

**Jeanne Sauvé French Immersion Public School
School Advisory Council Constitution and Bylaws**

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1. Constitution

Article I: Name

The organization shall be called the Jeanne Sauvé French Immersion School Council, Ontario, Canada.

Article II: Definitions

“Board”

Means the District School Board of Niagara, and where appropriate the Board's senior staff.

“Chair”

Means member who presides over the meeting

“Council”

Means the Jeanne Sauvé School Council

"Jeanne Sauvé"

Means Jeanne Sauvé French Immersion Public School

“Executive”

Means the mandatory officers of the Council

“Member”

Means all Council participants, who have the right to vote, including Member at Large, non-parent and parent members.

“Member at Large”

A Council member who is elected to lead specific projects to support priority needs and joins the executive for that year i.e. playground committee, past chair, etc.

"Non-Parent Member"

A person who has no children enrolled at Jeanne Sauvé French Immersion Public School, but has a connection and a commitment to the well-being of Jeanne Sauvé French Immersion Public School and who has been elected by Council as a non-parent representative.

"Parents"

Means parent(s) and guardian(s) of children enrolled at Jeanne Sauvé French Immersion Public School

"Parent Members"

Means members of the Council who are parents or guardians of children who are enrolled at Jeanne Sauvé French Immersion Public School

"Principal"

Includes the principal, or vice-principal if applicable

"School Community"

Means persons, businesses and organizations living, working, or operating within the attendance boundaries of Jeanne Sauvé French Immersion Public School, and parents, Jeanne Sauvé French Immersion Public School staff and students, and guests invited by the Council.

"Student" or "Students"

Means students enrolled at Jeanne Sauvé French Immersion Public School

Article III: Purpose and Objectives

3.1

It is the mission of Jeanne Sauvé School Council to develop a partnership with our school community that promotes successful learning for every student in a safe and nurturing environment. We achieve this through providing opportunities that enhance student experiences, nurture connections, foster goodwill, build a legacy and enrich our school community.

3.2

The objectives of the Council are:

- to enhance educational opportunities and overall school experience for all students;
- to develop a strong relationship between the members of the school community;
- to contribute to conversations in the wider City of St. Catharines community on matters that are in the best interest of Jeanne Sauvé students;
- to provide advice and recommendations to the principal and, as appropriate, to the Board or any other person(s) or organization(s) on any matter affecting Jeanne Sauvé and/or its students;
- to actively support Jeanne Sauvé in meeting the educational, social and recreational needs of the students, without discrimination and in the spirit of equality of opportunity and tolerance;
- to promote the interests of French Immersion students and families within the District School Board of Niagara
- to review and advocate on issues not met by the Board, and determine which priorities require Council action and/or fundraising efforts;
- to promote and enhance the accountability of Jeanne Sauvé to parents;
- to provide a forum for parents, students, Jeanne Sauvé staff and school community for input, consultation, information, communication, discussion, co-operation, participation and involvement on matters relevant to school experience;

- to ensure funds raised are used lawfully and in accordance with the purpose and objectives of the Council;

Article IV: Membership and Affiliations

4.1

The Council may seek membership in, or affiliation with, other organizations that have similar purposes, by majority vote.

4.2

Any subsequent changes in such memberships or affiliations will require a majority of votes.

Article V: Elections

5.1

Council elections will be conducted in accordance with [Ontario Regulation 612/00](#) and other relevant policies and procedures.

Article VI: Members

6.1

The Council is composed of the following:

- parent executive members, elected by parents, consisting of chair, vice-chair, secretary, volunteer coordinator and up to two members at large
- parents who attend
- where possible, a minimum of 1 and a maximum of 2 non-parent representative(s), elected by the Council;

- where possible, one teacher employed at Jeanne Sauvé, other than the principal or vice-principal, elected by the teachers at Jeanne Sauvé;
- where possible, one non-teaching employee of Jeanne Sauvé, elected by the non-teaching employees of Jeanne Sauvé;
- where possible, a student representative from the student council;
- the principal and/or vice principal

6.2

All Council members are voting members and have equal voting rights except the principal and vice principal and non-parent school staff, who participate(s) in Council business as non-voting member(s). If a school staff is a parent of a Jeanne Sauvé student, their voting rights will depend on conflict of interest.

6.3

Parent executive members will be elected or acclaimed by parents in attendance at a Council meeting within 30 days of the beginning of the current school year (the "inaugural meeting"). If fewer individuals stand for election than are spaces available, all those standing for election will be acclaimed.

6.4

Outgoing Executive may work together before the inaugural meeting to set the agenda, to ensure that the candidate(s) for non-parent representative attend the inaugural meeting, and that the elections for teaching and non-teaching members are completed before the inaugural meeting.

6.5

Membership in the Executive is for 1 year renewable terms. The terms of all Executive members for the previous year expire as soon as voting for the parent member at the inaugural meeting is completed.

6.6

Elected and appointed members may seek additional terms of office. An individual may serve as Chair not more than 4 school year terms in a row.

6.7

Any parent executive vacancy may be filled at any Council meeting by election or acclamation.

6.8

A non-parent representative vacancy can be filled at any Council meeting by election.

6.9

A teacher employee or non-teacher employee vacancy can be filled as soon as the principal informs the Council.

6.10

There will be no remuneration paid to members of the Council, though Council members may be reimbursed for approved expenses incurred as part of Council business.

Article VII: Executive

7.1

The Executive will be elected at the inaugural meeting through a vote by parents in attendance.

7.2

The Executive is composed of the following mandatory positions:

- Chair;

- Vice-Chair;

- Secretary;

- Volunteer Coordinator
- Up to two members at large

7.3

If any mandatory position is vacant, the Council will advertise the position and members of the Council will actively search for candidates to fill the vacant position. At the start of each Council meeting such vacancies will be announced. Any vacancy can be filled at a Council meeting, either by election by the voting members of the Council or by acclamation.

7.4

It is the expectation that members of the executive conduct themselves in accordance to the Code of Ethics and that meetings are attended consistently. If poor attendance is an issue, the Chair will address this with the member. If it is an attendance issue with the Chair, the Principal/Vice Principal shall address the issue.

Article VIII: Meetings

8.1

Council may adopt its own rules of procedure for the conduct of meetings, which are consistent with principles of fairness and democracy.

8.2

Where possible, at the last meeting of the current school year, the Council may appoint a nominating committee for the purpose of seeking nominations for the following school year.

8.3

Meetings are open to all parents/guardians of the Jeanne Sauvé community. Council shall have a minimum of 5 meetings, but will strive to meet monthly. Council may meet on other occasions as

deemed necessary by the Executive. The first official meeting of the Council shall occur before September 30th.

8.4

Special meetings of the Council may be called by the Chair, Vice-Chair, or other members of the Executive at the request of a third of the Council members; the Executive will ensure that appropriate notice is given for the meetings.

8.5

All meetings of the Council will be open to parents, staff, students, and Council. The Executive has the discretion to allow members of the general public, who do not have children enrolled at the school, to speak.

8.6

Commercial representations will not be permitted without the prior approval of the Executive.

Members will make reasonable efforts to attend all Council meetings in order to achieve quorum and to ensure an effective Council.

8.7

Participating in Council carries with it certain responsibilities. It is the expectation that Members attend Council meetings regularly and conduct the Council's business in a professional manner while adhering to the Code of Ethics. There may be instances when an elected Member fails, on a regular basis, to attend Council meetings, leaving the Council without the quorum required to hold a meeting. The chair will determine with the individual member whether he or she is able or willing to continue to serve on the Council.

8.8

The Council may terminate the membership of a non-staff Council member by a two-thirds vote for:

- Behaviour that is inappropriate, detrimental to Jeanne Sauvé or the Council, or in violation of the Code of Ethics;

- For failure to perform his or her duty;
- For misrepresentation of Jeanne Sauvé or the Council to a person, the press, or other organization;
- For misrepresentation to the Council;
- For ignoring the direction of the Council; or
- For any other reason, including illegal or unlawful conduct, as Council may deem warranted subject to notice and an opportunity to be heard.

Article IX: Voting

9.1

Quorum for a meeting of the Council is achieved if:

- There must be quorum to conduct a meeting. Quorum shall consist of 8 Members.
- If quorum is not achieved, Council may proceed with the meeting at the discretion of the Executive.

9.2

All Members in attendance at a Council meeting may vote on any resolution at the meeting. Normally voting may only take place on business stated in an approved agenda.

9.3

Quorum, a majority of Council votes, and a majority of Executive votes is required to pass a motion.

9.4

Voting by proxy is not permitted, unless a quorum of Executive (50% +1) cannot be met by Executive present, then Executive may be permitted to vote by proxy where possible.

9.5

Voting on Council matters may only take place at a Council meeting, except under 9.6.

9.6

A Council meeting may be held by e-mail, telephone, or other electronic means at the discretion of the Executive due to extenuating circumstances that are time sensitive if:

- All Members are given reasonable notice of the issue to be discussed and deadline for the vote;
- If Members voice disagreement with holding the e-vote, then the vote will be cancelled;
- Quorum is achieved as required by section 9.1;
- All meeting protocols will be upheld;
- The e-vote will be properly documented and included in the next monthly meeting's minutes.

Article X: Committees

10.1

The Council may establish committees, as necessary, by a motion at a Council meeting that includes:

- The committee's name;
- The committee's mandate;

- The chair or co-chairs of the committee, at least one of whom must be a Member;
- How often the committee is to report to Council, in any event at least twice per term.

10.2

Membership on Council committees is open to anyone from the school community, although each committee will maintain at least one Member as chair or co-chair.

10.3

Committees will be established on an as needed basis.

10.4

Committees do not represent Council and must seek Council approval of draft communications or other actions or representations to the general public.

10.5

Committees may receive money from Council through procedures set by Council.

Article XI: Amending the Constitution

11.1

The Constitution and Bylaws may be amended by approval of a motion by a two-thirds majority of Members present at a meeting, and a two-thirds majority of Executive. A minimum of two weeks' notice is required for such a motion, along with access to the revised version of the Constitution and Bylaws.

Article XII: Council Roles and Responsibilities

12.1

In addition to the roles and responsibilities stipulated in Board Policy P.014.SCO, attachment 2, section 1.22 for the Council Chair, Members and principal, additional roles and responsibilities are set out in the Council's Bylaws.

Article XIII: Conflict of Interest

13.1

A conflict of interest may be actual, perceived, or potential.

13.2

Members will declare a conflict of interest in matters that they, members of their families, or business entities in which they have an interest, stand to benefit financially or otherwise either directly or indirectly by decisions of the Council.

13.3

- Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, he or she or a member of Council will declare the conflict of interest immediately and he or she will decline from the discussion and resolution by leaving the meeting for that part of the discussion.
- Members must keep the discussion confidential and the minutes will reflect the decision and resolution.
- If a conflict of interest is discovered after a Council decision is made, contact is made with the person in conflict, other Members are notified and an agenda item is added at the next scheduled Council meeting for further discussion and resolution.

Article XIV: Conflict Resolution

14.1

While it is the goal of Council to achieve consensus through discussion, in the event that a conflict arises, the conflict will be dealt with as follows:

- If a Member becomes disruptive, or contradicts the Code of Ethics, the Chair will ask for order.
- If order is not restored, the Chair may direct the individual(s) to leave the meeting, though the removal from one meeting does not prevent individuals from participating in future meetings of Council.

- The Chair will request the disputing individual(s) to participate in a special meeting to arrive at a mutually acceptable solution to the dispute. A third party will also be requested to be present.
- If an issue cannot be resolved at the local level, the Chair or principal will request the Superintendent of Schools to provide direction.

Article XV: Financial Accountability

15.1

- Any formal communication from Council, or a Council committee, where that communication advances a position on Jeanne Sauvé or Board or Ministry policy or procedure or action, actual or proposed, must be approved by the majority of Council and co-signed by the Chair.
- Cash generated through fundraising efforts must be counted by at least two Members of Council and signatures provided to ensure accountability.
- Money generated through School Cash Online must be verified by at least two Members of Council and signatures provided to ensure accountability.
- All Members or committee members will follow these financial practices.

Article XVI: Date of Entry Force

16.1

This constitution will come into force immediately upon the passing of a motion at a Council meeting to approve this constitution.

2. Bylaws

Bylaw E-1: Roles and Responsibilities

E1 Executive Duties:

E1.1 Chair:

- Chairs the Council meetings.
- Reviews the bank accounts and financial statements.
- Acts as a signing officer for the Council.

E1.2 Vice-Chair:

- Works collaboratively with and supports the Chair.
- Assumes the duties of the Chair when necessary.
- Participates in setting meeting agendas.
- Verifies the bank accounts and financial statements.
- Acts as a signing officer for the Council in the absence of the Chair.

E1.3 Secretary:

- Ensures that adequate notice of meetings, the agenda, and previous minutes are circulated to all members at least one week in advance of the meeting;

- Maintains an accurate account of all Council meetings, including attendance, motions, and action items;
- Ensures the safe-keeping and accessibility of Council records for the current year and for the preceding four years;
- Provides for inspection of the minutes and records of the Council to any member of Council or members of the school community, on request.
- Ensures continuity of records to the incoming Council.

E1.4 Volunteer Coordinator:

- Collaborates with Committee Chairs to determine volunteer needs.
- Recruits and coordinating volunteers for special events.
- Keeps track of contact information for volunteers.

E1.5 Committee Chairs

- Makes most of the decisions for the committee focus, event or campaign they are overseeing.
- Responsible for requesting the Event Checklist from the Chair, and completing each applicable task on the Event Checklist in a timely manner.
- Responsible for liaising with the Principal, Vice-Principal and/or Chair as necessary.
- Responsible for keeping records of financial transactions and submitting a spreadsheet and receipts to the Vice-Chair.

Bylaw E-2: Fundraising

- All fundraising activities must be pre-approved by Council;
- The Council shall engage in fundraising activities for the purpose of improving the educational, recreational experience and well-being of students;
- Those fundraising objectives shall be communicated as early and as much as possible;
- All money raised through fundraising activities must be counted or verified by at least two Members and signatures provided;
- Receipts must be submitted to the Vice-Chair for reimbursement and financial accountability.
- Fundraising activities will be in accordance with the policies and procedures of the DSBN.

Bylaw E-3: Disbursement of Funds

- Funds from the Council will be deposited, disbursed and accounted through the Jeanne Sauvé General Account;
- Receipts must be provided for all expenditures to ensure accountability;
- Where receipts are not available, the expenditure can be approved by a majority vote of Council;
- Executive can vote to spend up to \$250 on Council business in time-sensitive situations. Receipts must be provided and accounted for in Council minutes at the next Council meeting.

Bylaw E-4: Member Code of Ethics

The Council values equity and diversity in its membership, processes and priorities and strives to conduct meetings and all activities in an inclusive and equitable manner.

Its understanding and implementation of equity are founded on the following acknowledgements:

- The Council, in accordance with the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act, recognizes the individual worth and dignity of all people. The Council believes that all individuals have the right to be treated, in all matters, solely on the basis of their personal merits, and to be accorded equal opportunity with all other individuals.
- The Council opposes any discrimination, stereotypes or generalizations based on the following characteristics: “race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted.” (Canadian Charter of Rights and Freedoms)
- The Council recognizes historical disadvantages experienced by individuals within certain groups based on characteristics related to aboriginality and cultural, ethnic, linguistic, racial, regional, generational, gender, sexuality-based as well as disability-based differences.
- The Council acknowledges societal, educational or other systemic barriers faced by these groups.
- The Council values the process of reflection, evaluation and revision of all policies and practices to ensure fairness and relevancy.

3. Resources

- The Education Act, R.S.O. 1990, c.E-2
- School Councils: A Guide for Members (Revised 2002)
- Ontario Regulation 612/00, School Council Regulation and Ontario Regulation 613/00
- DSBN Policy A-12/SCO: School Councils
- DSBN Policy G-19/SCO: Fundraising/Canvassing Initiated by School

4. Code of Ethics

- A member shall consider the best interests of all students.
- A member shall be guided by the school's and the school board's mission statements.
- A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- A member shall maintain the highest standards of integrity.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall acknowledge democratic principles and accept the consensus of the council.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use established communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall declare any conflict of interest.
- A member shall not accept any payment or benefit financially through school council involvement.