



DUNDAS CENTRAL  
PUBLIC SCHOOL

## **Dundas Central School Council Bylaws**

### 1. Official Name

The official name of this organization shall be the "Dundas Central School Council" and may be referred to as the "Council" herein.

### 2. Mission Statement

The Dundas Central School Council is dedicated to facilitating the growth and learning of students in an inclusive and diverse environment. We are committed to fostering learning, equity, engagement, and innovation.

### 3. Vision

Our vision is to create a learning environment where curiosity, creativity, and possibility thrive, inspiring every student to reach their full potential and become lifelong learners. The Council is committed to enhancing school pride, communication, student achievement, and community connections.

### 4. Values

We uphold the following values: Inclusivity, Engagement, Collaboration, Respect, Environmental and Social Responsibility, and Accountability.

### 5. Objectives

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

- I. Foster a sense of community by promoting cooperation and communication among school administration, staff, parents, caregivers, and the general community.
- II. Increase and encourage 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 serve as a direct link between parents and the school principal.
- IV. Make recommendations and provide advice to the principal on creating and maintaining an environment 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 consist of the following:

I. Up to 15 parents/guardians of students enrolled at Dundas Central, who are voting members. 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 they are a parent/guardian of a pupil enrolled in the school, with exceptions outlined in O. Reg. 612/00.

III. The school principal.

IV. One teacher employed at the school, other than the principal.

V. A community representative may be appointed by the Council, with a preference for representatives from local businesses, social service agencies, or community/non-profit organizations.

VI. All members are voting members except for 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 election notifications shall be sent to all parents in the school 14 days before the election.

III. Parents/guardians seeking election must be nominated or self-nominated before the election.

IV. Completed nomination forms shall be submitted to the principal.

V. Each parent/guardian shall have one vote for each vacant position.

VI. If the number of declared candidates is less than or equal to the number of vacancies, candidates will be acclaimed.

VII. If there are more candidates than vacancies, an election shall be held by secret ballot.

VIII. Voting must be done in person; proxy or absentee voting is not allowed.

IX. The names of Council members shall be publicized to the school community within 30 days of the election.

X. The new Council shall determine dates, times, and locations for its meetings at its first meeting.

## 8. Term of Office

I. The Council's term of office shall be one year, starting with the September election and continuing until the next September election.

II. Members may seek additional terms of office.

III. The Executive Officers, including Chair, Vice Chair, Secretary, and Treasurer, shall be elected from the Council membership.

IV. Executive Officers shall 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. A member missing three consecutive meetings without contributing or contacting the Council may be subject to a vote for removal.

VII. All members are encouraged to actively participate in at least one sub-committee.

## 9. Role of Council Executive

### I. Role of Chair:

- Prepare the agenda.
- Chair the Council meeting.
- Ensure meeting minutes are recorded and maintained.
- Participate in information and training as required.
- Appoint sub-committees as required.
- Promote communication between school staff, parents, students, and the Council.
- Ensure Council's progress, activities, changes, etc., are communicated during the term of the Council.
- Facilitate the transition of information about the Council to the succeeding Council.

### II. Role of Vice Chair:

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

### III. Role of Secretary:

- Record and maintain meeting minutes.
- Complete minutes of all meetings promptly.
- Distribute minutes to all council members.

### IV. Role of Treasurer:

- Collaborate with Office staff to count and verify all school-generated funds for deposit.
- Maintain a statement of receipts and disbursements, including current fund balances, at each meeting.

- Obtain financial records from Office staff for all school-generated funds and share them at all Council meetings.

Verify and report financial records in June of each year.

#### V. Role of Principal:

- Facilitate and assist the Council as required.
- Support and promote the Council's activities.
- Assist, advise, cooperate, and consult with the Council to achieve its objectives.
- Seek input from the Council in areas of advisory responsibility.
- Provide financial statements for each meeting.
- Assist the Council in communicating with the school community.

#### VI. Role of Teacher Representative:

- Facilitate and assist the Council as required.
- Disseminate and collect information from fellow Dundas Central staff for the benefit of the school, its students, staff, and Council.
- Support and promote the Council's activities.
- Assist, advise, cooperate, and consult with the Council in areas of assignment.

### 10. Code of Ethics

I. Members shall align with the school's and school board's mission statements.

II. Members shall act within the roles and responsibilities defined by the school's operating guidelines, the school board, and the Ministry.

III. Members shall familiarize themselves with the school's policies and practices and act accordingly.

IV. Members shall uphold the highest standards of integrity.

V. Members shall respect the personal integrity of all members of the school community.

VI. Members shall maintain confidentiality when required.

VII. Members shall not disclose confidential information.

VIII. Members shall use established communication channels for questions or concerns.

IX. Members shall encourage parents and community members to communicate ideas/concerns with the Council.

X. Members shall treat others with respect and value diverse opinions.

XI. Members shall foster a positive environment that values individual contributions.

XII. Members shall acknowledge democratic principles and accept Council consensus.

XIII. Members shall limit discussions to matters concerning the entire school community.

XIV. Members shall consider the best interests of all students.

XV. Members shall promote ethical standards within the school community.

XVI. Members shall declare any conflicts of interest.

XVII. Members shall not accept payments or financial benefits through Council involvement, except for approved expenses with receipts.

#### 11. Sub-committees

I. Sub-committees may be established as needed.

II. A Council member shall chair each sub-committee, open to the entire school community.

III. Any school community member with a special project beneficial to the school can propose a sub-committee.

IV. The Council shall encourage school community volunteers to participate in 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 must be present.

b) At least half of the Council members must be present.

c) At least half of the members present must be parent members.

II. A meeting without quorum may proceed with reports and discussions, but all motions will be tabled. If quorum is lost before adjournment, remaining motions will be tabled, and the point of quorum loss recorded in the minutes.

III. A simple majority is required to pass motions.

#### 13. Council Meeting Frequency

I. All Council meetings will be held at the school.

II. Online meetings may be held if necessary, with procedures as close to in-person meetings as possible.

III. The Council will meet monthly during the school year, or as decided by the Council.

IV. Meeting dates will be determined at the first Council meeting of the year.

V. Meeting notices will be provided to the school community at least five days before each meeting.

VI. Council meetings are open to all parents/guardians and the school community.

VII. All sub-committee meetings are open to all parents/guardians and the school community but need not 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 before publication.

III. Approved minutes must be made available to the school community.

IV. Minutes must be kept on file in the School Council Binder located at the school.

#### 15. Agenda

I. Draft agendas will be provided to all Council members at least two days before a Council meeting. Any Council member may request additional agenda items.

II. The agenda shall be established by the Chair in consultation with the principal.

III. Agendas for all meetings shall be posted two days before the meeting.

#### 16. Voting on Motions

I. A motion is deemed carried when a majority of the present and voting Council members express agreement.

II. A recorded vote may be requested, otherwise, a vote shall be by show of hands or as directed by the Chair.

#### 17. Conflict of Interest

I. Members shall declare any actual, perceived, or potential conflicts of interest.

II. Members shall exclude themselves from discussions where conflicts of interest may arise.

III. Members shall not accept favors or benefits from entities seeking business contracts with Dundas Central School.

IV. The Chair may request a member to declare a conflict of interest if justifiable.

#### 18. Conflict Resolution

I. Members will have an opportunity to express concerns or opinions about disputes and their impact.

a) Speakers shall maintain a calm and respectful tone.

b) Speakers shall be allowed to speak without interruption.

c) The Chair shall clarify statements, identify common ground, and outline joint interests.

d) If no common ground is found, preferences among members will be clarified.

e) If resolution efforts fail, a superintendent or senior administrator may be involved.

## 19. Annual Report

I. The Council shall submit an annual written report to the principal and the board, including any fundraising activities.

II. The principal shall provide the report to all parents with enrolled children, using accessible means.

## 20. Review and Amendment of Bylaws

These bylaws shall be reviewed at the first Council meeting each year. Amendments require a two-thirds vote of members present at a meeting, with notice provided one week in advance.

Approved on September 21, 2023.