

CLINTON SCHOOL COUNCIL PROPOSED BY-LAWS OCTOBER 2017

The following includes partial by-laws for:

- Executive Positions
- Conflict-of-interest
- Conflict Resolution

By-Law 1 - Executive Positions

1. Executive positions consist of:
 - 2 co-chairs
 - A treasurer
 - A secretary
 - A communications officer
 - 2 ward representatives
2. All executive members are members of council, shall attend council meetings and will contribute constructively to matters or business relating to the school council.
3. Any executive member may serve on any committees established by the school council.
4. Unless a conflict of interest applies, all executive members may vote.
5. All executive members must observe the Council's code of ethics and established By-laws.
6. All executive members shall encourage maximum involvement of the Council members and broader school community.

Role of the Co-chairs

The co-chairs:

1. Establish council meeting dates in collaboration with other members of Council, ensuring appropriate notice of meetings is given.
2. Prepare council meeting agendas in consultation with the Principal and other Council members and chair council meetings.
3. Ensure that meeting minutes are recorded and maintained, that reporting obligations are met, and that documentation of matters pertaining to the school council is maintained.
4. Facilitate the orientation of newly elected council members.
5. Facilitate the resolution of conflict.
6. Work effectively with the principal on matters that relate to council.
7. Communicate information from the TDSB and the Ministry of Education to parents and, as needed, the school community.
8. Encourage fair, democratic processes for decision-making and conduct of Council.

Role of the Secretary

The secretary:

1. Records and maintains accurate records of Council meetings.
2. Maintains a copy of approved minutes, agendas, by-laws, and policies of the School Council on the school property so that these are available free of charge and in a timely manner for review by any member of the school community.
3. Assists with documentation, including maintaining by-laws, reports and other materials that are relevant to Council.
4. Assures that the materials described in paragraphs 2 and 3 are accessible to the school community.

Role of the Treasurer

The Treasurer:

1. Maintains financial records of the Council in accordance with any requirements set out in the Council by-laws or policies, the Education Act or regulations under the Education Act.
2. Assures the transparency of these financial records.
3. Pays bills and/or invoices and assures balanced financial statements.
4. Provides regular accurate reports to Council and the school community regarding financial matters related to the business of the Council.
5. Assembles the Council operating budget, which will be approved by the Council.
6. Assures that budgets and expenditures adhere to relevant regulations and Council by-laws and/or policies.
7. Contributes to the improvement of the Council's financial practices by providing guidance or input on by-laws, Council policies or practices.
8. On an as-needed basis, educates or arranges for the education of the Council regarding acceptable and/or prudent financial practices.

Role of the Communications Officer

The Communications Officer:

1. Maintains the Council website or assures that the Council website is maintained.
2. Maintains records relating to the administration of the Council website, including but not limited to: domain names, distribution list, contact information of website hosts, access information, fees, and payment due dates.
3. Provide a copy of the records described in the paragraph above to the Chair or Co-Chairs, and others, as needed.
4. Prepare a written annual communications strategy, which will be approved by the Council.

Role of the Ward Representatives

Ward representatives:

1. Attend Ward meetings.
2. Prepare a summary report of all Ward meetings, which will be presented at School Council meetings.

Other roles for consideration:

Parent Representatives

- Participate on committees established by the school council
- Attend council meetings and contribute to the discussions of the school council
- Solicit the views of other parents and members of the community to share with the school council.

By-Law 2 - Conflict of Interest

1. A conflict of interest may be actual, perceived, or potential. 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.
2. A member shall declare a conflict to the Council or to the co-chairs and exclude him- or herself from discussions in which:
 - a conflict of interest is likely to result;
 - the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
 - 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.
3. A member shall not accept favours, or economic benefits, from any individuals, organizations, or entities known to be seeking business contracts with the school.
4. All members of Council will refrain from unduly influencing the opinions, decisions or votes of others.

By-Law 3 - Conflict resolution

1. The Council supports the consensus model for reaching important decisions.
2. Every member of the school's community 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.
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 the time allotted.
5. Where conflict or an impasse arises, the chair will reiterate the task, goal, priority and/or needs; identify the common ground or points that are in agreement; and seek to clarify preferences among all members before proceeding with further discussion.
6. If consensus cannot be reached and where such action is appropriate given the circumstances, the Chair may propose a vote on the matter. Where a vote is proposed, a simple majority must be achieved before a matter can be considered concluded.
7. If all attempts at resolving the conflict have been exhausted without success, the chair may request the intervention of an independent third party to assist in achieving a resolution to the conflict. The independent third party may be the superintendent, other senior board administrator or another individual mutually agreed on by the parties involved in the conflict.
8. 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.