

## **Broadview School Council Constitution**

Effective May 25, 1999

Updated Aug 30, 2009

**NAME:** This organization will be called the Broadview School Council or the BSC.

**OBJECTIVE:** The BSC is dedicated to strengthening educational opportunities and enhancing the school environment by providing a forum for parents/guardians, school staff, and the community, to receive information, and provide input and advice on issues relating to the educational programs and operations of Broadview Avenue Public School.

**ROLES AND RESPONSIBILITIES:** The BSC will provide advice to the school administration and, where appropriate, to the school board on the following items:

- Local school-year calendar
- School code of student behavior
- Curriculum and program goals and priorities
- The responses of the school or Board to achievement in provincial and Board assessment programs
- Preparation of school profile
- Principal profiles
- School budget priorities, including local capital-improvement plans
- School –community communication strategies
- Methods of reporting to parents and the community
- Extra-curricular activities in the school
- School-based services and community partnerships related to social, health and safety recreational programs and nutrition programs
- Community use of schools facilities
- Local coordination of services for children and youth
- Development, implementation and review of Board policies at the local level
- Such other matters that the council considers appropriate
- On the education improvement plan for the school

*(It should be noted that provincial policy requires that the school principal and, where relevant, senior staff and trustees of the board to seek advice from the school council as part of the process of making decisions with regard to the matters listed above. See Board Policy Memorandum No. 122, amended by Policy P.014.SCO and as amended from time to time.)*

The school council should resolve disagreements collaboratively and through consensus or voting at the local level. In the event that a resolution is not attained at the local level, the Chair or the Principal will request the appropriate Superintendent of School Services to mediate the disagreement. If a resolution is not attained through the Superintendent of School Services, the Chair or Principal will refer the matter to the Director of Education.

**MEMBERSHIP:** Membership of in the BSC consists of all parents or guardians of students who attend, and the staff of Broadview Avenue Public School

**STRUCTURE:** The BSC will be structured as follows:

- Membership (as defined above)
- Executive (see below)
- Standing Committees (see below)
- Ad Hoc Committees (see below)

*(It should be noted that provincial policy requires that parents/guardian hold the majority of seats. See Board Policy P.014.SCO and as amended from time to time.)*

## BSC EXECUTIVE

### NOMINATION AND ELECTION TO EXECUTIVE POSITIONS

Any member who is known to be willing to stand for election for any executive position may be nominated. Nominations can be put forward by parents or guardians or the staff, and will normally be forwarded to the past chairperson for presentation at the AGM. Nominations will also be accepted from the floor on the date of the AGM. Election to an executive position is confirmed by closed ballot of the membership in attendance at the AGM. However, if there is no more than one person willing to be nominated for a particular position, then that position will be considered filled by acclamation. The new executive will be deemed to have taken office at the Annual General Meeting. The outgoing and incoming chairpersons will effect a smooth transition between them.

### VACANT EXECUTIVE POSITIONS

In the case of an executive position remaining empty following the election at the Annual General Meeting in May, the duties associated with that position will be shared among the executive officers. In the case of an executive position becoming vacant during a term of office, the executive has the right to appoint a member of the BSC to that position. All appointees shall be ratified in the position at the next regular meeting of the BSC.

### EXECUTIVE OFFICER POSITIONS

Each executive officer will be entitled to vote on matters arising at all meetings. They are expected to support the objectives of the BSC. An executive officer will be deemed to have resigned his or her position if he or she fails to attend three (3) consecutive meetings (with or without apologies). At least 9 people must fill executive positions, and parents/guardians must hold the majority of the seats. The following positions comprise the executive. Of these positions, Chairperson, Treasurer and Secretary roles must be filled.

Chairperson(s)  
First Vice Chairperson (Academic)  
Second Vice Chairperson (Fund-raising)  
Treasurer  
Secretary  
OCASC Representative(s)  
Volunteer Coordinator and Assistant(s)  
Primary Representative  
Junior Representative  
Intermediate Representative  
Publicity Coordinator  
Special Education Representative  
Daycare Representative  
Teacher Representative(s)  
Community Representative(s)  
Principal and Vice Principal(s)  
Past Chairperson(s)  
Non-Teaching Staff Representative(s)

## EXECUTIVE POSITIONS AND DUTIES

### CHAIRPERSON:

- Chairs and calls all council meetings;
- Prepares, in consultation with both vice Chairperson(s) and the principal, an agenda of the items of business for each meeting, with a time allocation for each item and distribute the agenda immediately prior to each meeting;
- Ensure that each executive member is actively fulfilling his or her elected role;
- Act as an ex officio member of all committees, at his or her discretion;
- The chairperson may be elected to this office for no more than two (2) consecutive years. After serving in this position , she/he assumes the duties of past chairman;
- Ensures that a current principal profile is on file with the Board by 31 October of each year;
- Ensures the minutes of school council meetings are recorded and maintained;
- Ensures that accurate records including financial reports are kept and an annual school council budget and year end report are prepared and presented to the council;
- Participated in information and training programs;
- Communicates with the school principal;
- Ensures that there is regular communication with the school community;
- Consults with senior board staff and trustees, as required;
- Prepared the annual report of the school council to the Director of Education;
- Consolidates opinions of parent/guardians;

#### FIRST VICE CHAIRPERSON:

- Chair executive and regular general meetings in the absence of the chairperson;
- Consult with the chairperson in the preparation of meeting agendas, ensuring that there will be adequate discussion of matters pertaining to the committees for which he or she is responsible;
- Present motions at meetings on behalf of committees for which he or she is responsible;
- Appoint, with the approval of the executive, the chairperson of the committee for which he or she is responsible, and act as an ex officio member of this committee;
- The committee for which the first vice chairperson is responsible is: **Academic Affairs**;
- Report to the Executive and/or membership directly.

#### SECOND VICE CHAIRPERSON:

- Chair executive and regular general meetings in the absence of the chairperson and the first vice chairperson.
- Consult with the chairperson in the preparation of meeting agendas, ensuring that there will be adequate<sup>3</sup> discussion of matters pertaining to the committee for which he or she is responsible.
- Present motions at meetings on behalf of committees for which he or she is responsible.
- Appoint, with the approval of the executive, the chairperson of the committees for which her or she is responsible, and act as ex officio member of these committees
- The committee for which the second vice chairperson is responsible are: **Fund Raising, Program**
- Report to the Executive and/or Membership directly.

#### TREASURER:

- Keep account of all financial concerns of the BSC;
- Prepare financial reports for executive and general meetings as requested by the chairperson;
- Prepare a formal, printed financial statement for consideration at the Annual General Meeting.
- Co-signs together with one of either the chairperson(s), secretary or Principal, any cheques or other necessary bank documents.
- The committee for which the Treasurer is responsible is: **Budget Committee**.
- Report to the Executive and/or Membership directly.

#### SECRETARY

- Send and receive all general correspondence of the BSC.

- Record, duplicate, distribute and store minutes of all executive and general meetings, and ensure that all records are passed on to subsequent parties.
- Report to the Executive and/or Membership directly.

#### OCASC REPRESENTATIVE

- Represent the interests of the BSC with OCASC and its committees;
- Report to the Executive and/or Membership directly.

#### VOLUNTEER COORDINATOR AND ASSISTANT

- Organizes the parent volunteer program and coordinates the placement of volunteers;
- Reports to the executive and/or membership directly.

#### PRIMARY/JUNIOR/INTERMEDIATE REPRESENTATIVE

- These parents/guardians to represent the Primary/Junior/Intermediate class levels respectively.
- Responsible for liaison between the BSC and the parents/faculty in those grades.
- Report to the Executive and/or Membership directly.

#### PUBLICITY COORDINATOR

- Ensure that members are kept informed of the concerns and functions of the BSC by the use of regular newsletters, bulletins, posters, etc....
- Report to the Executive and/or Membership directly.

#### SPECIAL EDUCATION

- Responsible for keeping the BSC current on issues related to the Special Education programs, and represent the BSC on committees.
- Report to the Executive and/or Membership directly.

#### FRENCH EDUCATION

- Responsible for keeping the BSC current on issues related to the French Education programs, and represent the BSC on committees.
- Report to the Executive and/or Membership directly.

#### DAYCARE REPRESENTATIVES

- Ensures that members are kept informed of concerns and functions of daycare if available at the school.

- Report to the Executive and/or Membership directly.

#### TEACHER REPRESENTATIVES

- Three teachers to represent the Primary, Junior and Intermediate class levels respectively.
- Be especially, (although not exclusively), sensitive to the concerns of the class levels represented.

#### COMMUNITY REPRESENTATIVE(S)

- One or two community member(s) appointed by the BSC executive.
- Express a willingness to identify ways to strengthen linkages between the community and the school.
- Report to the Executive and/or Membership directly.

#### PRINCIPAL AND VICE PRINCIPAL(S)

- Advise the BSC of matters of Board and School policy
- Act as ex officio members of any of the standing or ad hoc committees, at their discretion
- Facilitate the establishment of the BAC and assist in its operation
- Support and promote the BSC's activities
- Seek input from the BSC in areas for which is has been assigned advisory responsibility.
- Act as a resource on laws, regulations, board policies, and collective agreements.
- Obtain and provide information, including the budgets for the school and for school-generated funds, required by the BAC to enable it to provide informed advice.
- Communicate with the chair of the BSC, as required;
- Ensure that copies of the minutes of the BSC's meetings are kept at the school
- Assist the BAC in communication with the school community.
- Encourage the participation of parents from all groups and of other people, within the school community, in the life of the school and the activities of the BSC.

#### PAST CHAIRPERSON

- Chairs and makes all preparations in conjunction with the Chairperson, for the AGM.
- The committees for which the past chairperson is responsible is: **Nominating Committee;**
- Report to the Executive and/or Membership directly.

## NON-TEACHING STAFF REPRESENTATIVE

- One non-teaching staff member to be elected by members of the non-teaching staff.
- Represent the interests and concerns of non-teaching staff.

## ALL COUNCIL MEMBERS

- Participate in council meetings.
- Act as a link between the school council and the community.
- Encourage the participation of parents from all groups and of other people within the school community.

## COMMITTEES

### STANDING COMMITTEES

Standing committees will be chaired by the first vice chairperson or the second vice chairperson as specified above in the Executive Officer's duties. Except for the Academic Affairs Committee and the Nominating Committee, the size, structure and meeting schedule of Committees will be decided by the committee chairperson.

### ACADEMIC AFFAIRS COMMITTEES

- Address academic and education affairs
- Chaired by the first vice chairperson
- Consist of four parents, either volunteer or elected, the principal or one of the vice principals, plus four teachers.
- The committee will meet on a regular basis and report to the BSC Executive through the first vice chairperson.
- Any member of the Academic Affairs Committee is entitled to vote on matters arising at the monthly general meeting of the BSC. Members of the Academic Affairs Committee who are not on the BAC executive are not obliged to attend BAC meetings to maintain their voting privileges.

### FUND RAISING

- Coordinate and direct any fund-raising efforts of the BSC.
- Report to the Executive and/or Membership, either directly or via the second vice chairperson.

### PROGRAM

- Plan themes for regular general meetings throughout the school year, and coordinate all arrangements to ensure the success of such meetings.

- Report to the Executive and/or the Membership either directly or via the second vice chairperson.

#### NOMINATING COMMITTEE

- Chaired by the past chairperson
- Consists of the one parent (preferably a retiring executive member), and one teacher.
- Responsible for preparing a slate of officers for the following school year, in time for consideration at the election of the next year's executive at the Annual General Meeting held each year in May.

#### BUDGET COMMITTEE

- Chaired by the Treasurer.
- Consists of the Chair, Principal, and a minimum of three parents and three staff members.
- Responsible for soliciting and recommending school expenditures subject to approval at the next monthly meeting following the committee meeting.

#### AD HOC COMMITTEES

Ad hoc committees will be struck from time to time by the executive, as the need arises. Committees will be chaired by a member of the BSC executive; however, any member of the BSC may sit on an ad hoc committee. The size, mandate and lifetime of the committee will be recorded in the minutes of an executive meeting.

#### MEETINGS

The BSC operates under three kinds of meetings as well as the Committee structure. Soon after the election, the newly elected executive will meet and decide upon dates of regular general meetings for the following school year, and the date for the next Annual General Meeting. Meeting dates will be communicated to the membership by the Publicity Coordinator in conjunction with the Program Committee as soon as practicable.

Any Broadview parent/guardian or staff who is defined as a member of the BSC may present a motion, or amendment to a motion, at a regular monthly meeting.

All members of the BSC have voting privileges, except for the election of the Chair at the AGM as set out herein.

#### REGULAR GENERAL MEETINGS (RGM)

- Regular general meetings are held once a month during the school year on dates determined by the executive committee.



- Changes to the meeting dates will be communicated to the membership as quickly as possible by any method considered practicable.
- Quorum at a regular general meeting will be a majority of the current members of the school council executive; provided that a majority of the members present are parent/guardian members. Majority is defined as one member greater than 50%.

#### EXECUTIVE MEETINGS (EM)

- Executive meetings are called by the chairperson to address issues which must be considered prior to a regular meeting.
- Reports or executive meetings will be brought to the next regular meeting.
- A quorum at an executive meeting will be 8 members of the executive.

#### ANNUAL GENERAL MEETING (AGM)

- The annual general meeting will be held in September of each year.
- A quorum for the AGM will be twenty members
- The agenda prepared two weeks in advance of the AGM will include the following
  - The minutes of the last regular general meeting and the last Annual General Meeting;
  - A financial report, as described in the duties of the Treasurer;
  - A principal's report
  - A chairperson's report
  - A report by the past chairperson in his or her capacity as a chairperson of the nominating committee, and;
  - Any other item of business which the chairperson believes to be appropriate.
- The election procedure in the AGM shall be in accordance with Board Policy PR509.SCO as amended from time to time
- Voting at the AGM for the Chair position shall be restricted to non-staff members.

#### CHANGES TO THE CONSTITUTION

Any member may propose changes or suggest additions to the constitution. Changes are made in the following manner:

- Proposed changes will be communicated, in writing, to the chairperson, not less than six weeks prior to the AGM.
- The chairperson will ensure that these proposed changes are communicated to the membership, via a special bulletin, or by inclusion in a newsletter, at least four weeks before the AGM.
- The proposed changes will be included on the agenda of the AGM.

- The proposed changes will be presented as a motion at the AGM, and will be, if the membership wishes, seconded, discussed and subsequently voted upon.
- A majority of 75 percent of the members in attendance voting in favour of the proposed change is required for the success of the motion.
- Changes to the Constitution may also be made at a RGM provided that:
  - a. Notice to all members has been sent not less than six weeks prior to the RGM;
  - b. The proposed changes shall be ratified at the next AGM and the changes shall remain in effect until ratified;
  - c. The proposed changes will be presented as a motion at the RGM, and will be, if the membership wishes, seconded, discussed and subsequently voted upon;
  - d. At least 10 percent of all members of the BSC are in attendance and a majority (50 percent + 1) vote in favour of the proposed changes;
  - e. The membership number for purposes of the RGM held to approve changes shall be determined by the number of families whose children are enrolled as of the month of September, previous to the meeting;
  - f. All acts done pursuant to the amended constitution shall be deemed as duly carried out, notwithstanding that the AGM has not ratified the changes

BSC Constitution dated May 25, 1999, updated Aug 30, 2009.