

J.R. WILCOX COMMUNITY SCHOOL

SCHOOL COUNCIL BYLAWS



Bylaws in accordance with *Ontario Regulation 612/00* and *330/10* of the *Education Act*

Version 1.1

**J.R. WILCOX COMMUNITY SCHOOL
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May 25, 2021

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ARTICLE 1 NAME OF ORGANIZATION

SECTION 1.1 J.R. Wilcox Community School – School Council

1.1.1 The name of the school council at J.R. Wilcox Community School is the J.R. Wilcox Community School – School Council herein referred to as SC.

1.1.2 The name of the school J.R. Wilcox Community School herein referred to as School.

ARTICLE 2 PURPOSE

SECTION 2.1 Ministry Mandate

2.1.1 The mandate of SC is prescribed by the Education Act, Ontario Regulation 612/00 School Councils and Parent Involvement Advisory Committees, Last Amendment O. Reg. 330/10.

2.1.2 The purpose of SC is to provide a forum for all parents/guardians in the school to work together to contribute to the improvement of student achievement and well-being and to enhance the accountability of the education system to parents/guardians. O. Reg. 330/10, s. 2(1).

SECTION 2.2 Objectives

2.2.1 The School has a diverse and socially responsible School community. The SC Bylaws serve as governance for the conduct of SC’s matters and as a framework to help the School work effectively.

2.2.2 In addition to the mandate of SC as defined by the Education Act and in accordance with the Ontario Regulation 612/00 regarding school councils, the objectives of SC shall be to:

- a) Promote communication between parents/guardians and the School.
- b) Foster parent/guardian and community involvement, engagement, and outreach in the School.
- c) Provided a meaningful forum for discussion of topics of interest to parents/guardians and teachers.
- d) Raise funds to provide programs, material and equipment, and other provisions for the School that would not otherwise be available under the School’s operating budget.
- e) Participate in the wider educational community (i.e., Toronto District School Board “TDSB”) by providing information to its constituent groups and communicating the position of SC.

- f) Participate in the decision-making process in the School and provide support to the School's principal to help achieve the annual objectives of the teachers at the School.

ARTICLE 3 MEMBERSHIP

SECTION 3.1 Members

3.1.1 Parent/guardian members shall constitute a majority of the members of SC.

3.1.2 SC is comprised of the following members:

- a) 6 to 22 Parent/Guardian Members – a person is qualified to become a member of the executive or a parent/guardian member-at-large of SC if they are a parent or legal guardian of a student enrolled at the School.
- b) 1 Teacher – who is employed at the School to be elected by the teaching staff at the School.
- c) 1 Non-Teaching Staff Member – Any member of the non-teaching staff in the School (excluding the principal and vice-principal) is eligible to seek election to the non-teaching position. The non-teaching staff is elected by other non-teaching staff in the school to participate in SC.
Parents/guardians working as non-teaching staff in the School are eligible to fill this position.
- d) 1 Community Representative – this person is appointed by SC.
- e) Principal or their designate. The principal or designate is to be present at all SC meetings.

3.1.3 Members elected under SECTION 3.1.2 (a) above may be employees of the TDSB, but must inform SC of the employment at the first SC meeting they attend and may be asked to excuse themselves from a vote if there is deemed to be a conflict of interest. (refer to Section 3.2 e) and f) for exceptions).

3.1.4 All members must observe the SC's Code of Ethics and established bylaws.

SECTION 3.2 Election Process

- a) Elections shall occur within the first 30 days of the academic year in accordance with Ontario Regulation 612/00.
- b) Elections can be either in-person or virtual.
- c) The principal on behalf of SC shall, at least 14 days before the date of the election of parent/guardian members, give written notice of date, time and location of the election to every parent/guardian of a student enrolled at the school.
- d) Each parent/guardian seeking election must be a parent/guardian of a student enrolled at the school to be nominated or self-nominated in writing

and summarize their reasons for seeking election. Nominations will also be accepted from the floor (virtually or in-person).

- e) If a parent/guardian is employed by the TDSB, they are not eligible to hold a co-chair position but can hold any other SC position. They must declare if they are employed by the TDSB.
- f) If a parent/guardian is employed at the School and has a child(ren) at the School they are not eligible to be an executive officer or parent/guardian member-at-large, however, they are eligible to be elected as a teacher or non-teaching staff member.
- g) Parent/guardians can run for more than one position.
- h) Nomination forms (SC template) shall be filed by all parent/guardian candidates to the school (principal or designate).
- i) Information about each candidate, supplied by the candidate shall be made available to the school community at least one week prior to the election.
- j) If the number of declared candidates is less than or equal to the number of positions, the candidates will be acclaimed at the first SC meeting of the academic year.
- k) If the number of declared candidates is higher than the number of positions, then an election will be called.
- l) Elections for SC shall be supervised by the principal (or designate) and parents/guardian member(s) of SC who are not seeking election.
- m) Only a parent/guardian of a student enrolled at the school shall be entitled to one vote for *each* vacant parent/guardian position on SC.
- n) Voting shall be by a secret ballot format (in-person or virtually) and neither proxy nor absentee voting is permitted.
- o) Elections for teaching and non-teaching staff representative on SC will be held during the first 30 days of each academic year.
- p) Names of the successful candidates shall be made public (i.e., in the School's newsletter [Wilcox Word], School website, social media platforms) within 30 days of the election (first SC meeting).
- q) While SC members can resign, there is no available provision for the discretionary removal of elected or appointed SC members before the end of their term.

SECTION 3.3

Vacancies

In the event of a vacant position at any point during the academic year:

- a) The current members of SC will work with the principal to elect or appoint a suitable person to fill the vacant position.
- b) The term for the appointed member will begin as soon as they are elected/appointed and continue until the election of new SC members in the following academic year.

- c) If a position cannot be filled, SC can operate as long as the number of parent/guardian members remains the majority.

SECTION 3.4 Terms of Office

3.4.1 The term of office for all SC elected or acclaimed representatives is from the date of the election (first SC meeting) until the first SC meeting of the following academic year.

3.4.2 Any member may seek re-election or re-appointment, if qualified.

SECTION 3.5 Parent/Guardian Composition

3.5.1 Executive Officers

Only parents/guardians can hold officer positions on SC. The following executive officer positions are elected by SC at the first SC meeting:

- a) Two co-chairs
- b) A secretary (or two co-secretaries)
- c) A treasurer (or two co-treasurers)
- d) Ward 8 representative

3.5.2 Parent/Guardian Members-at-Large

Parent/guardian members who are voting members are parent/guardian members-at-large on SC. Parent/guardian members-at-large are elected by SC at the first SC meeting.

3.5.3 Non-voting Parent/Guardian Members

Non-voting parent/guardian members are welcome to attend all SC meetings.

SECTION 3.6 Roles and Responsibilities

3.6.1 Co-Chairs

- a) Prepare an agenda for each SC meeting that shall include the order and name of each speaker and time allotted to each speaker for each item.
- b) Arrange SC meetings.
- c) Chair each SC meeting or arrange for another SC member to chair.
- d) Ensure that minutes of the SC meetings are recorded and maintained.
- e) Accept conflict of interest determinations from SC members and determine if the nature of the conflict of interest warrants the SC member(s) to leave the meeting room when the agenda item is discussed.
- f) Facilitate the resolution of conflict.

- g) Communicate with the principal on behalf of SC outside of the official SC meetings.
- h) Act as co-signatory (joint signing officers) on cheques for payment of goods and services.
- i) Prepare year-end report of SC activities for presentation to principal and TDSB.
- j) Participate as ex-officio members of all committees and subcommittees established by SC.
- k) Assist the principal with the election plan for the following academic year. Typically, this should take place in June.
- l) Assist with facilitating the election and first SC meeting of the following academic year, only if not running for re-election.

3.6.2

Treasurer or Co-Treasurers

- a) Maintain a record of the SC funds and financial activities.
- b) Ensure that proper accounting records are maintained for all revenues and expenses.
- c) Ensure that all SC funds are kept in the SC bank account.
- d) Monitor the status of the funds on a monthly basis.
- e) Complete bank reconciliations for verification by co-chairs.
- f) Handle receipt and disbursement of SC funds.
- g) Prepare and present financial reports at all SC meetings.
- h) Ensure all fundraising activities/initiatives that collect funds from parents/guardians of students enrolled at the School are pre-approved by the principal.
- i) Participate on the Events and Fundraising Committee.
- j) Act as a co-signatory (joint signing officer) on cheques for payment of goods and services.
- k) Facilitate access to the SC financial records by the School and the School community.
- l) Prepare an annual, written financial statement for review and approval of SC at the final SC meeting of the academic year.

3.6.3

Secretary or Co-Secretaries

- a) Record minutes of each SC meeting.
- b) Make notes of decisions and actions including person(s) responsible for following up on those said decisions and actions.
- c) Provide minutes to the co-chairs and the principal within two weeks of each SC meeting.
- d) Ensure that the SC meeting minutes, only once approved, are distributed (via Wilcox Word, School website, or other means).

- e) Responsible for SC information, only once approved, being distributed (via Wilcox Word, School website, or social media platforms).

3.6.4 Ward 8 Representative

- a) Attend Ward 8 council meetings or arrange for another member to attend.
- b) Report on Ward 8 council meetings at the next SC meeting and highlight any issues that may impact the School community.
- c) Raise any issues at Ward 8 meetings that concern the School community.
- d) Contribute to SC discussions.
- e) May participate on any SC committees and/or subcommittees.

3.6.5 Parent/Guardian Members-at-Large

- a) Expected to attend the majority of SC meetings.
- b) May participate on any SC committees and/or subcommittees.
- c) Encouraged to participate and facilitate SC events.
- d) Represent the views and opinions of the School community and are expected to solicit the views of other parent/guardians in the School community throughout the year.

3.6.6 Non-Voting Parent/Guardian Members

- a) Encouraged to contribute to the discussions of SC.
- b) Encouraged to participate on any SC committees and/or subcommittees.

3.6.7 Teaching and Non-Teaching Staff Members

- a) Serve as a liaison between SC and the teaching and/or non-teaching staff members of the School.
- b) Where feasible, the teacher member shall facilitate the compilation of a teacher wish list to present to SC.
- c) Where feasible, the teaching and non-teaching staff members present reports to SC.
- d) Solicit views from teaching and non-teaching staff to share with SC.
- e) Contribute to the discussions of SC.
- f) Communicate information back to teaching and non-teaching staff members.
- g) May participate on any SC committees and/or subcommittees.

3.6.8 Community Representative

- a) Is a member of the community of which the School is located.
- b) Contributes to SC discussions.
- c) Is a voting member.
- d) Represents the community perspective.

- e) Helps to build partnerships and links between the School and the community.
- f) May participate on any SC committees and/or subcommittees.

3.6.9

Principal

The principal is a non-voting member of the SC. However, SC meetings cannot be held if the principal (and/or vice-principal) is not in attendance.

The principal’s role and responsibilities are:

- a) Prepare principal’s report and present at all SC meetings.
- b) Act as a resource to SC on laws, regulations, and School Board policies.
- c) Consider each recommendation made by SC to the principal and return to SC with the action taken in response to the recommendation.
- d) Promptly distribute material identified by the Ministry of Education or TDSB as “for distribution to SC members” to SC and post the material in a school location accessible to parents/guardians.
- e) Solicit views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents/guardians, and the communication of those plans to the School community.
- f) Where feasible, and if the teacher member is unable to do so, facilitate collection of a teacher wish list to present to SC.
- g) Participate in completion of the SC Fundraising Plan in consultation with SC.
- h) Authorize any fundraising at the School.
- i) Assist with collection of fundraising money, where possible, and support secure storage of funds at the school.
- j) Assist the treasurer(s) to ensure that proper accounting records are maintained for all revenues and expenses.
- k) Act as co-signatory (joint signing officer) on cheques for payment of goods and services.
- l) Facilitate communication between SC and the School community.
- m) Ensure timely posting of all SC communications, including approved SC meeting minutes.
- n) May solicit the views of SC on any matter.

ARTICLE 4

MEETINGS

SECTION 4.1

General Meetings

4.1.1

SC shall hold a minimum of four meetings, in-person or virtually or a combination of both, each academic year.

- 4.1.2 The first meeting will coincide with the election of the new SC membership. A schedule for SC meetings for the academic year will be determined at this first meeting.
- 4.1.3 SC shall meet within the first 30 days of the academic year.
- 4.1.4 All meetings of SC, whether in-person or virtual, shall be open to the public and in-person meetings are to be held at a location that is accessible to the public.
- 4.1.5 One of the co-chairs of SC shall preside over each meeting.
- 4.1.6 Review of and motion to approve the agenda shall be the first order of business at the SC meeting.
- 4.1.7 Review of and motion to approve the minutes shall be the second order of business at the SC meeting.
- 4.1.8 The co-chairs will ensure that all speakers stay within their allocated times and that all items on the agenda are completed during the SC meeting.
- 4.1.9 Every SC member will be given an opportunity, where and when feasible, to express their opinion about items under discussion.
- 4.1.10 The co-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 shared interests of all members. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further. If all attempts at resolving the conflict have been exhausted without success (refer to Article 9.0 of the bylaws), the co-chairs will table the discussion for a later date.
- 4.1.11 Childminding will be provided for all in-person SC meetings.
- 4.1.12 Refreshments will be provided for all in-person SC meetings.

SECTION 4.2 Executive Officer Meetings

- 4.2.1 Meet as needed throughout the academic year.
- 4.2.2 Meet prior to SC meetings to plan for the next SC meeting.
- 4.2.3 All records of meetings and any other resources shall be placed in the SC central folder (online or the SC binder at the School). All executive officers shall have full access (e.g., to upload, to edit) to the online central folder and to the SC binder at the School.

SECTION 4.3 Annual Meeting

4.3.1 SC shall hold an Annual Meeting prior to the end of the academic year.

4.3.2 The purpose of the Annual Meeting is to plan and review SC activities and financial transactions.

SECTION 4.4 Meeting Agendas

4.4.1 Any parent and/or guardian may contact the co-chairs and/or the principal to have items added to the agenda. They are to request time needed to address the item at the SC meeting. The deadline for consideration of agenda items is one week prior to the SC meeting.

4.4.2 The agenda shall include the order and name of each speaker and the time allocated to each speaker for each item.

4.4.3 Meeting agendas shall include time allocated for:

- a) Welcoming members;
- b) Land Acknowledgement;
- c) Approval of the Agenda;
- d) Review of the minutes of the previous meeting and to include items that need revisiting (business arising from the minutes);
- e) Declaration of Conflict of Interest;
- f) Principal’s Report;
- g) Treasurer(s) Report;
- h) Teaching and Non-teaching staff members reports, if feasible;
- i) Updates from Representatives (i.e., Ward 8, Community) and the Committee and Subcommittee Chairs or a member of those committees or subcommittees;
- j) New Business; and,
- k) Parent/guardian questions and/or concerns.

4.4.4 Items subject to voting need to be pre-identified on the agenda.

4.4.5 The proposed agenda for each SC meeting shall be posted by the principal (via Wilcox Word, School website or other means) at least two days prior to the SC meeting.

SECTION 4.5 Meeting Minutes

4.5.1 Meeting minutes shall include:

- a) the date;
- b) time;
- c) location of the meeting

- d) list of attendees;
- e) list of those who sent regrets;
- f) name of the person recording the minutes; and,
- g) a clear summary of each discussion item, decisions and actions, including person(s) responsible for following up on those said decisions and actions.

4.5.2 Attendance must be taken at all meetings. For in-person meetings, an attendance sheet must be passed around during the SC meeting for those members (voting and non-voting) to sign and to provide an email address. For virtual meetings, members shall submit their name and email address (via chat feature, email, or by other means).

4.5.3 Draft meeting minutes shall be emailed to only those members who were present at the previous meeting at least seven days prior to the next meeting.

4.5.4 Draft meeting minutes shall be reviewed at the following SC meeting. Members will be given the opportunity to request amendments to the meeting minutes. Once the amendments have been accepted, the co-chairs will invite members to make a motion to approve the draft meeting minutes as final and those SC meeting minutes will be approved.

4.5.5 The approved SC meeting minutes will then be distributed (via Wilcox Word, School website, or other means).

4.5.6 The SC meeting minutes are to be made available for examination at the School or online without charge to any person. Online copies of the SC meeting minutes will be available either in the archives of the Wilcox Word, on the School website, or by other means. SC meeting minutes are to be kept on file at the School for a period of four years.

SECTION 4.6 Quorum

A meeting of SC cannot be held unless:

- a) A majority of voting members (50% +1) of SC are present (parents/guardians, teacher, staff, community representative)
- b) The majority of parents/guardians are voting members.
- c) The principal or their designate is present.

SECTION 4.7 Meeting Attendance

4.7.1 All SC members are required to attend a majority of the SC meetings.

4.7.2 It is the responsibility of all SC members who will be absent from a meeting, to notify the principal and co-chairs in a timely fashion prior to the SC meeting.

4.7.3 If a SC executive officer or parent/guardian member-at-large has been absent for two consecutive meetings, written notification will be given by the co-chairs to the absentee SC executive officer or parent/guardian member-at-large and to the principal concerning the absence.

ARTICLE 5 DECISION-MAKING

SECTION 5.1 Making a Motion

5.1.1 Any voting member can request to make a motion. The co-chairs must recognize the person making the motion.

5.1.2 The member must state, “I move to make a motion”.

5.1.3 Before a motion can be considered, another member must second the motion by stating, “I second the motion”.

SECTION 5.2 Consensus

SC will strive for consensus in decision-making. The co-chairs will ask, “have we reached a consensus or is there anyone who will have difficulties supporting and upholding the decision”?

SECTION 5.3 Voting

5.3.1 When consensus cannot be reached, SC will hold a majority vote. Each SC voting member is entitled to one vote. The principal of the School is not entitled to vote at SC.

5.3.2 Voting may be done by a show of hands or by a secret ballot format.

5.3.3 A motion shall be considered to have passed when approved by a simple majority of voting members present.

5.3.4 A voting member of SC who is present and who fails to vote on a motion shall be deemed to have abstained. An abstention is neither counted in favour or against a motion.

5.3.5 Neither proxy nor absentee voting is permitted, therefore, if a voting member is unable to be present at the SC meeting in which a pre-identified vote is determined, they are not eligible to vote.

5.3.6 In the event of a tie, the motion is defeated.

5.3.7 The decision made by SC shall be recorded in the SC meeting minutes.

ARTICLE 6

COMMITTEES AND SUBCOMMITTEES

SECTION 6.1

Committees and Subcommittees in General

- 6.1.1 Committees and/or subcommittees listed in Sections 6.2, 6.3, 6.4, 6.5, and 6.6 are obligated to function each academic year. Records shall be kept from each committee and/or subcommittee. At the end of the academic year, all records and resources shall be placed in the SC central folder (online or the SC binder at the School) in order for a smooth transition for the following academic year.
- 6.1.2 SC may establish committees and/or subcommittees as required to make recommendations to SC and to carry out projects of SC on an as need basis.
- 6.1.3 A committee and/or subcommittee may be chaired or co-chaired by any parent/guardian of a student enrolled at the School. Parents/guardians are eligible to chair more than one committee and/or subcommittee.
- 6.1.4 Parents/guardians may elect themselves to chair or co-chair a committee. If more than two parents/guardians put forth their names, then voting shall be by a secret ballot format (in-person or virtually) and neither proxy nor absentee voting is permitted.
- 6.1.5 All committees and/or subcommittees are open to all parents/guardians of students who are enrolled at the School.
- 6.1.6 All committee and/or subcommittee meetings, whether in-person or virtual, shall be open and accessible to the public. In-person meetings may be held off-site in a space that is respectful and inclusive of SC members' identity.
- 6.1.7 All committees and/or subcommittees will meet as required throughout the academic year to carry out the strategic plans for SC's objectives and will make recommendations to, and report to SC, on its activities.
- 6.1.8 The committee and/or subcommittee chair is responsible for ensuring that School community is aware of the date and time of the committee and/or subcommittee meetings (via Wilcox Word, School website or other means).
- 6.1.9 The decision-making process during committee and/or subcommittee meetings are to follow the decision-making process outlined in Article 5 of these bylaws. The exception is that each member of a committee, regardless if they are a SC parent/guardian member-at-large, a SC member, or do not attend SC meetings, are entitled to one vote.
- 6.1.10 All chairs or a member of SC committees and subcommittees are to report on the progress of the committee or subcommittee's work at SC meetings.

SECTION 6.2 Events and Fundraising Committee

- 6.2.1 The purpose of the Events and Fundraising Committee is to plan, organize, and implement events and activities. Activities should try to align with the School Improvement Plan and the School Goals.
- 6.2.2 A variety of activities must be offered. Some events must be free of charge, and not just for the purpose to raise funds.
- 6.2.3 Activities may include organizing food options for lunches (e.g., pizza, submarines).
- 6.2.4 Activities may include lunch-time or afterschool extra-curricular activities.
- 6.2.5 The purpose of the fundraising aspect of the committee is to raise funds for the School following the Fundraising Plan (refer to Section 11.1).

SECTION 6.3 Howl Fun Fair Committee and Silent Auction Subcommittee

- 6.3.1 The purpose of the Howl Fun Fair Committee is to plan, organize, and arrange all aspects related to the Howl Annual Fun Fair.
- 6.3.2 The Silent Auction Subcommittee is a branch of the Howl Fun Fair Committee. The chair of the Silent Action Committee shall attend the Howl Fun Fair Committee meetings.
- 6.3.3 The purpose of the Silent Auction Subcommittee is to raise funds for the School for the improvement of student achievement and well-being.

SECTION 6.4 Caring and Safe School Committee (including Equity, Diversity, and Inclusion) and Safe Streets Subcommittee

- 6.4.1 The purpose of the Caring and Safe School Committee is to foster a safe, inclusive, and accepting school climate.
- 6.4.2 The Committee works collaboratively with the administration to help to implement prevention strategies; resolve issues and problem solve; and, to improve on what has already been established in terms of health and safety.
- 6.4.3 The Committee addresses issues on equity, anti-oppression, inclusion, diversity, anti-racism education, and other social justice matters.
- 6.4.4 The purpose of the Safe Streets Subcommittee is to ensure that students' safety to and from the School is an utmost priority.

SECTION 6.5 Staffing Committee

The purpose of the Staffing Committee is to review and understand the staff allocation numbers and projected enrolment for the school. Development of possible program organization models, and any such staffing models are considered by the Committee in their deliberations.

SECTION 6.6 Bylaws Committee

6.6.1 The purpose of the Bylaws Committee is to review and update the SC bylaws as required based on amendments on Ontario Regulation 612/00, direction from the TDSB or as requested by the current SC.

6.6.2 When the bylaws are amended, the chair of the Bylaws Committee will provide a draft to the principal and to the co-chairs to be reviewed at the next SC meeting.

6.6.3 Upon revisions at the SC meeting, the bylaws will be formally accepted and made available to all parents/guardians of the School.

SECTION 6.7 Other Committees and/or Subcommittees

Other committees and/or subcommittees formed by SC shall have a clear mandate and purpose.

ARTICLE 7 CODE OF ETHICS

All members of SC are expected to abide by the code of ethics in order for SC activities to proceed respectfully and productively:

- a) All members shall uphold TDSB human rights and discrimination policy and procedures.
- b) A member shall consider the best interests of all students.
- c) A member shall act within the limits of the roles and responsibilities of SC.
- d) A member shall maintain the highest standards of personal integrity and recognize and respect and personal integrity of each member of the School community.
- e) A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- f) A member shall acknowledge democratic principles and accept the consensus of SC.
- g) A member shall limit discussions at SC meetings to matters of concern to the School community as a whole.
- h) A member shall declare any conflict of interest in accordance with Article 8.

- i) A member shall not accept any payment or benefit financially through SC involvement.

ARTICLE 8 CONFLICT OF INTEREST

SECTION 8.1 General Principles

- 8.1.1 SC members must declare any conflict of interest 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 SC.
- 8.1.2 A conflict of interest may be actual, perceived or potential.
- 8.1.3 A member must exclude themselves from discussions which:
 - a) A conflict of interest is likely to result.
 - b) SC member's ability to carry out his/her duties and responsibilities may be jeopardized.
 - c) The SC member, their relatives, or a business entity in which the SC 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 TDSB in response to advice that the SC provides to the principal or TDSB.
 - d) A SC member must not accept favours or economic benefits from any individual organizations, or entities known to be seeking business contracts with the School.

ARTICLE 9 CONFLICT RESOLUTION

SECTION 9.1 General Principles

- 9.1.1 The intent of this section is to provide a process for resolving conflict between and among SC members, co-chairs, parents/guardians, and/or school administration, that affects the function and/or the physical or social environment of the School.
- 9.1.2 It is the intent of this process to encourage SC members to resolve conflicts and foster good will through direct dialogue whenever possible, before following this formal resolution procedure.
- 9.1.3 It is also the intent of this process to keep relations at SC and the School constructive so that SC members can carry out its purpose.
- 9.1.4 This policy is intended to work in tandem with existing TDSB laws/policies including the Employment Standards Act and the Human Rights Act, and not to supersede those laws or any policies of the TDSB.

SECTION 9.2 Conflict Resolution Process

- 9.2.1 In accordance with O. Reg.330/10 S.43 (b) (viii), the following section of the SC bylaws establish a conflict resolution process, consistent with TDSB policy, for disputes between and among SC members.
- 9.2.2 SC recognizes that conflict is not always negative. It is SC's intention to resolve disputes collaboratively, amicably and respectfully.
- 9.2.3 The co-chairs will be facilitators of the conflict resolution process, unless, the conflict directly involves them. In that case, a SC member (executive officer or otherwise), mutually decided upon by the parties involved, will be asked to facilitate the process.
- 9.2.4 Successful dispute resolution relies upon:
- a) the ability of the co-chairs to objectively facilitate the discussion so that all SC members have an opportunity to have their concerns addressed in a constructive manner, and the SC members' readiness and willingness to participate to seek resolution to the issue.
 - b) Each SC member shall be given an opportunity to express their concern or opinion regarding the issue in dispute and how the dispute has affected the member.
 - c) Speakers to an issue shall maintain a calm and respectful tone at all times.
 - d) Speakers shall be allowed to speak without interruption and provide allowances for feedback.
 - e) The co-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 joint interests of all members.
 - f) If no common ground can be identified, the co-chairs shall seek to clarify preferences among all members before proceeding further. Under the guidance of the co-chairs, SC shall:
 - i. acknowledge the issue or problem;
 - ii. commit to finding a solution;
 - iii. develop a strategy to resolve the conflict;
 - iv. listen to each person's viewpoints without judgment;
 - v. assail the problem and not the person – avoid labeling the individual;
 - vi. allow each SC member to communicate their views;
 - vii. consult others involved as to their needs and concerns;
 - viii. use active listening strategies;
 - ix. share needs and concerns with the entire group;
 - x. invite others to suggest ways to resolve the conflict;
 - xi. agree on a solution; and
 - xii. follow-up to ensure the agreed-upon solution is implemented.

- 9.2.5 If all attempts at resolving the dispute have been exhausted without success, the co-chairs may request the intervention of an independent third party, a superintendent, other senior administrator or TDSB official, or another neutral individual mutually agreed upon by the parties involved in the dispute, to facilitate and assist in achieving a resolution to the conflict or dispute.
- 9.2.6 SC will not be held liable and does not accept any cost or liability relating to third party mediation with regard to the conflict resolution process.
- 9.2.7 Any resolution reached as a result of the intervention by the independent third party shall be signed and respected in full by all parties to the agreement.

ARTICLE 10 FINANCES

SECTION 10.1 General Principles

- 10.1.1 School generated funds are used for School purposes and are to complement, not replace, public funding for education. Each year, SC has money allotted to it in the School's operating budget. This money cannot be redistributed by the principal; the use of TDSB and Ministry funds is to be determined by the SC.
- 10.1.2 SC must keep a record of all of its financial transactions. The financial records are to be made available for examination at the School without charge to any person. Online copies of the SC financial records will be available either in the archives of the Wilcox Word, on the School website, or by other means. The finances of SC are to follow the TDSB's Procedures for School Council Funds. SC financial records are to be kept on file at the School for a period of seven years.
- 10.1.3 Where funds are collected and/or deposited by SC members, the principal and/or the School's secretary, the amount must be reported to the SC treasurer(s) via email within two business days, where feasible. Similarly, when expenditures are made and the co-signatory is not the treasurer(s), the amount spent and good/services procured must be reported to the SC treasurer(s) via email within two business days.
- 10.1.4 No expenditure will be made from the SC budget unless:
- a) It has been included in the annual Fundraising Plan that has been approved at a SC meeting; or,
 - b) It has been approved at a SC meeting by the SC members present at such meeting; and,
 - c) It follows current TDSB fundraising policies and financial guidelines/practices.

10.1.5 All cheques, drafts or orders for payment of money must be signed by two signatories. Signatories on the SC bank account include the co-chairs, treasurer(s), principal and the School's secretary.

ARTICLE 11 REPORTS

SECTION 11.1 Fundraising Plan

11.1.1 The Fundraising Plan is to be developed with input from SC and the School community.

11.1.2 Funds raised by SC must be raised for a specific purpose, as defined prior to the start of the fundraising activity, and spent accordingly.

11.1.3 A Fundraising Plan addresses the following items:

- a) Use of surplus SC funds from previous years. All funds collected or raised for students must be used within a two-year period.
- b) Fundraising initiatives to be undertaken during the current academic year.
- c) Use of SC funds anticipated to be raised during the current academic year.
- d) All funds collected or raised for students must be spent on student programs and/or activities.

11.1.4 The Fundraising Plan must include funds for activities that are offered at the School at no cost.

11.1.5 By October 31 of each academic year, the SC treasurer(s) in collaboration with the principal is responsible for providing the TDSB superintendent of the School with the SC Fundraising Plan for the year, upon approval by SC.

11.1.6 The Fundraising Plan can be adjusted throughout the academic year.

SECTION 11.2 Annual Report

11.2.1 The co-chairs, on behalf of SC shall submit an annual written report of its activities to the principal of the School and the TDSB at the end of the academic year. The co-chairs can seek assistance in writing the report from SC members.

11.2.2 The Annual Report shall include a report of all fundraising activities.

11.2.3 The Annual Report shall include Committee and Subcommittee activities.

11.2.4 The principal shall, on behalf of SC, distribute the Annual Report (via Wilcox Word, School website or other means).

11.2.5 Copies of the Annual Report are to be reviewed at the first SC meeting of the following academic year.

11.2.6 The Annual Report is to be made available for examination at the School or online without charge to any person. Online copies of the Annual Report will be available either in the archives of the Wilcox Word, on the School website, or by other means. Annual Reports are to be kept on file at the School for a period of four years.

ARTICLE 12 EFFECTIVE DATE AND REVISION HISTORY

SECTION 12.1 Effective Date

These bylaws are effective and come into force as of November 18, 2020.

SECTION 12.2 Revision History

12.2.1 Approved November 18, 2020.

Version	Academic Year	Status	Date	Description of Revision(s)
1.0	2020/2021		November 18, 2020	Initial writing of Bylaws which are compliant with Ontario Regulation 612/00
1.1	2020/2021	Revised	May 25, 2021	Include land acknowledgement on agenda (4.4.3 b)

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