

Cairine Wilson Secondary School

Orleans Boulevard, Orleans, Ontario

School Council Constitution

1. Definition of School Council

The School Council for Cairine Wilson Secondary School is constituted under the Education Act, 1991, and specifically the Ontario Regulation 612/00, dated December 13, 2000. It is a volunteer group of members of the school community – parents, community member representatives, students, teachers, administrators and support staff – dedicated to providing educational environments for excellence in academics, arts and athletics, and strengthening educational opportunities and partnerships with the community. The Constitution and By-Laws governing the conduct of School Council affairs comply with Board Policy P.014.SCO and School Council Procedures PR09.SCO.

2. Definition of Terms Used in this Document

Board is the Ottawa-Carleton District School Board under whose jurisdiction the school falls.

Council is the School Council of Cairine Wilson Secondary School.

Member is a voting member, in good standing, of the Council.

Parent is the birth parent, adoptive parent or legal guardian of one or more students at the school.

School is Cairine Wilson Secondary School, Orleans, Ontario.

Student is a student currently enrolled at Cairine Wilson Secondary School.

3. Mandate of the School Council

The mandate of the Council is to:

- Serve as a liaison among the School, the Board, parents, students and the community;
- Advise on all areas of school policy, maintaining a school-wide focus within the parameters established by the Board;
- Propose initiatives aimed at maximizing educational opportunities and enhancing school life;
- Establish its goals, priorities and procedures;
- Promote the best interests of the school community; and,

- Organize information and training sessions to enable members of the Council to develop their skills as Council members.

4. Responsibilities of the School Council

The Council shall serve in an advisory capacity and may advise the school principal and where appropriate the School Board, on any matter, including (but not limited to) those listed below:

- Local school-year calendar
- School code of student conduct and dress
- Curriculum and program goals and priorities for new education initiatives
- Organizational model for delivery of the curriculum
- Student profile, describing the expectations for a graduating student
- Responses of the school or Board to achievement in provincial and board assessment programs
- Board action plans for improvement based on EQAO reports and other student assessments and their communication to the public
- Preparation of the School Profile
- Principal Profile: Provision of input as to the qualities, skills, attitudes and training/ education for the Board and administration to consider in the selection of Cairine Wilson's school principal.
- School Budget Priorities, including capital-improvement plans
- Methods of reporting to parents/guardians and the community
- Extra-curricular activities in the school
- School-based services and community partnerships related to social, health, recreational and nutrition programs
- Community use of school facilities
- Local coordination of services for children and youth
- Development, implementation and review of Board policies at the local level

Council members shall maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other council members, as per Board Policy P.014.SCO

The Council shall communicate regularly with parents and other members of the community to seek their views and preferences with regard to advice being provided by Council and to report on the activities of the Council to the school community.

5. Roles and Responsibilities of School Council Members

Council Members shall:

- Attend Council meetings regularly;
- Participate actively in the work of the Council;
- Consult with parents of students enrolled in the school about matters under consideration by the Council;
- Support the work of the Council in the community and bring forward to Council views of others along with their own;
- Encourage the participation of parents/guardians from all groups and of other people within the school community; and
- Observe the Council's Code of Ethics and Established By-Laws

6. Composition of the School Council

6.1 Membership

The Board has deemed that the minimum number of Council Members is 11, of which 6 must be Parents/Guardians. For Cairine Wilson Secondary School, membership is outlined in By-Law #1. Members of Council shall include: parents of students enrolled in the school; the school principal; students; a teaching staff; a non-teaching staff; and a community representative. Changes to the composition of council can be made by amending By-Law #1, providing that the above minimum numbers are met and parent members always hold the majority of the votes by at least one. A parent who is a Board employee working at the school and has a student at the school cannot serve on Council (in a voting capacity) and that parent must take reasonable steps to inform qualified voters of their employment.

6.2 Member in Good Standing

A member in good standing is a duly elected member whose term has not expired or who has not resigned or is not deemed to have resigned.

6.3 Selection of Members

Members of Council shall be selected as follows:

Parent Members:

Shall be elected by the parents of students enrolled in the school, in accordance with By-Law #2, Section 1, and Board Policy P.014.SCO. A parent member may share his/her position with another parent of the same family as long as both names appear on their official nomination form, and they were elected to Council with the understanding of one shared vote between the two (2) individuals.

Student Member:

Members of the Student body shall choose a student representative as specified in By-Law #2, Section 4.3.

Principal:

In accordance with Board Policy P.014.SCO the school principal is a non-voting member of the council.

Teacher Representative:

Members of the teaching staff shall choose a teacher representative as specified in By-Law #2, Section 4.1.

Non-Teaching Staff Representative:

The administrative and support staff shall elect an administrative or support staff member as specified in By-Law #2, Section 4.2.

Community Member:

The Council, as set out in By-Law #2, Section 4.4, shall appoint a community member. A Board employee who is employed at the school may not be appointed and that parent must take reasonable steps to inform Council of their employment. It is preferable that the community member be an Ottawa-Carleton District School Board taxpayer.

6.4 Officers of the Council

The Officers of the Council shall be elected annually in accordance with School Council Procedure PR.509.SCO, by the new Council as a whole, immediately following the council's annual general election.

The officers of the Council shall be elected from amongst the parent representatives as set out in By-Law #2, Section 3, and will include:

- The Chair and Vice Chair

- The Secretary; and
- The Treasurer

The responsibilities of these officers are outlined in By-Law #1.

6.5 Terms of Office

All Council members are elected/appointed to the council on an annual basis in accordance with Board Procedure PR>509.SCO: School Council Elections, Constitutions and By-Laws. A Council member may be re-elected or re-appointed unless otherwise specified in By-Law #2.

The process of acclamation of council of the filling of vacant positions may take place at any time during the term under the rules set out in By-Law, Sections 2 and 6 respectively.

7. Operations of Council

7.1 Meetings

Meetings of the School Council shall be held at least four times each year, and shall be open to the general public. Non-members may address the Council as part of an agenda item. The first meeting of the year shall be held within 35 calendar days of the beginning of the school year. Meetings shall normally be held at school, if a meeting is to be held elsewhere it must be at a location accessible to the public. The principal is responsible, on behalf of the council, for providing notice of the dates, time and locations of annual elections and meetings to the parents/guardians of all students enrolled in the school.

7.2 Minutes of Meetings

Minutes of all meetings shall be kept for a minimum of four (4) years and made available to all members and must be available for examination without charge by any person.

7.3 Quorum

To form a quorum as required for each meeting of the School Council:

- i) A majority of the current members of the council shall be present at the meeting;
- ii) A majority of the members present shall be parent members.

7.4 Voting

The preferable decision-making model for Council is consensus. However, it is recognized that voting may be required from time to time.

Quorum, as stated in Section 7.3 must be met in order to hold votes.

Parent members must always constitute the majority of eligible voters.

Each member of the Council, excluding the principal who is a non-voting member, is entitled to one (1) vote.

The Secretary shall record all votes; a record will be kept of those votes and included in the meeting minutes.

A majority of votes from the members in good standing present at a properly called meeting shall be required to pass any motions or resolutions, except in case of adoption of or amendment to the Constitution as per Section 7.7.

From time to time, votes may be required before the next scheduled meeting. With the approval of Council, the Secretary may conduct an e-mail/phone vote of all Council members and record the results as if the vote had been held at a regularly scheduled meeting. As with all other votes, parent votes must form the majority. A reasonable attempt must be made to contact all members and quorum must be met.

Similarly for committees, each member, excluding the principal is entitled to one (1) vote when a vote is taken by a committee.

7.5 Payment to Members

No remuneration or honorarium shall be paid to members of the School Council. However, with prior approval of Council, members may be reimbursed for approved expenditures made on behalf of Council.

7.6 Committees

The council may appoint one or more Committees, at any meeting, to meet its priorities. Permanent committees may be formed in addition to temporary adhoc committees that may be created on “as needed” basis. Each committee shall include at least one (1) parent member of the council and may include non-council members. Committee meetings shall be held in public, and written notice of the dates, times and locations of such meetings shall be provided to the parents of all students enrolled in the school.

7.7 Representatives

The Council may appoint representatives, who shall be parents of students enrolled in the school, but may not necessarily be members of Council, to liaise with other groups with common interests and present to them Council’s opinion on matters concerning the school, or to

attend meetings of bodies concerned with school governance so that they may inform Council of discussion on issues of concern to the Council.

7.8 Adoption or Amendment of the Constitution

The approval of two thirds of the members in good standing shall be required to adopt or amend this constitution. Quorum, as stated in Section 7.3 must be met and parent members must constitute the majority of eligible voters.

7.9 Adoption of Amendment of By-Laws

A majority of votes from the members in good standing present at a properly called meeting shall be required to adopt or amend by-Laws. Quorum, as stated in Section 7.3 must be met and parent members must consist of the majority of eligible voters.

7.10 Fund Raising

School council fund raising activities shall be governed by Ottawa-Carleton District School Board policies and procedures, for example Policy P.052.SCO: Fund-raising in Schools; accompanying Board Procedures PR.540.SCO: Fund-raising in Schools; PR.616.PRN: Accounting for School-Generated Funds; and Policy P.012.CON: Community Use of Schools.

7.11 Rules and Guidelines

The Council shall have the authority to make rules or issue guidelines in respect of anything in this Constitution. Such rules or guidelines must be in writing and must appear in the minutes of the meeting at which they were adopted.

7.12 Affiliations with other Organizations

The School will, on an annual basis, review its affiliation with the Ottawa-Carleton Assembly of School Councils.

7.13 Conflict Resolution

The School Council should first attempt to resolve disagreements collaboratively and through consensus, or secondly by voting at the local level. In the event that a resolution is not attained at the local level, the Chair/Co-chairs or principal will request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of Schools, the Chair/Co-chairs or principal will refer the matter to the Director of Education.

7.14 Conflict of Interest

If a Council member could personally gain financially from a decision made by the Council, then that member must declare a “conflict of interest” and not vote.

Council members must not accept gifts from outside organizations/businesses that could be construed as an incentive to use their influence with students, parents and staff.

7.15 Liability

Members of council, parents and volunteers shall be protected by the Board's liability insurance policy while they are acting within the scope of their duties on behalf of the Board, as sanctioned by the principal.

7.16 Annual Report

An Annual council year-end report including, where applicable a financial report, shall be prepared and presented to Council. On Approval, this report is to be submitted to the principal and Director of Education.

8. Effective Date

This constitution is in effect on the date it is adopted by Council

ADOPTED by the Council this 5th day of June, 2014, in Orleans (Ottawa), Ontario

Signed by:

Chair

Secretary

Cairine Wilson Secondary School

Orleans Boulevard

School Council By-Law #1

Composition & Duties of the School Council

Members of the School Council shall include: parents of students enrolled in the school, the school principal and student, teaching staff, non-teaching staff and community representative. All members of the School Council who are not staff members should be Ottawa-Carleton District School Board ratepayers. Parent members must form the majority of the Council.

1. The Council shall consist of up to 22 members with maximum in each category as follows:

	Parent	Non-Parent	Vote
Chair	1		Y -1
Vice chair	1		Y -1
Secretary	1		Y -1
Treasurer	1		Y -1
Additional Parent Members	12		Y -12
Principal		1	N
Student Reps		2	Y -2
Teacher Rep.		1	Y -1
Admin/Support Staff Rep.		1	Y -1
Community Rep.		1	Y -1
Total Possible Voting Members			21
Total MEMBERS of COUNCIL			22

2. Parent members are elected/acclaimed in accordance with Section 6.5 of the constitution and in compliance with the rules outlined in By-Law #2.
 - 2.1 In accordance with Board Policy P.014.SCO, the school principal is a non-voting member of the Council
 - 2.2 A student member(s) shall be selected by fellow students, in compliance with the rules outlined in By-Law #2, Section 4.3.
 - 2.3 The teaching staff shall elect one representative from their members, in compliance with the rules outlined in By-Law #2, Section 4.1, to serve on Council.

- 2.4 The administrative or support staff member, compliance with the rules outlined in By-Law #2, Sections 4.2, to serve on Council.
- 2.5 Council shall appoint a community representative in accordance with School Policy P.014.SCO, and in compliance with the rules outlined in By-Law #2, Section 4.4, to serve on Council.
- 2.6 Except for the principal (see 1.2) Council will vote on the basis of one vote per member.
3. In addition to the roles and responsibilities of council members set out in Section 5 of the constitution.
 - 3.1 The principal shall perform the duties outlined in the School Policy P.014.SCO. If the principal cannot attend he/she will be responsible for designating a staff member to attend.
 - 3.2 Student members shall serve as a liaison between the Council and the Students enrolled in the school.
 - 3.3 Teacher representatives shall serve as a liaison between the Council and teaching staff employed in the school
 - 3.4 Non-Teaching staff representatives shall serve as a liaison between the Council and non-teaching staff employed in the school.
 - 3.5 The Community representative shall serve as a liaison between the School Council and community members.
 - 3.6 The Ottawa Carleton Association of School councils (OCASC) representative shall serve as a liaison between the School Council and the OCASC.
 - 3.7 Attendance: All members have a responsibility to attend meetings or provide written notice to the Chair of Council of any absences. In the event that a Member has missed three or more consecutive meetings (with or without notice), they will be deemed to have resigned.
4. Duties of the Officers of the School Council are as follows:
 - 4.1 The Chair shall:
 - Call School Council Meetings;

- Prepare the agenda for Council meetings and distribute the agenda and any other relevant materials to Council members at least 2 days prior to the next meeting;
- Chair Council meetings;
- Ensure that minutes of Council meetings are recorded and maintained;
- Ensure that accurate minutes and records, including records of all financial transactions, are kept available for at least four years at the school for examination without charge by any person, and that an annual Council year-end report including, where applicable, a financial report, are prepared and presented to the Council;
- Ensure that the minutes and records of the Council during his/her tenure are passed on to his/her successor;
- Facilitate the resolution of conflict;
- Ensure that a current principal profile is on file with the Board by October 31st of each year;
- Participate in information and training programs if possible;
- Participate as ex-officio members if all committees established by Council;
- Communicate with the school principal on behalf of council;
- Ensure that there is regular communication with the school community;
- Ensure that parents/guardians of all students enrolled in the school are consulted about matters under consideration by Council;
- Ensure that the constitution and By-Laws of the Council are maintained and up to date and are reviewed annually by Council;
- Consult with senior Board staff and trustees, as required;
- Prepare the annual report of the School Council to the school principal and the Director of Education including, if the Council engages in fundraising activities, a report of those activities; and
- Observe the Council's Code of Ethics and established By-Laws.

4.2 The Vice-Chair shall:

- In the absence of the Chair, conduct the business of Council Meetings; and
- Observe the Council's Code of Ethics and established By-Laws.

4.3 The Treasurer shall:

- Prepare a budget for approval of the Council;
- Monitor the finances of the council on a regular basis;
- Requisition cheques to be issued from the School Account for invoices of Council-approved expenditures;
- Ensure that Financial Policies and procedures are reviewed annually and recommend and/or propose amendments as required;
- Report to the School Council, at each scheduled meeting, on fund-raising and other revenues, expenditures (including accounts payable), bad debts, investments, and cash position;
- Ensure a year-end financial report is presented to Council and is passed on to his/her successor; and
- Observe the Council's Code of Ethics and established By-Laws.

4.4 The Secretary shall:

- Record accurate minutes of School Council meetings, including the recording of votes taken at regular meetings and those taken by e-mail/phone;
- Provide a draft copy of meeting minutes, within 2 weeks following a meeting, to the Council Officers for certification of their accuracy prior to general distribution;
- Distribute minutes in a timely manner, amended if necessary, to the Chair/Co-Chair to distribute to the Council prior to the next scheduled meeting; and
- Observe the Council's Code of Ethics and established By-Laws.

5. Duties of the School Principal are to:

- Distribute to each Council member material identified by the Ministry for distribution to Council members and post the material in a school location accessible to parents;
- Act as a resource to Council on laws, regulations and Board policies;
- Consider each recommendation made by Council to the principal and return to the Council with action taken in response to the recommendation;

- Solicit views on matters pertaining to the establishment or amendment of School policies and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the public;
- Participate, if the principal wishes, on any committees established by Council;
- On behalf of Council, provide a copy of the Annual School Council report in the fall of each school year to the parents of all students enrolled in the school; and
- Observe the Council's Code of Ethics and By-Laws.

6. Duties of the Student Representatives are to:

- Contribute to the discussions of Council;
- Solicit the views of other students to share with Council
- Participate on any committees established by Council;
- Communicate information from Council to the student body; and
- Observe Council's Code of Ethics and By-Laws.

7. Duties of the Teaching Staff representatives are to:

- Contribute to the discussions of Council;
- Solicit views from staff groups to share with the Council;
- Participate on any committees established by Council;
- Communicate information back on their staff groups; and
- Observe the Council's Code of Ethics and By-Laws.

8. Duties of Non-Teaching staff representatives are to:

- Contribute to the discussions of Council;
- Solicit views from staff groups to share with the Council;
- Participate on any committees established by Council;
- Communicate information back to their staff groups; and

- Observe the Council's Code of Ethics and By-Laws.

9. Duties of the Community representative are to:

- Contribute to the discussions of Council;
- Represent the community's perspective;
- Participate on any committees established by the Council;
- Help build partnerships and links between the school and the community; and
- Observe the Council's Code of Ethics and By-Laws.

10. Duties of the OCASC representatives are to:

- Liaise between OCASC and Council, bringing to Council issues to be discussed in OCASC;
- Represent the opinion of Council at OCASC, or OCASC committees, meetings; and
- Observe the Council's Code of Ethics and By-Laws.

Cairine Wilson Secondary School

Orleans Boulevard

School Council By-Law #2

Elections, Acclamations and Vacancies

In accordance with Board Policy P.014.SCO, a School Council election must be held within thirty (30) calendar days of the beginning of the school year. This By-Law is consistent with Board Procedures as defined in PR> 509.SCO.

An Election Chair or Nominating Committee may be appointed by the Council to run the election. The Election Chair should not be running for election, but may be a member of the current out-going Council. In the absence of a previously appointed Election Chair or Nominating Committee, the election meeting shall select a Chairperson, who shall not be running for election, to chair the election process. At least two (2) weeks' notice shall be given for an election.

Voting in elections shall be open to all members of the representative groups. Voting by proxy is not allowed.

1. Election of Parent Members

Within thirty (30) calendar days of the beginning of the school year, elections will be held to fill all parent member positions so as to have up to 16 parent members as provided by Section 1 of By-Law #1.

1.1 Parent Nominations

Where Council chooses to hold the parent election at a meeting, nominations will be accepted until the time voting begins, provided the person nominated is present and agrees, or if the person is not present his/her written consent, by hand, by mail, by fax or by e-mail, is delivered to the Chairperson of the election meeting.

1.2 Election Meeting

- Elections are to be conducted in a manner that is consistent with the accepted principles of democratic elections;

- The Election Chair will place before the meeting the names of parents who have been nominated prior to the meeting, and then consistent with Section 1.1 of this By-Law, request any further nominations from parents at the meeting;
- Each parent nominated will have an opportunity to speak to the election meeting for up to a maximum of (3) minutes prior to voting;
- If the number of nominees for election are equal to or less than the number of vacancies the nominees shall be acclaimed, see Section 2 of this By-Law;
- Elections shall be conducted by secret ballot
- The scrutineers will prepare a written report listing the candidates in alphabetical order with an annotation as to whether they were, or were not elected, and deliver the report to the election Chair. Only the names of the successful candidates will be announced by the Election Chair.

2.Acclamations

If there are equal to or less than the required number of parent member nominees, all eligible nominees will be acclaimed and no general election will be held, although the election of Officers will still take place.

3.Election of Officers

Immediately following the final election or acclamation of parent members within thirty (30) calendar days of the beginning of the school year, the new Council shall meet to elect its Officers. This may take at the same meeting where the election/acclamation of the Council Members were made.

- The term of office for Officers shall be one year. (September to August)
- Elected or appointed Officers may seek additional terms of office.
- The School Council will elect Officers in a manner consistent with School councils Procedure PR.509.SCO.
- The Chair/Co-Chairs must be a parent of a student currently enrolled at this school, and must be elected by the Council from amongst the parent representatives. A Board employee elected as a parent member of council may not serve as a chair or co-chair of Council.
- A Vice-Chair shall be elected if there is a single Chair, but not if there are two (2) Co-Chairs.

- The position of Treasurer may be filled by any member of Council and shall be voted on by all voting members of the newly elected Council.
- The position of Secretary may be filled by any member of Council and shall be voted on by all voting members of the newly elected Council.

Voting shall be by secret ballot. If there is a single candidate for any position(s) that (those) candidate(s) shall be acclaimed.

4. Election of Other Representatives

4.1 Election of Teaching Staff Representatives:

- * The Teaching staff shall elect the teaching staff representative; and
- * Anyone assigned to the teaching staff of the school (full or part-time) may be a candidate

4.2 Election of Non-teaching Staff Representative:

- * The non-teaching staff representative shall be elected by other non-teaching staff representatives; and
- * Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

4.3 Election of the Student Representative:

- * The student representatives shall be selected by fellow students

4.4 Selection of the Community Representative:

- * The appointment of the community representative to the School Council is to be by majority vote at a meeting of the School Council; and
- * The community representative shall preferably be an Ottawa-Carleton District School Board ratepayer who is currently neither a parent of a student attending this school nor a member of Board Staff.

5. Results

- * Only the names of the successful candidate shall be made public; and
- * The School Council shall assist the principal to ensure that the names of the new members are publicized to the school community within thirty (30) days of the election (ie. on the School Website).

6. Filling Parent Vacancies

In order to fill any seats that become vacant or are unfilled following the elections Council shall continue to seek qualified persons to fill such seats. Council will make all such appointments as expeditiously as possible.

7. Filling Other Vacancies

If vacancies arise for the teaching staff or non-teaching staff representatives, those communities will be requested to elect new representatives meeting the requirements set out in Sections 4.1 and 4.2 respectively, of this By-Law. If a vacancy for a student representative arises, the procedure described in Section 4.2 of this By-Law shall be followed.

Cairine Wilson Secondary School

Orleans Boulevard, Orleans, Ontario

School Council Code of Ethics

A member shall consider the best interests of all students.

A member shall be guided by the School's and Board's mission statements.

A member shall act within the limits of the roles and responsibilities of the School Council, as identified by the School's operating guidelines, the Board, and the Ontario Ministry of Education.

A member shall become familiar with the School's policies and operating practices and act in accordance with them

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the School Community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept consensus of council.

A member shall respect the confidential nature of some School business and respect the limitations this may place on the operation of School Council.

A member shall not disclose confidential information.

A member shall limit discussions at School Council meetings to matters of concern to the School community as a whole.

A member shall use established communications' channels when questions or concerns arise.

A member shall promote the highest standard of ethical practices within the School community.

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through School involvement.