

Blair Road Public School

School Council

BY-LAWS

Preamble

This constitution and by-laws are made under the authority of Ontario Regulations 612.00. In the case where this constitution and by-laws are deemed in conflict with Ontario Regulations 612.00 the Ontario Regulation will supersede this constitution and by-laws.

1. Definitions

- 1.1** Qualified parent or guardian - the parent or guardian of a student who is enrolled at Blair Road Public School
- 1.2** Meeting - does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide

2. Name

The name of this organization shall be the Blair Road Public School Council, hereinafter called the Council.

3. Not for Profit Operation

- 3.1** The Council will carry on without purpose of financial gain for its members,
- 3.2** There will be no honorarium paid to members of Council

4. Purposes

The purposes of the Council are:

- to support the Waterloo Region District School Board's mission of empowering life-long learners who strive for excellence in a changing world";
- to improve pupil achievement and to enhance the accountability of the education system to parents through consultation and timely two-way communication;
- to make recommendations to the principal of the school and the Waterloo Region District School Board in accordance with the relevant regulations;
- to recognize the diversity of the school population and community and to encourage, enable and support active participation by all.

5. Membership

5.1 A majority of the Council shall be parents or guardians of students enrolled in the school.

5.2 Members of the Council shall include:

- Up to 15 Parents
- 1 Teacher Representative (or 2 sharing)
- 1 Support Staff Representative
- 1 Community Representative
- 1 Principal

6. Voting

6.1 Each school council member is entitled to vote on a motion except:

- The Principal
- A member who has declared a conflict of interest in the issue at hand

6.2 Any motion tabled will require a majority vote (51%) in order to pass. In the case of a tie vote, the motion is lost.

6.3 Motions will be tabled for all financial matters and appointment issues and recorded in the minutes.

6.4 All other decisions will be made by consensus.

6.5 A School Council member may request at any time that a decision be made through a motion.

7. Officers

7.1 The Council shall elect a Chair.

7.2 The Council may elect a Vice-Chair.

7.3 The Council may elect a secretary.

7.4 The Council may elect a treasurer.

7.5 School Council members eligible for office are permitted to hold more than one position concurrently.

8. Meetings

8.1 The Council shall meet at least four times during the school year.

8.2 The Council may determine to meet more than four times during the school year.

8.3 In advance of the meeting, the Principal shall notify all qualified parents/guardians, in writing, of the date, time and location of all Council meetings.

8.4 A meeting of the Council cannot be held unless:

- a majority of members of the Council are present, and
- a majority of the members present are parent members.

9. Committees

- 9.1** The Council may establish committees.
- 9.2** Committees will report to Council.
- 9.3** There must be at least one parent member on each committee.

10. Election Procedures

10.1 Parent Members

- 10.1.1** All parents/guardians of students who are enrolled at Blair Road are qualified to stand for election unless the parent/guardian is employed at the school.
- 10.1.2** Parents/guardians of Blair Road students who are Board employees, working at locations other than Blair Road are qualified to stand for election if they have taken reasonable steps to inform people qualified to vote that they are so employed.
- 10.1.3** Election of parent/guardian members will take place in the first 30 days of each school year.
- 10.1.4** The date of the election will be determined by the Chair after consulting with the Principal.
- 10.1.5** The nomination timelines will be determined by the Chair after consulting with the Principal.
- 10.1.6** The Principal will notify all parents/guardians of the election date, time and location of elections.
- 10.1.7** The Principal will notify all parents/guardians regarding the nomination process.
- 10.1.8** Voting shall take place by secret ballot, as necessary.
- 10.1.9** The Chair will appoint two (2) vote counters, as necessary.
- 10.1.10** Vote counting will be open to scrutiny by all candidates.
- 10.1.11** The up to 15 (15) candidates receiving the most votes will be declared elected.
- 10.1.12** Where there are fewer than 15 nominees for parent members, the nominees will be acclaimed.
- 10.1.13** If there is a tie for the final position, the winner shall be determined by lot.

10.2 Other Elections

- 10.2.1** The election of Teaching Staff Member and Support Staff Member will take place in September of each year.
- 10.2.2** The date, time and location of the elections will be determined by the Principal.
- 10.2.3** Voting for the Teaching Staff Member and Support Member will take place by secret ballot, as necessary.
- 10.2.4** All teachers and part-time teachers, employed at Blair Road will be eligible to stand for election as the Teaching Staff Member(s) of the Council.

- 10.2.5** All teachers and part-time teachers employed at Blair Road will be eligible to vote in the election of the Teaching Staff Member(s) of the Council.
- 10.2.6** All support staff members and part-time support staff members (including secretarial staff, custodial staff, educational assistants and library clerk) employed at Blair Road will be eligible to stand for election as the Support Staff Member of the Council.
- 10.2.7** All support staff members and part-time support staff members (including secretarial staff, custodial staff, educational assistants, and library clerk) employed at Blair Road will be eligible to vote in the election of the Support Staff Member of the Council.

11. Appointments

- 11.1** The Council may appoint Parent/Guardian members to fill vacancies among Parents/Guardians.
- 11.2** The Council may appoint a representative to the Waterloo Region Assembly of Public School Councils.

12. Term of Office

- 12.1** Members elected or appointed to the Council hold office for one year from the date of their election or appointment.
- 12.2** Members' term ends on the day of the first Council meeting following the next Council election.
- 12.3** Members may be re-elected or re-appointed.

13. Conflict of Interest

- 13.1** When any member has an interest (stands to make financial gain and/or gain advantage for an individual student or family) the member shall disclose the interest and the general nature of the conflict prior to any consideration of the matter at the meeting.
- 13.2** The member shall not take part in the discussion of, or vote on any question in respect of the matter.
- 13.3** The member shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.
- 13.4** The Council will record any disclosure of a conflict of interest in the minutes of the meeting.

14. Conflict Resolution

School Council is not a place to pursue personal agendas or advocate for your own child. Individual issues should be pursued with the classroom teacher and/or principal or through the area superintendent.

- 14.1** Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- 14.2** Speakers to an issue will maintain a calm and respectful tone at all times.
- 14.3** Speakers will be allowed to speak without interruption.
- 14.4** The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 14.5** If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- 14.6** If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

15. Role of School Council Members

- 15.1** Chair
- 15.1.1** Work with the Principal and other Council Executive members to:
- develop Council meeting dates
 - coordinate the election of the next Council
 - develop agendas for the Council meeting
- 15.1.2** Chair Council meetings.
- 15.1.3** Ensure that there is regular communication with the Principal, the Waterloo Region Assembly of Public School Councils, the community, and where appropriate, the Waterloo Region District School Board.
- 15.1.4** Ensure that vacancies on Council are filled through a vote of the Council or by appointment as necessary throughout the year.
- 15.2** Vice-Chair (if position is filled)
- 15.2.1** Carry out the duties of the Chair in the absence of the Chair.
- 15.3** Secretary
- 15.3.1** Record minutes of the meeting.
- 15.3.2** Submit a copy of the minutes to the Principal for preparation and distribution to all Council members.
- 15.4** Treasurer
- 15.4.1** Report to Council at each meeting on the financial status of the Council.
- 15.4.2** Scrutinize the School Funds ledger re School Council expenditures made.
- 15.4.3** Establish with the Council and the Principal a Fundraising and Allocation plan for the year.
- 15.5** Principal

15.5.1 Work with the Council Executive to:

- develop Council meeting dates
- coordinate the election of the next Council
- develop agendas for Council meetings
- assume role of Chairperson in absence of School Council Chair

15.5.2 Seek advice and input from Council regarding issues that are under the Council's purview.

15.5.3 Consider the advice given by Council.

15.5.4 In response to advice given by the Council, report to the Council on decisions made and/or actions taken by the Principal.

15.5.5 Provide the Council with current information regarding issues that are under the Council's purview.

15.5.6 Provide timely information to the Blair Road parents/guardians regarding Council elections, meetings and other activities.

15.5.7 Publish and or Post any reports required by the legislation or required by the board so that they are accessible to all parents of students enrolled in the school.

16. Expectations of Members

16.1 Members should endeavour to be present at every meeting of the Council.

16.2 Members will conduct themselves at meetings and all dealings as a School Council Representative following the "Code of Ethics" (see Appendix B).

17. Finances

17.1 All monies raised from the variety of fundraising activities that take place at the school must be deposited in the school account.

17.2 Separate accounting lines will be established by the principal for each initiative, to track deposits and expenditures.

17.3 The School Council will direct the expenditure of the amounts raised by the School Council based on discussion with, and requests from the principal and staff, based on the needs of the school and in the best interest of all students.

17.4 At each meeting of the School Council a brief budget sheet will be made available to Council members giving the current state of the fundraising budget lines.

17.5 A budget line not to exceed \$500.00 may be established specifically for the operation of the School Council. This money will be allocated for newsletters, meeting expenses, gifts for speakers, retirement gifts, etc. but may not be used for reimbursement of personal expenses for School Council members.

17.6 The School Council will comply with the Accounting and Auditing procedures established by the WRDSB for the collection, control, reporting and disbursement of all monies raised from its initiatives (Appendix A).

18. Fundraising

18.1 The fundraising initiatives and Special Events engaged in by the School Council will be conducted in accordance with the policies and procedures established by the WRDSB for "non-Board funds".

18.2 The activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.

18.3 The School Council shall ensure that the funds raised by it are used in accordance with any policies and procedures established by the board.

19. Annual Report

19.1 The School Council shall submit annually a written report on its activities to the principal and to the board.

19.2 The report shall include a report on all fundraising activities engaged in by the School Council.

19.3 The principal shall on behalf of the School Council post the report in a location accessible to parents of every student enrolled in the school.

Appendix A

Procedures for Accounting and Auditing

The current policy of the Waterloo Region District School Board states:

Whereas community schools/students raise monies to support a variety of worthwhile activities and charities; and

Whereas the Board desires that such activities support educational objectives and community values;

It shall therefore be the policy of the Waterloo Region District School Board to permit fundraising provided that these activities are approved by the school Principal and carefully supervised.

"Non-Board Funds" refers to any funds raised by staff, students or other groups for use by the school. They are not part of the revenue of the Board and are not recorded on the official books of account of the Board and are not covered by either Board policy or insurance. In spite of this, the Board does have a moral obligation and is accountable to parents and community members who

provided these funds to ensure that these funds are accounted for and administered in an appropriate manner.

This obligation will be met by:

- 1.) The creation and implementation of a policy and accounting procedures which include guidelines for the collection, control, recording and disbursement of these funds.
- 2.) The creation of annual reporting requirement for the financial affairs of the organization (Council).
- 3.) Providing for an annual review of the records (Audit).

Appendix B

CODE OF ETHICS

- *A member shall* consider the best interests of all students.
- *A member shall* be guided by the school's and the school board's mission statements.
- *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.
- *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 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 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 communication channels when questions or concerns arise.
- *A member shall* promote high standards of ethical practice within the school community.
- *A member shall* declare any conflict of interest.
- *A member shall* not accept any payment or benefit financially through school council involvement.

Source: Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario.