

CENTRAL SCHOOL COUNCIL BY-LAWS

PART 1

INTERPRETATION

1. (1) The Central School Council By-laws have been drafted in accordance to the Ontario Regulation 612/00, the constituting authority for all school councils in Ontario.

(2) In these by-laws,

“council” means, Central School Council.

“committee” means, sub-committee of the Central School Council.

“parent” means, in respect of the council or committee of the council, a parent or guardian of a pupil who is enrolled in the school.

“parent member” means, in respect of the council, a member of the council who is elected to the council or who fills a vacancy created by a parent member ceasing to hold office.

“member” means, in respect of the council, any member of the council who is elected or appointed to the council.

“school” means, Central Public School

“principal” means, principal of Central Public School.

“board” means, District School Board Niagara (DSBN).

“Ontario Regulation” means, Ontario Regulation 612/00.

“meeting”, in respect of the council or a committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.

(3) Mandate:

The mandate of the Central School Council is to:

contribute to student achievement and well-being at Central Public School
by enhancing communication between the school and the school community,
also creating a community and culture that supports
the active participation of parents and the school community.

(4) Motto:

Creating Community and Culture / Création d'une Communauté et de la Culture

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PART II

CENTRAL SCHOOL COUNCIL

Purpose

2. (1) The purpose of the council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- (2) The council's primary means of achieving its purpose is by making recommendations in accordance with the Ontario Regulation 612/00 to the principal and board.

Composition

3. (1) The council shall have a minimum of fifteen members to a maximum of thirty members comprised of the following persons:
 1. A maximum of 25 parent members.
 2. The principal.
 3. A teacher who is employed at the school, other than the principal or vice-principal.
 4. A person who is employed at the school, other than the principal, vice-principal or any other teacher.
 5. A pupil enrolled in the school (optional).
 6. A community representative (optional).
- (2) Parent members shall constitute a majority of the members of the council.
- (3) A person who is employed by the board cannot be appointed as a community representative on the council unless,
 - (a) he or she is not employed at the school; and
 - (b) the other members of the council are informed of the person's employment before the appointment.
- (4) A member of the board cannot be a member of the council.

Election of Parent Members

4. (1) A person is qualified to be a parent member of the council if he or she is a parent of a pupil who is enrolled in the school.

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- (2) Despite subsection (1), a person is not qualified to be a parent member of the council if,
- (a) he or she is employed at the school; or
 - (b) he or she is not employed at the school but is employed elsewhere by the board, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
- (3) A person is qualified to vote in an election of parent members of the council if he or she is:
- 1. A parent of a pupil who is enrolled in the school.
 - 2. A pupil enrolled in the school.
 - 3. A teacher other than the principal or vice-principal, who is employed at the school.
 - 4. A person other than the principal or vice-principal, who is employed at the school.
- (4) An election of parent members of the council shall be held during the first 30 days of each school year, on a date that is fixed by the chair of the council after consulting with the principal.
- (5) The principal shall, at least 14 days before the date of the election of parent members, on behalf of the council, distribute self-nomination forms and give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- (6) The notice required by subsection (5) may be given by,
- (a) giving the notice to the parent's child for delivery to his or her parent; and
 - (b) posting the notice in the school in a location that is accessible to parents.
- (7) The election of parent members shall be by secret ballot.

Term of Office

5. (1) A person elected or appointed as a member of the council holds office from the later of,
- (a) the date he or she is elected or appointed; and
 - (b) the date of the first meeting of the council after the elections held in the school-year, until the date of the first meeting of the council after the elections held in the next school-year.
- (2) Parent members are encouraged to serve at least two school-year terms.

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Vacancies

6. (1) A member may withdraw from the council by writing to the chair of the council.
- (2) A member seat will be vacated after missing three meetings.
- (3) A vacancy of a parent member of the council shall be filled by appointment or election by secret ballot.

Officers

7. (1) The council shall be comprised of:
 1. Chair, shall have overall responsibility for the business of the council and preside over meetings.
 2. Vice-Chair, shall preside over meetings the Chair is unable to attend.
 3. Secretary, shall record minutes of each regular meeting of the council.
 4. Treasurer, shall keep account records, and manage all financial affairs of the council.
 5. Fundraising Chair, shall develop and lead all fundraising initiatives of the council.
 6. FundScrip Chair (optional), shall coordinate the FundScrip initiative of the council.
 7. Lunch Chair (optional), shall coordinate the school lunch initiatives of the council.
 8. Parent Participation Chair (optional), shall coordinate the participation of parents for council initiatives.
 9. French Outreach Chair (optional), shall coordinate French outreach initiatives for parents and the school community.
 10. Intermediate Grades Chair (optional), shall coordinate the participation of council for Grade 7 and 8 activities and secondary school transition for students and the school community.
- (2) All officers must be a parent member of the council, and shall be elected by the members of the council.
- (3) A person who is employed by the board cannot be the chair or vice-chair of the council.
- (4) The election of council officers shall be by secret ballot at the September meeting, at the same time as parent members are elected.

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Meetings

- 8. (1)** The council shall meet at least six times during the school year.
- (2)** The council shall meet within the first 35 days of the school year, after the elections held on a date fixed by the principal.
- (3)** A meeting of a school council cannot be held unless,
 - (a)** a majority of the current members of the council are present at the meeting; and
 - (b)** a majority of the members of the council who are present at the meeting are parent members.
- (4)** All meetings of a school council shall be open to the public.
- (5)** All meetings of the council shall be held at a location that is accessible to the public.
- (6)** The schedule of regular council meetings for the school-year shall be set at the September meeting.
- (7)** The principal of the school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- (8)** The notice required by subsection (6) may be given by,
 - (a)** giving the notice to the parent's child for delivery to his or her parent; and
 - (b)** posting the notice in the school in a location that is accessible to parents.

Committees

- 9. (1)** Committees may be established to make recommendations to the council.
- (2)** Every committee of the council must include at least one parent member of the council.
- (3)** A committee of the council may include persons who are not members of the council.
- (4)** Subsections 8 (4) and (5) apply.

Voting

- 10. (1)** A majority of all voting members of the council or a committee must be in attendance to vote on a motion, and:
 - (a)** the majority of members must be parents; and
 - (b)** for regular council meetings, at least one member is an officer of the council.

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- (2) Each member of the council is entitled to one vote in votes taken by the council.
- (3) Each member of a committee of the council is entitled to one vote in votes taken by the committee.
- (4) The principal is not entitled to vote in votes taken by the council or a committee of the council.
- (5) A motion is:
 - (a) carried with a majority vote of voting members in attendance; and
 - (b) lost in the event of a tie.
- (6) Voting by email may be conducted for motions made in between regular meetings of the council at the discretion of the chair of the council.
- (7) Subsections 10 (1) to (6) apply for voting by email.

By-laws

- 12. (1) An amendment or revision of by-laws is by motion and vote.
- (2) An amendment or revision at a regular meeting of the council is carried with a 3/4 majority vote of voting members in attendance.
- (3) An amendment or revision by email vote is carried with a 3/4 majority vote of all voting members of the council.
- (4) Subsections 10 (1) to (3) apply for voting by email to amend or revise by-laws.

Conflicts

- 13. (1) Members of the council shall declare any conflict of interest prior to council proceedings in cases of conflict of interest.
- (2) The council chair may ask a member to withdraw from participating in a discussion or meeting pertaining to a declared conflict.
- (3) The council chair shall attempt to handle internal council disputes that cannot be resolved with discussion or vote by,
 - (a) calling a meeting specifically for the purpose of conflict resolution; and
 - (b) scheduling the meeting within fourteen days of a conflict arising; and
 - (c) jointly deciding with the principal on:

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- i. another member of the council to chair the meeting.
- ii. the composition of the meeting, ensuring that the majority of members in attendance are parent members.

(5) The council chair and principal shall jointly write to the school superintendent if the conflict is not resolved requesting assistance to resolve the conflict.

Documents and Records

14. (1) The council shall keep minutes of all of its meetings and records of all of its financial transactions.

(2) The minutes and records shall be available at the school for examination without charge by any person.

(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

(4) Documents or any instruments in writing requiring the signature of the council shall be signed by two council officers.

(5) Council signatures shall be binding upon the council without any further authorization or formality.

Principal

15. (1) The principal may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under the Ontario Regulation to the vice-principal of the school.

(2) In addition to his or her duties under the Ontario Regulation, the principal shall perform the duties relating to the council that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General).

Advisory Authority of Council

16. The council may make recommendations to the principal or to the board on any matter.

Fundraising

17. (1) The council shall not engage in fundraising activities unless,

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(a) the activities are conducted in accordance with any applicable policies established by the board; and

(b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable polices established by the board.

(2) The council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

Consultation with Parents

18. (1) The council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

Annual Report

19. (1) The council shall annually submit a written report on its activities to the principal and the board.

(2) If the council engages in fundraising activities, the annual report shall include a report on those activities.

(3) The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

(4) Subsection (3) may be complied with by,

(a) giving the report to the parent's child for delivery to his or her parent; and

(b) posting the report in the school in a location that is accessible to parents

Implementation

20. PASSED by the Central Public School Council on (day/month/year)_____

Signed: _____ Central School Council Chair	Signed: _____ Central Public School Principal
Date: _____	Date: _____
Signed: _____ Central School Council Vice-Chair	Signed: _____ Central Public School Vice-Principal
Date: _____	Date: _____