

CONSTITUTION and BY-LAWS
Mary Honeywell Elementary School Council

Contents

Article 1 – Name..... 2

Article 2 – Definition of the Terms used in this Document..... 2

Article 3 – Purpose 2

Article 4 – Objectives 2

Article 5 – Responsibilities 3

Article 6 – Composition of the Council 3

Article 7 – Election of Council 4

Article 8 – Meetings 5

Article 9 – Agenda and Minutes..... 6

Article 10 – Code of Conduct 6

Article 11 – Adoption of, and Amendments to, the Constitution and By-laws 6

By-laws 7

 By-law #1: Roles and Responsibilities for Council Members 7

 By-law #2: Financial Procedures 9

 By-law #3: The Finance Committee 10

 By-law #4: Financial Procedures for Fundraisers 11

 By-law #5: Benevolence Project..... 11

 By-law #6: Conducting an Election..... 11

 By-law #7: Committees 12

 By-law #8: Conflict of Interest..... 13

 By-law #9: Communications 14

 By-law #10: Conflict Resolution Procedures within the School Council 15

 By-law #11: Retention of Records..... 16

Article 1 – Name

The organization shall be called the Mary Honeywell Elementary School Council, hereinafter referred to as the Council.

Article 2: Definition of the Terms used in this Document

- a) “School” is Mary Honeywell Elementary School,
- b) “Council” is the Mary Honeywell School Council,
- c) “Member” is a member of the Council, who has been elected and holds voting privileges
- d) “Student” is a student currently enrolled at the School,
- e) “Parent” is a birth parent, adoptive parent, or guardian of a student at the school,
- f) “Community Representative” is a member of the community served by the School,
- g) “Board” is the Ottawa-Carleton District School Board,
- h) “Ministry” is the Ontario Ministry of Education
- i) “Public” is any individual who is not a “parent”, “student”, or “teacher”
- j) “Teachers” refers to teachers and educational assistants
- k) “Non-teaching staff” refers to the principal, the vice-principal, and any other official employed by the school;
- l) “Financial Records” refer to any and all documentation relating to the collection and/or expense of funds received by the council;
- m) “Initiatives” refers to activities such as fundraisers and events etc for which there may be a series of related expenses;
- n) “Executive Officers” refers to anyone elected as Chair, Vice-Chair, and; Treasurer and who have signing privileges.

Article 3 – Purpose

Through volunteer recruitment, fundraising, lobbying and program coordination, the School Council strives to involve parents, keep the School Community informed, and enhance and enrich the learning environment for students. The School Council will act in an advisory capacity to the Principal of the School to make recommendations to the Principal and, as appropriate, the Board. The purpose of the Council is to improve student achievement by enriching the experience of students and to enhance the accountability of the education system to parents. The overall interests of the school and students are the Council’s first priority.

Article 4 – Objectives

The objectives of the Council are to:

- a) establish its goals, priorities, and guidelines on an ongoing / yearly basis;
- b) effectively promote the interests of MHES students;
- c) actively support the school in meeting its students' educational, social, physical and recreational needs;
- d) seek and represent the views and opinions of the school community on the operation of the school and the programs and services it provides;
- e) develop and maintain a strong relationship between home, school, and the school community;
- f) advise the principal and, as appropriate, the OCDSB Board on the development and implementation of policies, programs, and services affecting the school in particular and public education in general;
- g) act responsibly as a member of the community at large and help instil in students a sense of civic duty.

Article 5 – Responsibilities

1. The responsibilities of the Council include, but are not limited to, contributing to:
 - a) preparation of the school-year calendar;
 - b) preparation of the code of student conduct;
 - c) the establishment of curriculum and program goals and priorities;
 - d) the response of the school and the OCDSB to achievement in provincial and other assessment programs;
 - e) preparation of the school profile;
 - f) preparation of the principal profile by providing input on the qualities, skills, attitudes, and training and education the OCDSB should seek in a principal of MHES;
 - g) the establishment of school budget priorities, including capital improvement plans;
 - h) school-community communications strategies;
 - i) methods of reporting to parents and the community;
 - j) the development of extracurricular activities in the school;
 - k) the planning and delivery of school-based services and community partnerships related to social, health, recreational and nutrition programs;
 - l) booking community use of school facilities;
 - m) the development, implementation, and review of OCDSB policies at the local level;
 - n) fundraising as needed to meet objectives.

Article 6: Composition of the Council

1. The council shall be composed of a maximum of 29 people of whom (all voting members unless otherwise noted):
 - a) 3 executive officers: Chair, Vice-Chair, Treasurer all of whom are elected to their respective position;
 - b) Secretary who is elected to the position;
 - c) 20 parent members who are elected to their positions;
 - d) the principal of the school, as a non-voting member;
 - e) one teacher who is employed at the school, other than the principal or vice-principal;
 - f) one person who is employed at the school, who is not the principal, vice-principal or a teacher;

- g) one student enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a student;
 - h) if possible, one community representative appointed by the other members of the council as a non-voting member.
2. If any of the above positions are vacant, the Council shall be allowed to function provided it continues to endeavour to fill all vacant seats. Seats may be filled by Council via nomination by a current Council member and simple majority vote.
 3. Council may increase its size by a simple majority vote at any Council meeting; this change will only be binding for the current year.
 4. Employees of Mary Honeywell Elementary School are ineligible as parent or community representatives; other Board employees must so indicate if seeking a position as a parent or community representative on the School Council.
 5. Any elected member of the Council will cease to be a member by submitting a written resignation, or by failing to attend 2 consecutive meetings without advising the Chair in advance of just cause. If the Chair will miss a meeting, the Chair must advise the other Executive Officers of just cause and appoint an acting Chair. Absences and regrets will be noted in the meeting minutes. If a member's position becomes vacant, their position will not be included for the purposes of quorum until it has been filled by Council with a new member. The former member may be re-instated to the vacant position at the Council's discretion via the process noted above to fill vacant seats.

Article 7: Election of Council

- a) Elections will be held at the Annual General Meeting which will take place annually, within 30 calendar days of the beginning of each school year,
- b) Notice of the elections will be given to the school community at least two weeks in advance of the election,
- c) Nominations will be accepted by the Chair or acting Chair or the school Principal until the time voting begins, provided the person is present and agrees,
- d) Any positions for which the exact numbers of candidates required or fewer are nominated, the election will be declared by acclamation,
- e) If voting is necessary, it will be accomplished by secret ballot, successful candidates will be the individuals who received the most votes,
- f) In the case of a tie vote, the tied candidates will draw lots to determine the election,
- g) Voting in the election shall be open to all parents/guardians of students enrolled at the school for the current school year and only to parents/guardians of students enrolled at the school for the current school year. Each parent is entitled to one vote. Voting by proxy is not allowed,
- h) The term of office for the members of Council shall begin at the end of the meeting in which they were elected and will conclude at the end of the meeting next year in which the next council is elected. Term of office notwithstanding, previous year's Council members may not vote in the current year's elections unless they are the parents/guardians of students enrolled at the school for the current school year.
- i) In the event that not all positions are filled at the Annual General Meeting, or a position later becomes vacant, further nominations may be accepted and members may be elected by council to fill these positions at a meeting. The term would start immediately following the vote at that meeting and conclude at the end of the meeting next year in which the next council is elected.

Article 8: Meetings

At the first meeting of the new School Council, if possible, meeting dates should be established for the whole school year. The meetings should preferably be scheduled on the same day and time for each month. This does not prevent a meeting date and time being changed, postponed or cancelled, with advance notice. In all meetings, proxy voting is not permitted.

1. School Council Meetings:
 - a) once per month (preferable)
 - b) one week notice, including the draft agenda required
 - c) quorum required is a majority of Council members, of which a majority must be parents and one must be an Executive Officer
 - d) a simple majority of votes is required for motions to pass; if a vote is tied, the Chair will be entitled to cast a second vote to break the tie.
2. General Meetings:
 - a) once per year, minimum, within 30 days of the start of the new school year as the Annual General Meeting
 - b) other meetings may be called within the school year as deemed necessary
 - c) two weeks notice, including the draft agenda required
 - d) quorum required is a majority of Council members, of which a majority must be parents and one must be an Executive Officer.
 - e) a simple majority of votes is required for motions to pass; if a vote is tied, the Chair will be entitled to cast a second vote to break the tie.
3. Proxy voting is not permitted at any meeting.
4. The order of business for the School Council meetings shall include:
 - a) Approval of the Agenda;
 - b) Approval of Minutes of the previous meeting;
 - c) Principal's report;
 - d) Chair's report;
 - e) Treasurer's report;
 - f) Other Agenda items such as but not limited to:
 - Eg, health and wellbeing,
 - educational issues,
 - events and initiatives, and
 - fundraising
5. The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt from time to time.
6. At any time, Council may vote to proceed "in camera" or to hold an "in camera" session or meeting in order to discuss an issue that requires privacy. The "in camera" discussion, session or meeting, would be restricted to the Council and those asked to participate by the Council. No subject or other details of "in camera" discussions or meetings will be listed on the Agenda or minutes, but only noted as "In Camera Discussion". No By-law or resolution may be passed/amended and no official Council action may be taken during an "in camera" discussion. All "in camera" meeting participants are required to keep all "in camera" proceedings, discussions,

conversations, information, etc in strict confidence, and any information circulated in camera, should be collected at the end of the discussion.

Article 9: Agenda and Minutes

1. The Chair and the School Principal, or designate, will communicate prior to a meeting, in order to determine if there are school issues to be placed on the agenda, the Chair will have final say in determining the agenda. If items cannot be addressed at the meeting for which they were proposed, Chair should make every effort to address at subsequent meetings;
2. Any member of the community may suggest an item on the agenda by notifying the Chair and supplying relevant information, either in advance or during the Approval of the Agenda at the meeting;
3. Minutes shall record the names of all present at the meeting, the names of those who sent regrets and those who are absent, all decisions and all action items;
4. Minutes and agendas shall be distributed to the school population with the assistance of the Principal.

Article 10: Code of Conduct

1. An individual must be recognized by the Chair before obtaining the floor to speak;
2. Individuals will be respectful of any speaker by giving the speaker full attention;
3. Individuals wishing to have off-line conversations understand that they may have these conversations by excusing themselves from the meeting to avoid disruption to the meeting.
4. Members will:
 - a) Demonstrate honesty and integrity;
 - b) Work with their fellow School Council members in a spirit of harmony, cooperation and respect for differences of opinion and ideas;
 - c) Assist the School Council to excel in all its efforts and undertakings;
 - d) Show proper care and regard for school property and the property of others;
 - e) Respect all members of the school community;
 - f) Respect the needs of others to work in an environment that is conducive to learning and teaching;
 - g) Demonstrate respect for all students, staff, volunteers and members of the school community;
 - h) Encourage parent participation in School Council;
 - i) Support the efforts of school staff in maintaining a safe and respectful learning environment;
 - j) Council members will support the goals of the school's education and growth (improvement) plans;
 - k) Be familiar with School Council policies and operating principles;
 - l) Declare any conflict of interest;
 - m) Never disclose any confidential information members may have access to through other involvements at the school;
 - n) Use the appropriate communication channels to address concerns;
 - o) Respect and comply with all applicable federal, provincial and municipal laws.

Article 11: Adoption of, and Amendments to, the Constitution and By-laws

This Constitution and its By-laws may be amended by approval of a motion by a two-thirds majority of votes cast at a Council or general meeting, provided that at least two weeks' notice is given for such a motion, and details of the proposed amendment are included with the notice. As always, no proxy voting is permitted.

By-laws

By-law #1: Roles and Responsibilities for Council Members

a) The Chair shall;

1. be a parent member of the Council and cannot be a Board employee;
2. call and preside over all meetings of the Council;
3. approve the notice and agenda for all meetings;
4. prepare the notice and the agenda for all meetings;
5. approve the draft Minutes of Council meetings;
6. in the event of tied vote in a Council meeting, be entitled to cast a second vote to break the tie;
7. communicate with the School Principal;
8. ensure that there is regular communication with the School community;
9. consult with senior Board staff and trustees, as required;
10. represent the Council to outside bodies and authorities;
11. appoint, in cases of absence, the Vice-Chair to be the Chair's representative or, in the Vice-Chair's absence, appoint another member of Council;
12. oversee all work performed by the Vice-Chair, the Secretary and the Treasurer;
13. delegate persons or committees as required, to conduct research, prepare resolutions or reports, and to perform other tasks;

b) The Vice-Chair shall:

1. be a parent member of the Council and cannot be a Board employee;
2. assist the Chair in the Communication process as it relates to School community;
3. act on behalf of the Chair in the absence of, or at the request of, the Chair and shall have all the rights and powers associated with this position;
4. designate persons or committees as required, to conduct research, prepare resolutions or reports, and to perform other tasks;
5. perform such duties as are delegated by the Chair.

c) The Secretary shall:

1. be a parent member of the Council;
2. take minutes of Council meetings and for the purposes of quorum shall record the names of all persons in attendance, those who submitted regrets, those who are absent, the times of every vote and the times of departures of any members prior to adjournment;
3. ensure that proper records of all votes are kept, including the motion being presented, and the outcome of the vote;
4. the Chair may appoint a replacement for the secretary in their absence to take minutes at a meeting
5. provide minutes to the School for posting and present them for approval at meetings;
6. keep a file of official documents stored in the Council filing cabinet;
7. perform such duties as are delegated by the Chair.

d) The Treasurer shall:

1. be a parent member of the Council and cannot be a Board employee;
2. ensure that all Board and Ministry financial policies and procedures are followed with respect to Council funds,
3. ensure that School Council funds are kept separate from personal funds,
4. ensure that the account is not in a deficit position,
5. promptly deposit money received by School Council to the Council bank account,
6. ensure that timely and accurate accounting records are maintained for all revenues, expenses, assets and liabilities. Supporting documents shall be retained at the school, in the School Council filing cabinet for seven years (six years plus the current year),
7. report on the financial position of the Council at a minimum of 4 meetings of the Council and at year end. The report should summarize the opening balances, receipts, expenses and closing balances for each fundraising activity undertaken by Council,
8. be permitted to approve expenditures up to the annual operating amount approved in the budget,
9. have signing authority, along with the Chair and at least one other member,
10. upon request, make financial records available for review by Board staff or auditors,
11. ensure that controls established for the management of funds are adhered to and that appropriate action is taken when controls are not followed,
12. ensure the effective transition of Treasurer responsibilities by transferring knowledge, resources and complete records to an incoming Treasurer upon conclusion of the incumbent Treasurer's term or resignation. This includes the transfer of cash and cheques not yet deposited, all physical and electronic records, software used to maintain electronic records and, as necessary, knowledge regarding past and outstanding transactions,
13. perform such duties as are delegated by the Chair,
14. be a member of the Finance committee,
15. be responsible for creating floats for events and initiatives.

e) Parent Members shall:

1. attend every meeting;
2. participate in council meetings;
3. act as a link between the school council and the community;
4. encourage the participation of parents/guardians from all groups and of other people within the school community;
5. review and provide feedback and/or corrections to the minutes;
6. be a point of contact for non-member parents;

7. bring the concerns of non-member parents and the broader community to council and disseminate information and/or concerns to parents and the community as required by Council;
8. be aware that the average commitment is between 2- 5 hours a month;
9. be encouraged to volunteer for council initiatives and events and to participate in committees.

By-law #2: Financial Procedures

1. Treasurer (in addition to the responsibilities listed in By-law #1):
 - a) Cheques received for deposit are to be recorded (deposit book) or photocopied prior to deposit and must be safely destroyed (shredded) after the bank statement shows that all cheques have cleared and after all orders have been confirmed as processed correctly.
 - b) The Treasurer will deal with any NSF cheques returned by the bank in a discreet and appropriate manner. The replacement of funds plus the bank fee must be received in order for the payer's order/purchase to be honoured.
 - c) The bank account shall be reconciled monthly, promptly following receipt of the bank statement.
 - d) Supporting documents, including bank statements, processed cheques, receipts, invoices etc. shall be retained at the school, in the School Council filing cabinet, for audit purposes for seven years (six years plus the current year).
2. Retention of Financial Records
 - a) Financial records shall be retained and accessible for a minimum of 7 years following the last transaction. (6 years plus the current year)
 - b) All reasonable efforts must be made to ensure the confidentiality of any persons named within the financial records.
 - c) Financial records shall be routinely updated and maintained in a format and location that ensures the security and longevity of this information. This includes storing hard copies at the school as well as a second location. The second location may have a soft copy or a hard copy.
3. Events and Initiatives
 - a) All initiatives shall have a budget, which shall be approved by majority vote. Event budgets shall include a breakdown of all anticipated gross expenses and anticipated gross gains. No expenses shall take place without an approved budget.
 - b) Following all initiatives, a review of the initiative shall be presented to council at the next council meeting.
4. The school council shall adhere to the principles of transparency, accountability, and sound financial practice in the management of council funds.
5. Issuance of Cheques
 - a) A minimum of 3 voting members of the council shall be designated with signing authority for the council accounts, including
 - i. the Treasurer; and
 - ii. the Chair.
 - b) Any member of council may be designated with signing authority.
 - c) All cheques issued by the council shall be signed by two of the designated signing authorities.

- d) If the recipient of a cheque has signing authority, they shall not act as a signing authority on that cheque.
- e) With the exception of 5(d) the Treasurer, the Treasurer should sign all cheques issued by the council.
- f) All financial records shall be received by the Treasurer and be mailed to the school's address. This includes bank statements, budgets, and variance reports.
- g) All cheques ordered shall include the name "Mary Honeywell School Council" and shall not include the name or address of any person.
- h) All reimbursements shall occur through the issuance of a cheque. Cheques shall not be issued without proof of expense or prior approval by the Finance Committee or council.

6. Handling of Funds

- a) All funds received by council shall be counted by no less than two (2) individuals who are either members of council or the Finance Committee prior to being given to a Treasurer or another council member with financial signing authority. If funds received are related to an event, the event coordinator or their selected representative shall be one of these two.
- b) Only parents, members of council, teachers, and non-teaching staff shall be permitted to receive funds on behalf of council.
- c) Any parent, parent member of council, or teacher who receives funds on behalf of council shall take reasonable precautions to ensure the security of those funds. This may include regular cash pick up, locking and securing cash boxes, routine counts of funds, and timely deposit.
- d) Records of all cash transactions shall be maintained in the financial records.
- e) Ideally, the Treasurer should not be involved in the initial receipt of funds.
- f) Every reasonable effort should be made to deposit funds received within 2 weeks.
- g) Any investments made during a current school year must expire before the next council's term to allow future council management of the funds.

7. Funds from fundraising

- a) The School Council shall ensure that the funds raised by Council are used for the benefit of the students.
- b) All fundraising activities must be approved by the principal.
- c) Resources generated through fundraising activities should be used, where possible, during the same school year for the benefit of existing students. Funds raised for a targeted initiatives or initiatives that require pre-payment are to be carried forward to the following year for that purpose. Notwithstanding the above, Council should not oblige future years to financial commitments.

By-law #3: The Finance Committee

Purpose: The Finance Committee supports the School Council at the School Council's discretion and request and may study issues make recommendations related to the Council budget or the management and / or expenditure of Council funds. Any such recommendations are formally presented to Council for Councils consideration at a Council meeting. Finance Committee recommendations are not binding on Council.

1. Membership

- a) The Finance Committee shall be constituted at the first council meeting.

- b) The Finance Committee shall include the Treasurer of the council. The Chair of the Finance Committee cannot be the Chair of Council.
- c) The Finance Committee shall include at least one parent member of the council.
- d) The Finance Committee shall not be restricted to members of council.
- e) Finance Committee members should attend the majority of Finance Committee meetings
- f) Finance Committee members shall be provided with the financial records of the previous year no less than 48 hours prior to the first meeting of the Finance Committee.
- g) The Finance Committee shall have a minimum of 3 members. Should 3 members not be identified prior to the first meeting of the Finance Committee, these seats will be considered vacant. The Council and/or the Finance Committee shall endeavour to fill vacancies.

By-law #4: Financial Procedures for Fundraisers

1. Handling of money:

- a) The Council member or volunteer who collects funds must ensure appropriate control of those funds during events. This includes using a cash box and never leaving any cash unattended.
- b) Two members or volunteers must count and confirm any and all money received, in the presence of one another.
- c) Upon completion of the counting, the two members must record and initial amounts on the deposit form (provided by the Treasurer). The deposit form must be included with the money.
- d) If the Treasurer is not available to immediately accept the deposit, all of the money and related deposit form shall be kept in a secure location such as the council safe.
- e) Keys and combinations to all lock boxes / safes shall be treated as confidential and be secured and provided only to those with authority and as needed eg in the case of a safe, the combination may be limited to the Executive Officers only; in the case of the lock box, the key would only be provided to the volunteer responsible for collecting funds.
- f) In cases where the school office is not accessible, the money must be counted and verified prior to leaving the school building and may then be held by a volunteer until the safe is accessible or the deposit can be made. The Treasurer must be notified of the total amount of funds and the name of the volunteer holding those funds.
- g) A float may be requested for an event or initiative. The request should be submitted in writing to the Treasurer at least one week prior to the event.

By-law #5: Benevolence Project

The Council shall identify a minimum of one expenditure or in-kind contribution in support of the Mary Honeywell community, annually. This may include hampers, donations to a school in need, or other identified cause.

By-law #6: Conducting an Election

1. Principles:

- a) All elections shall be by private ballot.
- b) As with all votes, there is no voting by proxy.
- c) Equal time to speak for all candidates.
- d) Efficiency

2. Sample procedure for the day of the election (prior notice of the meeting and election has been provided see above relevant articles and by-laws):

"How to conduct an election: Instructions for the Outgoing Council"

At the first General Meeting of Council in September, the person conducting the meeting (eg last year's Chair, delegate or Principal) calls the meeting to order:

- a) Inform all in attendance that the nominations and votes for each of the Council positions will be held in Sequence one after another beginning with the Chair of the Council and progressing through the Vice Chair, Treasurer etc. (This way someone who runs for Chair and is not elected, may subsequently nominate themselves for Vice Chair or Treasurer etc in turn.)
- b) Ask for nominations for Chair.
- c) Write / display the name of everyone who is nominated including those who nominate themselves on a screen, white board, or chalk board etc at the front of the room.
- d) Invite the candidates to the front to speak for a certain amount of time (Keep it equal eg 2 min each).
- e) Draw numbered pieces of paper out of a hat to determine speaking order.
- f) After the speeches call the vote.
- g) Everyone in the room has a blank piece of paper and writes the name they want onto it, folds it and brings it to the front.
- h) The person conducting the meeting tallies the votes and declares a winner. The winner will be the Council Chair once the first meeting has adjourned.
- i) The person conducting the meeting then calls for nominations for the Vice Chair and continues with the same process until all the elected positions are filled.

By-law #7: Committees

Committees provide parents and Council members the ability to participate and contribute in areas that meet their interests or expertise, in the time that they have available. Committees are established and concluded at the discretion of Council. Membership on any committee shall not be restricted to Members of the Council, although each committee shall include at least one parent member of the Council. Any member of the Council, parent of Mary Honeywell Elementary School students and members of the community may attend meetings and participate in discussion of any standing committee.

1. General

- a) Council may establish committees to make recommendations to the Council,
- b) Every committee must include at least one parent member of the Council,
- c) A committee may include persons who are not members of the Council,
- d) All meetings of a committee shall be open to the public, and all meetings shall be held at a location that is accessible to the public,
- e) A committee is entitled to hold its meetings at the school,
- f) The Principal shall, at the request of the committee, approve written notice of the dates, times and locations of the meetings of the committee and the Principal may approve and arrange for distributing such a notice to the parents of the students enrolled at the school,
- g) The committees shall report back to Council on a regular basis.
- h) The Treasurer will act as Treasurer for all Council standing committees, as needed.
- i) Council will approve Terms of Reference for each standing committee, as needed.
- j) Failure to attend meetings may result in the removal of Committee voting privileges. Removal of voting privileges shall be determined by the remaining Committee members via majority vote.

2. Meetings, Minutes, and Documentation

- a) Committee meetings shall be open to members of the public.
- b) Written notice of the dates, times, and locations of Committee meetings shall be made available to the school community at least one week prior to the meeting.
- c) The agenda should be made available in advance of the meeting. A request for agenda items should be made around the time the meeting is announced.
- d) Minutes of Committee meetings shall be made available to parents and teachers. Minutes should note all issues addressed, motions raised, decisions taken, and made available in a timely manner.
- e) Financial records shall be made available upon request. Financial decisions shall be documented in detail, be accurate, and be made available in a timely manner.
- f) Financial records shall be made available to the public, upon request. Financials may be made available to the public pro-actively.

3. Voting and Quorum

- a) All members of a Committee shall be considered voting members of that committee.
- b) Quorum shall be fifty percent (50%) of voting members +1. Voting by-proxy shall not be permitted.

By-law #8: Conflict of Interest

A conflict of interest for a School Council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her School Council responsibilities. A conflict of interest may be actual, perceived, or potential. Members of council shall declare a conflict of interest and exclude him/herself from discussions and votes in which:

- 1. a conflict is likely to result,
- 2. the member's ability to carry out his/her duties and responsibilities as a member of the Council may be jeopardized,
- 3. the Council member, member's 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, or as a result of actions taken by the Council itself as it pursues initiatives or other parts of its mandate.

By-law #9: Communications

Communications strategies are defined as any public communication regarding school or community events on behalf of the School Council. These strategies include any form of oral or written communication, be it on paper or online. School Council procedures for communications are bound by the OCDSB policies, procedures and guidelines. Appropriate Use of Technology (P.100.IT), Acceptable use of Computers and Internet/Intranet Technology Procedure (PR.622.IT) and the OCDSB Social Media Guidelines: Terms of Use.

1. Written Communication: eg.Synervoice sendouts, emails, pamphlets, etc.

- a) All written public communication on behalf of the School Council should be made by the Chair and, where possible, be read and edited by at least two other Council members,
- b) Where possible, public written communication must include the School Council name and be clearly indicated to avoid any confusion with official school or Board communications,
- c) Whenever the School Council communicates with families in written format, approval must be attained by the Principal or Vice-Principal in advance.

2. Oral Communication:

The School Council Chair shall speak on behalf of School Council in all public situations. A different School Council member may be delegated by the Chair. If the Council (or any of its members on behalf of the Council) are asked for an official comment on behalf of the Council by the media or other public sources, the Chair must approve the response and the Principal must be consulted prior to providing said response.

3. Social Media:

The goal of using social media for the School Council is to communicate directly with those who have an interest in our school by posting relevant information regarding our school, Board and community activities on a regular basis (3-5 times per week, or more if possible and relevant).

The school community and staff are encouraged to suggest items for posting.

- a) Each existing social property should have a primary site administrator who is chosen by the School Council at the first Council meeting of the school year. The creation of new social properties must be agreed upon by a School Council vote. Each site administrator should have regular access to digital technology and a knowledge of the workings of the social media world.
- b) The overall management of the social media properties used by the School Council will be overseen by at least two members of the School Council, chosen at the first Council meeting of the school year. This management group would have administrative access to the social media sites. Management would include checking in on the social properties on a regular basis and notify the site administrator of any possible issues with the content.
- c) All messages posted by the School Council through social media must align with School Council goals and objectives and follow OCDSB guidelines.
- d) The School Council is not responsible or liable for content posted by any subscriber on any social property.
- e) The site administrator and/or the management group (section b) reserves the right to edit or modify postings to the School Council social media sites, but only if they contravene the OCDSB policies and guidelines in the following areas:
 - Potentially libellous comments,
 - Obscene or racist remarks,
 - Plagiarized material,

- Private or personal information published without consent,
 - Comments totally unrelated to the topic of the forum,
 - Commercial promotions or spam,
 - Hyperlinks to material not related to any discussions
- f) When an item is removed from the School Council social media sites by a site administrator or by the management group, the removal and reasons for removal are reported back to Council and are recorded in the minutes of the following School Council meeting.

Use of Photos in Communications:

- a) The use of photos of students in any communications must align with the OCDSB policy. Only those children whose parents/guardians have given the specified permission can be featured in School Council communications,
- b) A media photo disclaimer should be used at all events

By-law #10: Conflict Resolution Procedures within the School Council

Conflict is a natural part of human existence. In a structured environment, where mutual trust and respect prevail, it can be a positive force. When conflict is resolved collaboratively, both the whole group and the individuals within the group are strengthened.

1. Council members are elected to serve the school community and shall demonstrate respect for their colleagues on Council at all times.
2. Every School Council member shall be given an opportunity to express his or her concerns or opinion about the issue at dispute.
3. Council members shall be allowed to speak in their turn and shall maintain a calm and respectful tone at all times.
4. The Chair's responsibility is to maintain order at meetings, clarify the statements made by all speakers, to identify common ground among the points of view raised, and to seek out the joint interests of all members. If a disruption occurs during a meeting, the Chair shall attempt to redirect the meeting to a more productive discussion.
5. If all attempts at resolving the conflict have been exhausted without success, the Chair may call a recess to the meeting and/or may request the intervention of the Principal or other senior administrator to facilitate a resolution to the conflict.
 - a. If the issue is resolved successfully, all parties shall be welcomed back into the meeting and the Chair shall call the meeting back to order.
 - b. If the issue cannot be resolved successfully during the recess, the Chair shall set up a separate meeting of all parties involved in the dispute, plus the Principal, Vice Principal, Chair and Vice Chair. The Principal may, on their own or at the request of the Chair, request that the parties involved in the dispute leave the meeting. The Chair shall then call the meeting back to order.
6. The disruption, its resolutions, and any follow-up actions shall be recorded and submitted to the Principal and the Superintendent of Schools within one week.
7. The removal of a member for one meeting does not in and of itself prevent the Council member from participating in future meetings of Council.
8. The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting and reflected in the minutes.
9. The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.

By-law #11: Retention of Records

School Council files and documents are stored in a filing cabinet located at the school.

- a) Financial records are retained for seven years, six previous years plus the current year, as per By-law #2, paragraph 2.;
- b) Copies of each Constitution passed at Annual General Meetings should be filed in the School Council filing cabinet by the Secretary,
- c) Copies of School Council minutes are stored in the School Council filing cabinet by the Secretary and are available for examination by anyone without charge. Minutes must be retained for a minimum of five years, four previous years plus current year.

Signatures

Co-Chair MHES School Council

Date

Co-Chair MHES School Council

Date

Vice Chair MHES School Council

Date