

MAURICE CODY SCHOOL COUNCIL CONSTITUTION AND BY-LAWS
(Ratified 2013)

NAME

1. The name of this entity shall be the Maurice Cody School Council (hereinafter referred to as School Council).

AIMS

2. The aims of School Council shall be:
 - a) To contribute to the effectiveness of the educational program at Maurice Cody Public School and in the community.
 - b) To foster cooperation and understanding between the families and staff of Maurice Cody Public School.
 - c) As per section 612/00 of the Ontario Regulations Governing School Councils which clearly confirms that School Councils are advisory bodies and clearly states that they make recommendations to their principals or school boards on any matter.
 - d) Work with other School Councils and exchange ideas and experiences at our respective schools.

MEMBERSHIP

3. Membership in School Council consists of a majority of parent members and the Principal or Vice Principal; and the parent members and the Principal or Vice Principal shall seek to achieve the election and appointment of the following members: one teacher employed at the school, elected by the teaching staff; one non-teaching employee of the school, elected by the non-teaching staff; and one community representative, appointed by the elected School Council.
4. All parents and guardians are members of School Council, can attend and vote at all General Meetings, can stand for election onto the School Council Executive Committee (the Executive Committee), can vote on the annual election of the Executive Committee, and can serve on other committees.
5. Only elected members of the Executive can vote at meetings of the Executive.

EXECUTIVE COMMITTEE AND COMMITTEE CHAIRS

6. The parent members of School Council shall be directed by the Executive Committee.
7. The Executive Committee shall consist of five officers, namely; Chair, Vice-Chair, Secretary, Treasurer, and Past Chair; and any other positions ratified by School Council.
8. The Executive Committee is responsible for coordinating the activities of School Council so as to pursue its stated aims.
9. The Chair (or an appointee) presides at all General Meetings and Executive Committee meetings, and enforces observance of the Constitution, By-laws and Rules of Order. The Chair is also accorded rights and duties attached to the office. If two members desire to share an Executive Committee position, then it shall be open to the members of the School Council to elect both

members who may then share between them the duties and responsibilities of the position and who will share a vote at General Meetings and Executive Committee meetings.

10. The Vice-Chair assists the Chair and, in this person's absence, acts as Chairperson.
11. The Past Chair acts as a source of reference for the Executive Committee.
12. The Treasurer maintains the financial accounts and records of School Council and renders these accounts when required by the Executive Committee. This person keeps School Council funds deposited in financial institutions as approved by the Executive Committee. The Treasurer chairs a Finance Committee that proposes a spending budget and recommends proposals for allocation of funds to the Executive Committee.
13. The Secretary keeps minutes of all meetings and arranges to have them published on the Cody web site, and works with the Chair and Vice-Chair to set the agenda for each meeting. This person keeps all records, documents and other property of School Council except those kept by the Treasurer.
14. It is the duty of all Executive Committee members to attend all General Meetings and Executive Committee meetings. If a member does not attend three consecutive meetings and cannot or does not provide reasonable excuse, he or she will be notified that they are no longer on the Executive Committee. The vacant position will be open for nomination, but until filled will not be considered when calculating quorum. Reasonable excuse shall be considered and determined by a simple majority vote of the Executive Committee.
15. Committee Chair positions may include, but are not limited to, the following: Clubs Committee Chair, Eco-School Committee Chair, Educational Issues Committee Chair, Enrichment Committee Chair, Health Issues Committee Chair. Library Liaison Rep, Safety Issues Committee Chair, Sports Committee Chair, Ward Rep, and Website/email rep.

By-LAWS

1. The Executive Committee will designate the Treasurer and two other officers to have signing authority on behalf of School Council, and all cheques or other documents must be signed by them.
2. The Executive Committee will designate the branch of a financial institution in which an account will be maintained in the name of the School Council in trust, and all funds of School Council must be deposited into this account. The Executive Committee will maintain and ensure adherence to written Finance policies and procedures, which will at a minimum cover all activities relating to income, disbursements and banking.
3. The Executive Committee may appoint a qualified accountant or any two members of School Council to review its books and accounts.
4. In the case of a dispute as to the intent or meaning of any part of this Constitution or these By-Laws, the interpretation of the Executive Committee will be final.
5. Any member of School Council can make recommendations as to amendments or revisions of this Constitution and submit them to the Secretary in writing so that the nature and intent of the amendments can be set forth in advance of the next General Meeting. They can only be approved by a majority vote of the School Council at a General Meeting.
6. Statements on behalf of School Council, either orally or by written word, may not be made in the public domain without prior approval of the Executive Committee. A member of School Council must not use the name of School Council to endorse a commercial concern or political candidate. If an

officer holds or pursues public office, this person must take a leave of absence from any position on School Council.

7. Roberts Rules of Order Will be the basis for procedures at any General Meeting or Executive Committee meeting.
8. General Meetings be held on dates, times and at places determined the Executive Committee in accordance with the needs and interests of its members with a minimum of four per school year. Only members of the School Council may vote at General Meetings. Each member has one vote, with the exception of the Chair who may only vote in the case of a tie. The quorum for General Meetings shall be two-thirds of the Executive Committee and ten (10) other parent members.
9. Additional General Meetings may be called at the written request of at least twenty (20) members of School Council. This request must state the purpose of the meeting, and no business other than that stated in the notice will be dealt with at the meeting.
10. At the last General Meeting of the school year, a summary of the year's activities will be given verbally or submitted in writing by the Chair, or, if requested by the Chair, another member of the Executive Committee.
11. Executive Committee meetings will take place at least 4 times during the school year as agreed amongst its members. Only Executive Committee members may vote at Executive Committee meetings. The quorum for Executive Committee meetings will be one-third of the Executive Committee. The Executive Committee has the right to invite other members of School Council attend Executive Committee meetings.
12. Amendments to the By-Laws may be made by the Executive Committee as it deems necessary they must be presented for approval at a General Meeting.
13. Correspondence received by the Chair or other members of the Executive Committee should be presented at the Executive Committee meetings for discussion.
14. The Executive Committee shall make recommendations to the full membership of School Council at General Meetings on any pending decision on any matter of School Council, including the disposition of any funds contributed to School Council or the business of any committee of School Council.
15. Any recommendation of the Executive Committee can be rejected by a majority vote at any duly constituted General Meeting.

OFFICERS, EXECUTIVE COMMITTEE AND GENERAL MEMBERS

16. The Chair is an ex-officio member of all committees but may chair none. The Chair works with Vice-Chair and the Secretary to setup the agenda of each General Meeting and Executive Committee meeting.
17. General Meeting agendas should be publicly posted and sent to all members of School Council in advance of each General Meeting. Executive Committee agendas should be sent to members of the Executive Committee in advance of each Executive Committee meeting.
18. The Past Chair may chair the Nominating Committee and presides over the election of the Executive Committee members whenever possible.
19. All expenditures approved by the Executive Committee shall, upon presentation of an acceptable receipt, be reimbursed by the Treasurer.

20. Notwithstanding By-Law 11, the Executive Committee shall meet upon a written request to the Secretary made by 50 percent plus one of the Executive Committee.
21. When a vacancy occurs in the officers of the Executive Committee it may be filled by the Executive Committee from among its remaining members. Such a vacancy or any vacancy which occurs among the members of the Executive Committee who are not officers may also be filled by appointment made by School Council at a General Meeting.
22. No officer may hold more than one office on the Executive Committee at the same time.
23. Any member of the Executive Committee may be removed from office by a two-thirds vote of the Executive Committee. Any Committee chair may be removed from office by a two-thirds vote at a General Meeting.
24. Only those people present at a General Meeting may be appointed to execute a decision of School Council unless:
 - a) the designated person has stated she or he will be willing to do so in advance, or
 - b) the execution of the decision falls within the job definition of their post within the Executive Committee.
25. School Council will have standing committees as deemed necessary by the Executive Committee and which report to the Executive Committee. The standing committees shall give background, reports and recommendations for the Executive Committee to recommend, and shall execute decisions as approved at a General Meeting.
26. The Chair and Vice-Chair of School Council are ex-officio members of each standing committee. Membership of these committees is open to all parents, guardians, teaching staff, and non teaching staff.
27. The Chair of each committee shall submit plans of work to the Executive Committee for approval and report regularly on the committee's progress.
28. Each committee will present an annual report of the committee's work to the Executive Committee at the end of the school year.
29. The office of the Chair should preferably be held by a person who has had experience on the Executive Committee.

NOMINATIONS AND ELECTIONS

30. The Executive Committee shall appoint a Nominating Committee at the start of the school year. Elections will be held within three weeks of the first day of class start. The Nominating Committee will consist of a Chair and at least one additional member of School Council; if possible, the Past Chair should stand as Chair of the Nominating Committee. The Executive Committee will decide beforehand the number of officers and Executive Committee positions available for nominations. Notice will be published to the parents and guardians as part of the school's start-of-year information package distributed by the Principal and/or Vice Principal prior to the first General Meeting of the school year, which shall be the Annual General Meeting. Notice will be given as to:
 - a) the time, date and place of the Annual General Meeting,
 - b) the names and telephone numbers of the Nominating Committee,
 - c) brief job descriptions of the positions available for nomination,
 - d) the physical or electronic location of nomination forms for Executive Committee positions,
 - e) a statement that nominations must be submitted in writing to the Chair of the Nominating Committee at least seven (7) days before the Meeting.

31. Once all nominations are received, ballots must be prepared for each Executive Committee position where two or more nominations have been made. Nominations will be noted in the agenda of the Annual General Meeting posted on the school website. At the Annual General Meeting, all nominees will be afforded a reasonable opportunity to introduce themselves and their platform. Elections will take place by ballot for positions for which two or more nominations have been made.. Nominees submitted by the Nominating Committee for any uncontested Executive Committee position will be elected by acclamation.
32. The officers and members of the Executive Committee will be elected for a period of one year. They will assume office as soon as they are elected with an approximate two (2) week transition period occurring between the time of election and the official sole assumption of duties. All outgoing members of the Executive Committee will provide their replacement with a brief written or verbal synopsis of their duties and timelines, and provide contact phone numbers and/or email addresses to facilitate a timely and efficient transition.
33. The officers and members of the Executive Committee may stand for re-election but may not remain in the same elected role for more than 2 consecutive years.

CONFLICTS OF INTEREST

33. Each school council member shall avoid situations that could result in an inconsistency between the overall goals and vision of the school council and a personal or vested interest, that arise in connection with his or her duties as a school council member.
34. Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he or she shall declare conflict of interest immediately and decline from the discussion and resolution.

CONFLICT RESOLUTION

35. 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.
36. Speakers to an issue will maintain a calm and respectful tone at all times.
37. Speakers will be allowed to speak without interruption.
38. 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.
39. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
40. 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.

ANNUAL REPORTS

41. At the end of its term the school council must prepare and submit a written report to the school and to the board outlining the council's goals, activities and achievements, including any fund raising

activities. The principal, on behalf of the school council, must ensure that a copy of this annual report is provided to every parent who has a child enrolled in the school.

MAURICE CODY FUNDRAISING COMMITTEE CONSTITUTION AND BY-LAWS **(Ratified 2010)**

NAME

1. The name of this entity shall be the Maurice Cody Fundraising Committee (hereinafter referred to as the Committee).

AIMS

2. The aims of the Committee shall be:
 - a) To raise funds to be spent on contributions to the educational program at Maurice Cody Public School and in the community;
 - b) To safeguard and manage those funds according with this Constitution and By-Laws;
 - c) To work with the Maurice Cody School Council in identifying fundraising targets for the year.

MEMBERSHIP

3. The Committee will have an elected Chair who is a parent or guardian of a Maurice Cody student, elected by the parent/guardian body.
4. The Committee will include an elected Treasurer and other Committee members, who may be parents or guardians of Maurice Cody students, and shall include the elected coordinators of all major fundraising events undertaken by the Committee, as well as other members chosen by the Committee. The Chair(s) and Vice Chair(s) of the Maurice Cody School Council shall be de facto members of the Committee.
5. The Chair is responsible for coordinating the activities of the Committee so as to pursue its stated aims.
6. The Chair (or an appointee) presides at all meetings of the Committee, and enforces observance of the Constitution, By-laws and Rules of Order.
7. The Treasurer maintains the financial accounts and records of the Committee and renders these accounts when required by the Chair. This person keeps the Committee's funds deposited in financial institutions as approved by the Committee.
8. The Chair (or an appointee) shall keep minutes of all Committee meetings and arranges to have them distributed amongst the Committee members. The Chair shall set the agenda for each meeting.
9. It is the duty of all Committee members to attend all Committee meetings. If a member does not attend three consecutive meetings and cannot or does not provide reasonable excuse, he or she will be notified that they are no longer on the Committee. Reasonable excuse shall be considered and determined by a simple majority vote of the Committee.

BY-LAWS

1. The Committee will designate the Treasurer and the Chair to have signing authority on behalf of the Committee, and all cheques or other documents must be signed by them.
2. The Committee will designate the branch of a financial institution in which an account will be maintained in the name of the Committee in trust, and all funds of the Committee must be deposited into this account.
3. The Committee may appoint a qualified accountant or any two members of the Committee to review its books and accounts.
4. The Committee will maintain and adhere to written policies and procedures, which will at a minimum cover all financial activities relating to fundraising, banking and disbursements.
5. Any member of the Committee can make recommendations as to amendments or revisions of this Constitution and submit them to the Chair in writing so that a Committee Meeting can be called. Notice of the meeting must be given and the nature and intent of the amendments set forth. They can only be approved by a majority vote of the Committee.
6. Statements on behalf of the Committee, either orally or by written word, may not be made in the public domain without prior approval of the Chair. A member of the Committee must not use the name of the Committee to endorse a commercial concern or political candidate. If an officer holds or pursues public office, this person must take a leave of absence from any position on the Committee.
7. Roberts Rules of Order will be the basis for procedures at any meeting of the Committee.
8. Only members of the Committee may vote at Committee meetings. Each member has one vote, with the exception of the Chair who may only vote in the case of a tie.
9. The quorum for Committee meetings will be one-half of Committee membership.
10. The Committee shall meet at least four times during the school year at the call of the Chair or upon a written request to the Chair made by 50 percent plus one of the Committee.
11. When a vacancy occurs in the office of Chair or Treasurer of the Committee it may be filled by the Committee from among its remaining members.
12. Election for Committee positions will take place at the first Committee meeting of the school year, which shall be an open meeting. All parents and guardians of Maurice Cody students are invited and may vote in the elections for Committee positions.
13. Any member of the Committee may be removed from office by a two-thirds vote of the Committee.
14. Only those people present at a Committee meeting may be appointed to execute a decision of the Committee unless:
 - a) the designated person has stated she or he will be willing to do so in advance, or
 - b) the execution of the decision falls within the job definition of their post within the Committee.
15. The Committee will create fundraising event coordinator positions (the Coordinators) for major fundraising events as deemed necessary by the Committee. Elections will be held for these positions. The Coordinators will report to the Committee. The Coordinators shall give background, reports and recommendations for the Committee to approve, and shall execute decisions as approved by the Committee.

16. The Coordinators may appoint their own committees for large fundraising events. Members of these committees will not be members of the Committee.
17. The office of the Chair should preferably be held by a person who has had experience in fundraising.

NOMINATIONS AND ELECTIONS

18. Elections for Chair, Treasurer and fundraising event Coordinators will take place at the first Committee meeting of the school year (the Meeting).
19. The Committee shall appoint a Nominations Rep at the start of the school year. The Nominations Rep will decide beforehand the number of positions available for nominations. Notice will be published to the parents and guardians of Maurice Cody students as part of the school's start-of-year information package distributed by the Principal and/or Vice Principal. Notice will be given as to:
 - a) the time, date and place of the Meeting,
 - b) the name, telephone number and email address of the Nominations Rep,
 - c) brief job descriptions of the positions available for nomination,
 - d) a statement that additional nominations must be submitted in writing to the Chair of the Nominations Rep at least seven (7) days before the Meeting.
20. Once all additional nominations are received, ballots must be prepared for each office where two or more nominations have been made. Nominations will be noted in the agenda of the Meeting posted on the school website. At the Meeting, all nominees will be afforded a reasonable opportunity to introduce themselves and their platform. Elections will take place by ballot for positions for which two or more nominations have been made. Nominees submitted by the Nominations Rep for any uncontested position will be elected by acclamation.
21. The Chair, Treasurer and Coordinators will be elected for a period of one year. They will assume office at the Meeting at which they are elected with an approximate two (2) week transition period occurring between the time of election and the official sole assumption of duties. All outgoing members of the Committee will provide their replacement with a brief written or verbal synopsis of their duties and timelines, and provide contact phone numbers and/or email addresses to facilitate a timely and efficient transition.
22. The Chair and Treasurer of the Committee may stand for re-election but may not remain in the same elected role for more than 2 consecutive years.