

BROADLANDS PUBLIC SCHOOL COUNCIL BY-LAWS
as amended September 2019

In accordance with Ontario Regulation 612/00

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1. Mandate of the School Advisory Council

Mission statement:

The Broadlands School Advisory Council (“SAC”) exists to provide a forum through which parents and other members of the school community can contribute to improving student achievement and the student experience. The Broadlands Public School community strongly values academic achievement, holistic programming, environmental awareness, equity, diversity and community involvement.

- 1.1 To influence our children’s education, to improve student achievement and enhance the accountability of the education system to parents.
- 1.2 To aim to enrich the learning environment at Broadlands Public School, by encouraging involvement of parents, caregivers, staff and the general community of Broadlands Public School.
- 1.3 Through a cooperative approach and open communication with school administration, teaching staff, parents and caregivers and the general community.
- 1.4 To organize parent/community volunteer activities in support of the school and the education of our children.
- 1.5 To support and advise the TDSB and the Ministry on school, area and system-wide matters.
- 1.6 To improve the financial resources of our school to support the Ontario Curriculum.

2.0 Membership Composition

The Education Act, Ontario Regulation 612/00, School Councils (the “Regulations”), sets out the mandate and roles and responsibilities for school councils. This Regulation is thus adopted as the Constitution of the Broadlands SAC. The Bylaws of Broadlands SAC are informed by the Regulation. Should there be omissions or material divergences herein from the Regulation, the Regulation shall supersede the Broadlands Bylaws.

- 2.1 In accordance with Ontario Regulation 612, membership shall consist of the following:

	Maximum	Minimum
<u>Parent Representatives (Total)</u>	25	5
<u>Executive Officers</u>	5	3
Co-Chairs	2	1
Vice-Chair(s)	1	0
Treasurer	1	1

Secretary	1	1
<u>Voting Members (Non-Executive)</u>	20	2
Principal	2	1
Teacher Representative	1	1
Non-Teaching Representative	1	0
Community Representative	1	0
Total	30	7

- 2.2 Should 6 or fewer persons indicate an interest in filling the above-parent representative roles, the SAC, at its discretion, may modify the number of voting parent members for that school year, accordingly.
- 2.3 If the above-positions are not filled, they may remain vacant at the discretion of the SAC Executives and the Principal (see **Section 5 – Vacancies** for further information).
- 2.4 All new members shall receive and are encouraged to complete orientation and training which includes, but not limited to, a copy of Ontario Regulations 612/00 and 298 (“Regulations”), school council’s bylaws, procedures on making a motion, voting, conflict of interest and resolution, and past council work.

3.0 Elections Procedure for Parent Representatives

- 3.1 Each parent/guardian of a student enrolled in the school shall be entitled to run as a parent candidate and to vote for each vacant parent/guardian membership position on the SAC. Attached to these By-laws as Schedule “A” is a list of council positions with basic requirements and responsibilities.
- 3.2 Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if s/he is employed by the Toronto District School Board (“TDSB”).
- 3.3 Candidates shall file Nomination forms for a position on the SAC. Sample copies of nomination forms to be provided to interested candidates are attached to these By-laws as Schedule “B”.
- 3.4 Candidates for a position on the SAC shall summarize in writing their reasons for running for SAC as well as the skills and qualities they possess to assist them in the role for which they seek to be elected.
- 3.5 All nomination forms and summaries shall be provided to the existing SAC by no later than fourteen (14) days prior to the election.

- 3.6 Elections shall occur within the first thirty (30) days of the start of each school year.
- 3.7 The SAC shall communicate with the principal by no later than June 20 of the school year prior to the elections, to set a provisional date for the elections. The SAC shall communicate the provisional date for the elections with the school, prior to the end of the school year preceding the elections.
- 3.8 The election day proceedings shall be publicized by the principal at least fourteen (14) days prior to the election.
- 3.9 Information about candidates shall be made available to the school community at least one week before the election.
- 3.10 If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- 3.11 No individual campaign literature for SAC elections may be distributed or posted in the school.
- 3.12 School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- 3.13 The election day proceedings shall be supervised by the principal and/or vice-principal.
- 3.14 Elections for the SAC shall be conducted by secret ballot. Voters must be present at the school on the election day(s) during the preset hours for voting.
- 3.15 The ballots shall be counted by the Principal and Vice-Principal.
- 3.16 In the event of a tie (as per Section 3.14), the Teacher Representative shall cast the tie-breaking vote.
- 3.17 All individuals standing for election shall be notified of the results before the results are released to the school community.
- 3.18 The SAC shall assist the Principal to ensure that the names of new members are publicized to the school community within thirty (30) days of the election.
- 3.19 At the first meeting of the new SAC at the beginning of the school year, the newly elected SAC shall nominate, appoint and/or elect the following Executive Officers in the following order:
 - (i) Co-Chair(s)
 - (ii) Vice-Chair
 - (iii) Treasurer
 - (iv) Secretary

- 3.20 If more than one person is running for any of the above-positions in Section 3.18, then a secret ballot will be used to conduct the election.
- 3.21 Members eligible to vote for the Executive Officers on SAC as articulated in Section 3.18 are those newly elected to the SAC in accordance with this Section 3.0.
- 3.22 The election process in Section 3.18, including the counting of ballots, shall be supervised by the Principal and/or Vice-Principal.
- 3.23 In the event of a tie (as per Section 3.22), the Teacher Representative shall cast the tie-breaking vote.
- 3.24 At the first SAC meeting, the SAC shall also set dates, times and locations for its meetings throughout the year.
- 3.25 Representatives of all Committees (see Section 6.0 Committees) operating under SAC must attend the first scheduled SAC meeting.

4.0 Term of Office

- 4.1 The term of office for each position on the school council is a maximum of one (1) year.
- 4.2 Regulations do not restrict the number of times that a member can be re-elected. In order to encourage parental involvement from the school community, it is recommended that a term for an elected officer on the school council should not exceed a total of two (2) consecutive years.

5.0 Vacancies

- 5.1 Where there is insufficient interest to fill the elected positions at the beginning of the school year, the SAC shall provide notice of the vacancy to the entire school community. Interested parents are welcome to volunteer or can be nominated to fill those current vacant positions. The Co-Chairs and Principal may choose to fill vacancies by appointment or election, should there be an interested parent who meets the requirements as set out for the vacant position, and which may be subject to ratification by the SAC. The school community shall be informed once a vacancy has been filled and by whom.
- 5.2 Should an elected parent and/or guardian council position become vacant before the next election, the SAC shall provide notice of said vacancy to the school community, and may request that interested parents and/or guardians from the school community submit their names for consideration. The Co-Chairs and Principal may choose to fill vacancies by appointment or election, should there be an interested parent who meets the requirements as set out for the vacant position, and which may be subject to ratification by the SAC. The school community shall be informed once a vacancy has been filled and by whom.

- 5.3 When a vacant spot on the SAC is filled, the new member's term shall expire at or upon the time of the next election.
- 5.4 Where there is insufficient interest from parents and/or guardians to fill the aforementioned vacancies, such that they are not filled, they may remain vacant at the discretion of the SAC and the Principal.
- 5.5 If for any reason, the number of positions and/or membership is subject to change, and quorum must be adjusted in accordance with the new number of positions on the SAC.

6.0 Committees

- 6.1 Committees may be established as necessary and/or required in order to expedite and streamline recommendations to the school community.
- 6.2 Every Committee of the SAC must include at least one (1) parent representative elected or appointed on the SAC.
- 6.3 A Committee may include those parents and/or guardians who are not members of the SAC.
- 6.4 Should the SAC deems that a Committee is required, then each Committee chair will provide the SAC with a monthly report (either in writing to be added to the SAC Meeting Agenda, or verbally at SAC meetings) as well as a summary of activities for the year end SAC Report.
- 6.5 A list of all Committees under the SAC is attached as Schedule "C", and which may be amended from time to time.
- 6.6 Each parent and/or guardian of a student enrolled at the school may serve as a volunteer on the Committee, and/or also serve as the Committee chair.
- 6.7 The SAC shall, where appropriate, appoint one of those parents/guardians who indicated an interest in serving on a Committee, to the various Committee chair position(s) commencing in June for the following school year, or as necessary and/or required throughout the school year.
- 6.8 Appointed Committee Chairs are not required to be elected members on the SAC.
- 6.9 In the event there is a vacancy for a Committee chair position, such vacancies shall be publicized and the SAC shall actively seek out a parent/guardian to fill that position.
- 6.10 The term for Committee chairs shall be one (1) year, but which may be renewed by the SAC by no later than June, for the following school year, commencing in September of that school year.
- 6.11 It is expected that an outgoing Committee chair will actively seek a replacement chair prior to resigning from the position.

6.12 The SAC shall assist the Committee chairs to recruit volunteers to serve and assist on the Committee.

7.0 Code of Ethics

7.1 Each and every member serving on the SAC, all Committees and at each school event (“Member”/“Members”) shall be guided by the school’s and TDSB’s mission statements.

7.2 Members must act within the limits of the roles and responsibilities of a school council as identified and defined by the school’s operating guidelines, the TDSB and the Ontario Ministry of Education.

7.3 Members shall become familiar with the school’s policies and operating practices and act in accordance with them.

7.4 Members must maintain the highest standards of integrity.

7.5 Members shall recognize and respect the personal integrity of each member of the school community.

7.6 Members must respect the confidential the nature of school business and respect limitations this may impose on the operations of the SAC.

7.7 Members must not disclose confidential information at any time.

7.8 Members shall use established communication channels when questions or concerns arise.

7.9 Members shall encourage any and all parents and community members who have expressed ideas and/or concerns regarding the school, and to communicate same with the SAC, and – if deemed necessary – to be addressed and discussed at a SAC meeting.

7.10 Members must treat all other members with respect and allow for diverse opinions to be shared.

7.11 Members must encourage a positive environment in which individual contributions are encouraged and valued.

7.12 Members shall acknowledge democratic principles and accept the consensus of the SAC.

7.13 Members shall limit discussions at the SAC meetings to matters of concern that directly or indirectly affect the school community as a whole.

7.14 Members must consider the best interests of all students attending the school.

7.15 Members shall promote, commit to and comply with high standards of ethical practice within the school community.

- 7.16 Members must declare any conflicts of interest.
- 7.17 Members must not accept any payment or benefit financially through, whether directly or indirectly, SAC involvement, save and except for properly incurred and approved expenses for the purpose of promoting and furtherance of school interests and activities (evidenced and supported by documentation, such as receipts).

8.0 Meetings

- 8.1 The number and scheduling of meetings will be set (tentatively) during the first meeting of the school year, immediately following the SAC elections.
- 8.2 The first meeting of the new SAC will take place within thirty (30) days of the start of the school year, or as soon as is reasonably able, immediately after the SAC elections are held. It is anticipated that, if possible, the meeting will be scheduled immediately after the election process has been completed.
- 8.3 A minimum of four (4) meetings are required to be held each year. The SAC will endeavor to hold meetings monthly in order to set out objectives, make recommendations to the school, and review progress during the course of the school year.
- 8.4 A quorum of the SAC shall consist of a majority, and which will include at least one member of the Executives. In certain circumstances (for example, decisions or actions that require immediate SAC approval and which cannot in any circumstances be decided at the next scheduled SAC meeting), an online vote may be permitted at the discretion of the SAC Executive and the Principal. In the event a decision has been approved by SAC Executives via online voting (copying the Principal), the Secretary shall print a hard copy of the decision and/or resolution and all recorded Executive votes, append along with the SAC Meeting Minutes, and report at the next SAC meeting.
- 8.5 Official SAC meetings can only be held when there is quorum. A meeting cannot be considered an official meeting of the SAC unless the Principal or delegate the Principal (typically the Vice-Principal) is in attendance.
- 8.6 A parent member serving on SAC is expected to regularly attend SAC meetings. At minimum, each parent member shall attend at least 50% of the scheduled SAC meetings.
- 8.7 A parent member has the right to vote on SAC matters and motions held at meetings (or online).
- 8.8 A parent member shall serve on and contribute to the discussions of the SAC that take place during scheduled official meetings (or online). Each member shall provide input and a voice in all school matters and discussions, and will represent concerns that are brought forward by others.

9.0 Conflict of Interest

- 9.1 At any time that the SAC contracts or conducts business with the potential for monetary gain and/or loss with any individual, agency, company or association, and a member of the SAC and/or Committees has a vested interest in any way with that particular individual, agency, company or association, then that member must immediately declare a conflict of interest and will not be entitled to or permitted to discuss or vote on any resolutions or decisions related to that matter.
- 9.2 A conflict of interest may be actual, perceived or potential.
- 9.3 Members of the SAC must declare a conflict of interest in matters that they, any member(s) of their families or business entities that they may have an interest in, and which stand to benefit either directly or indirectly by decisions of the SAC.
- 9.4 A member must include themselves from discussions in which:
- A conflict of interest is likely to result; and,
 - The member's ability to carry out their duties and responsibilities as a member of the SAC may be jeopardized or influenced in any way.
- 9.5 Members must not accept favours or economic benefits from any individual, agency, company or association, known to be seeking business contracts or relationships with the school.

10.0 Conflict Resolution

- 10.1 SAC members are elected to serve the school community and must demonstrate respect for all colleagues serving on the SAC and Committees at all times.
- 10.2 Every SAC member will be given an opportunity to express their concerns or opinions about any material issues in dispute, and how that dispute has affected the member.
- 10.3 Each and every member speaking to an issue will, at all times, maintain a calm and respectful tone.
- 10.4 Each and every member will be allowed to speak without interruption.
- 10.5 It shall be the responsibility of the Chair(s) to clarify the statements made by all speakers, to identify common ground amongst the points of view raised, and to set out joint interests concerning all members.
- 10.6 If no common ground can be identified or attained, the Chair(s) will seek to clarify preferences amongst all members before proceeding further.
- 10.7 If all attempts to resolve the conflict have been exhausted without success, then the Chair(s) shall request the intervention of the superintendent or other senior administrator with the view to facilitate a resolution to the conflict.

11.0 Financial Policy and Record Retention

- 11.1 No amount exceeding \$50 shall be spent without the prior consent of the Executive, or the Principal and Treasurer together, or the Principal and at least one Co-Chair together.
- 11.2 All expenditures exceeding two hundred dollars (\$200) shall be discussed at a meeting of the SAC and approved by a majority of the SAC members. This does not include previously approved budget lines that exceed that amount. See Section 8.4 for circumstances that would allow for online voting on financial matter(s) between meetings.
- 11.3 In accordance with TDSB policy, all financial records must be maintained for seven (7) years.
- 11.4 In accordance with TDSB policy, all SAC meeting minutes must be maintained for four (4) years.
- 11.5 Copies of approved SAC minutes and financial statements will be available for review upon request to the Principal and/or Vice-Principal.

12.0 By-Law Amendments

- 12.1 Any changes, amendments, or additions to the school's existing By-Laws must be submitted in writing to the Chair(s) prior to the next scheduled SAC meeting and be placed on the meeting agenda.
- 12.2 The above-changes or amendments must be presented in the form of a motion, and passed by two-third (2/3) majority voting at the SAC meeting with a minimum of at least 50% of SAC members in attendance.
- 12.3 These By-Laws shall be reviewed annually and whenever an amendment to the Regulations in accordance with the Ministry of Education and/or the TDSB require said changes.

SCHEDULE “A”

EXECUTIVE:

The Executive is comprised of a Chair (or two Co-Chairs), Vice-Chair, a Treasurer and a Secretary.

Chair/Co-Chair

- Ideally, should have served on a School Council for at least one year prior to holding the position of Chair/Co-Chair;
- Must be available to answer emails from the Principal/Vice-Principal, administration, school council members, parents and community members daily; and
- Must attend at least 75% of the SAC meetings.

The Chair/Co-Chair shall:

- Prepare the meeting agenda in consultation with the Principal and SAC Members
- Chair SAC meetings
- Support the work of subcommittees
- Regularly consult with the Principal
- Oversee and lead SAC initiatives and activities
- Assist with volunteer recruitment and parent/guardian communication
- Complete all annual reports, community requests and TDSB documentation, in cooperation with other members of the Executive
- Be responsible for overseeing the activities of the Executive and assume Executive roles that have not been filled, or roles which have been vacated
- Attend and participate in information and training programs and consult with TDSB staff and trustees as required.

Vice-Chair

- Must be available to answer emails from the Principal/Vice-Principal, SAC Executives daily; and
- Must attend at least 50% of the SAC meetings;

The Vice-Chair shall:

- Regularly communicate with Chair/Co-Chairs and remain up to date with live issues;
- Assume the duties of the Chair/Co-Chairs in his/her absence; and
- Assist the Chair in executing responsibilities.

Treasurer

- Ideally should have served on SAC for at least one year prior to holding the position of Treasurer;
- Must be available to answer emails from the Principal/Vice-Principal, SAC Executives daily;
- Must attend at least 75% of the SAC meetings; and;
- Ideally, should have an accounting or finance background

The Treasurer shall:

- Be guided by the Board’s fiscal policies;
- Collect, count and deposit all money made through fundraising;
- Pay all bills and invoices and balance the bank statement;
- Be responsible for providing post-project revenue results to SAC and to the Secretary;

- Prepare monthly requisition statements to share with SAC at meetings;
- Prepare the annual report for the Principal, Board and school community;
- Prepare a preliminary budget for the following year, to present at the last SAC meeting of the year, with input from the Executive and the Principal;
- Support signing officer responsibilities: All financial transactions will require two (2) signing officers.

Secretary

- Must be available to answer emails from the Principal/Vice-Principal, SAC Executives regarding action items agreed to in meetings; and
- Must attend all of the SAC meetings, save in exceptional circumstances;

The Secretary shall:

- Record minutes at the SAC meetings and distribute these to SAC Members within a reasonable time of meetings;
- Send email copies of “Approved Minutes” to the Executive and Principal after minutes are approved at meetings;
- Prepare hard copies of the SAC meeting minutes and store them in an easily accessible area at the school, and to make publicly available electronic versions for all Parents/Guardians at the school.
- Prepare monthly action plans based on action agreed at SAC meetings;
- Follow up with individual members and persons required to take action, to ensure such action is taken;
- He/she shall arrange for an Executive Member to record minutes in his/her absence; and
- Collaborate with the Executive and SAC Committees to prepare newsletters or information releases;

Voting Members

- Must be available to answer emails from the Principal/Vice-Principal, SAC Executives on a regular basis;
- Must attend at least 50% of the SAC meetings; and
- Has the right to vote on SAC matters and motions held at meetings (or online).

The Voting Member shall:

- Serve on and contribute to the discussions of the SAC that take place in meetings or online.
- Provide input and a voice in school matters and discussions and will represent concerns as brought forward by others.

SCHEDULE "B"
SAC NOMINATION FORM

SCHEDULE "C"

Committee Positions (non-exhaustive)

- Communications (Website, Bulletin Board/Other means of communicating)
- Scholastics
- Playscape
- Fall Fair (and/or equivalent)
- Spring Fair (and/or equivalent)
- WinterFest
- Pizza Lunch
- Graduation Committee
- Kiss & Ride and Traffic Safety
- Technology
- Volunteers
- Events/Teacher Appreciation
- Spirit Wear