

# KPR School Council Constitution Template

## Article 1. Name

1.1 The organization shall be known as ABC Public School Council. Hereafter, it will be referred to as the Council.

## Article 2. Purpose and Scope of Council

2.1 The Council will support student success and enhance the accountability of the education system to parents by making recommendations to the principal and the school board.

~~A~~ school code of conduct

- school improvement plan
- school dress code
- fundraising activities
- school leadership
- school-community communication strategies
  - community use of school facilities
  - co-ordination of local services for children and youth
  - Board policies.

## Article 3. Membership

3.1 Members of the School Council shall include:

- parents/guardians of students enrolled in the school
- community representatives
- a student
- a teacher
- a support staff member
- one person appointed by an association that is a member of the Ontario Federation of Home and School Associations.

3.2 Parents and guardians shall form the majority of the Council.

3.3 The Council should be composed of a minimum of 11 members and a maximum of 20. If these numbers are not possible, Council may continue to function so long as parents form the majority of the membership.

#### Article 4. Roles

4.1 The Principal shall:

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- present a completed financial statement at the final School Councils meeting of a school year
- act in accordance with the Guidelines for School Generated Funds document.

#### 4.5 All members shall:

- attend and participate in Council meetings
- participate in information and training programs as needed
- act as a link between the Council and the community
- welcome the participation of parents/guardians from all groups and of other people in the community
- follow Board policies and procedures and comply with applicable legislation
- act in good faith.

### Article 5. Election Procedures

5.1 Elections shall occur within the first thirty days of the start of each school year.

5.2 Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.

5.3 Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the Council.

5.4 An Election Committee shall be struck by the Council to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.

5.5 The Election Committee shall:

- provide nomination forms
- ensure that the school community is notified of election procedures and election date, location, and time at least 14 days in advance of the election
- request a profile from candidates and make these available to voters
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## Article 12. Communications

12.1 Within 30 days of election of a new Council, the new Council will create and follow a communications plan to raise awareness of Council activities and increase parental involvement.

## Article 13. Financial Accountability

13.1 The Council shall become familiar with and act in a manner consistent with the Ontario Association of School Business Officials Finance Committee Guidelines for School Generated Funds document.

## Article 14. Making Amendments

14.1 From time to time, amendments may be necessary to the Council's constitution. Any amendments to this Council's constitution must have a minimum of two-thirds (2/3) of the Council in favour of the amendment. Notice of the intent to amend the constitution along with specific details of the amendment must be provided at least one meeting prior to any vote.