

Vimy Ridge Public School Council Constitution and By-Laws

Draft on October 19, 2021

Version 1.4 Amended on October 19, 2021

This Constitution and By-laws are in effect as of September 1st, 2021.



Version #	Date	Author	Summary of change
0.1	2018-08-31	Greg Rallo	First draft of document started
0.2	2018-09-15	Greg Rallo	Added committee names as per Sept 11, 2018 meeting
0.3	2018-10-20	Dave Bergevin	Updated formatting and added content from multiple constitutions
0.4	2018-10-20	Governance Committee	Provide comments in the margins, Review for duplication of content, Review for processes, decide if we want to include articles already present in the governing documents provided by the Board.
0.5	2018-10-28	Governance Committee	Updated document based on committee comments
1.0a	2018-11-08	Governance Committee w/ Principal	Met with Principal. Alpha version has been reviewed by Principal and governance committee. To be sent to full Council for review.
1.0	2018-11-20	Vimy Ridge School Council	Vimy Ridge School Council Approved
1.1	2019-04-16	Vimy Ridge School Council	Council approved update to fundraising and added definition of capital projects. Also improved clarity on Constitutional votes.
1.2	2019-10-22	Danielle Rajah	Amendments proposed by Chair to amalgamate two Committees, add limitations regarding the agenda and length of meetings, and other small housekeeping items. Made amendments as approved by Vimy Ridge School Council on October 15, 2019
1.3	2020-09-21	Danielle Rajah	Amendments proposed by Chair to allow for meetings and voting to be held via videoconference / electronic means.
1.4	2021-10-19	xx	

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ARTICLE 1: NAMES AND DEFINITIONS

- 1.1 The organization name shall be Vimy Ridge Public School Council, and hereinafter shall be referred to as the “Council” located at 4180 Kelly Farm Dr, Gloucester, ON K1T 4J2 , in the City of Ottawa, Province of Ontario.
- 1.2 Vimy Ridge Public School or VRPS shall be hereinafter referred to as the “School”.
- 1.3 The Ottawa Carleton District School Board shall be hereinafter referred to as the “Board”.
- 1.4 The Province of Ontario’s Ministry of Education shall be hereinafter referred to as the “Ministry”.
- 1.5 A legal guardian is of the same status as a parent. For the purposes of convenience, the word “parent” appears in this document, it is assumed to be interchangeable with the term legal guardian.
- 1.6 “Ad Hoc Committees/Sub Committee” shall mean committees that are formed for a specified period of time to respond to a need or issue.
- 1.7 “Community” shall mean the attendance area of the school.
- 1.8 “Community Representative” shall mean the businesses, community organizations and/or local government agencies geographically located near the school.
- 1.9 “Constitution” shall mean the standing rules of the Council for the regulation of its conduct and internal organization.
- 1.10 “In writing” shall include written correspondences conducted via email or other forms of electronic messaging.
- 1.11 “OCASC” shall mean the Ottawa-Carleton Assembly of School Councils.
- 1.12 “Quorum” shall mean the number of members required for an official Council meeting is equal to the majority of the parent members of the Council, and the Principal or delegated Vice-Principal.
- 1.13 “Regulation 612/00 and 613/00” shall mean the provincial law governing all aspects of School Councils. (see following links for reference
<https://www.ontario.ca/laws/regulation/000612> and
<https://www.ontario.ca/laws/regulation/R00613>)
- 1.14 “Executive Officer” or “Officer” shall mean a position of additional responsibility held by an elected or appointed Council parent member. An Executive Officer on the Council may be any one (1) of the following positions: Chair or Co-Chairs, Vice-Chair, Secretary, Treasurer, Parent Assembly Representative (OCASC)

- 1.15 “Capital Project” shall be any project including permanent structures or equipment (normally, but not always, valued at greater than \$5,000) that provides long term benefits to the whole school.

ARTICLE 2: MISSION STATEMENT

- 2.1 Vimy Ridge Public School Council is committed to working with the School staff, community, parents, and the Board to enrich the education and experiences of all students

ARTICLE 3: OBJECTIVES

- 3.1 The mandate of the Council is as follows:
 - 3.1.1 Improve student achievement by supporting the school learning plan;
 - 3.1.2 Enrich the communications and relationship between home and the School, Board and Ministry as appropriate;
 - 3.1.3 Support the development of relationships with the wider community;
 - 3.1.4 Provide additional resources (human, material, and financial) for the benefit of the School and its students;
 - 3.1.5 Provide advice and recommendations to the Principal, Board or Ministry, based on views solicited from the school community with respect to policies, programs and services that meet the needs of the students;
 - 3.1.6 Promote a safe and positive school experience for our children.
 - 3.1.7 Build and maintain a positive relationship between home, school, and community by providing and supporting a variety of educational and social activities.
 - 3.1.8 Provide information and gather feedback on issues affecting the School community; gather feedback on school programs, parent involvement, school policies and community issues.
 - 3.1.9 Provide opportunities for parents to be more involved in the education of their children.
 - 3.1.10 The Council shall serve as a vehicle for empowering the Vimy Ridge school community. To do that, it shall:
 - 3.1.10.1 Recognize that Vimy Ridge Public School is an extension of our home, and community. Strive to remain caring, flexible, and creative in all its decisions.
 - 3.1.10.2 Build on the shared values of the community and always strive for consensus.
 - 3.1.10.3 Supports inclusiveness and encourage parents to participate in the School.

ARTICLE 4: MANDATE

- 4.1 Council is a voluntary advisory council to the Principal and the Board. All decisions made will enhance the learning of the students. The Council will respect and adhere to all

policies of the Board, the Education Act and Regulations, the Freedom of Information and Protection of Privacy Act, and Human Rights legislation.

- 4.2 The responsibilities of School Councils are established provincially and jurisdictionally in:
 - 4.2.1 The Ontario Education Act under regulations 612/00 and 613/00
 - 4.2.2 Board Policy P.014.SCO
 - 4.2.3 School Council Procedure PR.509.SCO.
- 4.3 Council may provide advice to the Principal and/or the Board, as appropriate, on the topics including, but not limited to the following:
 - 4.3.1 Local school year calendar
 - 4.3.2 School code of behaviour
 - 4.3.3 Program goals and priorities and curriculum delivery
 - 4.3.4 The responses of the School or the Board to achievement in provincial and Board assessment programs
 - 4.3.5 Establishment of criteria for the selection of Principals
 - 4.3.6 School budget priorities
 - 4.3.7 School/community communication strategies
 - 4.3.8 Methods of communicating to parents and the community
 - 4.3.9 Extracurricular activities in the School
 - 4.3.10 School-based services and community partnerships related to social, health, recreational and nutrition programs
 - 4.3.11 Community use of School facilities
 - 4.3.12 Local coordination of services for children and youth
 - 4.3.13 Development, implementation and review of Board policies at the local level
 - 4.3.14 Input to the School Profile
 - 4.3.15 Developing a Principal Profile

ARTICLE 5: AFFILIATIONS

- 5.1 The Council maintains a membership in the Ottawa Carleton Assembly of School Councils (OCASC).
- 5.2 The Council may seek affiliation with community or school-based groups such as the Findlay Creek Community Association (FCCA) in order to further Council objectives.

- 5.3 Representation to OCASC, or any other affiliation, must be by a voting member of Council.

ARTICLE 6: MEMBERSHIP

- 6.1 Membership of the Council is mandated by:
 - 6.1.1 Ontario Ministry of Education Regulations
 - 6.1.2 Ottawa-Carleton District School Board policy on School Councils
- 6.2 Council shall consist of at least nine (9) members including:
 - 6.2.1 At least 5 Parent Members, who shall make up the majority of Council
 - 6.2.2 The School Principal as a non-voting member
 - 6.2.3 (1) Teaching Staff member, elected/appointed in accordance with Ontario Regulation 612/00 and is a voting member
 - 6.2.4 (1) Non-Teaching Staff member, elected/appointed in accordance with Ontario Regulation 612/00 and is a voting member
 - 6.2.5 (1) Community Representative, appointed by Council as a whole
- 6.3 Parents are defined as parents or guardians of students enrolled in the school. OCDSB employees must declare their employment prior to their election.
- 6.4 The Council elects the following Officers from its parent membership on a yearly basis (voting members):
 - 6.4.1 Chair (or 2 Co-Chairs)
 - 6.4.2 Vice-Chair (Where there are 2 Co-Chair positions the Vice-Chair position is not required)
 - 6.4.3 Secretary
 - 6.4.4 Treasurer
 - 6.4.5 OCASC Representative
 - 6.4.6 Where there are insufficient numbers a Council member may hold more than (1) position; however, there must be at least three (3) signing officers. And a Council member only has (1) vote.
- 6.5 Members-at-Large (voting members):
 - 6.5.1 Parent members of the School Council will constitute the majority of the members.
 - 6.5.2 Each parent/guardian of a student enrolled in Vimy Ridge Public School will be eligible to be a parent member of the Council as determined by the regulations.

- 6.5.3 The Council will endeavour, in composition and function, to reflect the school it represents with at least (1) parent member from each division of the school: primary grades (K- 3), junior grades (4-6), and intermediate grades (7-8).
- 6.5.4 The number of Members-At-Large is determined at the election meeting each year with a minimum of 2 at-large-parents and a maximum of 16 Members-At-Large.
- 6.5.5 For the 2018/2019 school year, the number of Members-At-Large is set at no more than thirty five (35) members and overrides Article 6.5.4. However, if quorum is not reached at any future meetings in the 2018/2019 school year, those Members-at-Large not present at said meeting will have their voting rights revoked. This Article 6.5.5 will expire on August 31st, 2019 and be removed from the constitution and Article 6.5.4 will be enforced from September 1st, 2019 onward.
- 6.5.6 The nomination process for Members-at-Large is described in Article 8.6.
- 6.5.7 Every parent who agrees to be an At-Large School Council-voting member must commit to remain as a School Council member for the duration of the school year and attend meetings of the School Council.
- 6.6 Board Employees and Trustees
 - 6.6.1 A Board employee who works at the school his or her child attends is not eligible to serve as a parent member on the Council. A Board employee who works at the school their children attend, may however, be elected as either the teaching or non-teaching staff representative.
 - 6.6.2 Board employees who do not work at the school their children attend may be elected as parent members as long as they notify other parents of their employment with the School Board prior to their election.
 - 6.6.3 An employee of the Board cannot serve as the Chair, or Co-Chair of the Council.
- 6.7 Council members' duties are outlined in Appendix A.
- 6.8 Council members are elected for a (1) year term that lasts from the first meeting of (1) school year to the first meeting of the following school year.
- 6.9 Council members may not receive any remuneration for their work on Council.
- 6.10 Council members shall adhere to the code of ethics, as outlined in Appendix B.
- 6.11 Council members shall make a reasonable attempt to attend Council meetings. Refer to Article 17.1.2

ARTICLE 7: OFFICERS

- 7.1 The Officers shall be the Chair (or Co-Chairs), Vice-Chair, Treasurer, and Secretary and OCASC Representative

- 7.2 Duties of the Officers are outlined in Appendix 'A'.
- 7.3 The Officers must be Parent Members and are elected at the first meeting in September after election of all Parent Members. The Chair (if available) or previous Council Officer is responsible for calling the first meeting of the following school year in collaboration with the school's administration.
- 7.4 No Parent Member may be elected for more than two (2) consecutive terms for the same officer position.
- 7.4.1 Notwithstanding section 7.4, a Parent Member may hold the position of Chair, Vice-Chair (or Co-Chairs), Treasurer, Secretary or OCASC representative for additional term(s) if no other Parent Member expresses interest in holding the position.

ARTICLE 8: ELECTIONS

- 8.1 Elections shall occur within the first 30 days of the start of the school year.
- 8.2 The Principal or Vice Principal designate will oversee the elections process.
- 8.3 The Principal or Vice Principal designate shall work with the previous Council to:
 - 8.3.1 Provide nomination forms
 - 8.3.2 Ensure that Council member/officer roles and responsibilities are made available to the School community
 - 8.3.3 Ensure that the School community is made aware of the election procedures, election date, location and time at least 14 days in advance of the election
- 8.4 The Principal or Vice Principal designate will:
 - 8.4.1 Conduct the elections by secret ballot
 - 8.4.2 Count the ballots with (1) other person preferably a teacher representative
 - 8.4.3 Notify all candidates of the results prior to publication of the results to the School
 - 8.4.4 Keep specific information related to the results confidential.
- 8.5 Only the names of the successful candidates will be made public.
- 8.6 Each parent seeking election must be nominated, or self-nominated, in writing or by email prior to the elections, or by being present during the elections and declaring their candidacy in person. Nominations will be accepted up until the time of voting.
- 8.7 If there are more names than vacant positions, each candidate may be asked to provide a brief profile for the voters.
- 8.8 Each parent of a student enrolled in the school is entitled to (1) vote for each Parent Member position available on the Council. Voting by proxy is not permitted and parents must be present at the first Council meeting to vote.

- 8.9 For Chair, candidates will declare, in advance of voting if they would like to run as Chair. In the case that a Chair is chosen, Parent Members may elect a Vice-Chair in accordance with Articles 6 and 7.
- 8.10 In the event of a tie for any officer position, the tied candidates will draw lots to determine the election. In the event of a tie between 2 candidates seeking the position of Chair, they can decide to work together as Co-Chairs. If there are more than 2 candidates and there is a tie between two (2) candidates, the candidate(s) with the least votes will be removed from the ballot and another vote will be held until a successful candidate is elected.
- 8.11 If the number of candidates is equal to, or less than, the number of vacant positions, the candidate(s) shall be acclaimed.
- 8.12 The Principal will ensure the election/appointment of teaching and non-teaching staff to Council be held prior to the first Council meeting of the school year.
- 8.13 Council Vacancies:
- 8.13.1 If Council positions become vacant due to resignations, inability to fulfill roles and responsibilities, or other causes, the remaining members shall constitute Council, unless the parent majority is not maintained.
- 8.13.2 If the majority of parents on Council is not maintained, the election process will be put in place for the purpose of filling the vacancies and/or the Chair (or Co-Chairs) may appoint a suitable candidate from the list of candidates from the initial election held by Council.
- 8.13.3 Vacant Officer positions may be filled by election for the remaining term of office from members of the school community who meet the requirements set for the vacant positions and have expressed an interest to do so. When a vacant position is filled on Council, the new member's term shall expire at the time of the next election. If more than (1) individual expresses an interest in filling a vacant position, membership for that position shall be put to a vote by remaining Council members.

ARTICLE 9: MEETINGS

- 9.1 The first meeting of the school year shall be held within the first 30 days of the new school year, usually in conjunction with the elections.
- 9.2 The second meeting of the school year shall be held within (1) month of the first meeting with a focus on setting an initial Council budget for the school year.
- 9.3 Council meetings shall be held monthly throughout the school year but no less than four (4) times. The Chair with the advice of Council and the Principal shall set the dates (keeping them as consistent as possible) and giving as much notice as possible to the school community.
- 9.4 A meeting is official provided that the following are present:

- 9.4.1 Two (2) of the following five (5) Officers: Chair, Co-Chair, Vice-Chair, Treasurer, Secretary;
- 9.4.2 One (1) school representative which must be the Principal or his/her Vice Principal designate;
- 9.4.3 Majority of voting members are present;
- 9.4.4 Majority of voting members are parents.
- 9.5 Motions will follow rules of order in outlined in Appendix D.
- 9.6 A passing vote is defined as the majority of quorum of voting members present voting in favour of a motion. Voting by proxy is not permitted. In case of a tie, the motion is defeated.
- 9.7 Motions that include expenditures greater than \$200 are required to be submitted to the Chair 7 days in advance of the meeting.
- 9.8 All elected members of Council have equal privileges and voting rights. In situations where there may be a conflict of interest, the member who is in conflict shall declare his/her position and abstain from participating and voting on the issue. Any member can identify and bring attention to potential conflicts of interest of another member.
- 9.9 All Council meetings are open to the public and will be held at a location accessible to the public. No one shall be excluded from the meeting except for those removed due to disruptive behavior. The Chair (or Co-Chairs) may adjourn a meeting due to disruptive behavior.
- 9.10 An official meeting will have minutes taken, and monthly financial report provided. Copies of these documents shall be kept in a Council Binder, in a safe location within the school, for a minimum of seven (7) years.
- 9.11 Under extenuating circumstances where, in the agreed opinion of the Principal or Vice Principal designate and the Chair (or Co-Chairs or Vice Chair), a council meeting or motion cannot wait until the next scheduled in-person Council meeting, the Chair (or Co-Chairs or Vice Chair) may hold a meeting or discuss a motion via videoconference pursuant to Article 21.9. Only after reasonable attempts have been made to contact all members to advise them of the videoconference and the conditions of Articles 9.6 and 9.9 have been met, shall any motion be considered passed. Any member of the public may request and shall be granted admittance to the Council email list to ensure such motions meet the requirements of Article 9.6.
- 9.12 With respect to the development of the agenda:
 - 9.12.1 The scheduled duration of meetings shall not exceed 2 hours.
 - 9.12.2 The following are standing items on the agenda: Welcome and Call to Order o Approval of Agenda Approval of previous meeting minutes o Standing Motion Expenditures / Other Declarations o Update of the Financials o Business Cases o Update from the

Principal o Update from the Teacher Representative o Updates from the Committees o Roundtable / New Business o Adjournment of Meeting

- 9.12.3 With the exception of the Update on the Financials, business cases or other matters that will require a vote will get the priority on the agenda ahead of discussion items or updates.
- 9.12.4 Reserved.
- 9.12.5 Additional agenda items will be added to the agenda in the order they were received by the Chair appearing after the updates, but before the Roundtable / New Business.
- 9.12.6 Only in extenuating circumstances agreed to by the Principal or Vice Principal designate and the Chair (or Co-Chair) will any agenda item be scheduled for more than 15 minutes in duration.
 - 9.12.6.1 The inclusion of such an item may not result in the duration of the meeting extending beyond two hours in length.
 - 9.12.6.2 Any agenda items proposed but refused will be announced by either the Principal, Vice Principal designate or the Chair (or Co-Chair) at the council meeting.
- 9.12.7 Any proposed or scheduled agenda items or new business that cannot be concluded within the two hour meeting duration, and is not deemed to have met the threshold for a motion under Article 9.11, will be put on the agenda as a first item received in the appropriate category for the next council meeting.

ARTICLE 10: COMMITTEES

- 10.1 Council may establish standing, or ad-hoc, committees as necessary. Membership on these committees is not restricted to voting members, but all attempts should be made to include at least (1) Council member and that a committee is not comprised of all Council members.
- 10.2 The Chair (or Co-Chairs) are considered ex-officio members of all committees.
- 10.3 Each committee is responsible for keeping Council informed of their operations and seeking Council approval before any significant changes/commitments are made.
- 10.4 All correspondence prepared for distribution to the broader school community must be approved by the Chair and the Principal or designate before distribution.
- 10.5 A list of Council committees (with the exception of ad-hoc committees) is maintained in Appendix C.

ARTICLE 11: FINANCIALS

- 11.1 The following Officers of Council shall be eligible for signing authority:

- 11.1.1 Chair or Co-Chair
- 11.1.2 Vice Chair
- 11.1.3 Treasurer
- 11.1.4 Secretary (only if Co-Chair and Vice-Chair cannot fulfill that role)
- 11.2 All expenditures of funds must be made by cheque and require (2) signatures.
- 11.3 Approved standing motions, for regular expenditures, are outlined in the Vimy Ridge Standing Motions document.
- 11.4 Council's fiscal year shall begin September 1 and end August 31 of the following year.

ARTICLE 12: COMMUNICATIONS

- 12.1 All communications by Council to the broader school community will be approved by the Chair and Principal or designate prior to distribution.
- 12.2 Council will provide Information and gather feedback from parents/guardians of students enrolled in the School on issues affecting the school community.
- 12.3 Communication will include, but not be limited to, the following:
 - 12.3.1 Council providing the parents/guardians with information concerning matters under consideration by Council by means of:
 - 12.3.2 Newsletters sent home with students for delivery to their parents/guardians, Posting of newsletters and
 - 12.3.3 Council minutes on the Vimy Ridge Public School Council website
 - 12.3.4 Council opening up the floor of Council and Committee meetings in order to receive input from the assembled parents/guardians on any matters under consideration by Council.
 - 12.3.5 Council inviting parents/guardians to participate on Council Committees.

ARTICLE 13: CONFLICT RESOLUTION

- 13.1 Every Council member will be given an opportunity to express concern or an opinion about the issue at dispute.
- 13.2 Speakers to an issue will always maintain a calm and respectful tone and be allowed to speak without interruption.
- 13.3 The Chair's (or Co-Chairs)'s responsibility is to clarify the statements made by all speakers, to identify common ground among the points of views raised and to set out the joint interests of all members.

- 13.4 If no common ground can be identified, the Chair (or Co-Chairs) will seek to clarify preferences among all members before proceeding further.
- 13.5 If all attempts at resolving conflict have been exhausted without success, the Principal shall request the intervention of a superintendent or other senior Board administrator to facilitate a resolution to the conflict.

ARTICLE 14: CONFLICT OF INTEREST

- 14.1 Each Council member shall avoid situations that could result in an inconsistency between the overall purpose of Council and a personal or vested interest that arises in connection with being a member of Council.
- 14.2 A conflict of interest may be actual, perceived, or potential.
- 14.3 Members 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 Council.
- 14.4 Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, or any member aware of the conflict of interest , the member shall be declared having a conflict of interest and immediately decline from discussion, resolution and voting.

ARTICLE 15: AMENDMENTS

- 15.1 These By-Laws may be amended at any regular meeting, in which quorum has been reached, by a Council vote as outlined in Article 9.4, 9.5, 9.5 and 9.6.
- 15.2 By-Laws should be reviewed on an annual basis, in January of each year.
- 15.3 Approved, current copies of these By-Laws shall be kept in the Council Binder located in the school.
- 15.4 The Constitution must comply with the Board's Policies and Procedures
- 15.5 This Constitution may be amended by a two-thirds ($\frac{2}{3}$) majority of Council members present at the meeting at which the amendment is proposed. Notice will be given to the entire School Council membership in advance of such a vote.
- 15.6 A quorum (majority of School Council members that are parents as defined in Article 9.4) must exist for such a meeting to proceed.
- 15.7 Amendments have to be filed with the Board and a copy available to the school.

ARTICLE 16: LIABILITY

- 16.1 Council members participating in school-related activities endorsed by the Principal and/or Board will be covered by the respective liability insurance policy of the Board.

- 16.2 Council will consider the acquisition of additional liability insurance as appropriate. The Ontario School Boards' Insurance Exchange (OSBIE) is the insurance company that provides coverage to the Board. Refer to the OSBIE website, www.osbie.on.ca, which includes information that relates to School Councils.

ARTICLE 17: PROCEDURE FOR REMOVAL OF A SCHOOL COUNCIL MEMBER

- 17.1 Accepting the role of School Council member carries with it certain responsibilities. The School Council will have the authority to remove an elected or appointed member from office if the member fails to live up to those responsibilities. For this reason, all Council members are encouraged to be familiar with Council's expectations of its members. All members should be prepared to make a commitment to conduct the Council's business in a professional manner. Examples of possible reasons for removal of a member include:
- 17.1.1 A Council member absent for 2 consecutive meetings or 3 meetings in total will have their voting privileges revoked. This will reduce the number of voting members required to reach quorum.
- 17.1.2 Failure by the member to fulfil the responsibilities of their office as set out in Appendix A.
- 17.1.3 Acting in a manner that is counter-productive, against the Vimy Ridge code of ethics or against Vimy Ridge's stated objectives to the Council's efforts to achieve its goals.
- 17.2 The process for removal of a School Council member will be as follows:
- 17.2.1 Any Council member who believes that the removal of another Council member may be warranted shall meet with the Principal and/or Chair to express their concerns.
- 17.2.2 The Principal shall convene a meeting with the Council Chair or Vice-Chair, the Council member whose status is in question, and the Council member who formally requested the removal. At this meeting they will discuss the issues raised concerning the Council member.
- 17.2.3 If a resolution to the issue cannot be achieved, then at the next scheduled Council meeting, the Principal will request that a vote be taken on whether to remove the member in question from office by a secret ballot.
- 17.3 Any member of the Council may be removed as a member only with the approval of at least 2/3rds of all the current Council voting members at a meeting of the School Council, provided that such Council member shall be granted the opportunity to be heard at such meeting.

ARTICLE 18: FUNDRAISING

- 18.1 Council is to comply with Board policies. See subsection 22 on fundraising in the following link: <https://www.ontario.ca/laws/regulation/000612#BK22>

- 18.2 Council is permitted to raise funds consistent with OCDSB Policy P.052.SCO: Fund-raising in Schools and Procedure PR.540.SCO: Fundraising in Schools.
- 18.3 All monies should be collected by committee designated parents in conjunction with the committee Chairperson for each event and directly deposited into the authorized Council account. Two (2) parents must be present when money is being counted.
- 18.4 Unless otherwise stated by Council's annual fundraising plan, a minimum of 10% of all funds raised by Council will be directed towards a capital project with an option to increase that percentage with a Council vote.

ARTICLE 19: REMUNERATION

- 19.1 Council members will not be paid for their work on a School Council.
- 19.2 Council members shall be reimbursed according to Board policies for expenses incurred as members or officers of the Council.

ARTICLE 20: RECORD KEEPING AND REPORTING

- 20.1 A summary of decisions or minutes shall be distributed to the Council members, be posted on the school website, and be available upon request.
- 20.2 Minutes of the meeting shall be kept for a minimum of four (4) years, to be accessible, upon request.
- 20.3 An Annual Report outlining the Council's activities (including a financial statement), must be prepared at the end of the school year and submitted to the Board.
- 20.4 If Council engages in fundraising activities, the annual report will include a report on those activities.

ARTICLE 21 : DECISION-MAKING AND VOTING

- 21.1 Decisions are best formed by consensus. Consensus is tested by conducting a pre-sense vote (see Appendix D). If broad agreement on an issue is not possible, a formal process for decision-making based on the following principles should be used: justice, respect, and courtesy to all, one (1) matter at a time, the right of the majority to carry a decision; and the right of the minority to be heard.
- 21.2 Voting on issues takes place when in the opinion of the Chair, consensus on a given subject is unclear or when a recorded vote is requested by any person attending the meeting at which a decision on a subject is being made.
- 21.3 See Appendix D for Vimy Ridge's Rules of Order.
- 21.4 A simple majority in a recorded vote is sufficient to carry an issue.

- 21.5 All attendees at meetings are invited to participate in discussions; however, only elected and appointed members of Council are eligible to vote and to move and second motions. Council members must be present at the meeting and cannot proxy their votes.
- 21.6 Voting at Council meetings will be by show of hands or voting cards, unless a formal secret ballot is requested by a parent member.
- 21.7 Each member of the Council is entitled to (1) vote. Each member of a committee is entitled to (1) vote in votes taken by a committee.
- 21.8 Principals are not allowed to vote at School Council or School Council committee/subcommittee meetings.
- 21.9 Occasionally, a situation may arise where the Council will need to make a decision or take action that requires the support of the majority of Council members when an in-person meeting cannot be held. Every effort will be made to avoid such situations, however when a decision or action is required between in-person meetings, a videoconference meeting or discussion can be held, and an electronic vote may be taken. The preferred method of announcing a videoconference meeting or discussion is via email. A record of electronic voting will be kept by the Chair for a minimum of (4) years.

ARTICLE 22: CAPITAL PROJECTS

- 22.1.1 A proposal or business case to spend capital funds must be identified (7) seven days in advance of the meeting and included in the agenda.
- 22.1.2 Spending of allocated capital funds requires a $\frac{2}{3}$ majority vote of Council members present at the meeting at which the business case is presented.
- 22.1.3 Council can vote to add any surplus into the capital funds at the last Council meeting of the school year.

APPENDIX A – ROLES & RESPONSIBILITIES

The following list of roles and responsibilities, is not a complete list, but is meant to outline the major responsibilities of each member.

CHAIR (or Co-Chair) – Officer, voting member

- Calls and arranges all Council meetings
- Chairs all Council meetings
- Start and end each meeting on time. ● Sets and distributes Council agendas
- Ensures that all motions of Council are carried into effect
- Signs all contracts and documents on behalf of Council
- Serves as primary point of contact with the Principal on behalf of Council

- Regularly communicates Council activities to the school community
- Actively involves parents and the community in Council
- Maintain order and focus on priorities
- Try to remain neutral and provide alternative ways to solve problems or make decisions.
- Encourage decision making through consensus. If desired, use rules of order to formalize decisions made through consensus.
- Keep opening remarks welcoming but brief. Introduce any guests, being sure to include all those presenting agenda items.
- Communicates with Board staff and Trustees on behalf of Council
- Has signing authority
- Prepares the Annual Report of the Council for the OCDSB
- Ensures the establishment of all standing and ad hoc committees, and acts as an ex-officio member of all
- Ensures fundraising and expenditures are in accordance with OCDSB guidelines
- Ensures representation at all affiliated membership meetings
- In the absence of an Elections Committee, prepares and follows election procedures for Council elections in accordance with these By-Laws and Board and Ministry policy
- Works with Council to establish, maintain, and distributes Council By-Laws
- Ensures all Council activities are in accordance with Board and Ministry guidelines and the
School Council Constitution
- Facilitates the resolution of conflict

VICE CHAIR – Officer, voting member

- Performs all duties of the Chair in their absence
- Assists the Chair in any of their duties, as required ● Has signing authority

TREASURER – Officer, voting member

- Assumes responsibility for all Council finances and financial records
- Maintains Council bank account in the name of “Vimy Ridge Public School Council
”
- Has signing authority

- Receives and promptly deposits all funds into the Vimy Ridge Public School Council bank account
- Accurately maintains records of all financial transactions
- Ensures the safe keeping of all financial records and reports for 7 years
- Presents a current financial report at each Council meeting
- Will submit a copy of the end of term financial statement to the Chair in advance for preparation of Annual Report
- Ensures a prompt and smooth transition of financial records and reports to an incoming treasurer

SECRETARY – Officer, voting member

- Maintains a full and accurate account of all meetings
- Takes attendance at Council meetings and determines quorum
- Ensures that previous minutes are reviewed by the Chair and Principal and circulated to Council members at least (1) week in advance of the following meeting
- Ensures that minutes are approved at the next Council meeting, recording any changes necessary
- Ensures corrected, approved copies of all minutes and financial reports are added to the Council Binder
- Ensures that a current copy of the By-Laws is maintained in the Council Binder
- Ensures that Council records are maintained on school premises for four (4) school years.
- Donating material with student names and other student identifying information will be in compliance with Board Policy.
- Has signing authority (if necessary)

OCASC REPRESENTATIVE – Officer, voting member

- Attends all OCASC meetings, or finds an alternate, when possible
- Reports at subsequent Council meetings any relevant OCASC issues/news ● Represents Council views/opinions to OCASC.

PRINCIPAL – non-voting member

- Facilitates the establishment of Council and participates in the election process as required
- Publishes (or ensures the publication) of the names of newly elected Council members within 30 days of the election

- Attends all Council meetings (a meeting is not official without the Principal or their designate)
- Ensures the election of teaching and non-teaching staff representatives to the School Council
- Will notify the school community of the dates, times and locations of all Council elections (at least 14 days in advance), regular Council meetings, and committee meetings
- Supports and promotes the Councils activities
- Communicates with the Chair (or Co-Chairs) as required
- Assists the Council in communicating with the school community
- Ensures that the Council Binder is kept safe and accessible to the school community
- Promptly distributes all Board and Ministry materials identified for such distribution
- Acts as a resource to Council and assists Council in obtaining information relevant to the function of Council, such as laws, regulations, policies and collective agreements, as well as budgets for the school and school generated funds
- Will consider each recommendation made by Council to the Principal and advise Council of the action taken in response to the recommendation ● Seeks the view of Council with respect to:
 - The establishment or amendment of school policies and guidelines relating to pupil achievement, or the development of implementation of these policies and guidelines,
 - such as school code of conduct and dress code
 - School action plans for improvement
 - All Board policies on which consultation is required
 - May participate in any committees

TEACHER AND STAFF REPRESENTATIVES – voting members

- Contributes to the discussion at Council meetings, and are actively involved in all Council decisions
- Communicates Council information back to school teachers and staff
- Solicit views of teachers and staff regarding Council activities to share with Council
- May participate on any committees established by Council

- Ensure Council is funding appropriate educational activities to the classroom
- Assess on a yearly basis the activities that are funded to ensure only those that are considered successful and of high quality are continued
- Assist with the organizing of the events through booking, pricing etc. as required to ensure
- programs are brought in at the best times possible
- Acts as the main staff liaison with Council
- Follows up with Treasurer to ensure funding is supported

COMMUNITY REPRESENTATIVE – voting member

- Attend and participate in Council meetings
- Cannot be employed at this school. If the community rep. is employed at another school, he or she must notify School Council prior to appointment.
- Attend and participate in School Council meetings
- Solicit the views of members of the broader community to share with Council
- Act as a link between the Council and the broader community

MEMBERS-AT-LARGE (maximum 16) – voting members

- Attend and participate in scheduled Council meetings
- Participate on committees established by Council
- Support and promote all Council initiatives
- Solicit the views of other parents and members of the school community to share with Council
- Assist in the planning and implementation of any fundraising initiatives as required
- Participate in online discussions and decision-making
- Read previous meeting minutes prior to the following Council meeting
- Read submitted business cases that are to be presented at the following Council meeting
- Read submitted committee reports that are to be presented at the following Council meeting
- Responsible for informing the Chair or Co-Chair if they will not be able attend the next Council meeting

PARENT PARTICIPANTS/OBSERVERS – non-voting members

- May attend and participate in Council meetings
- May volunteer on committees established by Council

- May volunteer to support Council initiatives and fundraisers
- Contribute to Council meeting discussions and be recognized in consensus-based decisions
- Participate in online discussions and be included on the Council mailing list

APPENDIX B – CODE OF ETHICS

1. A member shall consider the best interests of all students and staff
2. A member shall be guided by the School and Board’s mission statements
3. A member shall act within the limits of the role and responsibilities of a School Council, as identified by the School, Board and Ministry operating guidelines
4. A member shall become familiar with the School’s policies and operating practices and act in accordance with them
5. A member shall maintain the highest standards of integrity
6. A member shall treat all other members with respect, allow for diverse opinions to be shared without interruption and encourage a positive environment in which individual contributions are encouraged and valued
7. A member shall acknowledge democratic principles and accept the consensus and decisions of Council
8. A member shall respect the confidential nature of School business and respect limitations this may place on the operation of Council
9. A member shall not disclose confidential information or information shared in strict confidence
10. A member shall limit discussions at Council to matters of concern to the community as a whole
11. A member shall use established communication channels when questions or concerns arise
12. A member shall promote high standards of ethical practice within the school community
13. A member shall declare any conflicts of interest
14. A member not exemplifying the above listed ethics in a respectful manner may be requested to leave a meeting by the Chair

APPENDIX C – COUNCIL COMMITTEES

Clean, Green & Creative

- To collaborate with staff, students, school families and the Findlay Creek Community to promote school pride by enhancing Vimy Ridge Public School’s grounds and indoor spaces.
- Pillars:

- CLEAN - Helping to organize and maintain high activity areas such as the Lost and Found, Makerspace, upstairs photocopy/literacy room, physical education equipment room, as well as school yard litter clean up.
- GREEN - Maintaining, expanding, improving and educating about garden areas, planter boxes, trees and green spaces. Creation of natural play areas and gathering/learning spaces. Helping find simple ways to make less waste and improve recycling.
- CREATIVE - Produce art installations to excite and inform students about special events, celebrations and activities. Decorating for school events e.g. Book Fair. Assisting and working with the Art Attack Club. Creating fundraising and inspirational initiatives in conjunction with social events e.g., raffle baskets, Book Fair prizes. Serving as a liaison to connect teachers with desired resources (ie. School play, Kinderpen, Makerspace, Clubs).

Construction

- Reaches out and collaborates with School Council Committees, and VRPS staff and students to understand their needs.
- Designing, building and or procuring educational pieces that will be used by the students and staff of VRPS.

Fundraising and Social

- Develops fundraising strategy for the year
- Works together with other committees to help ensure the Council meets their fundraising objectives
- Plans and executes fundraising activities
- Provides fun activities to raise money for the school
- Adds a sense of community within our school
- Establishes partnerships with vendors (such as book sales, gift card sales, SpiritWear, etc) to help earn revenue for the Council.
- Reports to Council on the activities of committee at monthly Council meetings

Parent Engagement

- This committee focuses on engaging parents/guardians/caregivers in different aspects of their child's learning that support student achievement, human rights and equity and student well-being
- The committee is responsible for:
 - determining the parent engagement events to be held (2-3 per year);
 - acquiring parental engagement tools;
 - organizing parent engagement events; and
 - drafting and submitting grant applications that target parental engagement (ie. Ontario PRO Grant).

Safety Committee

- Deals with physical safety of students on school grounds
- Acts as liaison between Principal and parents regarding issues brought forward on physical safety of children on school grounds.

Governance Committee

- Tasked with creating Vimy Ridge Constitution and By-Laws
- Interpret Constitution and By-laws
- Maintaining Vimy Ridge Constitution and By-Laws
- Responding to questions and comments pertaining to Vimy Ridge Constitution and By-Laws

Student Advocacy and Social Justice

- The purpose of the Social Justice and Student Advocacy Committee is to advocate for equity, inclusion, and human rights within our school community and in our larger surrounding community. We believe we all have a shared responsibility to enact positive social change both locally and globally. Learning about and engaging in social justice issues empowers everyone as 21st century global citizens. Further it builds character, develops a sense of self in students, and help create an inclusive community for all.
- Ways to engage with the Social Justice and Student Advocacy Committee can be committee, student and parental led. The committee will be responsive to the needs of the school community, and will seek feedback from the community to ensure actions are aligned with the values of the school community. We welcome your input

on topics that you could like to have addressed that will have a positive and meaningful impact on our school community.

- School Visits/Speeches
- Classroom opportunities
- Experiential opportunities (both classroom and extracurricular)
- Student speaking engagements
- Student leadership and mentoring opportunities
- Youth-led campaigns

APPENDIX D - Rules of Order for Vimy Ridge School Council Meetings

1. We will assume the good intentions of all members of the Council.
2. We will address all comments to the Council.
3. We will wait to speak until recognised by the Chair.
4. We will debate and discuss ideas only, and not people.
5. We will each be allowed to speak for two (2) minutes, twice (2 times) on each issue.
6. We will wait to speak for a second time until everyone has had the opportunity to speak once.
7. We will not speak in response to a question or comment without the express permission of the Chair.
8. We cannot save our time for another issue or transfer it to another person.
9. When necessary, without taking offence, we expect the Chair (or other members of the School Council) to remind us:
 - To stay on topic
 - To not repeat ourselves
 - To stay within the time limit
 - To extend courtesy to all members
10. We will make decisions together, using one (1) of these processes:
 - 10.1. Consensus**
 - 10.1.1. A topic for decision will be listed on the Agenda.
 - 10.1.2. The Chair will introduce, or ask the appropriate individual to introduce, the issue to be decided.
 - 10.1.3. The Chair will open the floor for comments, concerns or questions.
 - 10.1.4. The Chair will summarize the discussion, highlighting areas of agreement with, or proposed changes to the initial issue.
 - 10.1.5. The Chair will test the group for agreement and allow for more discussion if needed.
 - 10.1.6. The Chair will again test for agreement. If all parties present are in general agreement, and can support the direction, the decision is made and the minutes will reflect this.
 - 10.2. Pre-Cast "Sense" Vote**
 - 10.2.1. Before each meeting, anyone who wishes may sponsor a formal proposal. The proposal follows a standard format, stating a summary,

the full text of the proposal, background, pros and cons, and possible alternatives. This proposal must be submitted (1) week prior to the meeting, and is included in a meeting packet (or within an email of the agenda) that is distributed to the entire group prior to the meeting.

10.2.2. Once a person has sponsored a proposal, they are responsible for it. The group may not discuss or vote on the issue unless the sponsor is present. The sponsor is also responsible for presenting the item to the group.

10.2.3. After the sponsor presents the proposal, a pre-vote is cast for the proposal, prior to ANY discussion. This vote is called a "sense" vote, wherein the group can get an idea of how everyone feels about the issue. The "sense" vote follows this format:

10.2.3.1. Who likes the proposal? (represented as a thumbs up)

10.2.3.2. Who can live with the proposal? (represented as a sideways thumb)

10.2.3.3. Who is uncomfortable with the proposal? (represented as a thumbs down)

10.2.3.4. If all or majority of the group likes or can live with the proposal, it is immediately moved to the next stage, a formal vote, with no discussion necessary.

10.2.3.5. If most of the group is uncomfortable with the proposal, it is postponed for further rework by the sponsor.

10.2.3.6. If some members are uncomfortable, they can state their objections, and the clock for a brief (10 minute) discussion begins. At the conclusion of the timer, the meeting facilitator calls for a vote on the following question: "Should we implement this decision over the stated objections of the minority, when a majority of the group feels it is workable?" A "yes" vote would lead to a majority rule, and a no vote would postpone the decision for future rework by the sponsor.

10.3. Vote

10.3.1. A topic for decision will be listed on the Agenda.

- 10.3.2. A motion will be made that clearly defines a proposal related to the topic. (“I move that clearly defined proposal ...”).
 - 10.3.3. The motion will be seconded.
 - 10.3.4. The Chair will state the motion. (“It is moved and seconded...”)
 - 10.3.5. The Chair will ask for any comments or discussion (debate) on the motion, starting with the person who made the motion.
 - 10.3.6. The Chair will repeat the motion after debate, and will call the question (give direction for the vote).
 - 10.3.7. Voting will be by show of hands or voting cards: in favour or opposed. Anyone is free to abstain from voting, but abstentions will not be recorded.
11. We will support, and not hinder, the Chair in fulfilling his/her duties which include, but are not limited to:
- 11.1. Moving the meeting through its agenda in a timely manner
 - 11.2. Promoting discussion
 - 11.3. Facilitating group decision-making
 - 11.4. Ensuring that everyone has an opportunity to be fairly heard
 - 11.5. Ensuring that no voice dominates
 - 11.6. Avoiding repetition and preventing dysfunction