

RYERSON HEIGHTS ELEMENTARY SCHOOL

SCHOOL COUNCIL BYLAWS

RYERSON HEIGHTS SCHOOL COUNCIL

The name of this organization shall be Ryerson Heights Lighthouse Parents Council, hereinafter called RHLPC.

PURPOSE

- 2.1 The purpose of RHLPC is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- 2.2 RHLPC's primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612/00 to the principal of the school and the Grand Erie District School Board (GEDSB).

MEMBERSHIP COMPOSITION

RHLPC shall be composed of the following people:

- 3.1 A minimum of 5 parent members. Parent members must form the majority of the members on the council.
- 3.2 The principal or vice-principal of the school (the principal may delegate membership responsibilities to the vice-principal).
- 3.3 One teacher employed in the school, other than the principal or vice-principal.
- 3.4 One non-teaching employee of the school.
- 3.5 One community representative, who is not an employee at the school, appointed by the elected council.

ELECTION OF PARENT MEMBERS

- 4.1 A person is qualified to be a parent member of RHLPC if he or she is a parent or guardian of a student who is enrolled in the school. A board employee who works at the school his or her child attends is not eligible to serve as a parent member on the council. A board employee who works at the school his or her child attends may, however, be elected as either the teaching or non-teaching staff representative.
- 4.2 A person is qualified to vote in an election of parent members of RHLPC if he or she is a parent or guardian of a student who is enrolled in the school.
- 4.3 An election of parent members of RHLPC shall be held during the first 30 days of each school year, on a date that is set by the chair of RHLPC after consulting with the principal.
- 4.4 The principal shall, at least 14 days before the date of the election of parent members, on behalf of the council, give written notice of the date, time and location of the election to every parent of a student who, on the date the notice is given, is enrolled in the school. The notice may be given by,
 - (a) giving the notice to the parent's child for delivery to his or her parent; and
 - (b) posting the notice in the school in a location that is accessible to parents.
- 4.5 The election of parent members shall be by secret ballot.
- 4.6 An election committee shall be established to oversee the Schedule of Events in Planning for RHLPC Election of Parent Members (Appendix A).

OTHER ELECTIONS

- 5.1 A person is qualified to vote in an election of a teacher member of RHLPC if he or she is a teacher, other than the principal or vice-principal, who is employed at the school. The election of the teacher member shall take place at a general meeting of the teaching staff in September each year.
- 5.2 A person is qualified to vote in an election of a non-teaching staff member of RHLPC if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.

TERMS OF OFFICE

- 6.1 A person elected or appointed as a member of RHLPC holds office from the later of,
 - (a) the date he or she is elected or appointed; and
 - (b) the date of the first meeting of RHLPC after the elections are held in the school year,until the date of the first meeting of RHLPC after the elections held in the next school year.
- 6.2 A member of RHLPC may be re-elected or reappointed.

VACANCIES

- 7.1 Should an elected parent member position become vacant before the next election, the council shall fill the vacancy by appointment from the non-elected candidates from the previous election.
- 7.2 If none of the previous candidates remain interested in becoming a council member, the council may request that interested parents from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest.
- 7.3 When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.
- 7.4 A vacancy in the membership of RHLPC does not prevent the council from exercising its authority.

OFFICERS

- 8.1 RHLPC shall have a Chair who must be a parent member of the council, elected by the members of the council.
- 8.2 RHLPC shall have other officers (such as Vice-Chair, Secretary, Treasurer, Fundraising Coordinator and Volunteer Coordinator) the council deems necessary, elected by members of the council.
- 8.3 Vacancies in the office of chair or any other officer of the RHLPC shall be filled in accordance with the vacancies bylaw (Article 7).

REMUNERATION

- 9.1 A person shall not receive any remuneration for serving as a member of RHLPC.

MEETINGS

- 10.1 RHLPC shall meet at least four times during the school year.
- 10.2 RHLPC shall meet within the first 35 days of the school year.
- 10.3 A meeting of RHLPC cannot be held unless,
 - (a) a majority of the current members of the council are present at the meeting; and
 - (b) a majority of the members of the council who are present at the meeting are parent members.
- 10.4 All meetings of RHLPC shall be open to the public.
- 10.5 RHLPC will hold its meetings at the school in a location that is accessible to the public.

COMMITTEES

- 11.1 RHLPC may establish committees to make recommendations to the council. Every committee must include one parent member of the council and may also include others who are not members of the council.

VOTING

- 12.1 Each member of RHLPC is entitled to one vote in votes taken by the council.
- 12.2 Each member of a committee of RHLPC is entitled to one vote in votes taken by the committee.
- 12.3 The principal is not entitled to vote in votes taken by the council or by a committee of the council.

MINUTES AND FINANCIAL RECORDS

- 13.1 RHLPC shall keep minutes of all its meetings and records of all of its financial transactions.
- 13.2 The minutes and records shall be available at the school for examination without charge by any person.
- 13.3 Minutes and records shall be kept on file at the school for a minimum of 4 years.

INCORPORATION

- 14.1 RHLPC shall not be incorporated.

ADVISORY AUTHORITY

- 15.1 RHLPC may make recommendations to the principal or GEDSB on any matter. Ontario Regulation 612/00 requires boards and principals to report back on how the recommendations have been taken into account.

FUNDRAISING

- 16.1 RHLPC may decide to include fundraising as one of its priorities. Fundraising activities may be conducted as long as they are in accordance with GEDSB policies and guidelines and the funds raised are to be used for a purpose approved by the board. All fundraising activities conducted by RHLPC must be included in the annual report prepared by the council.

CONSULTATION WITH PARENTS

- 17.1 RHLPC shall consult with parents of students enrolled in the school about matters under consideration by the council. Any advice provided to the school principal or GEDSB will be based on the general views of the school community and the best interest of all students in the school.

ANNUAL REPORT

- 18.1 At the end of its term, RHLPC must prepare and submit a written report to the school and to the GEDSB, outlining the council's goals, activities, and achievements, including any fundraising activities. The principal, on behalf of the council, must ensure that a copy of this annual report is provided to every parent who has a child enrolled in the school.

CONFLICT RESOLUTION

- 19.1 Decisions of RHLPC shall be reached by a show of hands vote or by secret ballot with a simple majority determining the issue.

CONFLICT OF INTEREST

- 20.1 Any time RHLPC does business with the potential for monetary gain/loss with any person, agency or company, and a member of the council has a vested interest in any way with that particular person, agency or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter.

BYLAW REVIEW

- 21.1 RHLPC Bylaws shall be reviewed annually beginning in the 2013-2014 school year after elections for that year.

APPENDIX A

Schedule of Events in Planning for RHLPC Election of Parent Members

May/June

- A committee is established to deal with the RHLPC election of parent members.

Early to mid-June

- A plan is put in place to deal with how the RHLPC election will occur. By the last council meeting of the school year, the date, time and location of the election are determined, as well as how the election will be advertised in the fall. A nomination form is also developed.
- RHLPC Chair must have the necessary information for the election to the principal well in advance of the election.

Early September

- In the welcome-back-to-school newsletter, the principal includes parent-candidate nomination forms and information about the date by which nominations must be received at the school, who is eligible to stand for election, the date of the election, and other information about the election. This package must be in parents' hands at least 14 days prior to the election.
- The principal posts RHLPC election information in an area of the school that is easily accessible to parents. Good venues would be the bulletin board and the school website.
- Parents return nomination forms to the school.

Early to mid-September

- A list of parent nominees with brief biographies is sent home and posted in the school or on the school website, with a reminder of the election date and information on the election process.

Mid- to end September

- The ballot box is prepared for the election of parent members, and arrangements are made for volunteers to help voters at the voting areas.
- The election of the teaching and non-teaching members may take place at the same time or shortly after the election of parent members.

Late September to early October

- The first meeting of the new RHLPC takes place, and meeting dates, times and location for the upcoming year are determined. (The first meeting of the new RHLPC must take place within 35 days of the start of school.)
- The names of the new RHLPC members are publicized to the school community within 30 days of the election, as are the dates, times and locations of future meetings.