
SCHOOL COUNCIL – BY-LAWS

_____ (Name of School)

**All By-laws contained in this constitution must adhere to
School Council Policy A4310; APM A7200; APM A7630 and Regulation 612**

Article 1 – Mandate

As per Regulation 612, our school council will work together in an advisory role to engage community partners for the improvement of student achievement and well-being, while promoting a caring, safe and nurturing learning environment.

Article 2 – Objectives and Goals

Our goals reflect the *Simcoe County District School Board Strategic Priorities*.

Article 3 – (School Name) Mission Statement

We will work to increase parent/guardian involvement in our school to help our students achieve their fullest potential academically, socially and emotionally.

Article 4 – Membership

Parents/guardians of a student enrolled at our school are eligible to run as parent/guardian representatives on school council. Parents/guardians will comprise the majority of our council membership. Refer to APM A7200, section 1, for eligibility details and exceptions.

The maximum number of voting positions on our school council will be 17. Voting members include: parent/guardian representatives, a teaching representative, a non-teaching representative, student representative(s) and a community representative.

The school principal is a non-voting council member.

From the elected membership the committee will determine a chair, vice-chair, and a recording secretary.

Article 5 – Voting/Decision-making Procedures

All decisions and recommendations made to school administration will be the result of a vote by voting members of council on a motion presented by a member of council. Refer to APM A7200, section 5.

In the absence of quorum (a majority of voting members) no motions may be considered or approved. The council may continue the meeting for purposes of discussion of issues.

Each member of the council will have one vote on every motion and a motion is approved if a majority of the council members present at the meeting vote in favour of the motion.

Refer to *Ministry of Education, School Councils: A Guide for Members*, section 8.9, for additional information.

Article 6 – Roles and Responsibilities

The roles and responsibilities for school council members are defined in APM A7200, APPENDIX A, as per Policy 4310 – School Council.

Council members participate in council meetings and act as a link between the school council and the community. Council members shall act in accordance with *school and board Code of Conduct* and shall abide by board policies and procedures.

Council members are to maintain a school-wide focus on all issues. School council meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other council members.

Refer to APM A7200, APPENDIX A, for additional information.

Article 7 – Term of Office

A person elected, or appointed as a member of school council holds office for the current school year. A member may be re-elected for a maximum of three consecutive years to any executive position. A person may continue for a fourth year in an executive position if no other member of council is willing to assume the role.

Term of Office by-law may be exempt if, after an election, council meetings cannot proceed due to lack of quorum. Refer to Regulation 612.

Article 8 – Election Procedures and Vacancies

Election procedures will follow those outlined in APM A7200, sections 1, under the supervision of the school principal.

Article 9 – Operating Procedures

The school council shall meet at least four times during the school year. The principal shall provide notice of the dates, times and locations of the meetings once they are established.

Agenda items must be approved by the chair and the principal. All agenda items are due to the chair no later than 10 days prior to the school council meeting.

The school council secretary will be responsible for recording the minutes of every meeting and providing the minutes to the chair no later than 10 days prior to the school council meeting.

If time does not permit completion of the agenda, item(s) may be moved to the following meeting.

Refer to APM A7200, section 5, for additional information.

Article 10 – Conflict of Interest

Any time school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss, or vote, on any such resolution pertaining to the matter.

Article 11 – Conflict Resolution Procedures

All members of council will, in accordance with *school and board Codes of Conduct*, demonstrate respect for members of council, staff and guests, in attendance at council meetings.

Should a dispute arise, members of council and the principal will make every effort to resolve the dispute by following APM A7200, section 7.

Article 12 – Code of Conduct

School council recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. Expectations for behaviour are outlined in APM A7630 - Code of Conduct.

Article 13 – Amendments to the By-laws.

All amendments must adhere with Regulation 612, Policy 4310 – School Councils, APM A7200 and APM A7630.

Article 14 - Administrative Requirements

School council must record and maintain records of all financial transactions, council meeting minutes, and prepare an annual year-end report each June. These documents will be maintained in the school office in the *School Council Continuity Binder*. These documents will be made available to any member of the school community upon request.