

## **SIR WILFRID LAURIER SCHOOL COUNCIL BYLAWS**

**Updated 2023**

Working together, parents, teachers, administration to build a community within Sir Wilfrid Laurier to help foster a great environment for our children to learn and grow.

### **1.OFFICIAL NAME**

Sir Wilfrid Laurier School Council (herein called SWLSC)

### **2. MISSION STATEMENT**

We the members of the SWLSC strive to build and maintain a caring and respectful School community. We will promote growth and creativity as we embrace change and future opportunities. We are committed to encouraging students to reach their full academic potential, become life-long learners and enhance the accountability of the education system. Together we accept our responsibilities as members of our school community and to increase awareness and communication to support the learning environment.

### **3. OBJECTIVES**

In addition to the mandate of school councils as defined by the Education Act and in Accordance with Ontario Regulations 612/00 regarding school councils the objectives are:

- Promote the best interests of Sir Wilfrid Laurier.
- Provide and maintain a school-wide focus on all issues.
- Encourage participation of all parents at Sir Wilfrid Laurier.
- To identify priorities and provide advice to the principal with open lines of communication.
- To organize events that will provide funding to enrich the school environment for students and staff.

### **4. CODE OF ETHICS**

- Be guided by our Mission Statement, Objectives and Goals
- Respect the school's guiding principles
- Consider the best interest of ALL students, staff, administration and community
- Encourage a positive atmosphere where opinions are valued and encouraged
- Use appropriate communication channels when issues and concerns arise
- Limit discussions at council meetings to council matters
- Do not accept honorariums
- Promote a positive attitude towards public education
- Respect the personal and professional rights and responsibilities of all individuals
- Foster a sense of community within the school for parents, staff and students
- Maintain confidentiality
- Exercise being respectful when matters of upset or concern arise

We recognize that the ultimate responsibility for the administration of the day to day operations of the school rests with the school principal.

The council mandate is subject to any rules and restrictions as set by the Board and/or legislated by the Ministry of Education in Ontario.

### **5. MEMBERSHIP**

Membership of council shall be composed of the following:

- Maximum of 15 parents/guardians of students currently enrolled at Sir Wilfrid Laurier. Council Executive will be taken from these 15 members.
- A person is qualified to be a 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 to Ontario Reg. 612/00 a person is not qualified to be a parent member if:
  1. He or she is employed at the school; or
  2. He or she is not employed at the school but is employed elsewhere by the board that established the council, unless they take reasonable steps to inform people qualified to vote in the election of parent members of that employment. O. Reg. 612/00, s. 4(2)
  3. One teacher representative
  4. Principal/Vice principal
  5. Student representative
  6. If desired a community representative who can be appointed by the SWLSC. Community appointees must be community members who are representatives from local business and/or industry, social service agencies, or community or non profit organizations.
  7. All members are voting members with the exception of the principal.

#### **6. ELECTION PROCEDURES**

- Elections shall take place within the first 30 days of the school year in accordance to Ontario Regulation 612/00
- Nomination forms and notification of election shall be sent to every parent in the school 14 days prior to the election.
- Each parent/guardian seeking election must be nominated or self-nominated prior to election.
- Completed nomination forms shall be submitted to the principal.
- Each parent/guardian is entitled to one vote per vacant position.
- If the number of candidates are less or equal to the number of vacancies the candidates will be acclaimed.
- If the number of candidates are more than the number of vacancies, each candidate will have a chance to speak and an election by secret ballot shall be held.
- Voting must be done in person – there will be no proxy or absentee voting.

#### **7. Terms of Office**

- The terms of office shall be one year starting at elections in September and continuing until the election the following September.
- Members may seek additional terms of office. The following Officers shall be elected from the membership.
  1. Chair -must have been a council member the previous school year.
  2. Treasurer - must have been a council member the previous school year.
  3. Secretary
- If an executive position becomes vacant during the year, nominations and elections to fill the vacancy will be held at the next council meeting.
- If a member misses three consecutive meetings and have not contributed to or kept in contact with the council, a vote will be held to determine if they will be removed from council.

- If a member's children leave the school, the member will be welcome to participate in meetings as all members of the community can, but they will lose their voting rights.

## **8.ROLE OF EXECUTIVE**

1. Role of Chair
  - Prepare Agenda
  - Ensure Secretary is taking and maintaining meeting minutes
  - Participate in information and training as required
  - Appoint committees as required
  - Act as the liaison between Administration and the Council
  - Promote and provide communication between school staff, parents, students and the council
  - Will agree to keeping Council informed via one email per month
  - Ensure that topics are relevant and dealt with appropriately
2. Role of Treasurer
  - Work in collaboration with Office Staff to count and verify all School Council funds for deposit in school account
  - Maintain statements of receipts and disbursements including current balance of School Council generated funds at each meeting
  - Obtain financial records from Office Staff for all School generated funds
  - Verification of financial records in June of the term they are treasurer
3. Role of Secretary
  - Complete minutes within one week of council meeting for approval by Principal and Chair
  - Distribute minutes to all council members

## **9.Role of Principal(s)**

- Facilitate and assist Council where required
- Support and promote council's activities
- Assist, advise, co-operate and consult with Council as it works towards achieving its yearly goals
- Seek input from the Council in areas for which it has been assigned advisory responsibility
- Obtain and provide information required by the Council to enable it to make informed decisions
- Assist the Council in communicating with the community

## **10.Committees**

- Committees will be established as required by the Chair, such as fundraising, beautification etc.
- An elected member of the council shall lead each committee but membership is open to the entire school community.
- Any members of the school community having a special project which would benefit the school community is free to address the Council about the establishment of the committee.
- Committee members will report to council Chair and then the SWLSC.
- The Council must approve all recommendations of sub committees but day to day tasks are the responsibility of the committee itself.

## **11.Quorum**

To have quorum a council meeting must meet the following criteria:

- The principal or vice principal is present.

- At least half of the Council members are present, and; at least half of the members present are parent members.
- Should a meeting not have quorum, it may proceed with reports and discussion points, however, all motions/votes will be tabled. Should a meeting lose quorum before it adjourns, any remaining motions/votes will be tabled, and the point that quorum was lost will be recorded in the minutes.
- A simple majority will be necessary to pass motions.
- Quorum issues are pertaining to the distribution of funds.

## **12.Council Meeting Frequency**

- All Council meetings will take place in the Learning Commons or Online via MSTeams at the discretion of the principal and chair.
- The council will meet at least four times per year, sub-committees may meet more frequently.
- New meeting dates will be established at the end of the previous months meeting.
- Notice of the meetings will be posted on the school sign and on social media five days prior to meeting.
- All Council meetings are open to all parents/guardians and the school community
- All sub-committee meetings will be open to all parents/guardians and the school community and do not have to be held at the school.
- Guest speakers need to be discussed with the principal and chair before being invited to speak at Council Meetings.

## **13.Voting**

- All members of Council shall have a vote with the exception of the principal and vice principal.
- Voting will be done by a show of hands for in person and online meetings.
- The chair shall call a vote via email should the need arise between meetings.
- Votes will be regarding the disbursement of council funds.
- Decision making is done by majority rule.

## **14.Minutes**

- Shall be recorded by the secretary or designate at every council meeting and sent to the principal and chair within one week of the meeting date for approval.
- A copy of the approved minutes must be made available to all council members and to the school community.
- A copy of the minutes must be kept on file in the office at the school.

## **15.Agenda**

- Agendas will be provided to all council members a minimum of 4 days before the council meeting. Any council member can request that addition items be added to the agenda but will be added at the chairs discretion.
- The Agenda shall be established by the chair in consultation with the principal.
- Special guests and others who are not members of SWLSC who have been invited to attend will be listed on the agenda.

## **16.Conflict of Interest**

- A conflict of interest may be actual, perceived, or potential. Members of the SWLSC shall declare a conflict of interest in matters that they, members of their families, or business entities in

which they may have interest, stand to benefit either directly or indirectly by a member shall exclude him or herself from discussion in which:

1. A conflict is likely to result.
2. A member shall not accept favours or economic benefits from any individuals, organizations or entities known to be seeking business contracts with Sir Wilfrid Laurier. The chair may, with just cause, direct a member to declare a conflict of interest.

### **17. Conflict Resolutions**

Every council member will be given the opportunity to share their concern or opinion about the issue at dispute and how the dispute has affected him or her.

1. Speakers will remain calm and use a respectful tone at all times.
2. Speakers will be allowed to speak without interruption.
3. The chair's responsibility is to clarify the statements made by all speakers, to identify common ground, and to establish joint interest of all members.
4. If no common ground can be reached, the chair will seek the preferences among all members before proceeding further.
5. If all attempts at resolving the dispute or conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution.
6. If conflict is with the chair, another member of the executive may act on their behalf.

### **18. Financial Regulations**

- Monies must be counted in twos, ideally by the treasurer and one other party; but the chair or secretary and another party may also count money as well.
- Financial donations or a donation used to generate funds by a member become the property of SWL and they may only receive a tax receipt for the face value amount of the monies or item, not the funds generated therein; nor can the donation be rescinded.
- If council cannot decide by vote where generated funds should be allotted, the Principal, Vice Principal and Chair(s) May have a separate meeting to assign funds as administration sees fit for that school year as administration has ultimate say in all school and council matters.
- Council will spend funding that is equitable across the school considering - Parent engagement, School Improvement and, Student or School Enrichment.
- Fundraising dollars (ie. Food days) cannot be accepted past the due date, no exceptions.

### **19. Annual Report**

In accordance with O. Reg. 612/00

1. The council will annually submit a written report on its activities to the principal and the board. If fundraising has occurred, the report shall include details on these funds.
2. The principal will provide access to 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 posting the report in a school location that is accessible to all parents.

### **19. AMENDMENT OF BYLAWS**

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.

**Enacted June 2023**

---

**Chair**

---

**Principal**