



Gledhill School Council Bylaws

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A. Overview

These bylaws:

- A. Support current legislation specific to school councils in Ontario.
- B. Promote and foster a healthy school council at Gledhill Junior Public School.

B. Council Purpose

The Gledhill School Council (Council) works closely with the school administration and the broader education system (including School Board Administrators and the Ontario Ministry of Education) to provide advice on a variety of issues and activities affecting our school. The Council also fundraises to provide additional enrichment and activities at the school for the students and parents alike, and supports equity and positive engagement with the East York community.

C. Council Composition

The Council shall be comprised of:

- A. All Parents/Guardians of a student enrolled at Gledhill Junior Public School. All Parents/Guardians are automatically designated as Parent Members and have the right to vote on Council related issues and elections
- B. The Principal or a designate such as the Vice-Principal.
- C. A teacher representative currently employed by the school and elected by the school teachers.

The Council may also include, at the discretion of the Council and the Principal:

- D. A non-teaching staff representative that is not the Principal or Vice-Principal, elected by non-teaching staff.
- E. One community representative elected/appointed by the Council who lives or works within the school's neighbourhood but is not a parent of a student at the school or employed by the school.
- F. A student currently enrolled at the school and appointed by the Principal after consultation with the Council.



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D. School Council Positions and Committees

- A. Council elected positions are to be filled by Parent Members.
- B. At a minimum, elected positions shall include a Chair or Co-Chairs, a Treasurer and a Secretary. A Parent/Guardian who is a Toronto District School Board employee and is employed at Gledhill Junior Public School is not eligible to fill the position of Chair or Co-Chair.
- C. Additional elected positions are intended to reflect the needs of the school, community and Council and may include the following:
 - 1. Parent Engagement Chair
 - 2. Communications Chair
 - 3. Fundraising Chair
 - 4. Grants Chair
 - 5. Healthy Kids Chair
 - 6. School Improvement Chair
 - 7. Volunteer Chair
 - 8. Parent Class Representatives Chair
 - 9. Ward and School Advocacy Chair
 - 10. Eco Chair
 - 11. Governance Chair
- D. The Council may establish committees as required to support Council initiatives. Each committee must be chaired by a Parent Member and be elected by the Council. Committee Chairs are to report on the progress of Committee activities at Council meetings.
- E. All Parent Members running for a position must declare if they work for the Toronto District School Board.
- F. Elected positions on the Council shall provide applicable documents and hand over all responsibilities to the incoming elected position at the end of their term.
- G. Committee members may include, in addition to Parent Members, school staff or other community individuals who are not members of Council.



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E. Duties and responsibilities of elected positions

The requisite elected positions have the following responsibilities:

a. Chair / Co-Chair

1. Set Council meeting dates for the year, as well as the first Council meeting for the following year, in consultation with the school Principal and Parent Members.
2. Organize Council meeting agendas in consultation with the school principal and council members.
3. Chair Council meetings, allowing for both individual and small-group input during discussions. Maintain meeting order and timelines, focusing on the agenda and priorities.
4. Ensure democratic procedures for decision making and conduct of the Council.
5. Meet regularly with the Principal on matters relating to the business of Council.
6. Encourage maximum involvement of the Council members.

b. Secretary

1. Ensure that Council meeting details are communicated to Council members and that a meeting reminder is sent one week prior to each meeting date.
2. Keep minutes of the Council meetings and seek approval by the Council Chair and Principal within one week of the meeting date.
3. Ensure that agendas and minutes are posted in the school and online in an area accessible to the school community. Minutes should be made publicly available within two weeks of each council meeting.
4. Maintain a complete set of meeting minutes, Bylaws and any policies passed by the Council or school community.
5. Organize babysitting and interpreters for Council meetings.
6. Organize refreshments for Council meetings.
1. Prepare an annual report. The annual report will summarize the council's activities.
7. Keep a list of all users and passwords for websites used by council.
8. Chair Council meetings if Council Chair(s) are absent.



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- c. *Treasurer*
2. Maintain financial records of the Council.
 3. Provide the Principal with monthly Council account balances and account activity and provide a status report at each Council meeting.
 4. Count money raised and keep records of Council fundraisers.
 5. Coordinate with and seek approval from the Council and the school Principal regarding disbursement of Council funds.
 6. Complete and submit the required Toronto District School Board documentation, including a School Council Financial Plan (at the beginning of the year) as well as a year-end Toronto District School Board Non-Board Funds accountability form.

F. *Meeting elements*

- A. The Council shall meet a minimum of 4 times per academic year but may meet as frequently as monthly, as determined by the Council.
- B. The Principal must provide written notice of council meetings to all parents/guardians with students enrolled at the school.
- C. All Council meetings are open to the community.
- D. The school Principal or his/her designate must be present at the meeting.
- E. If the Chair / Co-Chair does not attend the meeting, the Council Secretary may Chair the meeting.
- F. All meetings of the Council shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in these bylaws and Ontario Regulation 612/00.

G. *Motions and voting*

- A. Where possible, the Council will strive to reach decisions by consensus. Once consensus has been achieved, a motion may be used to formalize the decision.
- B. Formal decision-making by a vote of the majority may also be required at Council meetings. Examples of decisions that may require voting include fundraising plans, elections, major Council initiatives and changes in by-laws.



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- C. The results of each vote will be documented in the meeting minutes.
- D. Items on the agenda that are to be voted on should be communicated (electronically and/or in written format) at least one week prior to the meeting date.
- E. Each member of Council, except the Principal who is not a voting member, shall have one vote.
- F. A winning vote must gain the majority (most of the votes) of “in favour of” or “yes” votes.
- G. Quorum refers to the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the Council. For the purpose of the Council, quorum is defined as nine (9) voting members. Should quorum not be met, the vote will be held over until the next meeting.

H. Elections

- A. Elections shall occur within the first thirty days of the start of each school year.
- B. Information about Council elections, including nomination forms and election dates and times, should be sent to all parents at least 14 days prior to the election.
- C. Each Parent Member seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
- D. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the Council.
- E. Election voting shall be conducted by secret ballot. The Principal and a Parent Member not seeking election shall count the votes. The Council Chair or Governance Chair should be the Parent Member assisting with the counting of the votes if they are not seeking re-election.
- F. The term of office shall be for one calendar year (i.e., September to September).

I. Vacancies

- A. A vacancy on a Council elected position does not prevent the Council from exercising its authority.
- B. Vacant positions and/or Council Committees can be elected into existence, should the need arise.
- C. When a vacant spot on a Council elected position is filled, the newly elected Member’s term shall expire at the time of the next election.



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J. Conflicts of interest

Any time the Council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the 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 relating to the matter.

K. Conflict resolution

- A. All parties will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- B. Speakers to an issue will maintain a calm and respectful tone at all times.
- C. Speakers will be allowed to speak without interruption for a reasonable duration of time.
- D. The Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
 - A. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
 - B. If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

L. Budget process and allocations

The Treasurer, Chair or Co-Chairs and Principal are signatories on the Council bank account and authorized to sign cheques on behalf of the Council.

M. Code of ethics

A Council Member shall:

- A. Consider the best interests of all students.
- B. Be guided by the school's and the school board's mission statements.



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- C. Act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- D. Become familiar with the school's policies and operating practices and act in accordance with them.
- E. Maintain the highest standards of integrity.
- F. Recognize and respect the personal integrity of each member of the school community.
- G. Treat all other members with respect and allow for diverse opinions to be shared without interruption.
- H. Encourage a positive environment in which individual contributions are encouraged and valued.
- I. Acknowledge democratic principles and accept the consensus of the council.
- J. Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- K. Not disclose confidential information.
- L. Limit discussions at school council meetings to matters of concern to the school community as a whole.
- M. Use established communication channels when questions or concerns arise.
- N. Promote high standards of ethical practice within the school community.
- O. Declare any conflict of interest.
- P. Not accept any payment or benefit financially through Council involvement.

N. Process to amend bylaws

- A. Bylaws shall be reviewed and approved by the Council on an annual basis and revised if required. This regular review will ensure the Council continues to support the ever-evolving role and requirements of the Council and school community.
- B. Bylaws may also be amended as follows:
 - a. Any Parent Member can propose an amendment to the bylaws.
 - b. Notice of an upcoming vote to change the bylaw must include a copy of the existing bylaw and a copy of the proposed amended bylaw.