14 days notice is given.
6. A quorum for School Council meetings shall consist of a majority of voting members and must include at least 3 elected members of the Executive and 1 staff member. Quorum shall not be affected by the number of, presence of or absence of Non-Voting Affiliate Members.
7. Consensus is the preferred decision-making model. When voting is required, the vote will be decided by a simple majority of the School Council members present. All Council Members, except the Principal and Non-Voting Affiliate Members, have equal voting rights on Council and its committees. This includes the Chair.
8. Voting should usually be done in person at a council meeting. Voting by email or by proxy can be done at the discretion of the Executive so long as:
 - the motion being voted on is distributed via email to all council members by the Chair or Co-Chairs;
 - that the Chair or Co-Chairs provide at least 48 hours for all eligible voting members to cast their vote; and
 - that a majority of the eligible voting members accept the proposed motion in order for it to be adopted.
9. Meetings of Council are open to the public and no one may be excluded except for behaviour deemed disruptive by the Chair.
10. Each Council member is responsible for his/her proper and ethical conduct and may incur personal liability for inappropriate behaviour whether in words or actions.
11. Council may decide on disciplinary measures including removal from Council for

members who are not fulfilling their responsibilities, including irregular attendance at meetings.

14. For purposes of achieving quorum and in order to ensure an effective Council, any voting member is deemed to have resigned his or her position if he or she is absent for three (3) consecutive Council meetings. In special circumstances, members may be reinstated at the discretion of the Executive.

Article X – CONFLICT OF INTEREST

1. Members shall refrain from voting on any matter in which they have an individual interest such that they or an immediate family member could benefit from, or be personally affected by, a decision.
2. A member shall declare any conflict of interest as soon as possible and the conflict shall be duly noted in the minutes in addition to the member's abstinence from voting.

Article XI – CONFLICT RESOLUTION

1. The Council Chair will endeavour to resolve any known conflicts on Council.
2. In the event of a conflict that the Chair is unable to resolve, the Principal will undertake to resolve the conflict.
3. Alternatively, an independent facilitator may be invited in response to a majority vote of Council to mediate a conflict.
4. In cases where a conflict exists between the Council and its member Principal, the school's Superintendent will be asked to intervene.
5. Where the Superintendent is unable to resolve a conflict, the Director of Education or a designate will decide the conflict finally.

Article XII – COMMITTEES

1. Council may establish committees to make recommendations pertaining to its various areas of endeavour.
2. The mandate and terms of reference of a committee will be established by Council by consensus and duly recorded in the minutes.
3. Guidelines pertaining to committees are outlined in Appendix B and may be amended by a simple majority vote of Council.
4. Persons who are not members of Council may be invited to serve on its committees.
5. Each committee of Council must include at least one parent member.
6. Each committee will elect its own chair who will act as liaison and make reports to Council.
7. A committee and its members shall not be covered by Council's liability insurance if they operate outside of their expressed mandate.
8. A committee will be governed by the same rules and regulations as Council with regard to decision-making and behaviour of members.

Article XIII – PARLIAMENTARY AUTHORITY

1. The rules contained in “The Modern Edition of Roberts Rules of Order”, revised by Darwin Patnaud, Ph.D. and published by Berkley Books, N.Y. ISBN 0-425-13928-X shall govern the conduct of meetings of Council in all cases where they are applicable, and are not inconsistent with any bylaws or special rules Council may adopt from time to time.

Article XIV – INCORPORATION

1. Council shall not be incorporated.

Article XV – AMENDMENT

1. This Constitution may be amended by approval of a motion by a two-thirds majority of Council members present at a meeting called for that purpose, provided that at least two week’s notice is given for such a motion, and details of the proposed amendment are included with the notice.

**Approved by the Castor Valley Elementary School Council on
October 18, 2001**

**Last amendment March 10, 2005
Amended June 18, 2009
Amended September 10, 2009
Amended October 14, 2010
Amended September 13th, 2012
Amended October 10th, 2013
Amended January 19th, 2017**

**APPENDIX A:
Responsibilities of Officers and Members at Large, Representative
Members, Members with Optional Portfolios, the Ottawa-Carleton District School
Board and Committees**

Officers may only be elected from the current list of Members at Large. Non-Voting Affiliate Members do not qualify for Officer positions unless they first are elected to the position of Member at Large.

1. Officers and Members at Large:

a) Chair or Co-Chairs

- Calls meetings of Council;
- Prepares the agenda for Council meetings with input from the school principal and other Council members;
- Chairs meetings of Council;
- Ensures that minutes of Council meetings are recorded, maintained and circulated accordingly;
- Ensures that the Constitution is reviewed and updated annually by Council;
- In cooperation with the Communications Coordinator, ensures that the school's parents are consulted about matters under consideration by Council;
- Participates in information and training programs;
- Communicates with the school Principal and Trustee, and senior Board staff as required;
- Acts as spokesperson for Council as required;
- Prepares the annual report of Council to the Principal and Director of Education including a report on any fundraising activities undertaken by Council; and
- Ensures that Council members are fully aware of the liability and insurance coverage issues outlined in Board Policy P.014.SCO Attachment 3, and that Council activities are reviewed annually in respect of these issues.

b) Vice-Chair of Parent Involvement, Volunteers, and Inclusive, Safe & Caring Schools

- Presides at meetings of Council in the absence of the Chair;
- Assists the Chair in any of his/her other roles and responsibilities as may be delegated from time to time.
- Oversees the following committees/coordinators-Environment/Playground, Parent Information, Inclusive, Safe & Caring Schools, Volunteers, Playground Leaders in Schools & Lunch Monitor Program and the Intermediate Engagement Committee

c) Vice-Chair of Fundraising, Programs and Events

- Presides at meetings of Council in the absence of the Chair;

- Assists the Chair in any of his/her other roles and responsibilities as may be delegated from time to time.
- Co-chairs the ad hoc finance committee with the Council treasurer.
- At the October meeting, presents a proposal of programs and activities to occur within the school year.
- Coordinates fundraising and school activities within the parameters and guidelines established by the Ottawa-Carleton District School Board.
- Either personally, or by designation of a substitute, oversees each CVESC organized activity.
- Oversees the following committees/coordinators: the Fundraising Committee, the Event Committee, the Hospitality Committee, the Castor Valley Cares Committee, and the Program Coordinators for Early Literacy, Alternative Lunch Program, Milk Program and the Lost & Found Coordinator.

c) Secretary

- Maintains a full and accurate account of all Council meetings;
- Prepares Council correspondence as required;
- Ensures the safe-keeping of Council records from the past four year's operation and the conveyance of said records to the successor Council; and
- Provides for inspection without charge of minutes and other records of Council by any member of the school community on request.
- Prepares a list of Executive Officers, Committee Chairs and Members at Large for distribution to the members of CVESC
- Tracks meeting attendance of voting members

d) Treasurer(s)

- Controls the finances of Council and ensures their safe-keeping in accordance with the policies and procedures of the Ottawa-Carleton District School Board;
- Establishes and/or maintains a bank account requiring a minimum of 2 signing authorities;
- Records all financial transactions of Council;
- Delivers a report on Council's finances at each general meeting;
- Delivers an annual financial report to Council;
- Performs any other related duties assigned by the Chair; and
- Co-chairs the Ad Hoc Finance Committee with the Fundraising and Activities Coordinator.
- Tracks the use of Ad Hoc budget monies
- Counts fundraising monies

e) Council Members at Large

- Regularly attend and participate in Council meetings and other activities;
- May participate in information and training programs relating to the work of Council;
- Act as a link between Council and the school community generally and their

- representative group specifically; and
- Encourage the participation of all parents and other members of the community in the life of the school.

f) Non Voting Affiliate Members

- Do Not have voting rights for Council
- May attend and participate in Council meetings and other activities;
- May participate in information and training programs relating to the work of Council;
- Act as a link between Council and the school community generally and their representative group specifically; and
- Encourage the participation of all parents and other members of the community in the life of the school.

2. Representative Members:

a) Principal (or Vice-Principal where designated by the Principal)

- Promptly distributes to Council designated Ministry materials and posts any such materials at a school location accessible to the school's parents;
- Provides a copy of Council's annual report to the Director of Education and the parents of students enrolled in the school;
- Gives written notice of the dates, times and locations of Council meetings to every parent of a student enrolled in the school;
- Acts as a resource to Council, and assists in obtaining timely information relevant to its advisory function such as information relating to applicable laws, regulations, policies and collective agreements, and the budgets for the school and for school-generated funds, or any other information as requested by Council;
- Communicates regularly with Council's chair;
- Ensures that copies of Council's minutes are kept at the school and accessible to the public;
- Encourages the participation of parents and other people from the school community in the life of the school and the activities of Council;
- Responds to the advice of Council in a timely manner;
- Reports to Council on the action taken in response to any recommendation it has made;
- Provides written rationale to Council in all cases where its advice is rejected;
- Performs duties imposed by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General);
- Ensures that elections of teaching and administrative and support staff, and students are carried out each fall;
- Attends every meeting of Council unless unable to do so by reason of illness or other reason beyond his or her control, in which case designates the Vice-principal or another staff member to attend on his/her behalf; and
- Seeks the advice of Council prior to formulating action plans or making

decisions with respect to:

- ii) school policies and guidelines relating to pupil achievement or the accountability of the education system;
- ii) the development of implementation plans for new education initiatives relating to student achievement or to the accountability of the education system to parents/guardians;
- iii) school action plans for improvement based on EQAO reports, and the communication of these plans to the public; and
- iv) all Board policies on which consultation is required, and any other matter for which the Board has directed that Council be consulted.

b) Teacher, Administrative and Support Staff and Student Representatives

- In advance of the Council meeting, consult with their representative groups on agenda items;
- Express to Council the views and concerns of their representative groups and vice versa; and
- Cast a representative vote on Council agenda items for decision.

c) Community Representative(s) appointed by Council

- In advance of Council meetings, consults with various community members on agenda items;
- Expresses to Council the views and concerns of the distinct school community he/she represents and vice versa; and
- Casts a representative vote on Council agenda items for decision.

3. Members with Optional Portfolio

Upon the discretion of the Chair/Co-Chairs, Members with Optional Portfolios may be selected from either Members at Large or Non Voting Affiliate Members

- **Fundraising Committee Lead**

Leads the Coordinators for Christmas Shopping Day, Used Book Sale, Entertainment Books, Fun Night, MacMillans, Online Fundraisers and any other fundraisers.

- **Inclusive, Safe & Caring Schools Committee Lead**

Leads the organization, planning and initiatives of the Inclusive, Safe & Caring School Committee

- **Communications Coordinator**

Ensures timely and consistent communication between Council, school and parent community by overseeing the Class Rep Coordinator, Website Coordinator, Newsletter Coordinator, Publicity Coordinator, Community Liaison

Officer, OCASc rep, Canadian Parents for French Rep, People for Education Rep, OCDSB – PIC rep and Emergency Telephone Coordinator. In some cases, the Communication Coordinator may fulfill one or more of the secondary roles above.

- **Playground Leaders in Schools (PALS) & Lunch Monitor Program Coordinator**

Along with school staff, coordinates the choosing, training and supervision of grade 5 students for the PALS Program and grade 6 students for the Lunch Monitor Program

- **Intermediate Engagement Committee Lead**

Leads the organization, planning and initiatives of the Intermediate Engagement Committee

- **Parent Information (PRO Grant) Session Committee Lead**

Leads the planning and coordination of our Parent Engagement Info Sessions (*Castor Connections*) funded by our PRO Grant.

- **Volunteer Coordinator**

Responsible for coordinating the volunteers who answer our volunteer survey and ensuring names are forwarded to the appropriate Coordinators.

- **Hospitality Committee Lead**

Responsible for coordinating the donation of food items for meetings and appreciation lunches.

- **Community Liaison Officer**

Responsible for maintaining communication with other schools, the community, and government offices.

- **Environment/Playground Coordinator**

Works to enhance the learning environment through beautification of the school grounds, and identifies and coordinates the purchase of playground toys.

- **Website Coordinator**

Responsible for timely website updates and changes

- **Parent Class Rep Coordinator**

Responsible for the selection, training and coordination of the parent class reps.

- **Ottawa Carleton Assembly of School Councils (OCASC) Representative**

Acts as ambassador for the schools and its Council by attending and participating in OCASC, and reporting at Council meetings.

Appendix B

Castor Valley Elementary School Council Committees/Action Groups

a) Mandate and Responsibilities

- Council may form a standing committee, ad hoc committee or action group, hereinafter referred to as committee, at any general meeting as determined by the priorities and goals set by Council.
- Council may also disband any committee by a motion and vote at a general meeting.
- The mandate of an approved committee will be identified upon its formation in a motion passed by Council.
- Committee may hold meetings and operate freely within its mandate.
- Committees will not proceed with any action outside its mandate without the express approval of Council as voted upon at a general meeting.
- Committee chairs will provide Council with advance notice of meeting dates and locations.
- Committee meetings must be publicized and open to the school community by regulation of the provincial government. Public notice of the names and contact numbers of committee chairs is deemed sufficient to satisfy this requirement.

b) Members

- Committees may expressly invite participation from parents, students and/or staff members consistent with its mandate.
- Council will ratify all committee members by vote at a general meeting. Any new members can be ratified by a subsequent vote. Committee chairs shall identify prospective members to Council.
- Committees will identify a chair and/or a school council liaison. Committee chairs are responsible for ensuring good communication with Council.
- Members will serve for a maximum one-year term, after which time their continued service on a committee will be confirmed by a vote of Council at a general meeting. This vote of confirmation would extend their term of representation for a maximum of one additional year.

c) Finances and Budget

- Committees may be allocated a budgeted amount of funds by Council.
- Committees must provide an account of disbursement of funds. Only receipted expenses will be reimbursed.
- Council must approve all committee fundraising initiatives before they are implemented and/or advertised.