



# DUNDAS CENTRAL ELEMENTARY SCHOOL

## Dundas Central School Council Bylaws

### 1. Official Name

Dundas Central School Council (herein called Council).

### 2. Mission Statement

The Council is dedicated to enriching the education and general well-being of students attending Dundas Central Elementary School. The Council provides a vital link among parents, staff, students and the community to actively contribute to the success of all students. We are committed to effective communication, supporting the learning environment, and encouraging involvement in the Dundas Central community.

### 3. Vision

We are dedicated to supporting Dundas Central Elementary School in fulfilling the educational potential of our children – empowering them to become inspired learners and engaged, responsible citizens in their community.

### 4. Values

Inclusivity, Engagement, Collaboration, Respect, Environmental and Social Responsibility, Accountability

### 5. Objectives

In addition to the purpose of school councils as defined in O. Reg. 612/00, the Council objectives are to:

- I. Foster a sense of community by promoting cooperation and communication with school administration, staff, parents, caregivers and the general community.
- II. Focus on increasing and encouraging parent involvement within the school community, to support student achievement.
- III. Provide a forum for input into educational matters for members of the school community and act as a direct link for parents to the school principal.
- IV. Make recommendations and provide advice to the principal on creating and maintaining an environment which is conducive to improving student learning and school effectiveness.
- V. Provide input into decisions made by the school administration, the board, and the Ministry.
- VI. Organize initiatives and raise funds to support and enrich the school environment for students and staff.
- VII. Respect the personal and professional rights and responsibilities of all individuals.
- VIII. Promote Council values within the school community.

### 6. Membership

Membership of the Council shall be composed of as follows:

- I. A maximum of 15 parents/guardians of students enrolled at Dundas Central shall be voting members of the Council. The Council Executive shall be chosen from these 15 members.
- II. A person is qualified to be a parent member of a school council if he or she is a parent/guardian of a pupil who is enrolled in the school. However, in accordance with O. Reg. 612/00, a person is not qualified to be a parent member of a school 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 that established the school council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment. O. Reg. 612/00.
- III. The school principal.
  - IV. One teacher employed at the school, other than the principal.
  - V. A community representative may also be appointed by the Council. Community appointees must be community members who are representatives from local business and/or industry, social service agencies, community or non-profit organizations.
  - VI. All members are voting members with the exception of the principal.

## **7. Election Procedures**

- I. Elections shall take place within the first 30 days of the school year in accordance with O. Reg. 612/00.
- II. Nomination forms and notification of election shall be sent to every parent in the school 14 days prior to the election.
- III. Each parent/guardian seeking election must be nominated or self-nominated prior to election.
- IV. Completed nomination forms shall be submitted to the principal.
- V. Each parent/guardian shall be entitled to one vote for each vacant position.
- VI. If the number of declared candidates are less than or equal to number of vacancies, the candidates will be acclaimed.
- VII. If the number of candidates are more than number of vacancies, an election shall be held by secret ballot.
- VIII. Voting must be done in person – there will be no proxy or absentee voting.
- IX. The names of the Council members shall be publicized to the school community within 30 days of the election.
- X. At its first meeting, the new Council shall set dates, times, and locations for its meetings throughout the year.

## **8. Term of Office**

- I. The Council term of office shall be one year, beginning with the election in September and continuing until the election the following September.
- II. Members may seek additional terms of office.
- III. The following Officers shall be elected from the Council membership to form the Executive:
  - a) Chair
  - b) Vice Chair
  - c) Secretary
  - d) Treasurer.
- IV. The members of the Executive will be parents/guardians.
- V. If an Executive position becomes vacant during the year, nominations and elections to fill the vacancy will be held at the next Council meeting.
- VI. If a member misses three consecutive meetings and have not contributed to or kept in contact with the Council in any way, a vote will be held to determine if they will be removed from Council.
- VII. All members are encouraged to actively participate in at least one sub-committee.

## **9. Role of Council Executive**

### **I. Role of Chair**

- a) Prepare the agenda.
- b) Chair the Council meeting.
- c) Ensure meeting minutes are recorded and maintained.
- d) Participate in information and training as required.
- e) Appoint sub-committees as required.
- f) Promote and provide communication between school staff, parents, students and the Council.
- g) Ensure Council's progress, activities, changes, etc., are communicated during the term of the Council.
- h) Ensure a smooth transmission of information about Council to the succeeding Council.

### **II. Role of Vice Chair**

- a) Chair the Council meeting in absence of the Chair.
- b) Assist the Chair as required.

### **III. Role of Secretary**

- a) Record and maintain meeting minutes.
- b) Complete minutes of all meetings in a timely manner.
- c) Distribute minutes to all council members.

### **IV. Role of Treasurer**

- a) Work in collaboration with Office staff to count and verify all school generated funds for deposit in the school account.
- b) Maintain a statement of receipts and disbursements including the current balance of school generated funds at each meeting.
- c) Obtain financial records from Office staff for all school generated funds, including those raised by the Council and share them at all Council meetings.
- d) Verification and reporting of financial records in June of each year.

### **V. Role of Principal**

- a) Facilitate and assist the Council as required.
- b) Support and promote the Council's activities.
- c) Assist, advise, co-operate and consult with the Council as it works towards achieving its objectives.
- d) Seek input from the Council in areas for which it has been assigned advisory responsibility.
- e) Obtain and provide information required by the Council to enable it to make informed decisions.
- f) Provide financial statements for each meeting to the Treasurer of all school generated funds, as well as all other generated funds, showing receipts and disbursements.
- g) Assist the Council in communicating with the school community.

### **VI. Role of Teacher Representative**

- a) Facilitate and assist the council as required.
- b) Disseminate to and collect information from fellow Dundas Central staff in the best interests of the school, its' students, staff and Council.
- c) Support and promote the Council's activities.

- d) Assist, advise, co-operate and consult with the Council as it works towards achieving its objectives.
- e) Seek input from the Council in areas for which it has been assigned.

## **10. Code of Ethics**

- I. A member shall be guided by the school's and the school board's mission statements.
- II. A member shall act within the limits of the roles and responsibilities of Council, as identified by the school's operating guidelines, the school board, and the Ministry.
- III. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- IV. A member shall maintain the highest standards of integrity.
- V. A member shall recognize and respect the personal integrity of each member of the school community.
- VI. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the Council.
- VII. A member shall not disclose confidential information.
- VIII. A member shall use established communication channels when questions or concerns arise.
- IX. A member shall encourage any and all parents and community members who express ideas/concerns regarding the school, to communicate them with the Council, so that they may be considered, and if necessary, discussed at a Council meeting.
- X. A member shall treat all other members with respect and allow for diverse opinions to be shared.
- XI. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- XII. A member shall acknowledge democratic principles and accept the consensus of the Council.
- XIII. A member shall limit discussions at Council meetings to matters of concern to the school community as a whole.
- XIV. A member shall consider the best interests of all students.
- XV. A member shall promote high standards of ethical practice within the school community.
- XVI. A member shall declare any conflict of interest.
- XVII. A member shall not accept any payment or benefit financially through Council involvement, save and except for properly incurred and approved expenses, supported by receipts.

## **11. Sub-committees**

- I. Sub-committees may be established as needed.
- II. A member of Council shall chair each sub-committee, but membership is open to the entire school community.
- III. Any member of the school community having a special project which would benefit the school community is free to address the Council about the establishment of a sub-committee.
- IV. The Council shall encourage volunteers from the school community to participate on sub-committees.
- V. Sub-committee members shall report to the Council.

## **12. Quorum**

- I. To have quorum, a Council meeting must meet the following criteria:
  - a) The principal is present,
  - b) At least half of the Council members are present, and
  - c) At least half of the members present are parent members.
- II. Should a meeting not have quorum, it may proceed with reports and discussion points, however, all motions will be tabled. Should a meeting lose quorum before it adjourns, any remaining motions will be tabled, and the point at which quorum was lost will be recorded in the minutes.
- III. A simple majority will be necessary to pass motions.

## **13. Council Meeting Frequency**

- I. All Council meetings will take place at the school.
- II. Should the need arise to hold an online meeting in lieu of an in-person meeting, the Council will be notified. As much as possible, procedures for online meetings will be the same as those for in-person meetings.
- III. The Council will meet once per month during the school year, or as decided by the Council.
- IV. Dates of Council meetings will be decided upon at the first meeting of the new Council.
- V. Notice of meetings will be publicized to the school community at least five days prior to the meeting.
- VI. Council meetings are open to all parents/guardians and the school community.
- VII. All sub-committee meetings will be open to all parents/guardians and the school community but do not have to be held at the school.

## **14. Minutes**

- I. Minutes shall be recorded by the Secretary or designate at every Council meeting.
- II. Copies of the minutes shall be presented and approved by the Council prior to publication.
- III. Copies of the approved minutes must be made available to the school community.
- IV. A copy of the minutes must be kept on file in the School Council Binder located at the school.

## **15. Agenda**

- I. Draft agendas will be submitted to all Council members a minimum of two days prior to a Council meeting. Any Council member can request that additional items can be added to the agenda.
- II. The agenda shall be established by the Chair in consultation with the principal.
- III. Agendas for all meetings shall be posted two days prior to the meeting.

## **16. Voting on Motions**

- I. A motion shall be deemed to have been carried when a majority of the Council members present and voting have expressed agreement with the motion.
- II. Unless a Council member requests a recorded vote (i.e., the recording of the name and vote of every Council member on a motion during a meeting), a vote shall be by a show of hands, or such other means as the Chair may call.

## **17. Conflict of Interest**

- I. A conflict of interest may be actual, perceived, or potential. Members of Council 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.

- II. A member shall exclude him- or herself from discussions in which:
  - a) A conflict of interest is likely to result.
  - b) The Council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of action that may be taken by the principal or board in response to advice that the Council provides to the principal or to the board.
- III. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with Dundas Central School.
- IV. The Chair of the meeting may, with just cause, direct a member to declare a conflict of interest.

### **18. Conflict Resolution**

- I. Every 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.
  - a) Speakers will maintain a calm and respectful tone at all times.
  - b) Speakers will be allowed to speak without interruption.
  - c) 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.
  - d) If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
  - e) 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.

### **19. Annual Report**

In accordance with O. Reg. 612/00:

- I. Council will annually submit a written report on its activities to the principal and the board. If fundraising activities have occurred the report will include these funds.
- II. The principal will give a copy of the report to every parent who has a child enrolled in the school on the date of completion. This may be complied with by giving the child the report, posting the report electronically, or in a school location that is accessible to all parents.

### **20. Review and Amendment of Bylaws**

These bylaws shall be reviewed at the first meeting of Council each year. These bylaws may be amended by a vote in favour of such amendment of two-thirds of the members present at a meeting. In addition, notice of any proposed amendment must be sent to all Council members one week prior to any vote.

Approved on September 30, 2021.