

**SPRINGFIELD PUBLIC SCHOOL
SCHOOL COUNCIL BY-LAWS**

NAME

- 1.0** The name of the organization shall be: SPRINGFIELD PUBLIC SCHOOL SCHOOL COUNCIL (hereinafter called the SC)

MISSION STATEMENT

- 2.0** The SC is dedicated to providing all students a comprehensive education, with the support of its community, in a positive environment.

MEMBERSHIP

- 3.0** Membership of the SC shall include, but is not limited to:
- 3.0.1** parents and guardians of students enrolled at SPS
 - 3.0.2** community representatives who have no children at SPS
 - 3.0.3** the Principal of SPS
 - 3.0.4** a teacher at SPS
 - 3.0.5** a non-teaching staff member at SPS
- 3.1** Interested members must be in good standing and have shown commitment. Appointment of position will take place within 30 days from the start of the school year.
- 3.1.1** Perspective members will be issued an emailed copy of the current by-laws.
- 3.2** The parents/guardians (sect. 3.0.1) must always form the majority of the council with a minimum of 5 members for voting purposes.
- 3.3** A parent/guardian representative (sect. 3.0.1) may also be a teacher, non-teaching staff member, Trustee, etc., provided that when attending SC meetings or in any other way representing the SC, they confine their comments and conduct in accordance with TVDSB policy and not as a representative of another interest group.

ELECTION AND APPOINTMENT PROCEDURES

- 4.0** The executive representatives (sect. 3.0.1) shall be elected/acclaimed by the parents/guardians of students who are/will be enrolled at SPS for the calendar year(s) in question. See 6.0 for position members.
- 4.1** The voting council members are reviewed and formed by the executive representative (principal) within 30 days from the start of the school year.
- 4.2** The community representative(s) shall be appointed by the SC.
- 4.3** The SPS Principal is a designated position.
- 4.4** The teacher representative (sect. 3.0.4) shall be elected/acclaimed/appointed by the members of the teaching staff at SPS.
- 4.5** The non-teaching staff representative (sect. 3.0.5) shall be elected/acclaimed/appointed by the members of the non-teaching staff at SPS.

- 4.6** SC (sections 4.0, 4.1), elections shall be conducted as follows:
- 4.6.1** The election shall be held annually at the first scheduled meeting.
 - 4.6.2** At least 3 weeks prior to the election date, the SC shall notify the relative electorate of the need for and timing of the election as well as the number of positions to be elected, and a call for written nominations. These must be signed by the nominee as indication of their willingness to accept office.
 - 4.6.3** In the case of elections for the position of executive representative, the election is to be by written ballots. Ballots may be cast in the SPS school office on the appropriate date. Ballots are to be placed in a locked box by the voter. After the close of the voting date, the ballots are to be counted by the principal and an assigned SC member and the results tabulated. All ballots will be destroyed immediately after the council meeting.
 - 4.6.4** In the event that following the close of nominations (sect. 4.6.2) there are not sufficient nominees to fill the required SC positions, SC members shall fill any vacancies at that time.
 - 4.6.5** Elections/selections to fill any vacancies shall be completed by the November council meeting.
 - 4.6.6** SC and the principal will publish the names of elected officers immediately following the election to the school community.
- 4.7** The number of positions on the SC may be adjusted from time to time at the discretion of the SC, provided that the provisions of section 3.2 continue to apply.
- 4.8** The election results shall be made available the following day. No ranking or count of ballots shall be made public beyond the SC members who count the ballots.

TERM OF OFFICE

- 5.0** The term of office of all elected/acclaimed positions shall commence on the first day of the month following the election.
- 5.1** The term of office of all appointed positions shall commence upon appointment.
- 5.2** Any parent representative position filled by appointment, as per section 4.6.5 shall be declared vacant at the time of the next election.
- 5.3** In the event that any position becomes vacant during the term due to the resignation of the incumbent, or otherwise, an interim replacement may be appointed by the SC for the remainder of the term, provided that this does not exceed one year.

EXECUTIVE POSITIONS

- 6.0** The executive shall be comprised of the Chairperson(s), the Secretary(s) (or designate), the Treasurer(s) and the Principal.
- 6.1** At the first meeting follow the commencement of the new term, the SC shall elect the executive from the parent/guardian representatives.
- 6.2** Elected executives must understand the position requirements and agree to abide by the SC By-Laws.

MEETINGS AND PROCEDURES

- 7.0** All meetings shall be conducted in a non-judgemental manner, respecting confidentiality, employing no-fault discussions, and reaching decisions through majority vote.
- 7.1** When majority cannot be reached, the Chairperson(s) may decide to table the matter.
- 7.2** The meeting dates and times for the coming year shall be established at the first meeting following the commencement of the new term with a minimum of 4 meetings.
- 7.3** Additional meetings may be called by the Chairperson(s) or the Principal at such time and place as may be appropriate.
- 7.4** All meetings shall be open to attendance by any interested person, although voting shall be restricted to SC members.
- 7.5** Any SC member or other interested party wishing to place a matter for discussion on the agenda shall provide the Chairperson(s) or Principal with a written request to that effect, at least two weeks prior to the scheduled meeting date.
- 7.6** The meeting agenda shall be prepared by the Chairperson(s) and the Principal with copies delivered to all SC members at least one week prior to the scheduled meeting date.
- 7.7** In order that SC members may research and/or give proper consideration to issues before council, matters not appearing on the published agenda shall not be discussed in detail at a meeting, except for items of an urgent nature. Voting may be done by written communication if the matter is urgent. Votes will be documented at the next council meeting.
- 7.8** 50% of the SC members (present or as elected) shall constitute a quorum, provided that: (a) this includes the Chairperson(s); and (b) the parent representatives form a majority at the meeting.
- 7.9** Minutes of the meeting shall be taken and maintained by the Secretary(s) (or designate) with a copy to be reviewed by the Chairperson(s) and Principal and delivered to each SC member within two weeks following.
- 7.10** The minutes (as amended, where applicable) shall be accepted by the SC at the next meeting.
- 7.11** The SC shall annually evaluate its activities, discuss its accomplishments, and set priorities/goals for the coming year.
- 7.12** The SC shall be the only committee to host fundraisers where funds shall be raised.

SUB-COMMITTEES

- 8.0** A sub-committee is a committee established to perform a specific mandated function.
- 8.1** The chairperson of the sub-committee shall keep a file of the function and submit a financial report to the council on completion of said function.

FINANCIAL PROCEDURES

- 9.0 Two signing officers shall be the Chairperson(s) and/or Treasurer(s).
- 9.1 A written statement of fundraising & expenditures will be submitted to the executive (or council members) and acknowledged on the first scheduled meeting of the new year.

BY-LAWS

- 10.0 The SC may establish its guidelines, rules, and procedures in a set of By-laws.
- 10.1 The By-laws may be reviewed and ratified at least every two years.
- 10.2 By-laws may be amended at any meeting of the SC, provided that:
 - 10.2.1 Prior notification of the intent to amend a By-law has been provided to each member as per section 7.5 and 7.6.
 - 10.2.2 A quorum is present, as per section 7.8.
 - 10.2.3 Any addition, deletion, or other amendment to the By-laws requires the consent of at least a 2/3 majority of those in attendance at the meeting, in person or by signed proxy.
- 10.3 A copy of the By-laws shall be on hand at the school for viewing by any person, upon request.

These By-Laws have been accepted by the Springfield Public School School Council, at a duly constituted meeting of the SC, held in Springfield on _____.

Chairperson

Chairperson

Secretary

Principal