

# MINE CENTRE SCHOOL

---

## School Council By-laws

### What is the Role of School Council?

It is an advisory board that functions within the parameters of Ministry of Education and RRDSB policy. Its purpose is to make our school a better place for learning. School Council represents a diverse community. It is meant to encourage parents and community members to participate in education. It functions to identify and respond to the educational needs of the community.

### A successful School Council:

- Actively seeks and represents the views of its school community.
- Informs its community about its role and functions, projects it is undertaking and decisions it has made, as well as the reasons behind them.
- Encourages all forms of parental involvement.
- Creates a forum to increase communication amongst partners.
- Becomes well informed about school and board policies and procedures.
- Maintains high ethical standards.
- Is guided by our school and school board's mission, vision, policies and procedures.
- Focuses on the best interests of the students of Mine Centre School.

## 1. Membership

- 1.1.** School council membership is to consist of a majority of parents; community members as appointed by the council; the principal (a non-voting member); the school secretary as recording secretary (a non-voting member); one teaching member and one non-teaching member.
- 1.2.** Parent membership shall be not less than 4 members but shall not be restricted by a maximum number.
- 1.3.** Terms of membership shall be one year.
- 1.4.** There is no maximum number of terms a parent may serve.
- 1.5.** School Council Executive will consist of elected, acclaimed and appointed members.
- 1.6.** Officers of the School Council will be Chair / Co-Chair or Chair and Vice chair.
- 1.7.** Parents can join at any time through the school year.
- 1.8.** Vacancies, which occur during the school year, may be filled by election or appointment, at the discretion of the Council.



# MINE CENTRE SCHOOL

---

## 2. Meetings

- 2.1. The first meeting must take place within the first 35 days after election of school council members. (Ontario Regulation 612/00)
- 2.2. At the first meeting of the school year, officers will be elected or appointed.
- 2.3. By-laws will be provided to Council members at the first meeting of the school year.
- 2.4. At the first meeting of the school year, dates, times and locations will be set for full year's meetings.
- 2.5. A minimum of 4 meetings will be held each year.
- 2.6. All meetings must be advertised on the school website and open to the general public.
- 2.7. A quorum of Council shall be a majority of Council members including a majority of parent members.
- 2.8. Decisions may be deferred at the discretion of the Chair and voting members present, if a quorum is not present.
- 2.9. Minutes will be taken at each meeting and posted on the school website. Minutes shall be retained for 4 years.

## 3. Conflict and Conflict Resolution

- 3.1. Any member of Council who has a private interest in a matter before Council will:
  - Immediately declare the conflict
  - Refrain from participating in any decision making and / or voting.
  - Refrain from influencing the decision-making or voting.
- 3.2. Council members will strive to work as a team and have respect for the opinion of others.
- 3.3. The Chair shall attempt, with the support of Council, to resolve conflicts within the Council.
- 3.4. If Council is unable to resolve the dispute, the Chair and Principal may consult the appropriate Superintendent of Education for assistance.
- 3.5. If consensus cannot be reached, the Chair in the final attempt to resolve the conflict, may call for a vote.

## 4. Financial

- 4.1. All proposed expenses must be approved by Council.
- 4.2. All invoices for approved expenses related to Council's activities must be submitted to the Secretary-Treasurer and signed off by the Principal as per Board policy.



# MINE CENTRE SCHOOL

---

- 4.3. The Secretary-Treasurer will present the updated financial statement at the Council meetings.
- 4.4. The financial records will be audited annually by the external auditor retained by the Board.
- 4.5. Financial records shall be kept for 7 years.
- 4.6. A financial statement shall be included in the year-end Annual Report to the Board.

## 5. Fundraising

- 5.1. All fundraising activities of Council will be conducted in accordance with the Board Policy 8.24, Fundraising Activities.
- 5.2. All funds raised by Council will be used in accordance with Board Policy.
- 5.3. If fundraising activities are to occur, all fundraising activities will be reviewed and approved by Council prior to the activity commencing.
- 5.4. Requests for the use of revenues raised by the Council will be, whenever possible, summated in writing and reviewed by the Council, in consultation with the Principal.

## 6. Roles and Responsibilities

### 6.1. Chair / Co-Chair (or Vice Chair, in the Chair's absence):

- Prepares agenda in consultation with Principal;
- Attends and Chairs Council meetings;
- Communicates information from the Ministry of Education and the Rainy River District School Board;
- Facilitates conflict resolution within Council;
- Represents Council at functions and meetings;
- Ensures that all records be retained for the mandatory 4 years;
- Observes the Council's established by-laws.

### 6.2. Recording Secretary / Treasurer:

- Attends and participates in meetings;
- Records and maintains accurate records of Council meetings;
- Distributes minutes to all Council members via email and posts on the Mine Centre School website, after review of Chair and Principal;
- Manages all Council correspondence;
- Prepares any Council information for the school newsletter;
- Presents an accurate and up to date financial record of Council's funds;
- Ensures timely and regular deposits of funds received to the school;
- Prepares an annual financial statement for September council meeting;

---

Box 123, Mine Centre, ON P0W 1H0 Ph: 807-599-2843 Fx: 807-599-9911



# MINE CENTRE SCHOOL

---

- Observes the Council's established by-laws.

## **6.3. Principal:**

- Attends and participates in meetings;
- Observes the Council's established by-laws;

## **6.4. Staff Representatives:**

- Attend and participate in meetings;
- Observe the Council's established by-laws.

## **7. By-Laws:**

- 7.1. By-Laws have been established in accordance with our Ministry of Education (Ontario Regulation 612/00) and the Rainy River District School Board policies.
- 7.2. By-Laws have been drafted in order to help guide the Council in its business throughout the year.
- 7.3. The review of current By-Laws will be done annually, by Council in the spring with any changes, additions or deletions of by-laws passed by Council at its final meeting of the school year.
- 7.4. Any changes, additions and /or deletions must be passed by a simple majority vote.

