

## BRIARGREEN SCHOOL COUNCIL CONSTITUTION

Updated September 19, 2004

### ARTICLE I: NAME

The organization shall be called the Briargreen School Council (BSC), hereinafter referred to as the council.

### ARTICLE II: PURPOSE

1. The objectives of the council are:
  - a. To develop a strong relationship between home, school and the wider community served by the school, to enhance educational opportunities for all students, and to foster a community that will help students develop to their full potential;
  - b. To seek the views and opinions of the school's community on the operation of the school and the programs and services provided;
  - c. To provide advice to the principal and, as appropriate, to the Ottawa-Carleton District School Board and/or its senior staff, on the development and implementation of policies, programs and services affecting the school; and
  - d. To be an effective voice for promoting the interests of the school and students, and to actively support the school in meeting the educational needs of students;
  - e. To provide a forum for open communication among the staff, the parents and the rest of the Briargreen School community while maintaining a school-wide focus on all issues.
2. The council's operation shall be guided by the Vision Statement (attachment A) and the Definition of Community (attachment B).

### ARTICLE III: AFFILIATIONS

1. The council may seek affiliation with other organizations that have similar purposes.
2. Affiliations with other organizations, including any 'umbrella' organization of Ottawa-Carleton District School Board school councils, or any subsequent changes in such affiliation, shall require a two-thirds majority of votes cast by the elected or appointed members present and voting at a meeting for which proper notice has been given to the membership.

### ARTICLE IV: MEMBERS

1. The council shall consist of the following members:
  - a. Parent Representatives (unlimited) [**REVISED June 13, 2002 (see Minutes from the meeting – previously provided “up to 10”]**
  - b. School Principal
  - c. Teacher Representative (one)
  - d. Community Representative (up to two)
  - e. Non-teaching Representative (one)

- f. Student (one to be appointed by the principal if after consulting with the council, the principal deems it necessary)
- g. Past Chair or Co-Chair (appointed); (if a past Co-Chair is not able to fill this position, a long standing member of the council may be appointed).

The duties of the officers, and the duties of the principal in relation to the council, and members of the council at large are set forth in Attachment C to this Constitution.

2. The majority of council members must be parents.
3. The term of office shall be from the later of the date he or she is elected or appointed and the date of the first meeting of the school council after the elections until the date of the first meeting of the school council in the next school year.
4. An individual may be reelected to the council as long as they have a child enrolled at Briargreen Public School.

#### ARTICLE V: OFFICERS

The officers shall be a Chair, or two Co-Chairs, Financial Coordinator, and Secretary. Should a Chair or Co-Chairs not be elected or acclaimed, parent members shall chair the meetings on a rotating basis.

1. The officers of the council must be members elected by the members of the council.

#### ARTICLE VI: ELECTION OF PARENT REPRESENTATIVES

1. Nominations for the Parent Representatives will be presented to the parents and guardians in attendance at a properly constituted Annual General Meeting for election.
2. Nominations for the Parent Representatives must be received at least 48 hours in advance of the Annual General Meeting.
3. The names of all nominees shall be made available to the parents and guardians at the Annual General Meeting.
4. The elections will be decided by a majority vote. Voting will be done by a secret ballot.
5. In the event of a vacancy in any position, whether caused by failure to elect, resignation or otherwise, the vacancy may be filled at any time during the school year by appointment or by conducting a vote at a Council meeting for which advance notice of the election has been given.

#### ARTICLE VII: MEETINGS

1. There shall be one Annual General Meeting to present parent representatives to the council; to report to parents/guardians on the activities of the council during the past year; and to approve amendments to the constitution as required.
2. Council meetings shall be held at the school at least four times in each school year. Notice of council meetings will be posted on the school's notice boards, and be publicized to

parents/guardians in the BSC Newsletter and/or by separate notice.

3. Special Agenda Meetings of the council may be held at the call of the Chair or Co-Chairs, on written request of one half of the council members. Such meetings must be called within fourteen days of the written request being received by the Chair or Co-Chairs.
4. A quorum for the Annual General Meeting of the council is established when twenty (20) of the eligible parents/guardians are present including the Chair or Co-Chair and three other council members.

A quorum for a council meeting is established when a majority of the council members (elected and appointed) is present.

5. All members elected and appointed to the council have equal privileges and voting rights. The principal is the only non-voting member of the council.
6. Meetings of the council shall be open to all members of the school's community, and no such person may be excluded from the meeting except for disruptive behaviour.
7. Absence of any council member from three or more consecutive meetings of the council shall constitute a vacancy.
8. Meetings will be governed by such guidelines as set forth in Attachment D.

## ARTICLE VIII COMMITTEES

This council may establish permanent standing committees, ad hoc or other special purpose committees, as deemed necessary from time to time, and appoint the members thereto. Membership on such committees shall not be restricted to members of the council, however, each committee must include at least one parent member of the council. Such committees will be chaired by or report directly to an elected council member or officer. The Fund-raising Co-ordinator has duties as set out in Attachment C.

## ARTICLE IX FINANCES

1. The fiscal year shall be from September 1 to August 31 of the following year. The signing authorities of the council shall be the Chair or Co-Chairs, the Financial Co-ordinator, and the Secretary.
2. All cheques issued on behalf of the BSC require any two signatures from the signing authorities.
3. Any of the signing authorities may authorize routine expenditures not to exceed one hundred dollars (\$100.00). Authority to spend greater amounts requires a motion by council, which receives a majority vote by the council.
4. Funds raised by BSC are intended to support the activities of the BSC and Briargreen Public School. Priority will be given to expenditures that will benefit the majority of the students.

ARTICLE X                    RULES OF ORDER

1. The rule contained in Procedures for Meeting and Organizations: Kerr & King (Canadian) shall govern the conduct of meeting of the council in all cases where they are applicable, and are not inconsistent with any bylaws or special rules the council may adopt from time to time.

ARTICLE XI                    AMENDMENTS

1. This constitution may be amended at the Annual General Meeting by approval of a motion by two-thirds majority of the parents/guardians in attendance of the meeting.

OR

2. This constitution may be amended by circulating the proposed amendment(s) to the parents and guardians along with a ballot to be returned to the council. The amendment(s) must be approved by two-thirds majority of the ballots returned with a minimum of 20 returned ballots required.

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Co-Chair

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Date

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Co-Chair

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Date

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Financial Co-ordinator

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Date

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Secretary

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Date

The Partnership of parents/guardians, principals, staff, and community members are dedicated to sustaining Briargreen Public School as a child-centred, family-oriented school where children learn in a safe, happy, creative, and positive environment.

With the conviction that each child has her/his own special talents, interests, learning style, developmental patterns, and emotional life, the community of Briargreen School takes a pro-active approach to addressing the special needs of each child. Each child is seen as an integral part of the school's community.

In support of this vision, all partners strive to nurture:

- A belief that children deserve to be taught how to learn.
- A strong sense of community, with understanding of the many cultures and abilities that comprise the school population.
- Open communication and dialogue to promote a positive and informative relationship among students, parents/guardians, staff and other community members; which in turn enable all parties to meet the common goals. This partnership strives to support the family while working to ensure the highest possible quality in education.
- A high educational standard, with a commitment to providing a solid academic foundation for life-long learning and activity. This is supported by: emphasis on courtesy, self-discipline, and good work habits as integral to learning; and by a commitment on the part of staff to enthusiasm, dedication, competence, and caring, to provide the necessary tools whereby students will be motivated to excel; and by the provision of a wide scope for creative learning within the boundaries of academic discipline and available resources.
- A belief that education is a shared responsibility and that learning is enhanced by the involvement of home, school, and community. In promoting shared values, this partnership strives for a population of happy children developing a sense of trust, self-confidence, self-awareness and self-discipline. An environment which challenges children to the best of their abilities, within discipline that fosters learning and respect;
- A forum for political action to allow all members of the school community a voice for their values and views on current educational issues;
- A commitment to the physical and emotional safety of all children, to facilitate greatest possible learning.