

SAMPLE SCHOOL COUNCIL BY- LAWS

(Insert School Name) School Council

Constitution & By-laws, (Operational Framework)

Date Approved:

Date reviewed;

Official Name (Insert School Council Name)

School Council Operational Guidelines

School councils represent a very real opportunity for establishing community relationships and for creating a broadened consensus around the purpose of public education and around student learning as the key focus of schools.

School councils are advisory bodies. The advice should be based on the general views of the school community, and the best interests of all the students in the school. The school council is accountable to the school community it represents.

Mission

The (Insert School Name) School Council shall provide a forum for parents, educators, students and the community to actively participate as contributors to improving student achievement, success and wellbeing.

Mandate

- The (Insert School Name) School Council must operate within the Education Act and may make recommendations to the principal, to the TVDSB, on any matter, in accordance with Regulation 612/330 of the Ontario Education Act.
- (Insert School Name) School Council member shall maintain a general view and school -wide focus on all issues with the best interests of all students and staff in the school by consulting with school community.

In addition to its advisory responsibilities the school council shall:

- Establish and review annually the council's goals, priorities, and procedures.

Objectives/Purpose "Why are we together?"

- To enhance the accountability of the education system.
- To promote and develop strategies for parental involvement in the education of their children.
- To share information(communicate) with parents and the community and to seek their ideas and views about matters under consideration by the council (consult).

Membership

- The following shall be members of the School Council, elected or appointed, in accordance with Regular majority on the Council.) However a person is not qualified to be a parent member if he or she is employed at the school, or is not employed at the school but is a board employee, they must take reasonable steps to inform the council.
- The School Principal.
- One teacher other than the principal or vice-principal.
- One or more non-teaching staff.
- One or more community representative with no pupils at the school.
- One or more persons appointed by an association that is a member of another established organization. i.e. P.T.A. or Home and School Association.
- Non-voting representation of one grade seven and one grade eight student s enrolled at (Insert School Name)serving a two year term. At the principals discretion.
- Note: Should a situation exist where there are not sufficient candidates to fill the vacancies, the council will continue to operate and will attempt to find an individual(s) who will agree to an appointment.

Elections

- Shall be held during the first 30 days of then school year, on a date that is fixed by the school principal in consultation with chair.

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Term of Office

- The term of office shall be one year. A member may be re-elected/re-appointed indefinitely.

Officers and Duties

Parent Members

([Insert School Name](#)) parent members shall form the majority by election or acclamation. Parent Member duties shall include, but not be limited to;

- Maintain a school-wide perspective on issues
- Participate in council meetings
- Participate in information and training programs
- Act as a link between the school council and the community
- Encourage the participation of parents and community members
- Attend council meeting and fulfill duties.

Chairperson or Co-Chairperson

The ([Insert School Name](#)) School Council shall elect a chair or co-chair, if determined by parent majority, from the parent/ guardian members who are not employed at TVDSB.

Chairperson or Co- chairperson duties shall include, but not be limited to;

- Prepare the agenda in partnership with principal
- Chair the school council meetings
- Ensure the minutes are recorded and kept at the school
- Participate in information and training programs
- Communicate with the school principal on behalf of the council
- Facilitate collaborative decision-making
- Ensure that there is regular communication with the school community
- Facilitate the resolution of conflict;
- Participate as ex-officio member of all committees.

Vice -Chairperson

The ([Insert School Name](#)) School Council shall elect a Vice Chair, unless a Co-Chairperson assumes the duties of the Vice Chairperson, as determined by the majority if parent members. The duties of the Vice -Chairperson shall include, but not be limited to;

- assume the Chairperson's responsibilities in his/her absence
- assist the Chairperson in the performance of his/her duties as delegated
- maintain effective communication with TVPIC Chairperson
- perform other duties as delegated

Secretary

The ([Insert School Name](#)) School Council shall elect a Secretary. The duties of the Secretary shall include but not be limited to:

- record accurate proceedings at meetings
- maintain file copies of agendas, minutes and correspondence
- maintain effective communication with Chairperson
- perform other duties as delegated

Vacancies

- Vacancies for ([Insert School Name](#)) representatives before April 1st may be filled by an appointment of a parent/ guardian until the end of the term. Appointments are made through consensus of the council members.

Meetings

- The ([Insert School Name](#)) School Council shall have a minimum of four meetings a year and others as required.
- A quorum shall consist of the parent members being in majority.
- The school principal or delegated vice principal must be in attendance.

- All meetings are open to the public and shall be held in a public place, such as the (Insert School Name) Library.
- The School Council shall meet within the first 35 days of the school year, on a date fixed by the principal of the school, in consultation with chair of the school council.
- The principal shall, on behalf of the school council give written notice of the date, time and location to all enrolled school families.
 - o Giving notice in the school newsletter.
 - o Posting notice in the school, at an accessible location.
- Minutes shall be taken at all council meetings. The minutes shall be kept in the School Council binder, in an accessible location to be kept for a maximum of four years.
- In the decision making process, every effort will be made to make decisions by consensus. In the event that a vote is required, every member is given on vote with the exception of the principal.

Sub Committees

- The (Insert School Name) School Council may establish committees to make recommendations to the council.
- Every committee of the school council shall include at least one parent member of the council.
- The committee of a school council may include persons who are not members of the council.

Conflict of Interest

- A (Insert School Name) School Council Member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for that member. The Chair and/ or principal will note the conflict and ensure it is accurately recorded in meeting minutes.

Conflict Resolution

- In the event of an internal dispute the Council will seek the advice of the principal. The council will comply with the TVDSB School Council Conflict Resolution Policy.

Annual Report

- The (Insert School Name) School Council shall prepare and submit a written annual report on its activities to the principal and the school board and to the school families. Also the school council annual report is to be posted at an accessible location in the school and filed in the School Council Binder.

Fundraising

The (Insert School Name) school council may engage in Fundraising activities as set forth in Reg.612.