

Westminster Woods School Council By-Laws 2023-2024

The mandate of the Council is to work in cooperation with the school administration, teaching staff, and the parent community to support and enhance student learning.

The School Council of Westminster Woods Public School operates in accordance with the Ontario Regulation 612/11 and the UGDSB policy #201.

SECTION 1- MEMBERSHIP

1.1 School council membership may consist of a majority of parents, principal or vice-principal, one teacher.

1.2 Parent membership shall be not less than 5 and no more than 30.

1.3 Terms of membership shall be one year

1.4 There is no maximum of terms a parent may serve

1.5 School council executive will consist of elected, acclaimed and/or appointed members

1.6 Officers of the school council will be Chair and/or vice-chair, secretary, treasurer

1.7 The principal, in consultation with the Council, will establish procedures for the election of staff, non-parent, and if applicable, in accordance with Board policy

SECTION 2-ELECTIONS

2.1 In September of each year, notice of election will be posted on the school website (by the first day of school)

2.2 Information pertaining to council roles and responsibilities will remain posted to the school website at all times throughout the year

2.3 Executive Roles will be filled by election, if more than one member is interested in the role

2.4 Elections for membership must be held if the number of parents wishing to serve on council exceeds the maximum number set out in by-law 1.2

2.5 Vacancies, which occur during the school year, may be filled by election or appointment, at the discretion of council

SECTION 3- MEETINGS

3.1 First meeting must take place within the first 35 days of school (Ontario Regulation)

3.2 Officers will be elected or appointed at the first meeting of the school year

3.3 By-laws will be posted to the school website

3.3 Meetings will be held a minimum of 4 times per year

3.4 a quorum of council shall be a majority of council members including a majority of parents

3.5 Decisions may be deferred at the discretion of the Chair and elected members present, if a quorum is not present

3.6 Minutes will be taken at each meeting

3.7 Minutes shall be posted online (retained for 4 years)

SECTION 4- CONFLICT AND CONFLICT RESOLUTION

4.1 Any member of council who has a private interest in a matter before council will:

- Immediately declare the conflict
- refrain from participating in any decision making and/or voting
- Refrain from influencing the decision-making or voting

4.2 Council members will strive to work as a team and have respect for the opinions of others

4.3 The Chair shall attempt, with the support of council, to resolve conflicts within council

4.4 If council is unable to resolve the dispute, the Chair and Principal may consult the appropriate Superintendent for assistance

4.5 If consensus cannot be reached, the Chair in the final attempt to resolve the conflict, may call for a vote

SECTION 5- COMMITTEES

5.1 The following committees will be established annually:

- Fundraising
- Community Building & Events
- Playground Improvement and Greening

5.2 The Chair, in consultation with the Principal, will strike additional committees if necessary and deemed appropriate

5.3 Standing Committees may require additional meetings

5.4 Committees will report back to the Council

5.5 Committees must obtain Council approval for all expenditures

5.6 A committee must include at least one parent member of council

5.6 Participation on committees is not restricted to Council members. Council encourages all parents to participate.

SECTION 6 - FINANCIAL

6.1 All proposed expenses by committees must be approved by Council.

6.2 All invoices for approved expenses related to Council's activities must be submitted to the Treasurer

6.3 All cheques must be signed by the Treasurer or the Chair and the Principal.

6.4 The Treasurer will prepare a financial statement to be presented at the monthly Council meetings.

6.5 The financial records will be audited annually by the external auditor.

6.6 Financial records shall be kept for 7 years.

6.7 A financial statement shall be included in the year-end Annual Report.

SECTION 7 - FUNDRAISING

7.1 All fundraising activities of council will be conducted in accordance with the Board Policy.

7.2 All funds raised by council will be used in accordance with Board Policy.

7.3 Requests for the use of the revenues raised by the Council will be (whenever possible) summated in writing and reviewed by the Council in consultation with the Principal.

7.4 The Fundraising Committee will prepare and present at the 2nd meeting, a proposed program of fundraising activities for approval by Council as a group.

7.5 The Fundraising Committee may revise their program with Council's approval during the course of the school year if necessary.

7.6 Fundraising activities will be reviewed by Council at the first meeting.

SECTION 8 - ROLES & RESPONSIBILITIES

8.1 Chair/Vice Chair

- prepare agenda in consultation with Principal
- attend and chair council meetings
- communicate information from Ministry of Education and UGDSB
- facilitate conflict resolution within council
- represent council at functions and meetings

- ensure that all records be retained for the mandatory 4 years
- observe the council's code of ethics and established by-laws

8.2 Secretary

- attend and participate in meetings
- record and maintain accurate records of council meetings
- distribute minutes to all council members via email and request that Principal or Vice Principal post to the website
- manage all council correspondence
- observe the council's code of ethics and established by-laws

8.3 Treasurer

- attend and participate in meetings
- maintain accurate and up to date financial records of council's funds
- timely and regular deposits of funds received
- prepare cheques with school office coordinator
- prepare and present financial statement at meetings
- prepare annual financial statement for September council meeting
- observe the council's code of ethics and established by-laws

8.4 Principal/Vice Principal

- attend and participate in meetings
- observe the council's code of ethics and established by-laws

8.5 Staff Representatives

- attend and participate in meetings
- observe the council's code of ethics and established by-laws

SECTION 9 - BY-LAWS

9.1 Bylaws have been established in accordance with our Ministry of Education and UGDSB Policies

9.2 By-Laws have been drafted in order to help guide the Council in daily business throughout the year.

9.3 Review of current By-Laws will be done annually, by committee in May.

9.4 Any changes, additions and/or deletions of by-laws will be done at the June council meeting.

9.5 Any changes, additions and/or deletions must be passed by a simple majority vote