
KARS ON THE RIDEAU PUBLIC SCHOOL COUNCIL BYLAWS

Ontario Regulation 612/00 and 613/00 governs the roles and responsibilities of school councils. OCDSB Procedures (P014.SCO and PR509.SCO) further outline these roles and responsibilities. The following by laws are specific to the responsibilities and activities of the Kars on the Rideau Public School Council. In the event of a conflict between the bylaws and Regulation, the Regulations shall take precedence.

AMENDMENT HISTORY

#	Date of Amendment	Reason	Council member amending	Approval of Amendment
1	11/11/2014	Creation	KotR School Council	KotR School Council
2	13/01/2015	Annual review	Robin Churchill	KotR School Council
3	19/01/2016	Annual review	Kim Cable	KotR School Council

1. NAME

- 1.1. The organization shall be called Kars on the Rideau Public School Council, and hereinafter shall be referred to as the “Council”.
- 1.2. Kars on the Rideau Public School or KotR 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.

2. OBJECTIVES/MANDATE

- 2.1 The mandate of the Council is as follows:
 - a) Improve student achievement by supporting the school improvement plan;

- b) Enrich the communications and relationship between home and the School, Board and Ministry as appropriate;
- c) Support the development of relationships with the wider community;
- d) Provide additional resources (human, material, and financial) for the benefit of the School and its students;
- e) 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; and
- f) Promote a safe and positive school experience for our children.

3. AFFILIATIONS

- 3.1. The Council maintains a membership in the Ottawa Carleton Assembly of School Councils (OCASC).
- 3.2. The Council may seek affiliation with community or school based groups in order to further Council objectives.
- 3.3. Representation to OCASC, or any other affiliation, must be by a voting member of Council.

4. MEMBERSHIP

- 4.1. Council shall consist of at least nine members including:
 - a) At least 5 Parent Members, who shall make up the majority of Council
 - b) The School Principal as a non-voting member
 - c) One Teaching Staff member, elected in accordance with Ontario Regulation 612/00
 - d) One Non-Teaching Staff member, elected in accordance with Ontario Regulation 612/00
 - e) One Community Representative, appointed by Council as a whole
- 4.2. Parents are defined as parents or guardians of students enrolled in the school and OCDSB ratepayers. OCDSB employees must declare their employment prior to their election.
- 4.3. Council member's duties are outlined in Appendix A.
- 4.4. Council members are elected for a one-year term that lasts from the first meeting of one school year to the first meeting of the following school year.
- 4.5. Council members may not receive any remuneration for their work on Council.
- 4.6. Council members shall adhere to the code of ethics, as outlined in Appendix B.
- 4.7. Council members shall make a reasonable attempt to attend Council meetings. Members absent for 3 consecutive meetings may have their voting privileges revoked.

5. OFFICERS

- 5.1. The Officers shall be the Chair and Vice-Chair (or Co-Chairs), Treasurer and Secretary

- 5.2. Duties of the Officers are outlined in Appendix 'A'.
- 5.3. The Officers must be Parent Members and are elected at the first meeting in September after election of all Parent Members. The Chair (or Co-Chairs) are responsible for calling the first meeting of the following school year.
- 5.4. No Parent Member may be elected for more than two (2) consecutive terms for any particular officer position
 - a) Notwithstanding section 5.4, a Parent Member may hold the position of Chair, Vice-Chair (or Co-chairs), Treasurer or Secretary for an additional term if no other Parent Member expresses interest in holding the position.

6. ELECTIONS

- 6.1. Elections shall occur within the first 30 days of the start of the school year.
- 6.2. The Chair (or Co-Chair) from the previous year will oversee the elections process.
- 6.3. 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.
- 6.4. If there are more names than positions, each candidate may be asked to provide a brief profile for the voters.
- 6.5. Each parent of a student enrolled in the school is entitled to one vote for each Parent Member position available on the Council. Voting by proxy is not permitted.
- 6.6. For Chair (or Co-Chairs), candidates will declare, in advance of voting if they would like to run as Chair (or Co-Chairs). In the case that a Chair is chosen, Parent Members may elect a Vice-Chair in accordance with sections 5.4 and 6.3.
- 6.7. The Chair (or Co-Chairs) shall:
 - a) Provide nomination forms
 - b) Ensure that Council member/officer roles and responsibilities are made available to the school community
 - c) 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
 - d) Conduct the elections by secret ballot
 - e) Have the ballots counted by the Principal and one other person
 - f) Notify all candidates of the results prior to publication of the results to the school community
 - g) Keep specific information related to the results confidential.
- 6.8. Only the names of the successful candidates will be made public.
- 6.9. In the event of a tie, the tied candidates will draw lots to determine the election.
- 6.10. If the number of candidates is equal to, or less than, the number of positions, the candidates shall be acclaimed.

- 6.11. The Principal will ensure the election of teaching and non-teaching staff to Council be held prior to the first Council meeting of the school year.
- 6.12. Council Vacancies:
- a) 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.
 - b) 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.
 - c) 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 one individual expresses an interest in filling a vacant position, membership for that position shall be put to a vote by remaining Council members.

7. MEETINGS

- 7.1. 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.
- 7.2. Council meetings shall be held monthly throughout the school year (but no less than four times). The chair shall set the dates (keeping them as consistent as possible), and giving as much notice as possible to the school community.
- 7.3. A meeting is official, and quorum reached, provided that the following are present:
- a) Two (2) of the following four Officers: Chair, Vice-Chair (or Co-Chair), Treasurer, Secretary;
 - b) One (1) school representative which must be the Principal or his/her designate;
 - c) Four (4) other parent members (not mentioned above).
- 7.4. Motions will be passed by consensus, where possible. However, if consensus cannot be reached, a vote will be held. A passing vote is defined as 50% + 1 ~~of quorum~~ of voting members present voting in favour of a motion. Voting by proxy is not permitted.
- 7.5. 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.
- 7.6. 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 with the exception of disruptive behavior. The Chair (or Co-Chairs) may adjourn a meeting due to disruptive behavior.
- 7.7. An official meeting will have minutes taken, and monthly financial report provided. Copies of these documents shall be kept in the Council Binder, in a safe location within the school, for a minimum of four years.

7.8. Under extenuating circumstances where, in the agreed opinion of the Principal and the Chair (or Co-Chairs), a motion cannot wait until the next Council meeting, the Chair (or Co-Chairs) may put forth a motion by email on behalf of a Council member. Only after reasonable attempts have been made to contact all members and the conditions of 7.4 have been met, shall the 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 section 7.6.

8. COMMITTEES

8.1. 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 one Council member.

8.2. The Chair (or Co-Chairs) are considered ex-officio members of all committees.

8.3. Council shall set budgets for each committee at the time of establishing each committee.

8.4. Each committee is responsible for keeping Council informed of their operations and seeking Council approval before any significant changes/commitments are made.

8.5. All correspondence prepared for distribution to the broader school community must be approved by the Chair (or Co-Chairs) and the Principal, before distribution.

8.6. A list of Council committees (with the exception of ad-hoc committees) will be maintained in Appendix C.

9. FINANCIALS

9.1. The following Officers of Council shall be eligible for signing authority:

- a) Chair (or Co-Chairs)
- b) Vice Chair
- c) Treasurer
- d) Secretary

9.2. All expenditures of funds must be made by cheque, and requires two signatures.

9.3. Approved standing motions, for regular expenditures, are outlined in Appendix D.

9.4. Council's fiscal year shall begin September 1st and end August 31st.

10. COMMUNICATIONS

10.1. All communications by Council to the broader school community will be approved by the Principal prior to distribution.

11. CONFLICT RESOLUTION

- 11.1. Every Council member will be given an opportunity to express concern or an opinion about the issue at dispute.
- 11.2. Speakers to an issue will maintain a calm and respectful tone at all times and be allowed to speak without interruption.
- 11.3. 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.
- 11.4. If no common ground can be identified, the Chair (or Co-Chairs) will seek to clarify preferences among all members before proceeding further.
- 11.5. 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.

12. CONFLICT OF INTEREST

- 12.1. 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.
- 12.2. A conflict of interest may be actual, perceived, or potential.
- 12.3. 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.
- 12.4. Should an issue or agenda item arise during a council meeting where a Council member is in a conflict of interest situation, the member shall declare conflict of interest immediately and decline from discussion and resolution.

13. AMENDMENTS

- 13.1. These By-Laws may be amended at any regular meeting, in which quorum has been reached, by a Council vote as outlined in section 7.4.
- 13.2. By-Laws should be reviewed on an annual basis, in January of each year.
- 13.3. Approved, current copies of these By-Laws shall be kept in the Council Binder located in the school.

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 – Officer, voting member

- Calls and arranges all Council meetings
- Chairs all Council meetings
- Sets and distributes Council agendas
- Ensures that all motions of Council are carried into effect
- Signs all contracts and documents on behalf of Council
- Regularly communicates with the Principal on behalf of Council
- Regularly communicates Council activities to the school community
- Actively involves parents and the community in Council
- Communicates with Board staff and Trustees on behalf of Council
- Has signing authority
- Supports the Treasurer in sharing access to the school safe.
- 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 is in accordance with OCDSB guidelines
- Ensures representation to all affiliated membership meetings
- Prepares and follows election procedures for Council elections in accordance with these By-Laws and Board and Ministry policy
- Establishes, maintains and distributes Council By-Laws
- Ensures all Council activities are in accordance with Board and Ministry guidelines
- 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

CO-CHAIRS – Officers, voting members

- Equally share the duties and responsibilities of the Chair

TREASURER – Officer, voting member

- Assumes responsibility for all Council finances and financial records
- Maintains Council bank account in the name of “KotR Council”
- Has signing authority
- Receives and promptly deposits all funds into Council bank account
- Ensures Council funds on the school premises are stored in the Council safe until such time that they may be deposited.
- Accurately maintains records of all financial transactions
- Ensures the safe keeping of all financial records and reports
- 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 – 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 (or Co-Chairs) and Principal and circulated to Council members at least one 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 school years, and that older records are donated to The Rideau Township Archives in North Gower, Ontario. Donating material with student names and other student identifying information will be in compliance with Board Policy.
- Has signing authority

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

PARENT MEMBERS – 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 through Council e-mail

PARENT PARTICIPANTS – 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

OCASC REPRESENTATIVE – Optional

- 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

WEBSITE SUPPORT – Optional

- Maintains and updates the Council website and coordinates input from other Council members
- Ensures website content is current, relevant and reflects the mandate of Council

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 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 not exemplifying the above listed ethics in a respectful manner may be requested to leave a meeting by the Chair.

APPENDIX C – COUNCIL COMMITTEES

1. STANDING COMMITTEES

Hot Lunch and Milk Committee

Committee Functions:

- Proposes, organizes and runs the school Hot Lunch and Milk Programs in accordance with OCDSB policies and nutritional guidelines
- Assists in receiving, preparing and delivering food and milk to students on the days they have been ordered
- Negotiates food preparation and delivery contracts with local food providers
- Reports back to Council on results of programs

Coordinator Hot Lunch and Milk Committee:

- Leads the committee and assumes responsibility for the programs
- Ensures that all program information or documentation is kept up to date
- Leads in the formation and orientation of committee members
- Collects lunch fees and maintains a current list of Lunch and Milk participants and orders
- Works with the Chair (or Co-Chairs) to solicit parent input as to lunchtime meal choices
- Reports to Council at monthly meetings

Greening Committee

Committee Functions:

- Maintain School gardens in accordance with agreement with the Principal
- Ensure gardening supplies are purchased as required in accordance with funding given by Council
- Set “greening days” for students and parents to assist with gardens

Coordinator of Greening Committee:

- Leads the Greening Committee
- Takes the lead in having greening days published in the School calendar of events
- Liaises with Chair of the Fundraising/ Volunteer Committee to maintain list of parent volunteers as required

- Is the School's primary contact when requirements for the gardens are identified
- Contacts volunteers for greening as required
- Reports to Council at monthly meetings

Volunteer Committee

Committee Functions:

- Prepares and distributes a volunteer registration form early in the school year
- Maintains a current list of parent volunteer contacts and distributes to committees as needed
- Solicits and recruits volunteers for Council initiatives as deemed necessary

Coordinator Volunteer Committee:

- Assembles and maintains an updated volunteer list from the registration form and other means
- Is Council's primary contact when volunteers are required by committees
- Contacts volunteers for Council events or provides contacts to other committees as required
- Liaises with other coordinators to ensure Council events are appropriately staffed by parent volunteers
- Reports to Council at monthly meetings

Research and Funding Committee

Committee Functions:

- Researches possible funding sources for Council and/or the school
- Assists in the preparation and submission of funding applications

Coordinator Research and Funding Committee:

- Reports to Council on possible funding sources and the implications of applying for that source.
- Works with Chair(s) and KotR staff to determine the feasibility of a grant or funding source
- Leads and delegates work in preparation and submission of funding applications
- Ensures funds obtained through a grant are used in a manner consistent with the terms and conditions of that grant

2. EVENT COMMITTEES

Event Committees change with the planned events, initiatives and fundraisers Council chooses to pursue during any given school year. The following is a generic description of an Event Committee followed by examples of committees Council has supported at KotR in the past.

Council Event Committee

Committee Functions:

- Runs a Council-sponsored school event on behalf of parent Council

Coordinator Event Committee:

- Proposes, organizes and runs a Council-sponsored school event with Council approval
- Works with Chair(s) and school principals to secure a date for the event on the school calendar
- Leads the committee and assumes responsibility for the event
- Ensures that all event documentation is kept up to date
- Leads the orientation of committee members
- Plans, organizes and implements the event
- Works with Volunteer Committee to find parent volunteers if needed
- Works school principals to determine logistics of the event as it pertains to school and student schedules
- Collects any funds generated by the event and prepares them for deposit by the Treasurer
- Reports back to Council on the results of an event

Examples of Event Committees at KotR:

- Cake Walk & Jar Walk Committees
- Dance-a-thon Committee
- Loonie/Toonie Sale Committee
- Hot Turkey Luncheon Holiday Event Committee
- Book and Bake Sale Committee
- Archive Committee

APPENDIX D – STANDING MOTIONS

(Number.Month.Date of Creation)

MOTION001.11.14:	Maintain membership with OCASC
MOTION002.11.14:	The Chair (or Co-Chairs) may authorize spending up to \$100 of Council funds without prior Council approval. Such expenditures shall be reported at a subsequent Council meeting to be recorded in the minutes. Any amount greater than \$100 shall require a vote of Council.
MOTION003.11.14:	Council, through the Chair (or Co-Chairs) or their delegate, may purchase a retirement/leaving gift for teachers and staff up to a maximum of \$100 per staff member.
MOTION004.11.14:	Council will, through the Chair (or Co-Chairs) or their delegate, host a teacher luncheon on a date to be agreed upon with the Principal.
MOTION005.11.14:	The Greening Committee will have a \$1500 budget allocated to their activities each year. This amount is to be renewed annually regardless of funds spent. Any amount greater than \$1500 shall require a vote of Council.
MOTION006.01.15:	Council will authorize teachers to spend up to \$3000 each school year to support reading literacy and teacher support literature. Such expenditures shall be reported at a subsequent Council meeting to be recorded in the minutes. Any amount greater than \$3000 shall require a vote of Council.
MOTION007.01.15	Council will authorize the Principal or his delegate to spend up to \$400 each school year on the Coyote Trail. Such expenditures shall be reported at a subsequent Council meeting to be recorded in the minutes. Any amount greater than \$400 shall require a vote of Council.
MOTION008.11.16	Council will spend \$100 each school year on each teaching full-time equivalent including educational assistants (ECE's) to assist with the purchases of classroom consumables not otherwise covered by the Board.