



# **D. Roy Kennedy (DRK) School Council Constitution**

Effective date of this Constitution: April 5, 2013

## **TABLE OF CONTENTS:**

<b>THE ROLE OF D. ROY KENNEDY SCHOOL COUNCIL</b>	<b>3</b>
<b>SCHOOL COUNCIL OBJECTIVES</b>	<b>3</b>
<b>MEMBERSHIP</b>	<b>3</b>
<b>ELECTIONS</b>	<b>4</b>
<b>EXECUTIVE COMMITTEE</b>	<b>4</b>
<b>DECISION-MAKING PROCESS</b>	<b>5</b>
<b>ACCOUNTABILITY:</b>	<b>5</b>
<b>FINANCES</b>	<b>5</b>
<b>AMENDMENT TO CONSTITUTION</b>	<b>6</b>
<b>CONFLICT OF INTEREST</b>	<b>6</b>
<b>APPENDIX A: EXECUTIVE COMMITTEE ROLES DEFINED</b>	<b>7</b>

### **Terms/References Used in Constitution**

Please note the following:

DRK Parent Community includes: parents, legal guardians, neighbours, community associations, groups and businesses.

D. Roy Kennedy public school may be referred as DRK

DRK School Community may include: Parent community, DRK Administration and Staff, members from neighbourhood associations and members from the Ottawa-Carleton District School Board (OCDSB), Ottawa-Carleton Assembly of School Councils (OCASC).

D. Roy Kennedy School Council may be referred to as School Council, Council, and DRK School Council.

#### **Contact Info:**

Email address: [drkschoolcouncil@gmail.com](mailto:drkschoolcouncil@gmail.com)

Website address: [www.droykennedyyps.ocdsb.ca](http://www.droykennedyyps.ocdsb.ca)

## **The Role of D. Roy Kennedy School Council**

The main purpose of the DRK School Council is to help improve student achievement and to enhance communication and accountability between the school and its community of parents, legal guardians, neighbours, community associations, groups and businesses. Council also aids in identifying the needs of the DRK school community and addresses them in the best interest of our students.

As an advisory body, Council achieves its goals by maintaining a school-wide focus and providing advice to the principal and school board on significant education issues, and by planning activities that support the active participation of parents/guardians and DRK's School Community.

## **School Council Objectives**

- Establish and maintain a liaison between the school and its community;
- Work to actively engage DRK's parent community;
- Collaborate with the school and its community on issues;
- Focus on the best interests of all students;
- Provide a forum where parents, community representatives and school staff can meet to discuss issues related to the student's school experience;
- Identify needs of the DRK School Community and provide appropriate solutions where possible.
- Operate without financial gain to its members. All profits and/or funds raised are for the sole purposes of achieving Council's objectives.
- Ensure representative parental input to Council activities;
- Respond to requests from both the Parents and School Community, (including the Board), for advice and participation;

## **Membership**

Membership of the DRK School Council is open to all parents/legal guardians of students, as well as any community representatives appointed by Council. Other members include the Principal and a teacher representative, as elected by the staff at DRK. The majority of members will be comprised of parents.

## **Elections**

Elections for Council Executive positions are held on an annual basis. The Election is to be held within the first 30 days of the school year. Notice is to be provided to all parents of the date and location of the election at least 14 days prior to the election date.

Nominations can be sought before the date of the election. The new members assume office immediately upon election. A position can be filled by acclamation if there is only one parent interested in a position.

Council has the authority to appoint a person to a position that remains vacant following the election.

If no one from the parent community is willing to run for the position of Chair, the remaining Council members will determine how best to carry out the Chair's responsibilities.

Each position has a term of one year. Members can seek multiple terms of office. The Chair/Co-Chair, Vice Chair and Treasurer are eligible to serve for three consecutive terms in the same position. There are no limits on the number of consecutive terms of the other officers.

## **Executive Committee**

DRK's School Council must at a minimum be comprised of a Chairperson or two Co-chairs, a Vice-Chairperson (unless there are two Co-chairs), a Secretary and a Treasurer. Other possible roles on the Executive Committee can include, but are not exclusive to Fundraising Coordinator, Communication Coordinator(s), Special Events Coordinator (s), OCASC Representative, and others as required.

On an annual basis, the Executive Committee for each School Year will be posted on School Council's website.

The duties of these positions are defined in Appendix A.

## **Ad-hoc Committees:**

If an issue needs to be explored further or is deemed too time-consuming to discuss at Council, an ad-hoc committee may be formed as the need arises. Depending on their specific mandates, these committees will operate either at specific times during each

school year, or throughout the entire school year.

The Council can appoint any parent as Chair of an ad-hoc Committee. For committee meetings, at least one member must be a parent member of the School Council.

## **Meetings**

DRK School Council holds a minimum of 4 meetings per year. All meetings are open to members of the general public. There must be a quorum for School Council meetings to qualify as a meeting. A quorum for all meetings shall be:

- . a majority of the current members of the Executive Committee must be present;
- . of all the members who are present, the majority must be parents/guardians;
- and
- . the Principal or designate must be in attendance.

Meetings are normally held on the third Tuesday of each month during the school year. Notice of the meetings are communicated through Council's website and Council's newsletter. An agenda is provided prior to the meeting. Any person may request to add an item to the agenda by notifying the Chairperson and providing relevant information.

## **Decision-Making Process**

Decision-making/voting will be done firstly through consensus. Consensus will allow all DRK School Council members to contribute to the solution.

If a vote is required, each attendee may vote, (with the exception of the principal, vice-principal and teaching staff), and there must be a minimum of 50% of the Executive Committee of Council in attendance for the vote. A simple majority of 50% + 1 will carry the vote.

## **Accountability:**

DRK School Council is accountable to the parent community and the public. School Council Records, including Minutes, Newsletters and Financial Reports will be posted in School Council's section of DRK's website. Paper copies of the newsletter are also sent home with each student.

## **Finances**

The fiscal year for DRK School Council is from September 1 to August 31.

In addition to the beginning of the year and the end of year report, the Treasurer will provide a report on a monthly basis when there are significant changes to the financial position.

Cheques require two signatures to disburse funds, and shall be signed by any two of the Treasurer, the Chair (Co-Chair) and another member of the Executive Committee. If an unintentional mistake is made with respect to Council funds, those with signing authority will not be held accountable

No member of DRK's School Council shall be paid for duties performed on behalf of the Council.

## **Amendment to Constitution**

The constitution may be amended at any School Council meeting, by a simple majority as outlined in the Decision-Making Process.

When changes to the Constitution are required, it is preferable to provide notice to the members of Council in advance of the next meeting.

## **Conflict of Interest**

Individuals employed at D. Roy Kennedy Public School or those serving as Board Trustees, cannot serve as 'parent' members of the Council.

Employees of the Board, whose children attend DRK are permitted to serve as an Executive Committee member, but must inform the members of School Council of that employment.

Any individual with a conflict of interest with respect to any issue will immediately notify the Council. Council will determine further participation on the issue from that individual.

# **Appendix A: Executive Committee Roles Defined**

## **Chairperson/co-Chairperson(s)**

- Call and preside over Council meetings
- Prepare the agenda for Council meetings
- Liaise and consult with School Administration, the school community, parents/guardians and staff as required
- Prepare and provide reports on School Council Activities
- Prepare and provide reports required by the OCDSB (Ottawa-Carleton District School Board).
- Owner of Constitution
- Acts as a signing officer
- Work with Council Members and assist with activities as required

## **Vice Chairperson**

- Acts in the place of, and assumes the responsibilities of the Chairperson when the Chairperson is absent or unable to act
- Assists the Chairperson in carrying out his/her duties

## **Treasurer**

- Manage, document and report on all financial-related School Council activities, including bank accounts, fundraising, invoices, etc.
- Acts as a signing officer

## **Secretary**

- Record and distribute minutes of School Council meetings
- Maintains a file of minutes

## **Communications Coordinator**

- Manage and distribute all communications for School Council
- Includes, but is not limited to newsletters, social media, advertising, etc.

## **Fundraising Coordinator**

- Oversee and manage fundraising committees and activities
- Develop, maintain and report on fundraising plan

## **Volunteer Coordinator**

- Create and maintain a database of volunteers
- Coordinate volunteers for School Council activities

#### **OCASC Representative**

- Attend monthly OCASC meetings
- Report information from OCASC back to School Council

#### **Special Events Coordinator(s)**

- Leads a subcommittee to coordinate, manage and execute special events planned by School Council
- Includes but is not limited to the Holiday Celebration and Spring BBQ

#### **Teacher Representative**

- Represents the teachers at School Council Meetings

#### **Principal/Vice Principal**

- Attends all school-council meetings
- Provides information on both DRK and OCDSB activities
- Supports and promotes School Council Activities