

Millgrove Elementary School Council By-Laws – November 2020

1. Name

Millgrove Elementary School Council (hereinafter called “the School Council”)

2. Goals

The School Council is mandated by the Ministry of Education and is supported by the parents/guardians of the students of Millgrove Public School to support the education of all students and promote participation, co-operation, understanding and effective communication between the Millgrove Public School community, including parents/guardians, educators, administrators and staff.

The School Council will provide a forum for parents/guardians to recommend action on educational issues to the appropriate bodies and to enhance the accountability of and communication about the educational system to parents.

The School Council will promote positive interaction between the school and the community.

3. Membership

The School Council is open to all parents/guardians of the students of Millgrove Public School. The Principal, and if applicable Vice-Principal, will also be members of the School Council. The teachers / staff may select one person each to represent them at the School Council. There can be a community representative appointed by the parent members of the Millgrove Elementary School Council. Voting members will be determined by attendance at the first 2 School Council meetings to a maximum of 19 voting members. Quorum will be 50% plus 1 to determine the consensus of the group. School Council may move motions and vote via email. Voting using a proxy via email to the chair / co-chair is permitted.

4. Roles and Responsibilities of the School Council

The School Council is established under Regulation 612 of the *Education Act of Ontario*. The activities of the School Council are also governed by the Policies of the Hamilton Wentworth District School Board (HWDSB).

The Council shall be self-supporting and shall hold such fundraising events as are necessary to carry out its activities and programs.

5. Officers of the School Council

The Officers of the School Council shall be the Chair or the Co-Chairs, a Director of Communication and a Director of Finance (if needed).

These positions shall be elected at the first meeting of the School Council each year, usually in September. The Officers shall be elected for a term of one year or until the first meeting of the subsequent school year. The election shall be by parents/guardians and a simple majority is required to be elected. Any vacancy may be filled by the School Council by a simple majority of the Parent Council Membership. The parents/guardians may decide to elect Co-Chairs instead of a Chair. The Co-Chairs will collectively carry out the duties of the Chair.

The duties of the Chair are to set an agenda for each meeting; ensure the decisions of the School Council are carried out; conduct School Council meetings in an orderly and fair manner; facilitate the communication with parents/guardians and between parents/guardians and the school staff, particularly the Principal.

The duties of the Director of Communication are to ensure an accurate reflection of the decisions of the School Council and that they are recorded and circulated to parents/guardians before the next meeting. The Director of Communication shall also ensure that the approved minutes are accessible to parents/guardians.

The Director of Finance shall keep an accurate account of the income and expenses of the School Council, should there be any financial transactions. There shall be a report from the Director of Finance at each meeting if the School Council receives or spends any funds. The Director of Finance shall also ensure that all required financial reports are submitted to the HWDSB.

The School Council may elect any other position that is decided upon by the parents/guardians at a general School Council meeting.

6. Meetings

The School Council shall hold no fewer than four meetings per year. The first meeting in the year shall be held in the month of September. The first meeting of the year shall be called by the Chair and the Principal. The Principal shall be responsible for chairing the meeting until the first order of business to elect a Chair or Co-Chairs has been completed. All meetings shall be open to all parents/guardians of students at Millgrove Public School.

All Parent/Guardian Representatives, should they miss three (3) consecutive meetings without just cause, their voting membership is rescinded.

All members of the school community at large can voice their own ideas and opinions at any meeting.

For issue of major concern, the Chair should be approached and asked for these concerns to be added to the agenda, preferably prior to the set meeting date. Time allocated for each issue will be at the discretion of the Chair.

7. Committees

Committees may be established by the School Council by a simple majority of the School Council. The School Council shall establish their mandate and whether they will function for a fixed period or indefinitely. The School Council shall also determine the membership of such committees.

8. Amending the By-Laws

These By-Laws shall be amended by a meeting of the School Council, where notice to change the By-Laws has been given in advance of the meeting to all parents/guardians, by a simple majority vote.