



Humber Valley Village School Council By-Laws

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BY-LAW No. 1

Humber Valley Village School Council

The Humber Valley Village School Council serves as the school council for Humber Valley Village Junior Middle School in Toronto, as mandated under Ontario Regulation 612/00. As detailed under 15.1, the school council is entitled to make by-laws governing the conduct of its own affairs.

Article 1

NAME

- 1.1 The school council mandated under Ontario Regulation 212/00 shall be called the HUMBER VALLEY VILLAGE SCHOOL COUNCIL (hereinafter called the "Council").

Article 2

PURPOSE

- 2.1 As mandated in Ontario Regulation 212/00, the purpose of school council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- 2.2 The Council's primary means of achieving its purpose is by making recommendations in accordance with this regulation to the principal of the school and to the Toronto District School Board (the board that established the Council).
- 2.3 Humber Valley Village Junior Middle School Council community members and the general public are welcome to attend all Council Meetings.

Article 3

FISCAL YEAR

- 3.1 The fiscal year of the Council shall run from September 1st to August 31st.

Article 4

COUNCIL MEMBERS AND TERM OF OFFICE

- 4.1 Council will consist of twenty-five (25) elected parent members, the Principal of the school, one (1) teacher who is employed at the school, one (1) staff person (not the principal, vice-principal or any teacher) employed at the school and one (1) community representative.
- 4.2 Each parent or guardian of a child enrolled in the school is entitled to vote for each parent member position on Council. Only elected parent members are entitled to vote at Council meetings.

- 4.3 The structure of Council shall include the following parent members:
- i. Chair or Co-Chair
 - ii. Vice-Chair or Co-Vice-Chair
 - iii. Secretary or Co-Secretary
 - iv. Treasurer
- 4.4 Those members of the Council who are holding elected positions shall be elected for a one (1) year term and any member so elected may stand for re-election in consecutive years.
- 4.5 Each member of Council, except the Principal, is entitled to one (1) vote in matters voted on by Council.

Article 5 MEMBERSHIP

- 5.1 A person is qualified to be a parent member of the Council if he or she is a parent or guardian of a pupil who is enrolled in the school.
- 5.2 Any other person of the Humber Valley Village Junior Middle School community and the general public may attend Council meetings.

Article 6 MEETINGS

- 6.1 The Council shall hold meetings not less than six (6) times per fiscal year at such times and in such locations as determined by the Council chair or co-chairs.
- 6.2 A quorum at all meetings of Council shall be a majority of the current members of Council who are present at the meeting, provided that the majority of those members who are so present are elected parent members of Council.
- 6.3 The Annual General Meeting of the Council shall be held in September of each year.
- 6.4 An elected member of Council may, if deemed necessary, call an extraordinary meeting of the Council.
- 6.5 Council members may participate in a meeting of Council or committee by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other, and a member participating in such a meeting by such means is deemed for the purposes of this By-law to be present at the meeting. A consent may be given before or after the meeting to which it relates and the consent may be a blanket consent relating to all Council and/or committee meetings.

Article 7

ISSUE PRESENTATION AND VOTING PROCEDURES

- 7.1 Issues presented to the Council for consideration must be consistent with the purposes of the Council.
- 7.2 All issues should be presented to the Chair(s) in writing for consolidation one (1) week prior to each scheduled Council meeting and the Chair reserves the right to have the issue deferred to a later Council meeting.
- 7.3 The Council must consider the issue no later than its second meeting after the initial request is made to the Chair(s), at which time the requesting member(s) shall be entitled to make his/her presentation.
- 7.4 After the presentation, the issue will be discussed and voted upon by all the voting members of Council in attendance at the meeting or, at the discretion of the Chair(s), voting may be deferred to a later meeting.
- 7.5 The decision of the Council shall be recorded in the minutes of the meeting.
- 7.6 An ad hoc committee may be formed to further investigate the issue. Progress of the ad hoc committee will be reported at each subsequent Council meeting.
- 7.7 Presentation of an issue will include:
 - a. Presentation of background, context and identification of the goal to be achieved
 - b. Opening the issue to discussion by the Council members and others present
 - c. Bringing forward and seconding a motion for voting by Council members, subject to further discussion and amendment to the motion
- 7.8 To be successful, any motion brought forward and seconded by Council must obtain a simple majority of votes taken at the meeting in favour of the motion. The number of votes taken and the number of votes in favour of the motion will be recorded in the minutes.

Article 8

FISCAL CONTROLS

- 8.1 The Council shall approve an annual budget for the current fiscal year no later than the second (2nd) meeting of Council for such fiscal year.
- 8.2 No expenditures beyond those contained in the annual budget of the Council shall be made without the approval of Council.
- 8.3 Council shall ratify any expenditure that has been approved by Council at an extraordinary meeting of Council at the next regular Council meeting.
- 8.4 Council cheques shall be signed by the Treasurer and one of the following Council members:
 - i. Chair/Co-Chair
 - ii. Vice-Chair/Co-Vice-Chair
 - iii. Secretary/Co-Secretary

Article 9

NOMINATION AND ELECTION OF PARENT MEMBERS

- 9.1 Elections shall occur within the first thirty (30) days of the start of each school year.
- 9.2 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 she or is employed by the school board.
- 9.3 Each parent/guardian of a student enrolled in the school shall be entitled to run as a parent member of the Council and if elected, shall be entitled to one (1) vote as a parent member on the Council.
- 9.4 Casting more than the votes permitted spoils the ballot.
- 9.5 In any given year, the term of office for all school council positions is one (1) year. Appeals related to the Council election process or its results shall be resolved by the Council election committee. If the situation is not resolved, the school principal and the chair or co-chairs (or if necessary, the vice-chair) of the outgoing Council shall jointly make a ruling.
- 9.6 An election committee shall be struck by the Council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse/partner of anyone standing for election, shall be a member of the election committee.
- 9.7 The election committee shall:
 - I. Provide nomination forms;
 - II. Ensure that the school community is notified of election procedures and election date(s), location and time, at least fourteen (14) days in advance of the election;
 - III. Request a profile from all candidates and make these available to the electorate;
 - IV. Conduct the elections by secret ballot;
 - V. Count the ballots;
 - VI. Help the principal notify all candidates of the results; and
 - VII. Keep all results and related information confidential.
- 9.8 No individual campaign literature for Council elections may be distributed or posted in the school.
- 9.9 The ballot position for each candidate shall be determined by alphabetical order of the candidate's surname.
- 9.10 School resources or school staff may not be used to support particular candidates or groups of candidates.
- 9.11 Voters must be present at the school on the election day(s) during the preset hours for voting.
- 9.12 If there is a tie for the final position for a representative on the Council, the winner shall be determined by lot.

- 9.13 Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the Council for use in the event that a vacancy on the Council occurs.
- 9.14 All individuals standing for election shall be notified of the results prior to the results being released to the school community.
- 9.15 The Council shall help the principal ensure that the names of the new members are publicized to the school community within thirty (30) days of the election.
- 9.16 At the first meeting of the new Council at the beginning of the year, the Council shall set dates, times and locations for its meetings throughout the year.
- 9.17 The principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected. The teaching staff representative may, from time to time, designate an alternate teaching staff representative to attend and vote at meetings.
- 9.18 Anyone assigned to the teaching staff of the school, whether full-time or part-time, other than the principal or vice-principal may be a candidate for a position of teaching staff representative.
- 9.19 The principal, in consultation with the election committee, will make the necessary arrangements for the non-teaching staff representative to be elected. The non-teaching staff representative may, from time to time, designate alternate non-teaching staff representative to attend and vote at meetings.
- 9.20 Anyone assigned to the non-teaching staff of the school, whether full-time or part-time, may be a candidate for a position of non-teaching staff representative.
- 9.21 The principal will consult with other members of the Council to determine if there is to be a student representative on the Council in any given fiscal year. If a positive decision is reached, the principal shall appoint a student representative to the Council. The student representative may, from time to time, designate another student representative to attend and vote at meetings.
- 9.22 All appointments of community representatives to the Council are to be by majority vote at a meeting of the Council.

Article 10

REMOVAL OF MEMBERS OF COUNCIL

- 10.1 Any member of Council may be removed by a vote of Council at any meeting, for:
 - a. Failure to abide by the Code of Ethics, as outlined in Appendix A to this By-law No. 1;
 - b. Refusal to comply with the Council's rules or procedures, and/or
 - c. Excessive absenteeism from Council meetings.

Article 11

FILLING VACANCIES

- 11.1 If any Council positions become vacant, the remaining members of the Council shall constitute the Council, unless the parent member majority on Council is not maintained.
- 11.2 If the parent member majority on Council is maintained notwithstanding the vacancy, the Council may fill the vacancy by appointment from among parent/guardians of the school community who have a child registered at the school. The Council may request that interested parents/guardians from the school community submit their names for consideration for the vacant position. The Council may then appoint one (1) of those who indicate an interest.
- 11.3 If the parent member majority on Council is not maintained, the Council shall hold an election for the purpose of filling the vacancy in accordance with the provisions of this By-law relating to elections.
- 11.4 When a vacant position on Council is filled, the new member's term shall expire at the time of the next election.

Article 12

CONFLICT OF INTEREST PROVISIONS

- 12.1 If at any time, Council should do business with the potential for monetary gain/loss with, or should address an issue or agenda item involving, any person, agency, business, organization, company or other entity, and a member of the Council has a vested interest directly or indirectly with that particular person, agency business, organization, company or other entity, that member of the Council shall declare the interest and shall not discuss or vote on any motions relating to the matter.
- 12.2 Each Council member shall avoid situations that could result in an inconsistency between the overall goals and visions of the Council and a personal or vested interest, that arise in connection with his or her duties as a Council member.
- 12.3 A member shall not accept favours or economic benefits from any persons, agencies, businesses, organizations, companies, or other entities known to be seeking business contracts with the school.

Article 13

CODE OF ETHICS

- 13.1 Each member of the Council agrees to abide by the Code of Ethics, as attached hereto as Appendix A.

Article 14

AFFILIATION WITH OTHER ORGANIZATIONS OR GROUPS

- 14.1 The Council may, by a majority of votes taken at a Council meeting, become affiliated with any organization or group with similar purposes provided that written notice of the proposal to become or consider such affiliation is given to the Council members at least three (3) weeks prior to the Council meeting.

Article 15

AMENDMENT TO THE BY-LAWS

- 15.1 The By-laws of the Council shall be reviewed bi-annually by the Council, and if appropriate, amended.
- 15.2 The By-laws of the Council may be amended at any Council Meeting called for the purpose by a two-thirds (2/3) majority of votes taken at the meeting in favour of the motion amending the by-laws. Written notice of the proposed amendments must be made available to the Council members at least two (2) weeks prior to the meeting.

Article 16

DISSOLUTION

- 16.1 In the event the Council is dissolved by legislation, any remaining funds belonging to the Council shall be held for the benefit and interest of the children of Humber Valley Village Junior Middle School to be administered by two (2) parent representatives, each of whom has been elected as trustees of such funds by the members of the Humber Valley Village school community who have a student enrolled in the school.

BY-LAW No. 1
APPENDIX A
HUMBER VALLEY VILLAGE SCHOOL COUNCIL

Code of Ethics

All Council members shall:

- Work within the guidelines as outlined by Board policy and procedure.
- Respect the rights and opinions of all members of the school community.
- Encourage, support and value individual contributions.
- Be guided by the principles of honesty, integrity, truth and fairness.
- Take into consideration the interests of all students and parents as a whole.
- Avoid a single issue focus.
- Accept accountability for decisions.
- Practice exemplary ethical practices with all members of the school community.
- Follow appropriate channels of communication when gathering information.
- Focus meeting discussions on matters of concern to the school community.
- Honour the privacy of members of the council as well as members of the school community.
- Respect and apply the principles of confidentiality and privacy.

BY-LAW No. 2

Humber Valley Village School Council

(Amended April 3rd, 2013)

Descriptions of Positions and Committees of Council

1. Position Descriptions

Council shall be composed of some or more of the following positions:

Chair or Co-Chairs

To be elected by the members of Council and must be a parent member of Council

Responsibilities include but are not limited to:

- I. Organizes and chairs
 - a. Council meetings
 - b. Management Committee meetings
 - c. Annual General meeting
- II. Communicates with the Principal in an advisory role on matters relating to business of the Council
- III. Liaison with senior staff and trustees as required and communicates information to Council for discussion and/or action where necessary.
- IV. Represents or speaks on behalf of the Council on committees or forums beyond the school except where responsibility is delegated to other Council members.
- V. Ensures the operation of Council is consistent with the guiding principles for school councils as established by the Board and/or the Ministry.

Vice-Chair or Co-Vice-Chairs

To be elected by the members of Council and must be a parent member of Council

- I. Assists the Chair(s) of Council.
- II. Organizes the slate of officers for the following year.

Past Chair or Past Co-Chairs and Past Treasurer

Not elected

- I. Provides advice and assistance to the Council

Principal

Not elected

Assists in the operation of the Council as follows:

- I. Assists the Chair or Co-chairs in their responsibilities,
- II. Supports and promotes the Council's activities within the school and community,
- III. Provides such information about the school, its programmes, laws, regulations, board policies and collective agreements as required to facilitate the business of the Council,
- IV. Actively seeks the advice of Council in areas affecting the benefit, interest and education of the students, and
- V. Provides available school resources to support the operation of the Council (i.e. typing, fax machine, photocopier, filing cabinet, storage and meeting space).

Staff Liaison(s)

Not elected

Provides the direct link between the teachers and the Council.

Non-teaching Staff Member

Not elected

Provides the direct link between the non-teaching staff and the Council

Secretary or Co-Secretary

To be elected by the members of Council and must be a parent member of Council

Records the minutes of all Council meetings

Treasurer

To be elected by the members of Council and must be a parent member of Council

Ensures the financial viability of the Council:

- I. Determines availability of funds prior to commitment
- II. Provides banking and bookkeeping services
- III. Prepares the annual School Fundraising Plan for the TDSB and the year end financials
- IV. Prepares the Council Annual Budget in coordination with the Council Chairperson(s). Budget Committee (and Past Chairperson(s) if so required).
- V. Administers teacher education resource monies. Tracks expenditures and issues cheques to teachers for their expenses.

Committee Chair(s)

To be elected by members of Council

- I. Is responsible for communicating the activities of their committees to the Executive Committee and to the Council at monthly meetings.
- II. Actively recruits volunteers for each committee and sub-committee.

- III. Works with the Executive Committee to evaluate and determine the role and direction of the committee.

2. Committee Descriptions

Depending upon need and available resources, Council shall establish a number of reporting committees from year to year. A brief description of the Committees and possible sub-committees is outlined below.

Executive Committee

Consists of the Chair(s), Vice-Chair(s), Secretary(s), and Treasurer. The Principal and Vice-Principal may also be asked to attend as required.

- I. Meets monthly for planning sessions to coordinate reports from the committees and to share new information for presentation at Council.
- II. Communicates regularly with the community and school through submissions to the school newsletter, email and other internally generated publications, and at monthly Council meetings.
- III. Assists in the setting of school budget priorities, including local capital improvement plans
- IV. Communicates with committee heads on an as needed basis via email or one-on-one meetings

Fundraising

- I. Investigates and determines fundraising event calendar for the year that will generate funds to finance Council projects. Scope of events determined by financial needs for the particular year;
- II. Communicates with school community regarding budget needs and achievements (i.e. the June letter and September donations letter);
- III. Helps to recruit members and generate ongoing volunteer interest. Updates volunteer manual annually;
- IV. Coordinates and works with Fundraising sub-committees as required;

Sub-committees include but are not limited:

- a. Fun Fair – organizes activities and generates interest and donations for the annual Fall fair
- b. Magazine drive
- c. Pizza lunches
- d. Dance-a-thon
- e. Seasonal fundraisers (i.e. poinsettias)

School Development Committees

Facilities - Site Base Plan

To be reviewed every three to five years as deemed necessary by Council or the Board of Education

School Improvement Plan/School Profile

Assists and advises the Principal with the preparation of the School Improvement Plan and/or School Profile, to be reviewed annually.

Technology

Provides ongoing support for in-house computer services available to students and teachers through continued development and expansion of existing technology and programmes

Business Partnerships

Develops and implements an action plan to encourage community partnerships with local business and service industries. Also investigates and prepares a list of community resources available to teachers for class programmes (e.g. Mad Science, dance workshops, etc.)

Health and Safety

Addresses specific health, safety and security issues that relate directly to any and every student

Naturalization Planning/Eco Club

Maintains and coordinates efforts around the school to enhance and beautify natural areas for the benefit of the students and the community (i.e. the Friendship Garden, the Interior Courtyard, etc.). Works to maintain the school's eco status and encourages students, staff and community to engage in eco friendly practices.

Staffing Committee

Provide input to the Principal during the preparation of the proposed staffing models

Communications

Email

Disseminates information to the parent committee electronically whenever possible

Council website

Updated every month. Contains minutes from council meetings, newsletters, minutes from ward trustee meetings, dates for pizza lunches and upcoming council events, etc.

Printing & Distribution

Copies, assembles and distributes Council communications that require a paper copy be sent home

Parent council section of the school newsletter

A monthly communication to students and parents including any pertinent and/or interesting information from the Council or community members

Volunteer Manual

Annual publication providing important content and contact information for committees

Yearbook

Annual publication developed together with students and teachers that reflects the activities, achievements and relationships within the school and its community

School & Community

Parent Rep, Volunteers and Membership

Organizes memberships and places Parent Representatives and volunteers

Social - Children

Provides refreshments for special events hosted by the school and Council involving children, parents and/or community members (i.e. Terry Fox Run, Play Day)

Children's Activities

Plans and implements with staff entertainment for Special School Events (i.e. plays, Play Day, Eco week events)

Community Service

Coordinates community functions (i.e. toy drive, clothing collection, Halloween candy collection, etc.)

Graduation

Assists with the planning and coordination of the Grade 8 graduation festivities; to include any fund raising activity that may be required to defer graduation trip costs

Parent Education

Plans programmes which the Council provides/presents to the community

St. John's Ambulance Course and Babysitting Course

Runs the annual course for students

Social - Adult

Coordinates/organizes adult oriented fundraising events to raise capital funds

BY-LAW No. 3

Humber Valley Village School Council

By-Law No. 1, being the general by-law for the Humber Valley Village School Council, does not make provision for proxies. This by-law is intended to provide for proxies and sets out the requirements for the appointment of proxies.

PROXIES

1. Every voting member of Council, entitled to vote at a meeting of Council, may, by means of a proxy, appoint a proxyholder or one or more alternate proxyholders, who must be voting members of Council, as the voting member's nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy.
2. The form of proxy shall be in writing, shall be signed, whether in writing or by electronic signature, by the voting member of Council or by her or his authorized attorney.
3. The form of proxy shall be dated and shall clearly indicate the meeting at which it is to be used.
4. The Council shall recognize a proxy only if it has been provided to any of the Chair, Co-Chair, Vice-Chair or Secretary of Council before the commencement of the meeting at which the proxy is to be used.
5. The form of proxy may, but need not, indicate whether the proxyholder shall vote in favour of or against any particular issue. If the form of proxy does not specify the manner in which the voting member's vote is to be cast, then it shall be deemed to confer discretionary authority upon the proxyholder with respect to all matters that may arise at the meeting of Council at which it is to be used.
6. A voting member of Council may, at any time, revoke a proxy by providing notice in writing to the Chair, Co-Chair, Vice-Chair or Secretary of the Council of the revocation or by attending the meeting of Council at which the proxy is to be used and orally revoking the proxy.
7. A proxy may be in the form annexed to this By-law as Appendix A.