



MONTGOMERY VILLAGE PUBLIC SCHOOL

School Council By-laws and Constitution

Version III

Approved on December 11, 2024

By-law Committee Membership
2024-2025

By-law Committee Members:

Krystie Park

2024-2025 By-laws reviewed by:

Krystie Park

Denise Pereira

STATEMENT OF ACCEPTANCE:

The by-laws of the MVPS Council have been presented and passed by Council majority on the 11th day of December, 2024, in the Town of Orangeville. The by-laws shall come into effect immediately.

Signed and Accepted hereto by:

TABLE OF CONTENTS

Article 1.	Introduction	4
Article 2.	Definitions	4
Article 3.	Purpose	5
Article 4.	Code Of Ethics	5
Article 5.	By-law review and amendments	6
Article 6.	Composition Of Council	6
Article 7.	Parent Officers PrerequisiTES, ROLES AND RESPONSIBILITIES	7
Article 8.	Other Council Titles and Responsibilities	9
Article 9.	Election Procedures	11
Article 10.	Meetings and Quorum	11
Article 11.	Sub-Committees	12
Article 12.	Filling Vacancies	12
Article 13.	Termination of Parent Officer	12
Article 14.	Conflict of Interest	12
Article 15.	Conflict Resolution	13
Article 16.	Financial Policies	13
Article 17.	Minutes and Financial Records	15

ARTICLE 1. INTRODUCTION

The Council shall operate in accordance with the *Ontario Regulation 612-00 – School Councils*, and the *Upper Grand District School Board Policy #201 – School Councils*, and under the auspices of these by-laws. The Council is operated under the general guidelines of the Ontario Ministry of Education, *School Councils: A Guide for Members Handbook*. The Council is a non-profit organization and shall operate without financial gain for itself or its members.

ARTICLE 2. DEFINITIONS

In these by-laws, including the premises hereto and this section, unless the context otherwise requires, the following terms shall have the following respective meanings:

“Council” means Montgomery Village Public School school council.

“Fiscal Year” for the purpose of these by-laws shall mean the school year and shall roll over after the Fiscal Year End.

“Fiscal Year End” shall be August 31 of each and every year.

“Member” means any or all of the four (4) Parent Officers, Parent Members, Principal and/or Vice-Principal, Teaching Representative, Community Representative, Non-Teaching Representative, and Student Representative

“MVPS” means Montgomery Village Public School.

“Parent Member” means any parent attending any Council meeting.

“Parent Officers” consist of a Chair, Vice-Chair, Secretary and Treasurer.

“Sub-Committee” means a committee composed of some members of the Council for the purpose of addressing special projects (e.g. events).

“UGDSB” means Upper Grand District School Board

“Voting Member” means any Member who has attended 3 of the past 6 consecutive meetings, up to and including the meeting at which the vote is taking place, who is eligible to cast a vote in the event that consensus cannot be reached among the Council.

ARTICLE 3. PURPOSE

The purpose of the Council is to work cooperatively with the school administration, teaching staff, and parent community to improve student learning. The purpose of the Council is to improve pupil achievement and to enhance the accountability of the education system to parents through the active participation of parents/guardians. The Council will organize parent/community volunteer activities in support of the school and promote a safe, enjoyable learning environment for our students. The Council will work together to improve the financial resources of our school to support the Ontario Curriculum.

ARTICLE 4. CODE OF ETHICS

All Members of the Council must abide by the following:

- A Member shall consider the best interests of all students and prioritize their welfare in all Council activities and decisions..
- A Member shall be guided by the school's and the board's mission statements, and align their actions with these guiding principles.
- A Member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school 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, seeking clarification where necessary.
- A Member shall recognize and respect the personal integrity of each member of the school community, including students, staff and parents.
- A Member shall treat other Members with respect and allow diverse opinions to be shared freely and without interruption, and foster a culture of inclusion and collaboration.
- A Member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A Member shall acknowledge democratic principles and accept the consensus of the Council.
- A Member 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. "Confidential Information" shall include [BRENT TO PROVIDE]
- A Member shall limit discussions at Council meetings to matters of concern to the school community as a whole, and avoid discussions on personal grievances or unrelated topics.
- A Member shall use established communication channels when questions or concerns arise.
- A Member shall promote high standards of ethical practice within the school community.
- In accordance with Article 14 of these By Laws, a Member shall immediately declare any conflict of interest, whether financial, personal, or otherwise, and shall not participate in any discussions or decision where such conflicts exist.
- A Member shall not accept any payment or benefit financially through Council involvement.

Failure to comply with the Code of Ethics can result in a Member to be removed from the Council. Code of Ethics was adapted from *School Councils: A Guide for Members, 2001*

ARTICLE 5. BY-LAW REVIEW AND AMENDMENTS

These by-laws will be available to Council at the first meeting of the school year. By-laws are to be reviewed and amended, where necessary, every 3 years or at an earlier time if necessary and at the discretion of School Council. These By-laws may be amended by majority (2/3) vote of the Council. Notice of proposed by-law changes must be circulated with the notice of meeting at least twenty one (21) days in advance to the meeting.

ARTICLE 6. COMPOSITION OF COUNCIL

School Council shall be composed of the following:

1. Parent Officers

- A minimum of five (5) Parent Officers, which include the roles of Chair, Vice-Chair, Secretary, Treasurer and Member at Large. These officers shall be elected annually by Members and are responsible for leading the Council's activities.

2. Parent Members

- Any parent or guardian of a student currently enrolled at the school who wishes to participate in Council meetings. Parent Members have voting rights and play an active role in decision-making.

3. Principal or Vice-Principal

- The school Principal or Vice-Principal shall serve as an advisor and resource for the Council, providing guidance on educational policies, regulations, and school operations, but they shall not hold voting rights on the Council.

4. Teacher Representative

- One (1) teacher employed at the school, elected by the teaching staff, who shall serve as a liaison between the teaching staff and the Parent Council. The Teacher Representative provides input on academic and extracurricular matters but does not hold voting rights.

5. Non-Teaching Staff Representative

- One (1) member of the non-teaching staff, elected by the Principal or Vice Principal, who shall represent the interests of support staff (such as administrative or custodial staff) and provide input on non-instructional matters. The Non-Teaching Staff Representative does not hold voting rights.

6. Student Representative

- One (1) student, selected by the Principal, who provides a student perspective on relevant matters. The Student Representative is a non-voting member and is appointed based on their leadership role or interest in school governance. This is an optional role

7. Community Member

- One (1) individual from the community who does not have a child currently enrolled at the school but resides within the school's catchment area. This person provides a community perspective and fosters relationships between the school and local businesses or organizations. The Community Representative does not hold voting rights.

ARTICLE 7. PARENT OFFICERS PREREQUISITES, ROLES AND RESPONSIBILITIES

Any candidate seeking election for a position of Parent Officer must:

1. Have or be a guardian to a child registered at MVPS;
2. Must not be employed at MVPS (as per *Ontario Regulation 612/00, Section 1(a)*)
3. Have attended at least three (3) prior Council meetings in the previous school year*
4. After being elected, Parent Officers must attend a minimum of seventy five (75%) percent of Council meetings for the school year which that Parent Officer is acting

Provided that, at the time of election, Council has no candidates that meet the prior minimum attendance requirements, a new Member may be elected as a Parent Officer, subject to Article 9 of these By Laws.

Chair

- Prepare meeting agendas in consultation with the Principal or Vice Principal
- Facilitate and lead Council meetings
- Contribute to and maintain a positive climate within Council and between Council, the school and local community at large
- Act as the primary liaison between the Parent Council and the school administration
- Meet regularly with the principal to discuss Council matters, concerns and initiatives.
- Assist with and provide leadership to Council events and initiatives
- Offer support and direction to Sub Committees as needed
- Attend and participate in Council training and information programs offered by the school board
- Participate in joint council associations where available
- Complete an annual report to the school community and any other documentation required by the school board
- Assist in the preparation of any written communication and offer final approval for any written communication distributed to the school community

Vice-Chair

- Assist the Chair in executing their duties, including helping to prepare meeting agendas and facilitating meetings
- Collaborate with the Chair to ensure smooth operations of the Parent Council.

- Act as Chair during the Chair's absence, including leading meetings and representing the Council in all necessary capacities.
- Provide support and guidance to Council members in executing events, initiatives, and subcommittees.
- Help monitor the progress of Council projects to ensure deadlines and goals are met
- Help maintain open lines of communication between the Parent Council, school administration, parents, and the community.
- Attend meetings with the Principal or Vice-Principal alongside or in place of the Chair when needed.
- Assist in overseeing the work of subcommittees, ensuring that their activities align with the goals of the Council.
- Step in as a liaison to subcommittees if needed to support their progress and operations.
- Take an active role in the planning and execution of Parent Council events and initiatives.
- Coordinate efforts with the Chair and other Council members to ensure the success of Council activities.
- Act as a resource and mentor for Council members, particularly new or less experienced members, fostering leadership and involvement within the Council.
- Support the Chair in ensuring the Council adheres to its by-laws, policies, and procedures.
- Help maintain an ethical, inclusive, and productive environment within the Council.
- Collect and maintain an email list of Members, and distribute emails to the list for approved Council matters including volunteer requests, email votes etc. as required

Secretary

- Collect and maintain attendance for Council meetings
- Record detailed minutes for all Council meetings or appoint a designate in their absence. Ensure accuracy and completeness.
- Distribute draft copies of all minutes to Council Members for review and approval. Make necessary corrections based on feedback before finalizing
- Ensure that copies of all approved minutes are provided to the Principal posted on the MVPS Council website
- Prepare Council newsletter based on feedback from Members.
- Assist other executive members in preparing annual reports
- Offer support to Sub Committees as required

Treasurer

- Maintain an accurate, ongoing summary of current Council funds in addition to the bank records kept by the school administrative staff
- Prepare and present a written monthly financial report at School Council meetings which highlights the month's debits and credits and current bank balance
- Communicate regularly with school administrative staff to ensure that banking information is accurate and up to date
- Receive all receipts or invoices for reimbursement from Members and ensure that they meet the requirements outlined in the Financial Policies for reimbursement
- Collect a financial summary of income and expenses for each event or initiative sponsored by Council, from the Council member responsible for that particular event and share those results as part of their monthly report
- Collect, count and deposit all monies collected by Council
- Prepare an annual financial report for the school community
- Offer support to Sub Committees as required

Member-at-Large

- Assists in Council duties as required
- Offers support to Sub Committees as required

ARTICLE 8. OTHER COUNCIL TITLES AND RESPONSIBILITIES

Member

- Unlimited Members permitted
- Participate (generate and share ideas) in Council meetings
- Volunteer in Sub Committees where able

Community Representative

- Be the liaison between school and corporate, private, and commercial enterprises in the community
- Promote communication between schools in the community
- Promote, endorse, and enhance school profile in the community
- Support communication to teachers, parents and other Members

Teacher Representative

- Be elected by members of the teaching staff as their representative.
- Be a liaison between teaching staff and Council to voice concerns and ideas as well as to provide feedback

Non-Teaching Representative

- Serve on Council and be a voice for non-teaching staff
- Be a liaison between Council and non-teaching staff

Student Representative

- Be selected by the principal or vice-principal as their representative
- Be a liaison between students and Council to voice concerns and ideas as well as feedback
- Provide input and advise Council through a student's perspective and encourage open communication

Principal/Vice-Principal

- Ensure that the Teacher Representative, Non-Teaching Representative and Student Representative positions are filled by the first meeting in September for the new school year and communicated to the Chair
- Be present at all Council meetings or arrange for a representative
- Provide guidance to Council on issues to be decided
- Act as a resource to the Council by-laws, regulations and board policies
- Work with Council to improve learning potential and environment for students and support for teaching staff
- Maintain regular communication with the Chair through scheduled monthly meetings
- Provide opportunities and channels for the Chair to speak with Staff and Parents.
- Consider each recommendation made by the Council and provide feedback to the Council about action taken
- Solicit the views of the Council on any matter when he/she deems appropriate
- Solicit views on matters pertaining to the establishment/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

ARTICLE 9. ELECTION PROCEDURES

These by-law sets forth the conditions for the Council nominations, elections and subsequent presentation of successful candidates to the Council.

1. The Parent Officers shall be elected each year at the first meeting in September. This meeting must be held within the first thirty (30) days of the new school year, but no sooner than fifteen (15) days.
2. Subject to Article 13, the Parent Officers shall serve a term of a minimum one year.

3. The Principal and Chair must indicate in writing to the entire school community that elections are being held a minimum of three (3) months before the date of the election. The Principal and Chair must inform the entire school community that parents are welcome to volunteer or be nominated to fill positions. The entire school community must be informed of prerequisites, roles and responsibilities of each Parent Officer role being filled.
4. If vacancies are not filled at the beginning of the school year, the Principal and Chair shall indicate in writing to the entire school community that there are vacancies and that parents are welcome to volunteer or can be nominated to fill positions. Parents/guardians may be acclaimed to a position on Council.
5. If there is only a single candidate for any position for Parent Officer, that candidate shall be acclaimed to the position and an election is not required.
6. Voting may be completed in person and via video conference Any person in attendance at the voting meeting, whether in person or by video conference, is eligible to vote.
7. Under UGDSB regulations, campaigning is not permitted for Parent Officer positions.
8. Members shall be nominated for each Parent Officer position. Voting shall be done by a raise of hands.

ARTICLE 10. MEETINGS AND QUORUM

Council meetings shall be conducted in person with a video conference option. A quorum of Council shall be a minimum of three members of Council, including two Parent Officers. Meetings cannot be held unless a quorum is present. In the case where quorum is not met, motions and decisions will be deferred until quorum may be met. There shall be no less than four (4) Council meetings during the school year.

ARTICLE 11. SUB-COMMITTEES

If warranted, a Sub-Committee may be formed to address special projects (for example, a school event). Sub-Committees are required to update the Council regularly at Council meetings. Failure to do so can result in the dissolution of the Sub-Committee.

ARTICLE 12. FILLING VACANCIES

Subject to Article 13 of these By Laws, the Chair and Principal shall fill the vacancy by appointment from the non-elected candidates from the previous election. If none of the previous candidates remains interested in filling the vacancy, the Council may request that interested Voting Members submit their names for consideration. The Chair and Principal shall then appoint one of those who indicate an interest. When a vacant position on the Council is filled, the new Officer's term shall expire at the time of the next election. The school community will be informed by way of email or newsletter that the vacancy has been filled and by whom.

ARTICLE 13. TERMINATION OR RESIGNATION OF PARENT OFFICER

A Parent Officer shall be terminated if the Member is proven to:

1. Have mismanaged or misappropriated funds controlled by the Council; and/or
2. Publicly misrepresented themselves or damaged the integrity of the Council.

A Parent Officer may resign from their position as Parent Officer by providing no less than thirty (30) days' notice to the Chair and Principal. Following such notice of resignation, the Chair and Principal shall find a replacement Parent Officer pursuant to Article 12 of these By Laws.

ARTICLE 14. CONFLICT OF INTEREST

Each Member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Council and a personal or vested interest.

If a Member has a conflict of interest regarding any item of business during a meeting, they must immediately declare the conflict and excuse themselves from participating in discussions or voting on the matter, with the conflict recorded in the meeting minutes. This also applies if Council is conducting or considering business involving the Member, the Member's relatives and employer.

The Chair of the meeting may, with just cause, direct a Member to declare a conflict of interest.

ARTICLE 15. CONFLICT RESOLUTION

Council will strive to make decisions through group discussion and consensus, allowing all present Members the opportunity to listen, speak freely, and have their input considered. When consensus cannot be reached or for more significant matters, a formal vote will be taken, limited to Voting Members, to ensure decisions are made with proper consideration and context. The Council is unable to reach a decision, a Parent Officer shall refrain from voting. Should all attempts to resolve the conflict fail, the Chair may request the intervention of the Principal to assist in facilitating a resolution. Financial Policies

Approval of Funds

1. All expenditures must be discussed and pre-approved at Council meetings.
2. In the event that it would be detrimental to postpone an expenditure until after the next meeting, and the expense is less than \$100.00, a vote may be held via email amongst the Parent Officers. This may be done no more than twice (2) in any given school year. The results of the vote and the approval of funds must be entered into the minutes of the following meeting.
3. In the event that it would be detrimental to postpone an expenditure until after the next meeting, and the expense is more than \$100.00, a vote may be held via email amongst all active

parent members, providing at least 24 hours for response. The results of the vote and the approval of funds must be entered into the minutes of the following meeting.

4. If Council requires a float for any activities, a cheque request must be brought forward to MVPS' office. Upon approval, a cheque is to be made out to the Member whom submitted the cheque request. It is the responsibility of such Member to deposit the cheque with their banking institution and withdraw the funds for the event.

Reimbursement of Funds

1. Council Members will be reimbursed for approved monies spent on behalf of the Council provided that:
 - a. Funds were pre-approved.
 - b. An original receipt or invoice is presented dated on or after the date of approval.
 - c. No other items are on the receipt presented.
 - d. The appropriate "School Banking – Request for Cheque" form is completed and attached. Failure to meet the above requirements may result in funds not being reimbursed.
2. Council members may request reimbursement for more than one receipt at the same time provided all receipts submitted meet the above criteria and are all pertaining to the same Council event or initiative. Receipts from different events or from different types of expenditures may not be reimbursed together in a lump sum and must be handled in separate cheques to avoid confusion in accounting or reporting.
3. All requests for reimbursement must be signed by the Treasurer and one other Parent Officer of Council before being submitted to school administrative staff. In the event that the request for reimbursement is being made by the Treasurer her/himself, then two other Parent Officers are required.
4. Receipts are to be submitted to MVPS administrative staff. The MVPS administrative staff is then required to ask the Treasurer or Chair if the expense has been approved. Upon confirmation, the expense may be reimbursed.

Handling of Funds

1. All funds-related handling (including deposits, withdrawals, counting after an event, etc.) is to be completed in the presence of Members only. Volunteers who are not Members may not handle Council funds without prior consent by either a Parent Officer (with such consent to be provided in writing) or the Principal. Provided that a volunteer has been provided consent to handle Council funds, all funds-related handling, as defined in this paragraph, shall be completed in the presence of a minimum of two (2) non-member volunteers.
2. All financial deposits for a given Council event or initiative must be handled separately from monies for other events or initiatives.

- Each event must have its own Financial Summary Form filled out and each form gets entered into the financial records individually for accurate reporting on each event.
- 3. All monies collected by the Council are to remain on school premises and be locked securely in the school safe after being counted.
- 4. Council Members who are in charge of an event that involves money are obligated to keep accurate paper records of all expenses and incomes using the Financial Summary Form provided and to provide this form to the Treasurer upon completion of the event. It is also their responsibility to ensure that all expenses related to that event are appropriate and fall within the approved budget.
- 5. For any Council fundraising event that involves items being ordered, a paper copy for every order must exist and be stored in the school office for staff or Council members to access it.

Carry-Over Policies

1. \$5,000.00 per playground must be withheld at all times in the Council funds for playground maintenance repairs.
2. All monies to be carried over from one Fiscal Year to the next must have UGDSB approval. Failure to do so can risk Council funds being absorbed into the MVPS budget and, therefore, being used for school-related costs that are not handled by the Council.

ARTICLE 16. MINUTES AND FINANCIAL RECORDS

The Chair shall keep a copy of all Council minutes and Treasurer records of all its financial transactions, which shall be accessible by the Parent Officers and Principal at any time. Minutes of the meetings of the Council shall be kept for four years. Financial records for the operations of the Council must be retained for a minimum of seven years.