



## Fort Frances High School - School Council By-Laws

The mandate of the Fort Frances High School Council is to work in cooperation with the school administration, teaching staff, and the parent community to support and enhance student learning.

The School Council of Fort Frances High School operates in accordance with the Ontario Regulation 612/00 and the Rainy River District School Board Policy # 2.13.

### Section 1 – Membership

- 1.1 School council membership is to consist of a majority of parents, principal or vice-principal, one teacher.
- 1.2 Parent membership shall be not less than 4 and no more than 12.
- 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 and/or Vice Chair and may also include Secretary and/or Treasurer.
- 1.7 The Principal, in consultation with the Council, will establish procedures for the election/appointment of staff, community, and if applicable, student members, in accordance with Board policy.

### Section 2 – Elections

- 2.1 In April each year, Council will strike an Election Committee.
- 2.2 Election Committee will be responsible for the preparation and distribution of all information pertaining to a September election prior to the end of the current school year.
- 2.3 Election Committee will prepare a package to be sent home the first week of the new school year. Packages will include information about school councils and their responsibilities, declaration of intent to run for election, and date of election.
- 2.4 Written notice of date of election must be given to every parent 14 days prior to the election.
- 2.5 Elections must be held if number of parents wishing to serve on Council exceeds maximum as set by By-law 1.2.
- 2.6 Vacancies, which occur during the school year, may be filled by election or appointment, at the discretion of the Council.

### Section 3 – Meetings

- 3.1 First meeting must take place within the first 35 days of school. (Ontario Regulation 612/00)
- 3.2 Officers will be elected or appointed at first meeting of school year.
- 3.3 By-Laws will be provided to Council members at the first meeting of school year.
- 3.4 Meetings will be held a minimum of 4 times per year.
- 3.5 A quorum of Council shall be a majority of Council members including a majority of parent members.
- 3.6 Decisions may be deferred at the discretion of the Chair and elected members present, if a quorum is not present.
- 3.7 Minutes will be taken at each meeting.
- 3.8 Minutes shall be retained for 4 years.

## **Section 4 – Conflict and Conflict Resolution**

- 4.1 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.
- 4.2 Council members will strive to work as a team and have respect for the opinion of others.
- 4.3 The Chair shall attempt, with the support of Council, to resolve conflicts within the Council.
- 4.4 If Council is unable to resolve the dispute, the Chair and Principal may consult the appropriate Superintendent of Education for assistance.
- 4.5 If consensus cannot be reached, the Chair in the final attempt to resolve the conflict, may call for a vote.

## **Section 5 – Committees**

- 5.1 The following committees will be established annually:
- Election
  - (other standing committees to be listed here)
- 5.2 The Chair, in consultation with the Principal, will strike additional committees as deemed appropriate.
- 5.3 Standing Committees will meet regularly.
- 5.4 Standing Committees will report at Council meetings.
- 5.5 Committees must obtain Council approval for all expenditures.
- 5.6 A committee must include at least one parent member of Council.
- 5.7 Participation on committees is not restricted to Council members. Council encourages all parents to participate.

## **Section 6 – Financial**

- 6.1 All proposed expenses by committees must be approved by Council.
- 6.2 All invoices for approved expenses related to Council's activities must be submitted to the Treasurer and signed off by the Principal as per Board policy.
- 6.3 Treasurer will present the updated financial statement at the Council meetings.
- 6.4 The financial records will be audited annually by the external auditor retained by the Board.
- 6.5 Financial records shall be kept for 7 years.
- 6.6 A financial statement shall be included in the year-end Annual Report to the Board.

## **Section 7 – Fundraising**

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

## **Section 8 – Roles and Responsibilities**

- 8.1 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 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.
- 8.2 Secretary
  - attends and participates in meetings;
  - records and maintains accurate records of Council meetings;
  - distributes minutes to all Council members via email and our Council bulletin board, after review of Chair and Principal;
  - manages all Council correspondence;
  - prepares any Council information for the school newsletter;
  - observes the Council's established by-laws.
- 8.3 Treasurer
  - attends and participates in meetings;
  - presents an accurate and up to date financial records of Council's funds;
  - ensures timely and regular deposits of funds received to the school;
  - prepares annual financial statement for September council meeting;
  - observes the Council's established by-laws.
- 8.4 Principal/Vice Principal
  - attends and participates in meetings;
  - observes the Council's established by-laws.

8.5 Staff Representatives

- attend and participate in meetings;
- observe the Council's established by-laws.

## **Section 9 – By-Laws**

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