

# By-Laws of the School Council for Joseph M. Demko School

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## 1. Definitions

### 1.1. In these By-Laws:

- a) “Council” means the School Council for the School;
- b) “Kindergarten Parents” means parents or legal guardians of children attending the kindergarten program at the School;
- c) “Parents” means parents or legal guardians of students attending the School and includes Kindergarten Parents;
- d) “Regulation” means the School Councils Regulation under the Education Act (See Education Act Section 55);
- e) “School” means Joseph M. Demko School;
- f) “School Community” means persons (other than parents and members of the school staff) who have, in the opinion of the majority of the members of the Council, an interest in the School.

## 2. Membership

**2.1. School Council membership is open to all Parents and members of the School Community and is not subject to election, but rather by representation.**

### 2.2. Members of Council Executive

- a) **The Council Executive will have a minimum of five (5) members consisting of:**
  - i) The principal of the school who is an ex-officio (non-voting) member of the school council;
  - ii) One (1) teacher representing the teachers of the school;

- iii) Three parents, elected by parents at the annual general meeting of the council to the role of Chair, Vice-Chair and Secretary.
- iv) Members-at-large appointed by parents at the AGM.

**b) In addition, the following may be considered:**

- i) One (1) representative of the school community, appointed by the Council;
- ii) One (1) representative from each school society whose purpose is to meet the needs of the students of the School (e.g. Logos, Fundraising, etc...).

### **2.3. Term of Membership**

- a) The principal will be a member of the Council for so long as the principal remains principal of the school.
- a) Parents will be members of the Council Executive from the time of their election until another election is held at the next annual general meeting.
- b) Members of the School Community will be members of the Council from the time of their appointment until the end of the next annual general meeting.

### **2.4. Election of Parents to Executive School Council**

- a) At each annual general meeting of the Council, the number of parents required by section 4.1(a) will be elected.
- b) Nominations for election may be made by any parent in attendance at the meeting, including those who are members of the Council. Only parents present at the meeting may vote for those nominated.
- c) When more than one parent is vying for any one Council Executive position, elections will be by written ballot. Each person entitled to

vote will print on the ballot, or in the event of a virtual meeting format, a virtual ballot, the name of each nominee that the person wishes to be elected to the Council.

- i) When there are not sufficient candidates to hold an election, positions will be filled by acclamation with consideration from the Principal to what is in the best interest of the School.
- d) The Secretary will ensure that only persons entitled to vote will have access to ballots, and that those persons are informed that the maximum number of votes that may be cast is equal to the number of positions to be filled.
- e) Any ballot which has a number of votes cast which exceeds the number of positions to be filled will be a spoiled ballot and will not be counted.
- f) The Chair will declare those persons who receive the greatest number of votes, until all vacant elected positions are filled.
- g) The Secretary will retain all ballots for sixty (60) days following the election.
- h) The new members elected will become members of the Council immediately after the close of the annual general meeting.

## **2.5. Teacher Representation**

- a) The principal will ensure that a teacher employed at the School will be present at the School Council Meetings.

## **2.6. Appointment of Member of the School Community**

- a) If a member of the school community is to be appointed to the Council, the following procedure will be utilized:
  - i) The potential appointees will be discussed at a regular meeting of the Council;
  - ii) The Executive Council will decide if a community member needs to be appointed or will be a member of council;

iii) The appointment will be made by the Council by general consensus.

### **3. Meetings**

#### **3.1. Annual General Meeting**

- a) The Council will hold an annual general meeting within forty (40) days following the first instructional day of each school year.
- b) Notice of the annual general meeting will be given to Parents and the School Community not less than fourteen (14) days before the date of the meeting. The notice will be given in the manner determined by the Council. The notice will describe the matters to be dealt with at the annual general meeting, which will include the election of members of the Council.

#### **3.2. Regular Meetings**

- a) At each meeting, the Council will determine the time, date and place for the subsequent meeting. The Secretary will communicate this information to all parents.

#### **3.3. Procedure at Meetings**

- a) Absence of Chair or Secretary
  - i) In the absence of the Chair and Co-Chair, the principal will appoint a Chair for the meeting.
  - ii) In the absence of the Secretary, the Chair or principal will appoint a recording secretary for the meeting.
- b) Quorum

- i) The quorum for any meeting will be a minimum of 5 members including the Executive Council and School Council members, including those from the school community.
- c) Absence of Quorum
- i) In the absence of a quorum, no motions may be considered or approved.
  - ii) If a majority of parents wish the meeting to proceed in the absence of a quorum, the Council will continue the meeting for purposes of discussion of issues, but Section 3.4(c)(i) will continue to apply.

### **3.4. Motions**

- a) All meetings will be in a “Town Hall” format and any member of the Council may make a motion at any meeting, with a seconder required.

### **3.5. Voting on Motions**

- a) Prior to voting on any motion, Council will be encouraged to dialogue and clarify in an attempt at building consensus within Council. The Chair will limit consensus building to an appropriate time frame.
- b) Any member of the Council will have one vote on every motion.
- c) Any members of the Council may abstain from voting on any motion.
- d) A motion is approved if a majority of the Council members in attendance at the meeting vote in favor of it.
- e) Each parent present at the meeting will have one vote, and the motion will be approved if a majority of those voting vote in favor of the motion.
- f) In the event of a tied motion, further discussion will occur followed by a second vote. In the event of a second tied vote, the motion is defeated.

## **4. Council Executive**

### **4.1. Positions**

- a) The Council Executive will be:
  - i) The Chair;
  - ii) The Co-Chair/Vice Chair;
  - iii) The Secretary;
  - iv) Such other officers as the Council may elect
  - v) Principal
  - vi) Teacher Representative

### **4.2. Duties**

#### **a) The Chair will:**

- i) Chair all meetings of the Council;
- ii) Decide all matters relating to rules of order of the meetings;
- iii) Prepare an annual report in conformance with the Regulation.

#### **b) The Vice Chair/Co-Chair will:**

- i) Upon the Chair's absence, assume the duty of Chair.

#### **c) The Secretary will:**

- i) Prepare the minutes of each meeting of the Council and maintain the minute book of the Council. Minutes shall be made available to the Chair no later than two (2) weeks prior to the next Council meeting.
- ii) Give notice of the annual general meeting and any scheduled meetings.

#### **d) The Principal will:**

- i) Report and gain input on any required information that the board deems essential.

- e) Any other officers of the Council will have the duties prescribed by the Council.

## **5. Resolution of Conflicts**

### **5.1. Process**

- a) In the event of a significant division of the School Council on any issue pertaining to the welfare of the school, the Chair will seek the assistance and implementation of the Healthy Interaction model of conflict resolution. This could require seeking assistance from the District Office. (See Appendix).
- b) If, at any time, ten (10) parents or any four (4) members of the Council Executive are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written petition signed by them to all Council members and the following will apply:
  - i) The Chair will call a meeting of the Council;
  - ii) The Secretary will provide five (5) days written notice to all Parents of the date, time, place and purpose of the meeting;
  - iii) At the meeting, Parents in attendance will have an opportunity to hear and discuss the issues in conflict;
  - iv) On motion, seconded by any Council member or parent in attendance at the special meeting, a vote will be held respecting the dissolution of the Council;
  - v) If a majority of parents and Council members vote in favor of the dissolution of the Council, the Council will be immediately dissolved.
  - vi) Effective school councils reflect the priorities and attitudes of the school parents and the community at large. School councils do not make unilateral decisions about what happens in a school. They are participants in the decision making process along with Teachers, the Principal and the School Board. Ultimately, the Principal and the

school must ensure that decisions made are in the best educational interest of the students in the school.

## **5.2. Actions After Dissolution**

- a) If a Council is dissolved, the Principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting and the Principal will perform the duties of the Chair and Recording Secretary with respect to notification of the next annual general meeting.

## **6. Annual Report**

6.1. In accordance with the School Councils Regulation, the School Council, through the Chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:

- a) A summary of the school council's activities of the year
- b) A financial statement (not applicable to JMD Council as we do not handle funds)
- c) A copy of the minutes of each meeting

6.2. The School Council will make the annual report available to all members of the school community.

## **7. Review of the Amendments to the Bylaws**

7.1. The bylaws and amendments will:

- a) remain in force from year to year, unless amended at the AGM.
- b) be amended as needed by a majority vote of the school council at an AGM.
- b) be circulated with the notice of the AGM.



- c) be reviewed by the Executive Council every 5 years upon their acceptance.

## **8. Code of Ethics**

### **8.1. All School Council members shall:**

- a) Abide by the legislation that governs them
- b) Endeavour to be familiar with school policies and operating practices and act in accordance with them
- c) Practice the highest standards of honesty, accuracy, integrity and trust
- d) Recognize and respect the personal integrity of each member of the school community
- e) Declare any conflict of interest
- f) Encourage a positive atmosphere in which individual contributions are encouraged and valued
- g) Apply democratic principles
- h) Consider the best interests of all students
- i) Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- j) Not disclose confidential information
- k) Limit discussions at school council meetings to matters of concern to the school community as a whole
- l) Use the appropriate communication channels when questions or concerns arise
- m) Promote high standards of ethical practice within the school community

- n) Accept accountability for decisions
- o) Not accept payment for school council activities

## **9. Privacy**

9.1. The School Council shall adhere to the Personal Information Protection Act (PIPA).

9.2. School Council shall not share personal information for purposes other than those of school council business.

## **10. Policies**

10.1. School Council may develop policy for the duration of their term.

10.2. The policies of school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

## **11. Fundraising Society**

11.1. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.

11.2. School council can develop policy to promote productive, open and transparent relations with the fundraising society.

11.3. As school council will not fundraise, they will direct any potential donors to the fundraising committee or school.

**Approved by a majority of Parents present at the School Council meeting held on:**

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