



Sir Wilfrid Laurier Parent Council

Constitution and By-Laws

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Sir Wilfrid Laurier Parent Council Constitution & By-Laws Pg 2

1. Official Name

Sir Wilfrid Laurier Parent Council (herein called the Council)

2. Mission Statement

The Council shall provide a forum for parents, educators, students and the community to actively participate to improve student's achievements and to enhance the accountability of the education system at Sir Wilfrid Laurier Elementary School (SWL). Our goal is to increase awareness and communication to support the learning environment and the students well being.

3. Non-Profit Organization

The council will operate without financial gain for the council or its members.

4. Objectives

- Encourage participation of all parents, educators, students and community members
- To create and maintain open lines of communication with all parts of the school community
- To organize events to promote School Spirit and fundraise to enrich the learning environment of the school
- To identify priorities, create a suitable action plan and make recommendations to the Principal

5. Code of Ethics

- Be guided by our purpose, goals and objectives
- Respect the school's guiding principles
- Consider the best interest of all students, staff, administration and community
- Protect the rights and interests of all individuals in/of the school community
- Maintain confidentiality
- Promote high standards of ethical practice
- Encourage a positive atmosphere where individual contributions are encouraged and valued
- Exercise democratic values
- Accept accountability for decisions
- Limit discussions at the Council to matters of concern to the school community as a whole
- Use appropriate communication channels when questions or concerns arise
- Declare conflict of interest
- Not accept honorariums
- Promote positive attitude towards public education
- Respect the rights of students. Board employees and Council members

6. Membership

The council shall be composed of the following people:

- Minimum of seven (7), maximum ten (10) elected parents/guardians of Sir Wilfrid Laurier students, Parents/guardians must form the majority of the council. One vote per household
- Principal and/or Vice Principal of the school
- One (1) teacher who is employed at SWL, other than the Principal or Vice Principal
- One (1) non-teaching staff member, if desired
- One (1) student representative
- One (1) person appointed by the association that is a member of the Ontario Federation of Home and School Association
- One (1) community representative appointed by the other members of the council



7. Election of Members

- A person is qualified to be a parent member of the council and vote in an election if he/she is a parent/guardian of a pupil enrolled in the school
- An election of members of the council shall be held during the first 30 days of each school year, on a date that is fixed by the chair of the council after consulting the principal. Notice to go out in the School newsletter at least 14 days prior
- Parents seeking election to the council must submit a Nomination form to the Principal by the due date
- Each candidate shall have the opportunity to present her/himself directly or through a representative at the election meeting. Presentations are to last no longer than four minutes.
- The election shall be held by secret ballot. The principal shall supervise the counting of ballots. In case of dispute the decision of the principal shall be final
- The principal shall announce the results and publish them in the school newsletter
- A person elected or appointed as a member of the council holds office from the date elected/appointed until the elections are held in the next school year. Notice of intent to remain on the Council shall be given to the chair by June
- The council shall elect a Chair, a Treasurer and a Secretary. All officers must be a parent member of the council
- The teaching staff of the school shall elect/appoint one representative
- The Principal is to appoint one student representative and one non-teaching staff (if desired)
- The council shall appoint one community representative. Community appointees must be community members who are representatives from local business and/or industry, social service agencies, community or non-profit organizations.

8. Vacancies

- A vacancy in the membership of a school council shall be filled by appointment by the council
- If there is any conflict regarding appointment of members by the council a vote will be held to fill the position
- If a member of council is absent without leave for more than 50% of the scheduled meetings in one year, council may declare the member's seat vacant

9. Remuneration

- A person shall not receive any remuneration for serving as a member or officer of the council
- If a council member was asked to purchase an item for the council to be reimbursed, that person must obtain a Cheque/Transfer Requisition Form from the school secretary or council chair to be submitted to the school with the receipt of purchase

10. Meetings

- The council may meet every month during the school year, at a minimum of four (4) times per year.
- A meeting of the council cannot be held unless;
 - A. A majority of the current members of the council are present
 - B. A majority of the members present are parent members
- All meetings of the council shall be open and accessible to the public
- The Principal, on behalf of the council, will give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil enrolled in the school
- The agenda for each meeting must be posted at the school five (5) days prior to the meeting
- The date of the first council meeting shall be held during the first 30 days of each school year, on a date that is fixed by the chair of the council after consulting the principal. At the end of each meeting the date, time and location of each subsequent meeting will be set
- Annual Meeting shall be held before the end of the school year (June) where the Annual Report and Financial Report outlining the usage of monies generated through the council will be made available to all parents



11. Subcommittees

- The need for subcommittee(s) will be determined by the council (ie: special events, fundraising, etc)
- Consists of a minimum of two (2) people, one being an elected member of the council
- All sub committees will present an update at each council meeting
- Subcommittees are open to the public
- Council must approve all recommendations brought forth by the subcommittee(s)

12. Voting

- All members of the council shall have a vote with the exception of: the Principal, Vice Principal
- Voting will be done by a show of hands, unless the need arises or a secret ballot is requested
- If a council member is unavailable to attend a meeting the member is allowed to express his/her opinion/vote by proxy through an email directed to the Council Chair prior to the meeting
- Ballots shall be counted by the Principal and Teaching Staff member
- The result of the vote, Approved or Not Approved will be presented immediately following the vote
- Decision making is done by majority rule

13. Quorum

- 51% of the Council membership, provided parents/guardians are in the majority
- No issue can be voted on without quorum

14. Roles and Responsibilities

- **Council Members shall:**
 - Obtain a Police check to have on file with the council, renewed every 2 years as with school policy
 - Act as a link between the council and the school community
 - Encourage the participation of other parents and community members
 - Organize and supervisor the election process
- **Chair shall:**
 - Be elected by the council at the first meeting of the school year
 - Follow the roles of Council members
 - Call council meetings
 - Prepare the meeting agendas in consultation with Principal one (1) week prior to the meeting
 - Chair meetings
 - Ensures council stays on task
 - Ensure that there is regular communication with the council and school community
 - Ensure meeting minutes are recorded and maintained
 - Ensure that topics are relevant and dealt with appropriately
 - Consult with school Principal, Board of Education Staff and Trustees as required
- **Secretary Shall:**
 - Be elected by the council at the first meeting of the school year
 - Follow the roles of Council members
 - Record, distribute and maintain council minutes, including attendance
 - Copies of the minutes shall be given to the chair and Principal within ten(10) days of the meeting
 - Prepare other council documents as required
- **Treasurer shall:**
 - Be elected by the council at the first meeting of the school year
 - Follow the roles of Council members
 - Collect all monies taken in at council events. The Treasurer does not have to present for all collection but must verify the amount collected before deposit
 - A minimum of two council members must be present at the counting of any monies
 - Make available copies of the Treasurers Report at council meetings



➤ **Principal shall:**

- Facilitate in the establishment of the council and assist in its operation
- Support and promote council activities
- Seek input from the council in areas in which the council has responsibilities
- Act as a resource in laws, regulations, Board Policy and collective agreements
- Communicate with chair as required
- Ensure that copies of minutes, resolutions and financial records are available in the school

15. Conflict Resolution

- Every council member will be given an opportunity to express his/her opinion about the issue of dispute
- Speakers to an issue will maintain a calm and respectful tone at all times
- Speakers will be able to speak without disruption to the discretion of the chair
- The chair is to clarify statements made, to identify common ground and set out joint interests of all members. If no common ground can be identified, the chair will seek preferences from all members
- If all attempts at resolving the conflict have been exhausted, the chair shall request the intervention of the Principal. If the conflict involves the Principal, the chair may seek the intervention of the Trustee or Superintendent to help facilitate a resolution
- If the conflict is with the chair any elected officer may act on behalf of the chair for the purpose of conflict resolution

16. Conflict of Interest

- A conflict of interest maybe actual, perceived, or potential. Members of the Council shall declare a conflict of interest in matters that they, members of their family, or business entities in which they may have an interest, stand to benefit either directly or indirectly. The member shall exclude him/herself from discussions and decision making connected to the matter
- The conflict of interest shall be recorded in the meeting minutes
- A Council member shall not accept favours or economic benefits from any individual, organization or entities known to be seeking business contracts with Sir Wilfrid Laurier Elementary School.

17. Removal of a Member

- A council member maybe removed temporarily or permanently due to a conflict within the council
- If a council member is failing to follow the Code of Ethics, the chair shall request that the member(s) of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting will be a private meeting, involving the member, chair, Principal and a neutral party and shall not be construed as a meeting of the council
- If a member continues to fail by the code of Ethics or if their position is detrimental to the welfare and positive operation of the council, s/he may be removed by majority vote, done by secret ballot
- Only the result of the vote will be announced

18. Amendment of Constitution & By-laws

- The articles of this Constitution and By-laws are governed by Provincial Legislation and Board Policy. There may be situations where amendments are required. Any such amendments shall be made, as required, then announced and ratified at the June Annual Meeting
- Proposed changes must be made in writing to the council up to one month prior to the Annual meeting
- The chair who will include the proposed changes in an agenda of the Annual Meeting
- Constitutional amendments require a 2/3 majority vote of council
- Outcome to be documented in meeting minutes



19. Document Date & Signatures

This Document was voted, with Quorum, on _____
(Date)

Chair _____
(Print) (Signature)

Principal _____
(Print) (Signature)