



### WOBURN COLLEGIATE INSTITUTE SCHOOL COUNCIL CONSTITUTION

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#### **Article 1: Name and Address**

The organization will be known as the Woburn Collegiate School Council, hereinafter referred to as the Council. The members of the School Council shall be responsible for maintaining the constitution.

Woburn Collegiate Institute  
2222 Ellesmere Road  
Scarborough, Ontario  
M1G 3M3  
416-396-4575  
<http://www.woburnci.com>

#### **Article 2: Procedures and Operating Guidelines**

The operational procedures of this council are outlined in the TDSB Policy (P. 023 SCS) and Operational Procedure (PR. 558 SCS), and are available on the Board's website. All recommendations and activities of the Council shall comply with all Ministry of Education Acts (Reg "612 and 613") and the Ministry of Education Parent Involvement Policy, Toronto District School Board Policies and Procedures along with Staff Collective Agreements.

#### **Article 3: Council Mission Statement**

The Woburn Collegiate Institute Community recognizes the importance of the role that all parents/guardians, teachers, support staff, administrators and members of the greater community play in the education and development of our students. The Council is committed to act in an advisory capacity to promote academic excellence, responsible citizenship and individual student growth through dynamic programs within a safe and orderly environment. It is with this end in mind that we have set up the Constitution for the Woburn Collegiate Institute School Council.

WOBURN COLLEGIATE INSTITUTE  
SCHOOL COUNCIL CONSTITUTION

---

**Article 4: Purpose and Objectives**

It is recognized that in fulfilling our mandate that the School Council works in an advisory capacity. The School Council is an important forum for involving all members of the school community in discussing matters that affect the education of students, including:

1. To support the Mission Statement.
2. To encourage parents, students, staff and the community to work together, sharing information, increasing parent and community involvement in the school and to enhance student learning.
3. To communicate regularly with each of the constituent groups mentioned in #2: to seek their views and report on activities of the Council.
4. To recognize the diversity of the school community and to encourage and support active participation by all.
5. To establish and maintain contact with other parent groups in the school, with other school councils, with Toronto District School Board committees and the Ministry of Education as they apply to school councils.
6. To advise the principal and the Board on a variety of issues that the Council deems appropriate.

**Article 5: Membership**

The school council is made up of an elected committee of parent, staff and student representatives, appointed community members, the principal, and a general membership that includes all parents of children attending the school.

1. Voting members of the Council shall include, but not be limited to:
  - 8 parents including the executive committee
  - Student representative(s)-students will elect the student representative(s) or the Student Council will appoint the student(s)
  - Community representative(s)

WOBURN COLLEGIATE INSTITUTE  
SCHOOL COUNCIL CONSTITUTION

---

- Other members such as teacher representatives and support staff as per the regulations
  - The Principal (no voting privileges)
2. The total number of voting members of the Council shall not exceed 23. Parents shall always be in the majority.

**Article 6: Elections/Appointments**

1. **Acclamations:** Parent elections shall be by acclamation when the number of candidates is equal to, or less than the number of parent member positions on the Council.

**2. Election Procedures for Parent Members:**

- 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 Board
- 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
- The Council shall strike an Election Committee in May, to help plan the election process, the gathering of nominations and the running of the election. The election must take place within the first 30 days of the beginning of the school year. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee. No nominations will be accepted from the floor

**The Election Committee shall:**

- Provide nomination forms
- Ensure that the school community is notified of election procedures and the election date(s), location and time at least fourteen days in advance of the election
- Request a profile from all candidates and make these available to the electorate
- Conduct elections by secret ballot
- Count the ballots

# WOBURN COLLEGIATE INSTITUTE SCHOOL COUNCIL CONSTITUTION

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- Keep all the results and related information confidential
- Only release the names of successful candidate(s). A list of candidates and the vote results will be kept on file for use in the event of a vacancy on the Council
- Notify all individuals standing for election of the results before the results are released to the school community

## 3. **Term of Office**

The term of office shall be one year. Members may seek additional terms.

## 4. **Vacancies in Membership**

- A vacancy in the membership of a School Council does not prevent the Council from exercising its authority

If positions remain vacant, after the election, the Council may appoint parent members

- Positions that become vacant due to resignation or removal shall be filled as soon as possible by offering the person with the next highest number of votes, the opportunity to accept the position. Where there are no more candidates available, Council may appoint parent members

## 5. **Resignations**

Anyone who is a Council member, except the Principal, may resign his or her position by writing a letter of resignation to the Chair. If someone resigns, the position vacated will be filled according to the “Vacancies in Membership”.

## 6. **Removal**

The Council may choose to remove from Council any member who misses 2 consecutive meetings and shall undertake to replace that person according to “Vacancies in Membership”.

## 7. **The Executive**

- At the first meeting after the elections the Council will elect one Chair and a Vice-Chair or two Co-Chairs. **An employee of the Board cannot be Chair**
- At the first meeting of the school year, the Council will elect a secretary and treasurer

WOBURN COLLEGIATE INSTITUTE  
SCHOOL COUNCIL CONSTITUTION

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- Other vacancies (officers that are to be elected or appointed by Council) will be filled as soon as possible

**8. Sub-Committees**

- At the first meeting of the school year, sub-committees may be formed to conduct more in-depth work or to make recommendations to the school council
- Additional sub-committees will be formed as the need arises. Sub-committees must include at least one parent member of the Council and may include persons who are not members of the school council

**Article 7: Expectations of Members**

All members of Council are expected to regularly attend scheduled council meetings and support Council activities.

1. Each member is responsible for consulting with, bringing forward concerns from and reporting to the group he/she represents on a regular basis between meetings of the Council.
2. Members shall be guided by the policies of the Ministry of Education, the TDSB and the “Purposes and Objectives” of the Woburn Collegiate School Council Constitution.
3. Members shall recognize and respect the personal integrity of each member of the school community and encourage a positive atmosphere where individual contributions are encouraged and valued.
4. Discussions at council meetings shall be limited to matters of concern to the school community as a whole.
5. Members shall respect the confidential nature of some school business and respect limitations this may place on the operation of the Council. A member shall not disclose confidential information.
6. The Council shall not deal with nor discuss personnel matters or matters that are dealt with under collective agreements.

**Article 8: Meetings**

1. Meetings for the Council will be set prior to the end of the current school year and

## WOBURN COLLEGIATE INSTITUTE SCHOOL COUNCIL CONSTITUTION

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will meet the minimum standard of the regulation (4). The first meeting to be held within 35 days of the beginning of the school year. The meeting timetable will be communicated to all families in the school. A copy of the list of dates will be sent to the Trustee and all school councils of feeder schools. It is recognized that the timetable may change at any time. All school council meetings are open to the public

2. A meeting will have quorum if: the majority of council members are present and the majority of those present are parents. A meeting of council can be held if there is no quorum but all voting will be deferred. The preferred method to resolve issues on Council is by consensus. Consensus is a collective opinion or general agreement by ALL the council members in a timely manner. When a decision cannot be reached by consensus, a vote by a show of hands where there is 60% majority will carry the vote. Each elected member of the school council is entitled to one vote. Principals are not eligible to vote.

### **Article 9: Agendas and Minutes**

1. Agenda items should be submitted to the Chair one-week prior the council's next meeting. The Chair will set the agenda with the principal, prior to the meeting and communicate this agenda to members and the school community.
2. Minutes shall be posted in the school prior to the next meeting of the council. The minutes shall include motions, decisions and actions to be taken. Members of the Council must inform the Chair if they are going to be absent from a council meeting.

### **Article 10: Financial Records**

1. All fundraising monies are to be collected, allocated and disbursed according to Ministry and TDSB policies (Fundraising and Financial Reporting).
2. Monies allocated to the school council, by the TDSB and the Ministry for school council initiatives will be used and reported according to the guidelines set by the Ministry and the TDSB.

### **Article 11: Conflict**

#### **Conflict of Interest**

1. If individual council members perceive themselves to be in conflict of interest, they are honour-bound to declare their conflict at the earliest possible opportunity and at the time of the meeting, so the minutes may reflect this declaration.

WOBURN COLLEGIATE INSTITUTE  
SCHOOL COUNCIL CONSTITUTION

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**2. Conflict Resolution**

The Council will undertake to resolve all internal conflicts within its' mandate in a timely manner.

**Article 12: Constitutional Amendments**

1. The school council will review the constitution every two years or as the need arises. A sub-committee can perform the review and bring proposed amendments to the school council for voting.
2. Amendments to the constitution must be presented to the Council, at a regularly schedule meeting.
3. Constitutional amendments need a  $\frac{3}{4}$  majority to be passed.

**Appendices:**

- Appendix I: Ministry of Education Regulations 612/613
- Appendix II: Ministry of Education, *The Election Process for use by School Councils*, June 2001
- Appendix III: Ministry of Education of Ontario: Parent Involvement Policy
- Appendix IV: TDSB Policy P. 023 SCS and Operational Procedure PR.558 SCS