

# Woodroffe High School Council Bylaws

Amended at public council meeting December 2017

The Woodroffe High School Council (the “council”) hereby revokes all previous bylaws and constitutions, and replaces them with the Ontario regulations 612/00 plus the following bylaws:

## 1. Mission Statement

The Council’s mission shall be to improve student development and achievement, and to enhance the accountability of the education system by providing an open forum where parents can seek information and provide feedback on areas of concern.

In support of this mission, the council will also assist in the fundraising and volunteer effort by uniting interested parents, providing a public forum for making democratic spending decisions, and disclosing all financial transactions to the Woodroffe high School community via public meetings and published minutes.

## 2. Membership

Council members are expected to attend council meetings to the best of their ability. When a member is unable to attend, he/she shall advise the chair as early as possible, indicating whether or not a delegate will be sent in his/her place, and the chair shall disclose this information for the record at the beginning of the meeting. Members and their duties shall be defined as follows:  
(Note: A parent member may also be a legal guardian)

- a) **Chair:** (Parent member) As described in OCDSB School Council Guide
- b) **Vice-Chair:** (Parent member) Assists the Chair in discharging his/her duties.
- c) **Treasurer:** (Parent member) Maintains accurate records of all financial dealings, prepares monthly and yearly statements, maintains records on, and co-signs on, Council’s bank account.
- d) **Secretary:** (Parent member) Keeps accurate minutes of monthly meetings, and assists with correspondence as requested.

**e) Members at Large:** (Parent member): The number of positions shall be dynamic, according to the number of parents available each year. While there are no pre-assigned duties, members at large shall be encouraged to assume responsibility for one of the following areas of school council interest, or for any other projects or activities supported by council. Some suggestions include;

-Fundraising

-Parent reaching out – engaging WHS parents who face barriers to involvement/applying for grant

-Ottawa Carleton Assembly of School Councils (OCASC)-liasing with other school councils, reporting back

-Special Education Advisory Committee (SEAC)-liasing and reporting back

-Communications Co-ordinator-Maintaining e-mail list, co-ordinating broadcast and advising council on matters of communications

**f) Principal:** As described in OCDSB School Council Guide

**g) Teaching Member:** As described in OCDSB School Council Guide

**h) Community Rep:** As described in OCDSB School Council Guide

**i) Student Rep:** As described in OCDSB School Council Guide

### **3. Decision Making**

All decisions shall be made in pre-announced public meetings, with a majority of council members being present and a majority of those present being parent members.

Group consensus of all attending parents and council members shall be the default method of making decisions. This does not imply unanimous agreement on the issues, but rather unanimous acceptance of the outcome by a show of hands.

A formal council vote, either by show of hands or secret ballot if requested, shall take place if consensus cannot be achieved. Each council member (or duly appointed delegate) may vote once, except the principal who may vote only in the event of a tie.

Major decisions, such as bylaw amendments or expenditures in excess of \$1000, shall be scheduled ahead of time in an agenda circulated to all parents. Other decisions may proceed on an unscheduled basis, however reasonable requests to defer them should be considered.

Decisions involving total expenditures of less than \$200 may be exempted from the above rules in time-sensitive situations, if they are approved by the chair and the treasurer as being in the council's best interest. Additionally, they shall be fully disclosed at the next meeting.

#### **4. Elections**

Elections shall be held each September, under the supervision of the Principal. All parents shall be notified in advance, and invited to vote and also to run for parent positions. Parent members shall be elected by a show of hands, or by secret ballot if requested. Teaching members shall be elected by their peers or appointed by the principal. Election results shall be communicated by the principal to the school community in a timely manner.

#### **5. Removal of Parent Members**

An elected parent member may be removed from council with the unanimous approval of all other elected parent members. The reason for removal shall be stated in the public record, and may include dereliction of duty, inappropriate conduct, or undisclosed serious conflict of interest.

#### **6. Signing officers**

The treasurer and up to two other parent members shall be designated at the beginning of the school year to have signing authority over the council's bank account. Two signatures shall be required for all expenditures.

#### **7. Committees**

Ad-hoc committees shall be encouraged as a way of dealing with time-consuming issues. Any person may be recognized by the chair as a committee head, and that person shall be responsible for presenting the committee's recommendations to council.