



Humbercrest Public School

School Advisory Council Bylaws

Approved August 2020

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Purpose, Mission, Objectives

PURPOSE

The purpose of School Advisory Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

A Council's primary means of achieving its purpose is by making recommendations in accordance with the Education Act Ontario Regulations, to the principal of the school and the board that established the council.

Ontario Regulation requires that each council contain the following bylaws:

- Election Practices and Vacancies
- Conflict of Interest
- Conflict Resolution Procedures

SCHOOL ADVISORY COUNCIL MISSION

Humbercrest Public School Advisory Council (SAC) is a voluntary group of parents/guardians, and school and community representatives who are committed to:

- promoting and encouraging parental involvement
- supporting the learning environment by consulting/advising with administration on issues of concern for the school community

COUNCIL OBJECTIVES

Humbercrest Public School Advisory Council operates to:

- represent the interests of the children, parents and the community
- offer parents/guardians the opportunity to support each other
- consult with the TDSB on specific policy issues as required
- complete Ministry of Education reports as required

Bylaw #1: Membership

1. The School Advisory Council (SAC) of Humbercrest Public School shall be composed of the following members:
 - a. Parent/Guardian Member-at-Large:
 - i. Any person who is a parent or guardian of a student enrolled at Humbercrest Public School is eligible to become a council member-at-large by completing an Online Member-at-Large Self-Nomination Form prior to the first council meeting of the school year
 - ii. There is no limit to the number of self-nominated members-at-large; all nominations will be acclaimed by motion, at the beginning of the first meeting of the new school year
 - iii. Members-at-large will hold their seat on the council for one year, until the first meeting of the next school year as long as they continue to have a student enrolled at Humbercrest Public School
 - iv. Members-at-large must complete a new Online Member-at-Large Nomination Form each year to maintain membership-at-large status
 - v. A parent or guardian of a student enrolled at Humbercrest Public School who is employed by the TDSB is eligible to be a member-at-large provided:
 - The person is not employed at Humbercrest Public School
 - The person declares their employment
 - vi. Each member-at-large will have one vote
 - b. The principal or vice-principal of the school (the principal may delegate membership responsibility to the vice-principal)
 - c. One teacher representative, who is not the principal or vice-principal, selected by their peers to be the designated voting member on council
 - d. One school support staff representative, who is not a teacher, principal, or vice-principal, selected by their peers to be the designated voting member on council
 - e. One student representative designated by the principal, to be a voting member on council
 - f. Two or more community representatives, who are not a parent or guardian of a student attending Humbercrest Public School, to be appointed by the principal or Council to serve as voting members. Every attempt should be made to have a staff member from the YMCA, who provides before and after school care at Humbercrest Public School, fill one of the community representative roles

2. The majority of council members must be parents/guardians.
3. Trustees of the TDSB are not eligible to be members of the School Advisory Council.
4. All members will adhere to the School Advisory Council Code of Ethics. Any member not abiding by the code may be removed from the council by the principal.

Bylaw #2: Elections

1. Parents/guardians of a student enrolled at Humbercrest Public School will receive an email invitation to become a member-at-large or executive officer of the School Advisory Council during the first fourteen (14) days of the school each year.
2. Parents/guardians who wish to become a member-at-large must submit an Online Member-at-Large Self-Nomination Form prior to the first council meeting of the school year. All parents/guardians who submit a nomination form before the first council meeting will be acclaimed as members of the council by motion. There will be no additional nomination periods during the school year.
3. The council executive will be made up of the following officers, who will be elected each year:
 - a. Co-Chairs (2 positions)
 - b. Treasurer
 - c. Secretary
 - d. Communication Co-Leads (2 positions)
4. To run for an executive office position, a parent/guardian must complete an Online Executive Officer Self-Nomination Form, including a brief bio and a summary of their reasons for running for the school council. If a parent/guardian does not have access to the online form, they can contact the principal to have it completed online for them.
5. The Online Executive Officer Self-Nomination Form must be completed and submitted seven (7) days prior to the election, which will be held at the first School Advisory Council Meeting of the school year.
6. Any parent or guardian of a student enrolled at Humbercrest Public School can run for election as an executive officer, except employees of the TDSB.
7. No individual campaign literature for council elections may be distributed or posted in the school.
8. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
9. The election of officers will take place at the first meeting of the School Advisory Council which must take place within thirty (30) days of the start of school.

10. If the number of nominees is less than or equal to the number of vacancies, the candidate(s) shall be acclaimed.
11. If there are more nominees than vacancies, the nominees' names and information will be circulated to the school community by email before the election at the first council meeting.
12. The election of officers will take place at the first council meeting of the school year and go as follows:
 - a. Voting members of the council as outlined in Bylaw #1 must be in attendance at the first council meeting in order to vote for executive officers. No proxy will be permitted
 - b. The principal will prepare in advance a ballot for distribution at the council meeting, and shall conduct a lottery to determine the ballot position for each candidate
 - c. The principal will distribute ballots at the meeting, and shall supervise the election proceedings
 - d. Voters can cast the number of votes equal to the number of vacancies, and each vote has the same weight
 - e. Ballots shall be counted by the principal in the presence of at least two members-at-large.
 - f. If only one vacancy, the candidates with the highest number of votes will be declared elected. If there is a tie, the winner shall be determined by lot (draw).
 - g. If two vacancies (e.g. co-chairs), the nominees with the first and second most votes will be elected. If a tie for the second vacancy, the winner shall be determined by lot (draw).
 - h. Appeals related to the school council election process or results shall be resolved by a joint ruling made by the school principal and an executive member from the previous year's council.
13. Election of the teaching staff representative
 - a. The principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected.
 - b. Anyone assigned to the teaching staff of the school (full- or part-time) other than the principal or a vice-principal may be a candidate.
14. Election of the non-teaching staff representative
 - a. The principal, in consultation with the election committee, will make the necessary arrangements for the non-teaching staff representative to be elected.

- b. Anyone assigned to the non-teaching staff of the school (full- or part-time) may be a candidate.
- 15. The School Advisory Council shall help the principal ensure that the names of the elected/acclaimed officers are publicized to the school community within thirty (30) days of the election.
- 16. The term of an officer will end with the election of new officers during the next school year. An officer can be nominated and re-elected each year, as long as they continue to have a student at the school and are not an employee of the TDSB.
- 17. Should an officer vacancy occur during the school year, the council shall fill the vacancy by appointment from any non-elected candidate from the previous election. If there were no previous candidates, or any previous candidate is not interested in becoming a member of the executive, the council may appoint any member-at-large who expresses an interest in the vacant position. When a vacant officer position is filled, their term shall expire at the time of the next election.

Bylaw #3: Committees & Leads

- 1. Each year, the School Advisory Council will identify committees and priority portfolios that require a Committee or Lead.
- 2. Committees are the “working groups” of the School Advisory Council.
- 3. Every committee must include one parent member of the School Advisory Council. Committees may also include others who are not members of the council.
- 4. Committee meetings must follow the same rules as council meetings: all committee meetings are entitled to be held at the school, must be open and accessible to the public, and are to be publicized by the principal in the same way that regular school council meetings are.
- 5. Standing committees of the School Advisory Council include, but are not limited to the following, and can be modified annually by a vote of the council:
 - a. Equity & Inclusivity Committee
 - b. Environment & Sustainability Committee
 - c. Allergy Committee
 - d. French/English Committee
 - e. Grants and Corporate Donations Committee
- 6. Each year, the Council will seek leads for the following priority portfolios:
 - a. TDSB Ward 7 Representatives (3 positions)
 - b. Drop Zone Lead
- 7. All social fundraising (SoFun) activities sanctioned by the principal at the beginning of the year, will have a lead or co-leads identified, who will be responsible for running the activities including the management of finances and volunteers

8. Each committee/lead will be expected to report at every council meeting, either in person or in a written report provided to the co-chairs in advance.

Bylaw #4: Meetings

1. The council shall meet at least four times during the school year. Additional meetings of the executive or the full Council can be called as necessary.
2. The first council meeting of the school year must be held within thirty (30) days from the first day of school.
3. Except in the case where the school is not open to the public for any reason (e.g. about unrest, public health, or building department requirements), Council meetings will occur on the school site in order to encourage optimum parent participation.
4. If an in person meeting cannot be held, a virtually meeting can be called with video and call-in options.
5. Any parent or guardian of a student at Humbercrest Public School may attend a council or committee meeting, but only those who are registered as members-at-large prior to the first meeting of the school year may vote.
6. Child care will be offered at in person meetings free of charge.
7. Council meetings are open to public attendance.
8. Notice of council meetings date, time and location shall be circulated to parents/guardians via email communications at least seven (7) days in advance.
9. Anyone wishing to have an item added to the Council agenda must submit their agenda item, with a detailed outline and supporting documents, to the co-chairs seven (7) days in advance of the next meeting.
10. A quorum for the transaction of business at any council meeting shall consist of at least two officers, the principal (non-voting) and at least ten (10) members-at-large. If quorum is not reached, the meeting can continue but motions must be tabled until the next meeting.
11. At meetings where quorum is established, a motion can be put forward. The motion will pass with a majority vote in favour (50% plus 1) by those members in attendance. Voting by a show of hands is sufficient unless otherwise determined by the chair.

12. In between meetings when the need arises, motions can be circulated and voted upon by email. The email motion must be distributed to all voting members with a minimum fourteen (14) days to review and cast a vote. The motion will pass with a majority vote in favour (50% plus 1), based on the total number of voting members.
13. It is the responsibility of the Council to present issues to parents in the community for consultation and decision-making. Decisions made by the Council shall be implemented by any member of the Council who volunteers to perform the task and is elected to do so by the Council.
14. Minutes of all Council meetings will be taken by the secretary or the person designated by the chair. Minutes will be reviewed and approved by the principal. Minutes will be reviewed at the next council meeting and will be passed by vote. In addition, minutes will be available to all parents/guardians via the parent council website, and distributed as determined by council.

Bylaw #5: 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 his or her duties and responsibilities as a member of the school council may be jeopardized;
 - c. the council member, his or her 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. Members shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

Bylaw #6: Conflict Resolution

1. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
2. Speakers to an issue will maintain a calm and respectful tone at all times.
3. Speakers will be allowed to speak without interruption.

4. 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 joint interests of all members.
5. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
6. If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.
7. Council members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.
8. If a council member or members become disruptive during a meeting, the chair shall ask for order.
9. 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.
10. The removal of a member for one meeting does not prevent the council member from participating in future meetings of council.
11. The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
12. When the chair has requested the removal of a member or members from a meeting, the chair shall request that the disputing members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the council.
13. The chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
14. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
15. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

Bylaw #7: Financial Management

1. A report on funds raised by council will be presented by the treasurer to the council at the first meeting of the year and subsequently throughout the school year at council meetings.

A summary of total expenses during the year will be presented to the council by the treasurer at the last meeting of the school year.

2. Council must have two council officers established with signing authority - the treasurer and a co-chair. However, it is recommended three signing officers be established, with the other co-chair as backup.
3. All council cheques must be signed by two signing officers (any two of principal, vice-principal, treasurer, or co-chair). Except in extremely rare circumstances the two signatories will be the treasurer and the principal. Under no circumstances can one of the signatories also be the cheque payee.
4. Except in the case of emergency (as determined by the executive and/or the principal and a member of the executive) any expenditure over \$200 must be approved at a council meeting.
5. The treasurer and co-chairs are authorized to approve spending of annual expenses related to communications, technology, supplies and administration required to run the council, under \$200.
6. All council funds should be kept in the school's locked safe until they are ready for deposit. Funds collected should always be counted by a council member, and verified by a council officer or the principal/vice-principal.
7. A budget will be presented and approved annually, which will pre-approve allowable expenses.
8. Social/fundraising (SoFun) activities sanctioned by the principal at the beginning of the year, must appoint a lead or co-leads who will be responsible for running the activities including the management of finances and volunteers.
9. All other requests for funding for school equipment, programs or services must go before the Council for a vote.
10. Should anyone have a complaint about approved expenses, a complaint should be submitted in writing to the principal. The principal will determine whether further investigation and action is warranted.

Bylaw #8: Council Reporting

1. A list of elected council officers will be posted on the council website with contact information.
2. Council agendas and minutes will be published on the Council website and circulated to parents/guardians by email.

3. Council shall annually submit a written report on its activities to the principal of the school and to the TDSB via the principal. If the council has engaged in fundraising activities, the annual report shall include a report on those activities.
4. These bylaws and financial statements from the council will be available to all parents/guardians on the Council website.

Bylaw #9: Amendments

1. By-laws may be changed and updated over time as the needs and the council change.
2. Motions to amend the bylaws should be circulated fourteen (14) days in advance of the vote so Council members have time to consider the amendment.
3. The motion to amend a bylaw will pass when quorum is established and there is a majority vote in favour of the motion (50% plus 1).
4. Approved amendments will be changed in the official copy of the bylaws and re-posted on the council website.

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