
Queen Elizabeth Public School Constitution and By-Laws

Drafted Monday, January 10, 2022

1. Purpose:

- 1.1. The purpose of the school council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- 1.2. School council's primary means of achieving its purpose is by making recommendations to the principal of the school and the board that established the council.
- 1.3. School council may make recommendations to the principal of the school or to the board on any matter.
- 1.4. The principal of the school and the board shall consider each recommendation made to the principal of the school or to the board by council and shall advise the council of the action taken in response to the recommendation.

2. Membership

- 2.1. School council should include:
 - 2.1.1. Parent members (voting members are those who attend the first meeting)
 - 2.1.2. The principal of the school
 - 2.1.3. One teacher
 - 2.1.4. One non-teaching staff member
 - 2.1.5. One community representative appointed by the other members of the council; and
 - 2.1.6. One pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of school council, that the council should include a pupil.
- 2.2. A person who is employed by the board cannot be appointed as a community representative on the council unless he or she is not employed at the school and the other members of the school council are informed of the person's employment before the appointment.

3. Officers

- 3.1. School council shall have a chair or, two co-chairs.
- 3.2. A chair or co-chair of the school council must be a parent member of the council and shall be elected by the members of the school council.
- 3.3. A person who is employed by the board cannot be the chair or co-chair of the council.

4. Election of Officers

- 4.1. Election will be held for the positions of chair, co-chair, secretary and treasurer if more than one person is nominated for each position.
- 4.2. The election of officers shall be by:
 - 4.2.1. Acclamation if no more than one person is nominated for a position; or
 - 4.2.2. Election if more than one person is nominated for a position.

5. Election of Parent Members

- 5.1. The election of parent members shall be by:
 - 5.1.1. Acclamation: Parents/guardians who put their names forward by September 30th or at the first Council meeting will be considered to be acclaimed; or
 - 5.1.2. Election: If more than 12 parents put their names forward by September 30th or attend the first council meeting.
- 5.2. A person is qualified to be a parent member if he or she is a parent of a pupil who is enrolled in the school unless:
 - 5.2.1. he or she is employed at the school; or
 - 5.2.2. he or she is employed by the board, unless he or she discloses that employment prior to the election of parent members.
- 5.3. A person is qualified to vote in an election of parent members if he or she is a parent of a pupil who is enrolled in the school.
- 5.4. An election of parent members shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal.
- 5.5. The election of parent members shall be held:
 - 5.5.1. in person, at a location that is accessible to the public;
 - 5.5.2. by electronic or telephonic means; or
 - 5.5.3. both in person and by electronic or telephonic means.

- 5.6. The principal shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date and time of and the location or means to access the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- 5.7. The notice may be given by doing one or more of the following:
 - 5.7.1. Posting the notice in the school in a location that is accessible to parents.
 - 5.7.2. Delivering the notice to the parent by email or by other electronic means.
 - 5.7.3. Posting the notice on the school's website.

6. Other Elections

- 6.1. The elections of non-parent members shall be held during the first 30 days of each school year.
- 6.2. A person is qualified to vote in an election of a teacher member if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.
- 6.3. A person is qualified to vote in an election of a person employed at the school if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.

7. Roles and Responsibilities of School Council Members:

- 7.1. The principal of the school shall:
 - 7.1.1. attend all meetings unless unable to do so by reason of illness or other cause beyond the principal's control;
 - 7.1.2. facilitate the establishment of the school council and assist in its operation;
 - 7.1.3. support and promote the school council's activities;
 - 7.1.4. provide for the prompt distribution to each member of the school council, of any materials sent by the Ministry of Education for distribution to the school council, and post the material in the school in a location that is accessible by parent(s)/guardian(s);
 - 7.1.5. consider each recommendation made by the school council and advise the council of the action taken in response to the recommendation;
 - 7.1.6. seek input from the school council on the establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parent(s)/guardian(s);

- 7.1.7. seek input from the school council on the development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parent(s)/guardian(s);
 - 7.1.8. seek input from the school council on school action plans for improvement, based on provincial assessment reports and the communication of those plans to the public;
 - 7.1.9. act as a resource on laws, regulations, Board policies, and collective agreements (i.e., Education Act, and Freedom of Information and Protection of Privacy Act);
 - 7.1.10. obtain and provide, where reasonable, information as required by the school council to enable it to make informed suggestions and advice;
 - 7.1.11. maintain on-going communication with the chairperson(s) of the school council;
 - 7.1.12. at least fourteen days before the date of the election of parent/guardian members, give written notice of the date, time and location of the election to every parent/guardian of a pupil;
 - 7.1.13. ensure that copies of the minutes and financial activities of a school council are kept at the school and made accessible to the public;
 - 7.1.14. assist the school council in communicating with the school community;
 - 7.1.15. encourage the participation of trustees, parent(s)/guardian(s) from all groups, and of other people within the community;
 - 7.1.16. ensure that the school council follows board policies and procedures;
 - 7.1.17. post a copy of the school council's annual report in a school location that is accessible to parents; and
 - 7.1.18. act in good faith.
- 7.2. The chair of the school council shall:
- 7.2.1. call school council meetings;
 - 7.2.2. prepare the agenda for school council meetings in collaboration with the principal;
 - 7.2.3. chair school council meetings;
 - 7.2.4. ensure that minutes of school council meetings and financial records are recorded and maintained;
 - 7.2.5. participate in information and training programs;

- 7.2.6. maintain on-going communication with the school principal and local school trustee(s);
 - 7.2.7. consult with parent(s)/guardian(s) about matters under consideration by the school council by posting information for input in a school location accessible to parent(s)/guardian(s);
 - 7.2.8. follow Board policies and administrative regulations;
 - 7.2.9. encourage community representation;
 - 7.2.10. ensure representation at school council association (regional school council) meetings; and
 - 7.2.11. act in good faith.
- 7.3. The secretary of the school council shall:
- 7.3.1. record the minutes and circulate draft minutes to School Council members;
 - 7.3.2. act in good faith.
- 7.4. The treasurer of the school council shall:
- 7.4.1. adhere to the rules outlined in the KPR - School Generated Funds Guidelines;
 - 7.4.2. act in good faith.
- 7.5. The members of the school council shall:
- 7.5.1. attend and participate in school council meetings;
 - 7.5.2. participate in information and training programs as needed;
 - 7.5.3. act as a link between the school council and the community;
 - 7.5.4. welcome the participation of parent(s)/guardian(s) from all groups and of other people within the community;
 - 7.5.5. follow Board policies and procedures and comply with applicable legislation; and
 - 7.5.6. act in good faith.

8. Term of Office

- 8.1. A person elected or appointed as a member of school council holds office from the later of:
- 8.1.1. the date he or she is elected or appointed; and
 - 8.1.2. the date of the first meeting of the school council after the elections held in the school year,

8.1.3. until the date of the first meeting of the school council after the elections held in the next school year.

8.2. A member of the school council may be re-elected or reappointed.

9. Vacancies

9.1. A vacancy in the membership of the school council shall be filled by election or appointment.

9.2. A vacancy in the membership of the school council does not prevent the council from exercising its authority.

10. Meetings

10.1. School council shall meet at least four times during the school year.

10.2. School council shall meet within the first 35 days of the school year, after the elections held on a date fixed by the principal.

10.3. A meeting of school council cannot be held unless,

10.3.1. a majority of the current members of the council are present at the meeting; and

10.3.2. a majority of the members of the council who are present at the meeting are parent members.

10.4. All meetings of the school council shall be open to the public.

10.5. School council is entitled to hold its meetings at the school.

10.6. Meetings of school council shall be held:

10.6.1. in person

10.6.2. by electronic or telephonic means; or

10.6.3. both in person and by electronic or telephonic means.

10.7. A member of the school council who participates in a meeting through electronic or telephonic means shall be deemed to be present at the meeting.

10.8. The principal shall, on behalf of the school council, give written notice of the date and time of and the location or means to access each meeting of the council to every parent by:

10.8.1. Posting the notice in the school in a location that is accessible to parents; and/or

10.8.2. Delivering the notice to the parent by email or by other electronic means.

10.8.3. Posting the notice on the school's website.

11. Meeting Attendance and Voting

- 11.1. A quorum shall consist of members totaling 50 percent plus 1.
- 11.2. In the event of a lack of a quorum, an informal discussion meeting may still be held; however, important matters requiring a decision will be deferred until the next meeting;
- 11.3. All parents/guardians of children enrolled at the school and members of the school community are welcome to attend general meetings and submit agenda items;
- 11.4. Only elected and appointed members of the Council will have voting privileges at general meetings.

12. Decision-Making:

- 12.1. The most desirable means of decision-making shall be by consensus. Where a consensus is not reached but the chairperson determines that a decision on an issue is in the best interest of the school and the Council, a majority vote will be used to arrive at a Council decision.

13. Committees

- 13.1. School council may establish committees.
- 13.2. Every committee must include at least one parent member of the council.
- 13.3. Committees may include persons who are not members of the council.

14. Voting

- 14.1. Each member of the school council is entitled to one vote.
- 14.2. The principal of the school is not entitled to vote.

15. Minutes and Financial Records

- 15.1. School council shall keep meeting minutes and financial records for a minimum of four years.
- 15.2. The minutes and records shall be available at the school for examination by any person.

16. Fundraising

- 16.1. School council may engage in fundraising activities, and use funds raised, in accordance with any applicable policies established by the board.
- 16.2. Upon dissolution of the organization, any remaining funds will be given to a recognized charity.

17. Consultation with Parents

- 17.1. School council shall consult with parents about matters under consideration by the council.

18. Annual Report

- 18.1. School council shall annually submit a written report on its activities to the principal of the school.
- 18.2. If the school council engages in fundraising activities, the annual report shall include a report on those activities.
- 18.3. The principal shall, on behalf of the school council, give a copy of the report to every parent in the school by:
 - 18.3.1. posting a copy of the report in the school in a location that is accessible to parents.
 - 18.3.2. posting a copy of the report on the school's website.

19. Remuneration

- 19.1. A person shall not receive any remuneration for serving as a member or officer of the school council.
- 19.2. This organization shall be carried on without purpose of gain for its members; any profits or other gifts or money to the organization shall be used solely to promote the purpose or objectives of the organization