

École Communautaire Rawlinson Community School

School Advisory Council

BYLAWS

1. Legislation and Definitions

- (1) School Advisory Councils in Ontario are required to have bylaws in accordance with the *Education Act*, Regulation 612 (the “**Regulations**”). Section references in these Bylaws refer to the Regulations.
- (2) Definitions
 - (a) “**Council**” is defined in Section 2(1);
 - (b) “**Executive**” means the group of Parent Members holding the following positions: Chair/Co-Chair, Treasurer and Secretary; and
 - (c) “**Parent Member**” means any parent or guardian who is elected to the Council. Parents and guardians of students enrolled at Rawlinson are qualified to be elected as Parent Members, subject to certain exceptions under the Regulations. (S.4.1)

2. Organization

- (1) The Council shall consist of:

Voting Members:

- (a) a minimum of 10 and a maximum of 25 Parent Members (*elected by parents, see below*);
- (b) 1 Teaching Staff Representative (*elected by teachers, S.5.2*);
- (c) 1 Non-Teaching Staff Representative (*elected by support staff, S.5.3*);
- (d) 1 or more Community Representatives (*appointed by the other Council members, S.3.1(7),3.3*);
- (e) 1 Student Representative (optional) (*appointed by Principal, S.3.1(6)*); and

Non-Voting Member:

- (f) the Principal;

provided that the Parent Members must form the majority of the Council membership. (S.3.4)

- (2) Following the election of Parent Members (described below), Council shall elect, from among the Parent Members: (S.8.2)
 - (a) 1 or more Chairs;
 - (b) 1 or more Treasurers;
 - (c) 1 or more Secretaries;
 - (d) 1 or more Ward 9 Representatives (optional). A Chair, Treasurer or Secretary may also hold the position of Ward 9 Representative.
- (3) Quorum. To achieve quorum at a Council meeting, a minimum of 51% of Council must be present, and a minimum of 51% of Council present must be Parent Members. (S.12.3)

3. Election and Appointment Procedures

- (1) **Term of Office.** The term of office for 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. Council members may be re-elected or reappointed. (S.6.1, 6.2)
- (2) **Election of Parent Members.**
 - (a) Parents and guardians of a student enrolled at Rawlinson are eligible both to vote for and to run as Parent Members. Self-nomination will suffice. Candidates should be prepared to summarize their reasons for running for Council. They must also declare if they are employed by the school board. (S.3.5, 4.1, 4.2)
 - (b) Council in conjunction with the Principal shall ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days prior to the election. (S.4.6, 12.4)
 - (c) All eligible voters are entitled to cast one vote for each Parent Member position available.
 - (d) The election proceedings shall be supervised by the Principal. Elections for Council shall be conducted by secret ballot. Votes may also be cast by proxy. Ballots shall be counted by the Principal in the presence of at least one parent who is not an election candidate. If there is a tie for the final Parent Member position, the winner shall be determined by lot.
 - (e) All individuals standing for election shall be notified of the results before the results are released to the school community. A list of candidates and the vote results will be kept on file by Council for use in the event that a vacancy on Council occurs.
- (3) **Other Elections.** The Principal will make the necessary arrangements for the elections of the teaching staff and non-teaching staff representatives in accordance with the Regulations.
- (4) **Appointment of Student Representative.** The Principal will consult with Council to determine if there is to be a student representative on Council. If a positive decision is reached, the Principal will appoint a student representative.
- (5) **Selection of Community Representative(s).** All appointments of community representatives to Council are to be by majority vote at a meeting of Council.

4. Vacancy

- (1) Should an elected Parent Member position become vacant before the next election, Council shall have the following options:
 - (a) in the case of an Executive position, to appoint another Parent Member to the position,
 - (b) to appoint one of the non-elected candidates from the previous election, or
 - (c) to allow the remaining members to constitute the Council, unless the parent/guardian majority is not maintained.
- (2) If none of the previous candidates remain interested in becoming a Parent Member, Council may request that interested parents/guardians submit their names for consideration. Council shall then appoint one of those who indicate an interest.

5. Roles and Responsibilities

- (1) **Attendance.** All Council members are expected to attend meetings regularly. If a member fails to attend meetings regularly, or misses three consecutive meetings without good cause, then the Co-Chairs may determine with the individual whether he or she is able or willing to continue to serve on Council.
- (2) **Parent Members.** All Parent Members, including the Executive, are expected to:
 - contribute to the discussions of Council;
 - provide feedback to the Chair(s) when requested, in a timely fashion;
 - participate on various committees established by Council, if any; and
 - observe Council's Code of Ethics and established bylaws.
- (3) **Chair.** The Chair(s) are expected to:
 - arrange for meetings;
 - set the meeting Agenda;
 - chair meetings;
 - liaise with Principal;
 - participate as ex-officio members of any committees established by Council; and
 - sign documents.
- (4) **Treasurer.** The Treasurer(s) are expected to:
 - present regular financial reports;
 - manage Council's bank account;
 - organize petty cash; and
 - sign documents.
- (5) **Secretary.** The Secretary(ies) are expected to:
 - take minutes at meetings;
 - provide draft minutes to the Executive and Principal for comment;
 - arrange for approved minutes to be circulated;
 - prepare summaries of Council happenings for distribution to the school community via school newsletters and bulletin board;
 - maintain Council minute book and records of correspondence; and
 - sign documents.
- (6) **Ward 9 Representative.** The Ward 9 Representative(s), if any, are expected to:
 - attend Ward Forum meetings;
 - report back to Council on matters discussed at Ward Forum meetings; and
 - receive input from Council and present it to the Ward Forum when requested.

6. Committees

- (1) Committees will be established as required. The Council Chair will maintain a record of each committee, including its chair and members, the purpose of the Committee, and any spending limits
- (2) At the time a Committee is established, Council will determine the purpose of the Committee, set any spending limits and make clear whether any specific decisions related to the purpose of the Committee requires the approval of Council.
- (3) It is not necessary to be a member of Council to chair or sit on a committee, however every committee should include at least one (1) current Parent Member.
- (4) Any member of the school community having a special project which would benefit the school community is free to address the Council and may be appointed to head any committee set up for the purpose of such special project
- (5) Committees will report regularly to the Council on Committee decisions and activities

7. Financial Matters

- (1) The Executive is authorized to approve expenditures up to \$500.00 at any time, if an approval is required outside of a regular Council meeting for time-sensitive issues. Any such expenditure must be in accordance with Council's mandate and must be approved by a majority of the Executive. The Treasurer will report to Council on any such expenditures at the next Council meeting thereafter.
- (2) Cheques written on Council's bank account and other financial documents must be signed by either a Chair or a Treasurer plus one other Executive member, subject to any requirements of the bank, the TDSB or other authority.

8. Conflicts of Interest

- (1) A conflict of interest may be actual, perceived, or potential.
- (2) Council members shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of Council.
- (3) Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, or a conflict of interest is likely to result, he or she shall declare conflict of interest immediately and decline from the discussion and resolution.
- (4) A Council member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

9. Conflict Resolution

- (1) Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times. Speakers to an issue will be allowed to speak without interruption and will maintain a calm and respectful tone at all times.
- (2) 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.
- (3) If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.

10. Council Records

- (1) The following records shall be kept in the school office for a minimum of four years and shall be available to be viewed upon request: (S.16)
 - (a) Minutes of Council meetings;
 - (b) Minutes of Committee meetings; and
 - (c) Financial records.

11. Decisions

- (1) Major decisions, such as decisions regarding donations to Rawlinson, shall involve consultation with the Rawlinson administration and require the support of 66% of voting Council members in attendance at a meeting. In addition, 66% of the Parent Members in attendance must support the decision.

- (2) Where Council needs to make a decision between several options and no single option receives 66% of the votes, the option receiving the fewest votes will be eliminated in successive rounds until one or more options receive 66% approval.