

## Bylaws

### ELIZABETH SIMCOE JUNIOR PUBLIC SCHOOL, SCHOOL COUNCIL

By virtue of the Education Act and Ontario Regulation 612/00, which sets out the mandate, roles and responsibilities for school councils, these bylaws for the establishment of the Elizabeth Simcoe Junior Public School Council are declared in effect from **June 19, 2025**.

#### 1 – Name

The name of this organization shall be ELIZABETH SIMCOE JUNIOR PUBLIC SCHOOL COUNCIL (herein referred to as Council)

#### 2 – Membership

Membership in the Council shall be composed of the following people:

1. A minimum of six parents/guardians of students enrolled at the school will represent the parents/guardians of the School.
2. All parents/guardians of children in the school are "Members at Large" of the Council and may attend and speak at any Council and committee meetings.
3. One teacher employed in the school, other than the Principal, will attend each Council meeting, this role can be split between more than one teacher and can be rotated and will be appointed by the teaching staff of the school.
4. The Principal of the school.
5. A maximum of two community representatives approved by elected Council Members at the first council meeting of the school year.
6. A maximum of one education worker employed by Sunshine Childcare.

#### 3 – Objective

1. In addition to the mandate of school councils as defined by the Education Act, and in accordance with Ontario Regulation 612/00 regarding school councils, the objectives of the Council shall be to:
  - Contribute to the improvement of student achievement and school performance and enhance accountability of the education system to parents.

- Provide a meaningful forum for discussion of topics of interest to all parents and teachers, and promote mutual understanding between the home and the school.
- Assist the school to provide additional educational and recreational opportunities through a variety of mechanisms, including fundraising, as approved through consultation with the Principal/Staff which will benefit the children of the School.

#### **4 – Election Procedure**

1. Elections shall occur annually within the first 30 days of the start of each school year in accordance with Ontario Regulation 612/00.
2. Each parent/guardian seeking election must be nominated or self-nominated in writing and declare if she/he is employed by the Toronto District School Board, and summarize their reasons for seeking election.
3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian position on the council.
4. Nomination forms supplied by the school shall be filed by all parent/guardian candidates to the Principal.
5. Information about each candidate supplied by the candidate him/herself shall be made available to the school community at least one week prior to the election.
6. If the number of declared candidates is less than or equal to the number of positions, the candidates will be acclaimed at the first Council meeting of the academic year.
7. If the number of declared candidates is higher than the number of positions, then an election will be called in accordance with Ontario Regulation 612/00.
8. Only the names of the successful candidates shall be made public.
9. No individual campaign literature for the school council elections may be distributed or posted in the school or through electronic medium.
10. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
11. Notice of Election Day proceedings shall be made public by the Principal at least fourteen days prior to the election.

12. Any parent/guardian running for an Officer position (Chair/Co-Chair, Vice Chair, Secretary or Treasurer) must have served, at minimum, one term as a Member of the Council.
13. Council does have the discretion to appoint Officers in the event the requirement in subsection 12 cannot be met.
14. If an election is required, the Principal shall conduct a lottery of candidate names to determine randomly selected ballot positions for each candidate.
15. Elections for school council shall be supervised by the Principal and conducted by secret ballot; neither proxy nor absentee voting is permitted.

#### **5 – Term of Office**

1. The term of office for all school council positions is one academic year, (September until end of June) and any Member may, if qualified seek re-election or re-appointment.

#### **6 – Officers**

Officer positions are elected or acclaimed at the first meeting of the school year and should include:

1. a Chair
2. a Vice-Chair
3. a Fundraising Chair
4. a Secretary
5. a Treasurer

Vacancies in the position of any officer may be filled by appointment of a sitting Member of Council within the term of Council, subject to approval by a majority vote of Council.

## 7 – Role of Council Members

All titled Executive of Council roles are as following:

Role of Chair/Co-Chair

- a) Arrange for Council meetings
  - b) Prepare agendas for Council meetings
  - c) Chair Council meetings
  - d) Ensure that minutes of Council meetings are recorded and maintained
  - e) Facilitate conflict resolution
  - f) Communicate with the Principal on behalf of the Council
  - g) Consult with senior board staff and trustees as required on behalf of the Council.
  - h) Act as a Joint Signing Officer
1. Role of Vice Chair
    - a) Chair school council meetings in the absence of the chair
    - b) Assist Chair as required
    - c) Act as a Joint Signing Officer
  2. Role of Fundraising Chair
    - a) Arrange meetings of the Standing Committee on Fundraising.
    - b) Report to Council on recommended fundraising activities and expenditures.
    - c) May assist Secretary with posting minutes on the web site and include either a reference to, or synopsis of, the minutes in the school newsletter.
    - d) Act as a Joint Signing Officer
  4. Secretary
    - a) Complete records of all meetings in a timely manner in advance of meetings.
    - b) Assist the Chair in the distribution of minutes to all Council Members, post minutes on the web site and include either a reference to, or a synopsis of, the minutes in the school newsletter.
    - c) Act as a Joint Signing Officer
  5. Treasurer
    - a) Act as custodian of the funds of Council
    - b) Handle receipt and disbursement of Council monies
    - c) Keep proper records of all financial transactions
    - d) Arrange for verification of the Council's financial records in June and September of each year.
    - e) Act as a Joint Signing Officer

## 6. Principal

- a) Provide leadership and guidance to Council.
- b) Facilitate and support its operation.
- c) Provide such information and advice as would enable Members to function effectively in their respective roles.
- d) Act as Joint Signing Officer.

## 7. Elected Council Members and Members at Large

- a) All elected Members of Council and Members at Large represent the views and opinions of the parent community and are encouraged to attend and participate in all meetings.
- b) One parent per household will be permitted to hold an Elected Council position.
- c) All elected Members of the Council and Members at Large are required to volunteer for the Fun Fair (specifically on the day-of the fun fair), to be held the last Friday of May each year. Members should also volunteer for at least one other council funded event.

## 8 – Meetings

1. A minimum of four meetings per year.
2. An Annual Meeting of the Council shall be held prior to the end of the school year.
3. Two or less Council-sponsored 'Fundraising and Expenditure meetings may be held if required during the year (Fall and Spring) to carry out a strategic review and planning to meet fundraising and expenditure needs and priorities. These meetings may be in addition to the regular meetings of Council as outlined in section 8-1.
4. The Fundraising Committee will meet, as required throughout the year, to carry out the Council approved plans for fundraising and expenditures in support of Council's objectives and will make recommendations to, and report to Council, on its activities.

## 9 – Voting

1. Each elected Member of the School Council is entitled to one vote in votes taken by the council.
2. Non-voting Members at Large are not entitled to vote at Council meetings.

3. Each elected Member and Member at Large on a Council committee/sub-committee is entitled to one vote in votes taken at the committee/sub-committee level.
4. The Principal and the teacher of the school are not entitled to vote in votes taken by the Council or by a committee of the school council.

#### **10 – Quorum/Annual, Monthly Meetings**

1. Should a Member of council miss two consecutive meetings, that Member may lose voting rights.
2. All council Members are required to attend a majority of the Council meetings.
3. A meeting of the Council cannot be held unless:
  - a) A majority (51%) of the current elected member of the Council are present at the meeting.
  - b) A majority of the members (51%) of the Council who are present in the meeting are elected parent/guardian members.
4. A simple majority (51%) of those elected parent/guardian Council Members in attendance is required to pass a motion.

#### **11 – Finances**

1. The Council shall be self-supporting and shall hold such fund-raising events necessary to carry out its activities and programs.
2. Signing Officers are: Chair, Vice-Chair, Finance Chair, Secretary, Treasurer, and Principal.
3. Expenditures of the Council are to be incurred only in furtherance of the objectives of the Council.
4. All expenditures of the Council require approval of the Council, with the exception of those outlined in Article 11.5.
5. Expenditure decisions up to \$100 or up to \$250 for approved events, and to a maximum of four times per year, can be made by the Fundraising Chair, in consultation with the Council Chair, Treasurer and Principal, to support Council/School activities that arise during the year. These expenditures must be reported in the Treasurer's Report.

6. All expenditures are to be reported in the Financial Statement to be made available in September and June of each year.
7. The Council will not borrow funds or enter into any financial commitment for which funds are not already in hand.
8. The Council shall maintain bank accounts from which Council funds shall be deposited and from which payments by the Council shall be made. Cheques drawn on the bank account of the Council shall require the signature of two Officers of Council. The Treasurer may hold, on behalf of the Council, funds of the Council, funds not exceeding \$100 as petty cash.
9. A verification of the financial records will be carried out annually by a professional qualified person or by the Toronto District School Board.

## **12 – Committees**

1. The Council may establish committees as required to make recommendations to Council and to carry out projects of Council on an as needed basis.
2. Council shall have a Fundraising Standing Committee, to be Chaired by the Council's Fundraising Chair.
3. The Fundraising Chair will recommend and report to Council on fundraising activities and expenditures to meet the objectives of Council.

Members at Large are encouraged to participate at the committee level and can chair a committee/sub-committee of Council. All committees of Council must include at least one elected parent/guardian member.

4. Standing Committee meetings like the Fundraising Committee must be open and accessible to the public and are to be publicized in the same way that regular school Council meetings are publicized.

## **13 – Conflict of Interest**

1. A conflict of interest may be actual, perceived or potential.

2. Members of Council shall declare any pecuniary conflict or otherwise, in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of Council.
3. A Member shall exclude herself/himself from discussions in which:
  - A conflict of interest is likely to result.
  - The Member's ability to carry out his/her duties and responsibilities as a member of school Council may be jeopardized.
  - The Council member, his/her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the Council provides to the Principal or board.
  - A Member shall not accept favours or economic benefits from any individual organizations, or entities known to be seeking business contracts or other, with the school.

#### **14 – Conflict Resolution**

1. Every Council Member and Member at Large will be given an opportunity to express his/her concern or opinion about any issue at dispute and how the dispute has affected him/her.
2. 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.
3. If no common ground can be identified, the Chair will seek to clarify preferences for all Members before proceeding.
4. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request intervention of an independent third party to assist in achieving a resolution.
5. An independent third party may be a school board official or another individual mutually agreed on by the parties involved in the dispute.
6. If a Council Member or Member at Large become disruptive during a meeting, the Chair after unsuccessfully asking for order, shall direct the individual Member(s) to leave the meeting, citing

reasons for the request. This does not prevent the Member(s) from participating in future meetings of Council.

7. When the Chair has requested the removal of a Member(s) from the meeting, the Chair shall request that the disputing Members 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 may be held in private and shall not be construed as a meeting of the Council.

### **15 – Constitutional Reform**

1. Amendments to this constitution require a two-thirds majority of elected members present at a meeting of the Council.

### **16 – Ethics**

1. All elected Council members and Members at Large will conduct themselves in accordance with the School Council's Code of Ethics. (June 2021).