

Westwind Public School Council Constitution & Bylaws

Ratified October 2015

ARTICLE I – NAME

1. The organization shall be called Westwind Public School Council, hereinafter referred to as the Council.

ARTICLE II – PURPOSE

1. The responsibilities of School Councils are established provincially in the Ontario *Education Act* under regulations 612/00 and 613/00.

2. At the Ottawa-Carleton District School Board, policy, P.014.SCO: School Councils and procedure PR.509.SCO: School Council Elections, Constitution, and By-Laws outline the responsibilities of School Councils in the Board's jurisdiction.

3. The Council constitution will adhere to the above-mentioned regulations, policies and procedures as well as the Constitutions and bylaws found further herein specific to our school community. Should there be any conflict between the Bylaws and *the Regulations*, then the *Regulations* will prevail.

4. Council is responsible for establishing annual goals and priorities in order to meet its objectives. These goals and priorities are to be established following the election of School Council and should be approved by School Council within the first two months of the school year.

5. Annual goals and priorities are to be communicated to parents/guardians following their approval and are to be used as the basis to establish priorities for the allocation of Council funds

The objectives of the Council are:

- To develop a strong relationship between home, school and the wider community served by the school
- To enhance educational opportunities for all students, and to help each student to develop their full potential
- To reflect the diversity of the community or communities served by the school. In defining the school community, considerations may include geography and/or school boundaries, language, and cultural, ethno cultural, economic, business, demographic and socioeconomic considerations
- To promote an atmosphere of mutual respect between the community members within the school organization
- To act as an advisory to the school Principal in accordance to the Policies and Procedures of the OCDSB and the Education Act and its regulations

ARTICLE III – AFFILIATIONS

1. The Council may seek affiliation with other organizations that have similar purposes.
2. Affiliations with other organizations, including the Ottawa-Carleton Assembly of School Councils, or any subsequent changes in such affiliation, shall require a majority of votes cast by the elected or appointed members present and voting at a meeting for which proper notice has been given to the membership.

ARTICLE IV – COMPOSITION AND OPERATION

1. The Westwind Public Council will comply with this constitution and Bylaws and with the OCDSB School Council Policy (P.014.SCO) and Procedure (PR.509.SCO) which are based on the Ministry of Education's regulations with respect to the creation and operation of School Councils.
2. The Council shall be composed of no fewer than five and no more than thirty-six parents / guardians of students enrolled or registered in the school and elected by parents/guardians. As well as a minimum of 2 staff members. Parents/guardians must form the majority of representatives. These representatives shall hold one or more of the following positions
Officers:
 - a. Chairperson or co-chairs
 - b. Vice-Chairperson
 - c. Secretary or Co-Secretaries
 - d. Treasurer
 - e. Fundraising Coordinator
 - f. OCASC Representative
 - g. Food Program Coordinator
 - h. Members at Large
 - i. The school Principal, and/or the Vice-Principal (or delegate)
 - j. A community representative appointed by the council
 - k. One teacher (other than the Principal or Vice-Principal, elected by the members of the teacher staff
 - l. One administrative/support staff member (other than the Principal or the Vice-Principal, elected by the administrative/support staff
3. The Chair of the Council must be a parent/guardian of a child enrolled at Westwind PS. All other officer positions are to be held by any parent/guardian elected to the Council. The election and/or appointment of officers shall take place at the first meeting of the Council, which shall take place within thirty days of the start of school.
4. Employees of the Ottawa-Carleton District School Board may run for a position as a parent/guardian representative on the Council, with the understanding that their role on the Council entitles them to express their views as any other parent, provided the parent is not employed at their child's school.
5. Trustees may attend Council meetings as observers but not as voting members.

6. All members of the Council who are not staff members should be Ottawa Carleton District School Board ratepayers. The community representative appointed to the Council shall preferably be an Ottawa-Carleton District School Board ratepayer who is currently neither a parent of students attending the school nor member of the Board staff.

7. A minimum of 50 percent plus 1 member of the executive and a minimum of 50 per cent plus 1 members at large need to be PRESENT at a meeting in order to form quorum unless Council is comprised of 20 or fewer parents then 50 per cent plus 1 Council members are required for quorum.

8. Given that fundraising is such a large portion of the Parent Council objectives, the Council will endeavor to adhere to the following fundraising guidelines as referenced in the OCDSB Fundraising Guideline (P.133.FIN Management of School Council Funds;

Appendix A – Fundraising Guideline)

1. Funds raised must be used for the benefit of students and align with the school's improvement plan. Funds cannot be used to replace public funding for education and they should not be used to support items funded through the allocated budget of a school board.

2. Funds raised are to be used in accordance with, and for a purpose approved by, the board or authorized by applicable policy

3. The fundraising plan will establish the activities to be undertaken during the current school year.

4. Funds raised during the school year would normally be spent during the school year.

5. Residual balances from fundraising activities conducted in the previous year would be carried forward for use in the next school year.

6. Fundraising activities must comply with the School Food and Beverage Policy

ARTICLE V – DUTIES OF OFFICERS AND MEMBERS

The Chair or Co-Chairs (voting member):

- Arranges for meetings, prepares agendas, and chairs meetings
- Facilitates / moderates the Council meetings
- Ensures that meeting minutes are recorded and kept in a safe place for a minimum of four years
- Participates as ex-officio member on Council committees
- Communicates with the school Principal on behalf of Council
- Maintains the constitution and ensures an annual review by the Council
- Communicates with the school community on a regular basis and ensures that parents/guardians of all students are consulted on matters under consideration
- Facilitates the resolution of conflicts
- Consults with senior board staff and trustees (as required)

- Prepares an annual report and financial statements to be submitted to the Principal for distribution to the school community and the OCDSB

Vice-Chair (voting member):

- Presides at meetings of the Council in the absence of the Chair/Co-Chairs
- Assists the Chair/Co-Chairs in their roles and responsibilities as may be delegated from time to time
- Acts as a liaison between Council and its committees
- Has signing authority
- Participates as ex-officio member of all committees established

Secretary / Co-Secretary (voting member):

- Maintains a full and accurate account of all Council meetings
- Ensures that adequate notice is given for meetings including the agenda
- Prepares correspondence as required
- Ensures the safe keeping of Council records
- Provides for inspection the minute book and records of the Council to any member of Council or members of the school community, on request
- Records attendance
- Has signing authority
- Participates as ex-officio member of all committees established

Treasurer (voting member):

- Takes charge of the finances of the Council, ensures the safe keeping of the Council finances and provides an annual accounting thereof and as may be required from time to time as required by law
- Provides an annual financial report to the Council
- Is responsible for the completion and submission of all necessary paperwork for taxation purposes be responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained
- Performs such other related duties as may be assigned by the Chair/Co-Chairs of Council from time to time has signing authority.
- Reports on Council's financial activities at each meeting of the Council
- Maintains detailed records of all financial transactions regardless of the manner in which the Council administers its banking activities
- Participates as ex-officio member of all committees established
- Participates in Board consultations regarding financial accountability

Fundraising Coordinator (voting member):

- Oversees all fundraising initiatives
- Ensures fundraising events follow the criteria set out in the Westwind fundraising policy
- Keeps track of all fundraising results, making recommendations for change as necessary
- Provides fundraising result details at the Council meetings or when requested

Food Program Coordinator (voting member):

- Oversees all food program initiatives
- Ensures food program follows the criteria set out in the OCDSB School Food and Beverage policy
- Keeps track of all food program coordination and execution, making recommendations for

change as necessary

- Provides food program updates, details, requirements at the Council meetings or when requested

The Principal and/or Vice-Principal (or delegate) (non-voting member):

- Seeks the input of the School Council on school improvement planning, school budgets and community partnerships
- Attends all School Council meetings or appoints a Vice-Principal delegate when required and may participate on Council committees
- Supports and promotes the Council's activities and acts as a resource on by-laws, regulations, and policies
- Distributes and posts Council communications to parents/guardians (including the annual report)
- Facilitates annual School Council elections
- Forwards relevant information from the OCDSB and the Ministry to the Council
- Considers each recommendation made by the School Council and advises the Council of the action taken in response to the recommendation
- Solicits views of the School Council on important educational issues such as: the development of school policies and guidelines regarding student achievement; the accountability of the education system to parents (school code of conduct, dress code); school action plans for improvement, the communication of those plans to the public; and Board policies (as directed)
- Communicates with the Council Chair
- Observes the Council's code of ethics and established bylaws
- Encourages parents/guardians and community members to participate in events and programs

OCASC Representative (voting member):

- Attends and participates in the meetings and other activities of the Ottawa Carleton Assembly of School Councils
- Reports to and consult with the Council, and casts the vote of the Council at Assembly meetings

Teaching Rep, Support Staff Rep (voting members):

- Contributes to school and School Council discussions
- Solicits views from staff to share with the Council
- Participates on Council committees
- Observes the Council's code of ethics and constitution
- Communicates with staff on behalf of the Council

Members at Large and all Council Members (voting members):

- Contributes to school and School Council discussions
- Solicits views of other parents/guardians and community members to share with the Council
- Participates on Council committees
- Observes the Council's code of ethics and constitution
- Encourages parents/guardians and community members to participate in events and programs

Community Representative (voting member):

- Contributes to school and School Council discussions
- Represents the community's perspective and helps build partnerships and links between the School and the community
- Participates on Council committees
- Observes the Council's code of ethics and constitution
- Encourages parents/guardians and community members to participate in events and programs

ARTICLE VI – TERMS OF OFFICE

1. The term of office for elected and appointed Council members shall be from the date of election until the next Annual General meeting first Parent Council meeting of the new school year unless they resign, or are no longer a parent/guardian of a enrolled student at or an employee of Westwind Public School or are removed from office by a successful vote of the Council Members in attendance at a meeting (more yeas than nays). Written notice of a motion to remove a member of Council from office must be given to the member in question. Notwithstanding the foregoing Officers may continue to serve until the next school year election in the event they cease to be a parent/guardian as a result of graduation or school exit of their child for which they are a parent/guardian.
2. The Council will be responsible for the proper conduct of its members as per the OCDSB Code of Conduct, including a requirement for attendance at meetings. Absence of any voting Council member for two consecutive regular meetings, without due cause as communicated to the Chairs will result in loss of voting status. The member will be informed in writing of the loss of voting status.
3. The Council may fill any elected officer vacancies by interim vote as necessary.

ARTICLE VII – ELECTIONS

1. In accordance with Procedure PR.509.SCO School Council Elections, Constitution and By-laws and the Ministry's Regulations –School Councils, Election of parental representation on the Council will take place on the first Council meeting that will be called the Annual General Meeting. This will be held within 30 days of the start of school. Election of Academic Staff and Administrative and Support Staff Representatives will take place as dictated by the OCDSB policies (currently within 30 days of the school year) at a staff meeting conducted by the Principal. A Community Representative will be appointed by the elected Council after the Annual General Meeting.
2. Members of the school community seek election to the Council as parent/guardian members. While they may express interest in a particular role on the Council as part of their election platform, the election is to the Council itself. The election of officers (Chair, Co-Chair) happens after the members of Council have been duly elected. The members at large elect to the Council and those elected elect the officers of the Council via a second vote among the newly elected members
3. Vacancies that may occur on Council that reduce the Council to less than nine voting members will be filled by appointment as agreed by a majority of Council members present

at the meeting which the appointment(s) is/are occurring. The Council will make all such appointments as expeditiously as possible.

4. A Council consisting of fewer than nine members shall be allowed to function provided a reasonable attempt has been made to fill all positions, and that parent/guardians still hold the majority of seats. An attempt to fill any vacant positions should be ongoing.

5. Notice of Elections shall be announced at least two weeks in advance of the Annual General Meeting.

6. The voting will be counted by two volunteers who are appointed by Council and are not running for election. In the event of a tie, both parties will present their reason for candidacy at which point both current and past Council members in attendance shall vote.

7. The successful candidates will be announced by the Chairperson (or Principal) at the Annual General Meeting.

ARTICLE VIII – MEETINGS & VOTING PROCEDURES

1. There shall be one Annual General Meeting open to all members of the school community, to be held in conjunction with the elections for those positions on the Council held by parents/guardians.

2. Regular meetings of the Council (a minimum of four per year) shall be held at the school. Notice of Council meetings will be posted on the school's notice boards, and be circulated to parents/guardians in the school newsletter.

3. Special meetings of the Council may be held at the call of the Chair/Co-Chairs, on the request of one-half of the voting members.

4. To form a quorum as required for each meeting of the Council:

a. A minimum of 50 per cent + 1 of the executive members of Council and 50 per cent + 1 of the members at large shall be present at the meeting;

b. A majority of the members present shall be parent/guardian members

5. All members of the Council have equal privileges and voting rights (except for the Principal, Vice-Principal or delegates who are non-voting members), including the Chair/ Co-Chairs, who may vote with the other members. Only the elected or appointed Council members have voting privileges at regular meetings.

6. Regular meetings of the Council shall be open to the general public, and no such member may be excluded from the meeting except for disruptive behavior.

7. Harassment and/or aggressive behavior of any kind will not be tolerated and can result in the request for recusal from Council. The Council will adhere to OCDSB Respectful Workplace policy (P.009.HR) In situations where there may be a conflict of interest, a member who is considered in conflict should declare that position and abstain from participating and voting on that issue.
8. All motions brought forward must be seconded by another member at the meeting. Voting will then take place to determine if the motion will be approved or not. All motions will be acknowledged by a vote of yes, no or abstention. If more yes votes than no votes occur then the motion will pass, in the event there is a tie the vote will not pass.
9. For any motion that is carried on a first vote, any voting member present may request that ratification be held at the next meeting (except for motions to amend the constitution). If the vote does not also approve the motion, then the motion is not carried.
10. For motions involving monetary distributions in excess of \$1000, a second vote can be sent electronically to Council via email or web for the motion to pass. One and only one vote for recurring allocations will be required, unless a member exercises the right to request a second vote as permitted in Article VIII 9. A recurring allocation is any allocation that occurs annually and was approved in the previous year. Needs assessment will not be considered a standing motion because of the size and scope of the spending
11. Council may conduct an electronic vote on a motion made at any meeting where quorum was not established; with the exception of amendments to by-laws/constitutions.
12. The Executive Committee Members of the Council are entitled to meet outside of scheduled Council meetings for planning purposes only. No decisions are to be made at these meetings; only recommendations are made for discussion with Council.
13. Council will consult with the school community for a variety of issues using such methods as email, website, and newsletters to name a few. The Chair(s) will be accessible to the school community via email and phone.

ARTICLE IX – FINANCES

1. Council business shall be carried on without purpose of financial gain for its members, and any profits or other gains for the Council shall be used in promoting its objectives.
2. All members of any organizing/coordinating body who are fundraising for the school through the Council will be exempt from winning any prizes during such events.
3. Any officer (Chair/Co-Chair, Vice Chair, Secretary, and Treasurer) may spend up to \$100.00 of the Council's funds for any singular purpose. Any amount greater than \$100.00 but less than \$500.00 shall require the approval of the executive members (i.e. Chair or Co-Chair, Vice Chair, Treasurer, Secretary). A report of expenditures and receipts will be provided to the Treasurer prior to reimbursement. All other operational expenses above \$500 require prior approval at Council meetings.

4. Cheques to disburse Council funds shall be signed by any two of the Treasurer, Secretary, Vice-Chair, Chair/Co-Chair, Fundraising Coordinator, Food Program Coordinator, but excluding the recipient of said cheque provided that appropriate documentation is submitted (receipts, invoices), provided that appropriate documentation is submitted (receipts, invoices).

5. Council will adhere to the principles of transparency, accountability, and sound financial practice in the management of Council funds

6. Annually, prior to the end of June, Council shall render a decision about whether the account used to maintain the School Council Funds will be held. Upon making this decision, the Council shall provide notice in writing of the decision to the Board's Chief Financial Officer.

ARTICLE X – COMMITTEES

1. The Council may establish permanent standing committees, ad-hoc or special purpose committees, as deemed necessary.

2. All committees must include a parent member from Council but may include others who are not members of the Council.

ARTICLE XI—CONFLICT OF INTEREST

1. A conflict of interest may be actual, perceived, or potential.

2. Members of the Council shall declare a 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 the Council.

3. A member shall exclude themselves from discussions in which:

a. a conflict of interest is likely to result;

b. the member's ability to carry out their duties and responsibilities as a member of the Council may be jeopardized;

c. the Council member, their relatives, or a business entity in which the 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 board in response to advice that the Council provides to the Principal or to the board.

4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

5. Please reference [OCDSB POLICY P.125.SCO - SCHOOL BOARD CODE OF CONDUCT](#) for further information.

Article XII—CONFLICT RESOLUTION

1. The Council should resolve disagreements collaboratively and through consensus or voting at the local level.

2. Every Council member will be given an opportunity to express his or her concern or opinion about the issue of dispute and how the dispute has affected them.
3. Speakers to an issue will maintain a calm and respectful tone at all times.
4. Speakers will be allowed to speak without interruption within reason.
5. The 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 interests of all members.
6. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
7. If a Council member or members become disruptive during a meeting, the Chair shall ask for order.
8. If all efforts to restore order fail or the unbecoming behaviour continues, the Chair may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.
9. The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council. The incident shall be reported in the minutes of the Council.
10. In the event that a resolution is not attained at the local level, the Chair or Principal will request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of Schools, the Chair or Principal will refer the matter to the Director of Education.
11. Should a conflict arise that cannot be objectively mediated by the Co-Chairs because of both or one of their actual or perceived involvement in the conflict it shall fall to the principal or vice-principal to mediate the conflict resolution process.
12. Please reference [OCDSB POLICY P.125.SCO - SCHOOL BOARD CODE OF CONDUCT](#) for additional information.
13. Should conflict resolution conversations occur, it is understood that the content of the discussion is to remain confidential.

ARTICLE XIII – AMENDMENTS

1. The Constitution may be amended by approval of a motion by two-thirds majority of members of Council present and voting at a regular or special meeting, provided that at least two weeks' notice is given for such a motion and the details of the proposed amendments have been circulated to all members with that notice.

Dated at Westwind Public School, Stittsville, Ontario, on _____
2015

Respectfully submitted by;

_____	_____
Co-Chair	Co-Chair
_____	_____
Treasurer	Secretary
_____	_____
Fundraising Coordinator	OCASC Rep
_____	_____
Food Coordinator	

REFERENCES:

Education Act Ontario Regulation 612/00 & 298 - SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

Education Act Ontario Regulation 613/00 - OPERATION OF SCHOOLS — GENERAL
www.e-laws.gov.on.ca

Ontario Ministry of Education - FUNDRAISING GUIDELINE

Ontario Ministry of Education - School Councils: A Guide for Members, 2001

OCDSB POLICY P.009.HR - RESPECTFUL WORKPLACE (HARASSMENT PREVENTION)

OCDSB POLICY P.014.SCO - School Councils

OCDSB POLICY P.125.SCO - SCHOOL BOARD CODE OF CONDUCT (Code of Ethics)

OCDSB POLICY P.133.FIN - MANAGEMENT OF SCHOOL COUNCIL FUNDS

OCDSB PROCEDURE PR.509.SCO - SCHOOL COUNCIL ELECTIONS, CONSTITUTION AND BY-LAWS

OCDSB PROCEDURE PR.580.FIN - MANAGEMENT OF SCHOOL COUNCIL FUNDS (draft)

OCDSB School Council Funds Management Guide

OCDSB School Council Funds Management Guide - Declaration of School Council Banking Arrangements

OCDSB School Council Resource Guide