

Oriole Park Junior Public School Council Bylaws

1. Legislation and Definitions

Legislation

- 1.1. Ontario Regulation 612/00 (Regulation 612) sets out the purpose, roles and responsibilities of school councils. It confirms school councils as advisory bodies that may make recommendations to principals and school boards on any matter. It also directs school councils to consult with parents of students enrolled in the school about matters under consideration by the council.
- 1.2. Ontario Regulation 613/00 sets out the duties of principals and school boards regarding school councils. Principals and school boards must consult with school councils on a variety of matters that affect student learning. They must also consider recommendations made by school councils and report back to the council on how they plan to act on their advice.
- 1.3. The Oriole Park Junior Public School Council (Council) operates within the Toronto District School Board (TDSB). Regulation 612 is the primary governing document for Council. These bylaws are to provide direction for the operation of Council business and improved Council effectiveness.

Definitions

- 1.4. "Parent" includes anyone who is a parent or legal guardian of a child enrolled at Oriole Park Junior Public School (School).
- 1.5. "Principal" is employed by the TDSB as the principal of the School.
- 1.6. "Teacher" includes anyone who is employed by the TDSB in a teaching position at the School.
- 1.7. "Non-teaching Staff" includes anyone other than the Principal who is employed by the TDSB in a non-teaching position at the School.
- 1.8. The school year runs from September to June.

2. Purpose

- 2.1. Regulation 612 mandates that the purpose of Council is to improve student achievement and enhance the accountability of the education system to Parents.
- 2.2. In addition to this mandated purpose, Council also serves to:
 - Provide a meaningful forum for discussion of topics of interest to all Parents and Teachers.
 - Engage all Parents and Teachers to create a strong School community.

Any fundraising activities conducted to support the achievement of Council's purpose shall be in accordance with TDSB's fundraising policies and guidelines.

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3. Membership

Council Members

3.1. Council shall be composed of:

Voting Members

- A minimum of 10 and a maximum of 20 Parent Members (elected by Parents).
- One Teacher (elected by Teachers).
- One Non-teaching Staff (elected by Non-teaching Staff).
- One community representative (appointed by Council)

Non-Voting Members

- The Principal

3.2. Parent Members must form the majority of Council Members.

Council Officers

3.3. Council Members shall elect from among the Parent Members:

- One or two Council Chairs (cannot be employed by the TDSB)
- One Secretary
- One Treasurer
- One Communications Director
- One Programs Director
- One Fundraising Director

Term of Office

3.4. The term of office for all elected or appointed Council Members runs from the date of election or appointment to the date of the first Council meeting of the following school year.

3.5. Any Council Member may seek re-election or re-appointment. There is no maximum on the number of times a Council Member may seek re-election or re-appointment.

4. Elections, Appointments and Vacancies

Election of Parent Members

4.1. Elections shall occur within 30 calendar days of the start of the school year. The Principal on behalf of Council shall give written notice of the date, time and location of elections to Parents at least 14 calendar days before the date of the elections.

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- 4.2. Parents seeking election must confirm their candidacy by completing a self nomination form and declaring if he/she is employed by the TDSB. Self nomination forms shall be provided by Council and nominations shall only be accepted up to 48 hours before the elections.
- 4.3. Each Parent is entitled to cast one vote for each Parent Member position.
- 4.4. If the number of candidates is less than or equal to the number of Parent Member positions, then all candidates shall be acclaimed at the first Council meeting of the school year and elections do not need to be held as notified in 4.1.
- 4.5. If the number of candidates is greater than the number of Parent Member positions, then elections shall proceed as notified in 4.1.
- 4.6. Voting shall be by secret ballot and neither proxy nor absentee voting is permitted. Voting shall be supervised by the Elections Committee and Principal. Ballot positions for each candidate shall be determined by lottery. If there is a tie for the final Parent Member position, the winner shall be determined by lottery.
- 4.7. All candidates shall be notified of the results before the results are communicated to Parents. Only the names of successful candidates shall be communicated to Parents by the Principal on behalf of Council.
- 4.7. Council shall keep a list of candidates and vote results on file until the next elections in the event a vacancy on Council occurs.

Election Of Council Officers

- 4.8. Council Officers shall be elected by Council Members at the first Council meeting of the school year.
- 4.10. If there is only one candidate for the Council Officer position, then the candidate shall be acclaimed.
- 4.11. If there is more than one candidate for the Council Officer position, then voting shall be by secret ballot and neither proxy nor absentee voting is permitted. Voting shall be supervised by the Elections Committee and Principal.
- 4.12. The names of Council Officers shall be communicated to Parents by the Principal on behalf of Council.

Election of Teaching and Non-Teaching Members

- 4.13. The Principal shall make the necessary arrangements for the election of the Teacher and Non-teaching Staff positions.

Appointment of Community Representative

- 4.14. Appointment of the community representative shall be by majority (51%) vote at a Council meeting.

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Vacancies

- 4.14. In the event a Parent Member position becomes vacant before the next elections, Council shall have the following options:
- In the case of a Council Officer, appoint another Parent Member to the position.
 - Appoint one of the unsuccessful candidates from the previous elections, chosen in order from the highest to lowest number of the number votes received.
 - If none of the unsuccessful candidates from the previous elections remain interested, request interested parents to submit their names for consideration and appoint one of those parents.
 - Allow the remaining Members to constitute Council unless the Parent Member majority is not maintained.
- 4.15. Appointment of Parent Members in the event a vacancy occurs shall be by majority (51%) vote at a Council meeting

5. Roles and Responsibilities

Council Members

- 5.1. All Council Members are expected to:
- Attend Council meetings.
 - Contribute to the discussions of Council.
 - Present the views of the parents.
 - Demonstrate respect for fellow Members at all times.
 - Participate on Committees established by Council.
 - Assist with any initiatives undertaken by Council.
 - Observe Council's Bylaws.

Council Chair

- 5.2. The Council Chair is expected to:
- Arrange for Council meetings.
 - Set the meeting agenda.
 - Chair meetings.
 - Prepare the Council Report.
 - Liaise with the Principal, TDSB and trustees on behalf of Council.
 - Act as joint signing officer.

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Secretary

5.2. The Secretary is expected to:

- Take minutes and attendance at Council meetings.
- Distribute minutes to Council Members.
- Arrange for approved minutes to be made available to Parents.
- Maintain a list of candidates and vote results from the previous elections.
- Maintain a list of Committees and Committee Chairs including the purpose and any decision making authority of each Committee.
- Act as joint signing officer.

Treasurer

5.3. The Treasurer is expected to:

- Act as custodian of Council funds.
- Handle the receipt and disbursement of Council funds.
- Keep proper records of all financial transactions.
- Prepare the Statement of Sources and Uses of Council Funds (actual and planned).
- Act as joint signing officer.

Communications Director

5.4. The Communications Director is expected to:

- Prepare Council communications in consultation with the Council Chair.
- Arrange for Council communications to be distributed to the Parents.
- Liaise with Class Parents on behalf of Council.

Programs Director

5.5. The Programs Director is expected to:

- Maintain a list of Programs and Coordinators including the purpose and spending limit of each Program.
- Liaise with the Coordinator of each Program on behalf of Council.

Fundraising Director

5.6. The Fundraising Director is expected to:

- Maintain a list of Fundraising Initiatives and Coordinators including the purpose of and amount raised from each initiative.
- Liaise with the Coordinator of each Fundraising Initiative on behalf of Council.

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Principal

5.7. The Principal is expected to:

- Act as a resource to Council on relevant laws, regulations and policies.
- Facilitate Council communication to Parents.
- Keep Council informed on matters that affect student learning.
- Act as joint signing officer.

6. Meetings and Decisions

Meetings

- 6.1. Council shall meet a minimum of five times each school year.
- 6.2. Council shall hold its first meeting of each school year after Council elections but within 60 calendar days of the start of the school year.
- 6.3. Council meetings are open to all Parents. The Principal on behalf of Council shall give written notice of the date, time and location of Council meetings to Parents.

Quorum

- 6.4. Quorum shall be achieved when the following two conditions are met:
- A majority (51%) of voting Council Members are present.
 - A majority (51%) of voting Council Members present are Parent Members.

Decisions

- 6.5. Motions can be made by any Council Member and shall only be put to a vote if there is quorum.
- 6.6. Each Council Member other than the Principal is entitled to cast one vote for each motion and neither proxy nor absentee voting is permitted. The Council Chair can elect to conduct voting by secret ballot.
- 6.7. Decisions shall be reached by a majority (51%) vote.

Amendments to Bylaws

- 6.8. Amendments to Council Bylaws shall be by a majority (51%) vote at a Council meeting.

7. Conflicts of Interest

- 7.1. A conflict of interest can arise in a variety of situations and may be actual, perceived or potential.
- 7.2. Council Members shall declare a conflict of interest in matters they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by the decisions of Council.

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- 7.3. When this situation arises, the Council Member shall either leave the room or refrain from participating in the discussion, and not vote on any decision made on the matter.
- 7.4. Council Members shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the School.

8. Finances

- 8.1. Council shall maintain a bank account for receipt and disbursement of Council funds. Cheques written on Council's bank account and other financial documents must be signed by two of the Council Chair, Treasurer, Secretary or Principal.
- 8.2. Council shall keep proper records of all financial transactions and prepare the Statement of Sources and Uses of Council Funds (actual and planned).
- 8.3. Council shall not borrow funds or enter into any financial commitment for which funds are not already in hand.
- 8.4. Council shall approve the annual Statement of Sources and Uses of Council Funds (actual and planned) for each school year at the first meeting of the school year.
- 8.5. The coordinator of each program or fundraising initiative shall be authorized to spend up to the amount approved in the Statement of Sources and Uses of Council Funds. Expenditures in excess of the approved amount shall be pre-approved either by the Chair and Treasurer for amounts of \$500 or less, or Council for amounts in excess of greater than \$500.
- 8.6. Expenditures not approved in the Statement of Sources and Uses of Council Funds shall be pre-approved either by Chair and Treasurer for amounts equal to or less than \$1,000, or Council for amounts greater than \$1,000.

9. Communication and Records

Communication

- 9.1. Council shall at its discretion utilize any form of communication or media that supports the achievement of Council's purpose. All uses of communication and media will:
 - Be managed by the Council Chair and Communications Director.
 - Adhere to anti-spam legislation and TDSB Online Code of Conduct.
 - Not compromise the privacy of any Parent.

Annual Report

- 9.2. Annually, Council shall prepare and submit a written Report of its activities to the Principal and TDSB which includes the Statement of Sources and Uses of Council Funds.
- 9.3. The Council Report shall be made available to Parents by the Principal on behalf of Council.

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Records

- 9.4. The following records shall be kept in the School office for a minimum of four years and be available for review upon request:
- Council meeting minutes.
 - Financial records.
 - Council Reports.

10. Committees

- 10.1. Council shall establish Committees as required to make recommendations or manage initiatives.
- 10.2. Council shall make clear the purpose and any decision making authority of the Committee and appoint a Chair for the Committee. Only parents can be Committee Chairs.
- 10.3. Committee Chairs shall report regularly to Council on the status of Committee activities.
- 10.4. The Elections Committee shall be established by Council before the end of the school year. The purpose of the Elections Committee is to supervise Council elections in the following school year. As such Election Committee members must comprise of Parents who are not seeking election to Council the following school year.