

Huntley Centennial Public School

Parent Council Constitution

ARTICLE 1 – Name

1. The organization shall be called the Huntley Centennial Public School Parent Council, hereinafter referred to as “the Council”.

ARTICLE 2 - Purpose

1. The objectives of the Council are:
 - 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;
 - to seek the views and opinions of the school’s community on the operation of the school and the programs and services provided;
 - to provide advice to the principal and, as appropriate, to the Ottawa-Carleton Board of Education, on the development and implementation of policies, programs and services affecting the school;
 - 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;
 - to provide school-based services and community partnerships related to social, health, recreational and nutrition programs

ARTICLE 3 – Composition and Operation

1. The Council shall be composed of:
 - a) up to ten parents/guardians of students enrolled or registered in the school elected by the parents/guardians;
 - b) up to two teachers elected by members of the teaching staff;
 - c) up to one administrative/support staff member elected by the administrative/support staff;
 - d) the school principal
 - e) the school vice- principal at the discretion of the school administration
2. The council may expand membership on the Council provided parents/guardians always hold the majority of seats. The Council may further invite advisors to participate with voice but no vote.
3. Board employees and school staff may run for a position as a parent/guardian representative, with the understanding that their role on the Council entitles them to express their views as any other parent/guardian on the Council.
4. All members of the Council have equal privileges, and voting rights, including the Chair, who may vote with other members.

5. All meetings shall be open to members of the school community and the general public.
6. Meetings of the Council shall be held at the school a minimum of four times per year. The Council may vote to meet more or less frequently as required.
7. Notice of Council meetings will be posted on the Parent Council website. No one shall be excluded from Council meetings except for disruptive behaviour.
8. Special meetings of the Council may be held at the call of the Chair.
9. The Council will be responsible for the proper conduct of its members, including a requirement for attendance at meetings, and, as such, may impose disciplinary measures on its members, including exclusion from meetings and removal from membership.
10. Membership on the council will terminate when a member:
 - a) Ceases to uphold the criteria for representing a constituency, or
 - b) Has missed two consecutive, scheduled meetings without proper notice to the Chair, or
 - c) Submits a letter of resignation to the Chairperson.
11. Although normal decision making will be by consensus (meaning all present and not just council members), at times a voting process will be required. In such an event, absentee ballots or proxy will not be permitted. In the event of a lack of consensus, a voting process will be followed to resolve the conflict. The majority of good standing members present will create quorum and are required to participate on the vote.
12. The council may establish permanent standing committees, ad hoc or other special purpose committees, as deemed necessary from time to time. The Council may establish terms and conditions of membership on such committees as it sees fit.
13. The Council communication is electronic via email. Membership to the council email list is maintained by the Chair. Only Council members in good standing are included on the email list. (refer to article 3, clause 10)

ARTICLE 4 – Election and Appointment Procedures

1. Parent/guardian representative elections will take place at the commencement of each school year, during the annual meeting. Elections will be organized by the retiring Council and the school principal (or designate), with newly elected officials beginning their term immediately following the elections.
2. Teacher representatives will be elected by teaching staff during the first staff meeting in September.
3. The Administrative/Support staff representative, elected by non-teaching staff of the school, will take place at the commencement of each school year, with newly elected officials beginning their term immediately.
4. Seats may be acclaimed upon singular nomination.

5. Parent/guardian representative vacancies that occur during the year will be filled by majority vote of the members of the Council. Nominations may be made by any member of the Council.
6. The term of office for all members, except the principal, shall be for one school year. This includes any advisors or appointed members.

ARTICLE 5 – Officers and their Duties

1. The officers shall be the Chair(s), Treasurer, and Secretary.
2. The Chair of the Council must be a member representing the parents/guardians. All other officer positions may be held by any other member of the Council.
3. It is the duty of the Chair to:
 - a) call the Council meetings;
 - b) prepare the agenda for the Council meetings with input from the Council;
 - c) chair the Council meetings;
 - d) ensure minutes are recorded and maintained;
 - e) communicate with the school principal;
 - f) ensure regular communication with the school community;
 - g) consult with school board staff as required;
 - h) maintain the Council contact list with members names, contact information and positions as applicable, amending as required throughout the school year.
4. It is the duty of the Treasurer to:
 - a) be custodian of the funds of the Council;
 - b) keep full and accurate records of accounts;
 - c) report to the Council regarding finance;
 - d) follow up on NSF cheques and obtain replacement funds;
 - e) notify Chair about any NSF cheques.
5. It is the duty of the secretary to:
 - a) take minutes of all Council meetings and provide the members with a copy;
 - b) take attendance and email contact information at the Council meetings;
 - c) liaise with office administration to add pertinent items from the Council meetings to the school newsletter.
6. It is the duty of the members at large to:
 - a) support the Council as required;
 - b) attend the first Council meeting at the commencement of the school year and make commitment to attend the majority of the council meetings held throughout the school year.

ARTICLE 6 – Amendments

1. Any member of the Council may propose an amendment to the constitution by serving a notice of a motion at a meeting of the Council. An amendment, in order to be passed at a subsequent meeting of Council, must receive at least two-thirds (2/3) of the votes cast.