

KJPS School Council

By-laws

(Unanimously adopted by the KJPS School Council on June 1, 2020)

The activities of the Kimberley Junior Public School - School Council (the “**School Council**”), will at all times be carried on in compliance with the *Education Act*, R.S.O. 1990, CHAPTER E.2, as amended or replaced from time to time (the “**Education Act**”), the applicable regulations enacted under the Education Act, including School Councils Reg 612/00 (“**Regulations**”), Toronto District School Board (the “**Board**”) policies and agreements, including collective agreements (collectively, “**Board Policies**”).

In the event of a conflict between the provision of these By-laws and any relevant sections of the Education Act, Regulations or Board Policies, the School Council members shall exercise their vote and influence so as to cause these By-laws to be amended to the extent necessary to resolve any such conflict in such manner that the provisions of the Education Act, Regulations or Board Policies, as applicable, shall at all times prevail. These By-laws may be amended or repealed by a vote in favour by a majority of the parent members in attendance at any duly constituted meeting of the School Council, provided such majority is comprised of a minimum of six parent members.

Article I – Name

1.1 The School Council will be known as “The Kimberley School Council” or the “KJPS School Council” and may, from time to time, adopt a logo for use to identify itself on correspondence and public communications.

Article II – Goals

The School Council shall conduct its activities in a manner intended to achieve the goals set out below and any other specific goals that the School Council may adopt from time to time.

2.1 To promote a positive school environment for all students and staff at Kimberley Junior Public School.

2.2 To support activities and programs designed to improve student achievement and enhance the accountability of the education system to parents.

2.3 To promote and encourage communication between home and school, thus empowering parents with a shared responsibility for their children's educational experiences.

2.4 To raise the funds required for the activities and programs supported by the School Council in its efforts to achieve its goals.

Article III – Membership

3.1 There shall be no limit on the number of parent members on the School Council and each and every parent of a child enrolled in Kimberley Junior Public School shall be deemed to be elected as parent members of the School Council for each school year that his or her child is enrolled.

3.2 "Parent" shall include a guardian as defined in the Education Act.

3.3 Despite subsection 3.1 above, a person is not qualified to be a parent member of the School Council if,

(a) he or she is employed at Kimberley Junior Public School; or

(b) he or she is not employed at Kimberley Junior Public School but is employed elsewhere by the Board, unless he or she takes reasonable steps to inform the other parent members of that employment.

3.4 There shall be no membership fee and no registration requirement.

3.5 The School Council shall also appoint at least one community representative to sit as a voting member of the School Council.

3.6 The school principal will always sit as a non-voting member of the School Council.

3.7 One teacher at the school will be elected by the members of the teaching staff of the school to sit as a voting member of the School Council.

3.8 The school's business and support staff members, such as caretakers, educational assistants, lunch supervisors, community checkers and secretaries may elect one non-teaching staff member to sit as a voting member of the School Council.

Article IV – School Council Executive

4. The School Council shall elect parent members only to the following School Council Executive positions:

(a) **Chair or Co-Chairs:** The Chair or Co-Chairs will arrange for meetings, prepare agendas, chair School Council meetings, ensure that minutes of School Council meetings are recorded and maintained, facilitate the resolution of conflict and communicate with the principal on behalf of the School Council. The Chair or Co-Chairs will filter down key points from Council meetings to the Snack Coordinator.

(b) **Secretary:** The Secretary will be responsible for taking, or arranging for an alternate to take, minutes at each and every School Council meeting and delivering such minutes to the School Council (by email) before the following scheduled Council Meeting.

(c) **Treasurer:** The Treasurer will be responsible for maintaining the School Council's financial records in compliance with the Education Act, Regulations and Board Policies, arranging for signing authorities for the School Council's bank accounts, depositing and disbursing School Council funds, preparing an annual report setting out the details of the School Council's finances.

(d) **Communications Officer:** The Communications Officer will be responsible for delivering (whether by e-mail or paper notices) information and notices about School Council matters to the Kimberley Junior Public School parent community. The Communications Office will provide and manage content for the website and coordinate with the Website Coordinator to ensure timely updates.

Article V – Terms of Office

5.1 A person elected or appointed as a member of the School Council Executive shall hold office from the later of,

(a) the date he or she is elected or appointed; and

(b) the date of the first meeting of the School Council after the elections, until the date of the first meeting of the School Council after the next year's elections.

5.2 Members of the Executive may seek additional terms of office.

Article VI – Elections/Appointments of School Council Executive Members

6.1 Elections of School Council Executive members will be held during the first 30 days of the school year on a date fixed by the Chair in consultation with the principal.

6.2 All candidates must complete a School Council Executive Candidate Declaration Form (the "**Candidate Form**").

6.3 The Candidate Form should be received by the school office prior to the date of the School Council meeting at which the Executive members shall be elected.

6.4 The information on the Candidate Form, with the exception of address and phone numbers may be shared with the Kimberley Junior Public School parent community and copies of the completed Candidate Forms shall be distributed to the School Council members attending the meeting at which the Executive shall be elected.

6.5 The School Council members present at the meeting shall cast a written secret ballot by selecting one candidate for each Executive position. The principal shall collect the ballots and announce the names of those elected to the Executive positions.

6.6 The candidate who receives the most votes (relative/simple majority) for any particular Executive position will be elected to such Executive position for that school year.

6.6 In the event only one candidate submits a Candidate Form for a particular Executive position, then such candidate shall be acclaimed for that position.

Article VII – Committees

7.1 The School Council Executive may from time to time establish School Council committees, pursuant to the following:

(a) All committees will have at least one parent member of School Council but may otherwise be composed of members who are not School Council members.

(b) Each committee shall appoint a spokesperson, who will provide a progress report at the monthly School Council meetings.

(c) The School Council Executive shall, no later than the date of the second School Council meeting held in any school year, establish a fundraising committee that shall stand, meet and operate throughout each school year. If there are enough members to establish such a committee.

Article VIII – Meetings and Voting

8.1 School Council general meetings will be held monthly from October to June as well as September of the next school year (to hold elections for in-coming Executive members). School Council meetings are commonly held in a room or space deemed suitable for the size of the group (and must be discussed ahead of time with the principal as he/she must include that space in her/his permit application), however, if there is a school closure for unforeseen reasons, meetings may be held virtually using a secure online meeting platform. Notwithstanding the foregoing, the School Council may elect to cancel a monthly meeting provided that the School Council shall always meet at least four times during every school year.

8.2 Quorum for the transaction of business at a School Council meeting shall be:

(a) the principal (or delegate); and

(b) at least one School Council Executive member; and

(c) at least five parent members.

8.3 All motions must be moved by a member of the School Council Executive and seconded by any other voting member. The Chair will ensure sufficient discussion is allowed on the motion.

8.4 The School Council Executive will make every attempt to reach a consensus on motions. When consensus is not possible, the Chair shall put the matter to a vote of all the voting members present at the meeting and the matter will be decided by a simple majority vote taken by a show of hands. The Chair shall then make a declaration that the vote upon the matter has been carried or not carried and an entry to that effect shall be made in the minutes of the meeting.

Article IX – Conflict of Interest

9.1 A conflict of interest refers to a situation in which private interests or personal considerations may affect a member’s judgment in acting in the best interest of the school and the School Council. It includes using a member’s position, confidential information, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the member’s family, friends or business associates.

9.2 In the event that a member has a conflict of interest with respect to a matter under consideration at a meeting of the School Council, the member shall:

(a) Declare the conflict of interest at the beginning of the meeting and before the matter is discussed;

(b) Refrain from participating in the discussion of the matter;

(c) Refrain from voting on the matter; and

(d) Refrain from attempting to influence another member of the School Council before, during or after the consideration of the matter.

9.3 The declaration of the conflict of interest shall be recorded in the minutes of the meeting.