

SMITHS FALLS DISTRICT COLLEGIATE INSTITUTE SCHOOL COUNCIL BY-LAWS
update March 2024

1. MEMBERSHIP

See Council Constitution Section 1

2. QUORUM

2.1 Legislation states that there must always be a majority of members at a meeting.

2.2 While all members of the SFDCI Advisory Council are equal partners, parents shall form the majority at each meeting.

3. ELECTION PROCEDURES

See Council Constitution Section 2

4. OFFICERS

4.1 Chair:

- consults with the principal to set the date of the annual elections;
- calls meetings;
- ensures meeting dates and times are established;
- sets the agenda in consultation with the principal and community;
- distributes the agenda prior to the meeting;
- runs the meeting in a democratic manner;
- ensures that the constitution and by-laws are followed;
- ensures that the annual report to the parents and Board is prepared;
- insures that meetings with parents and community are concluded on matters within the council's responsibility;
- works with the principal in communicating with the Board;
- communicates as required with other school councils and organizations;
- carries out other duties assigned to the chair by the council.

4.2 Secretary:

- records and transcribes minutes of the meetings;
- publishes and distributes minutes within one week of the meeting date;
- maintains an archive of minutes and pertinent correspondence for at least four years.

4.3 Treasurer:

- responsible for all monies raised by the council in accordance with Board Policy and Procedures;
- provides the council with a financial report at each meeting;
- provides parents with a financial report for the year as part of the annual report.

5. VACANCIES

See Council Constitution Section 5

6.COMMITTEES

See Council Constitution Section 13

7.MEETINGS

See Council Constitution Section 12

8.FUNDRAISING

See Council Constitution Section 18

9.DUTIES OF MEMBERS

9.1 Code of Ethics

A Member shall:

- consider the best interests of all students.
- be guided by the school's and the school board's mission statements.
- 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.
- become familiar with the school's policies and operating practices and act in accordance with them.
- maintain the highest standards of integrity.
- recognize and respect the personal integrity of each member of the school community.
- consider the best interests of all students.
- be guided by the school's and the school board's mission statements.
- 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.
- become familiar with the school's policies and operating practices and act in accordance with them.
- maintain the highest standards of integrity.
- recognize and respect the personal integrity of each member of the school community.
- treat all other members with respect and allow for diverse opinions to be shared without interruption.
- encourage a positive environment in which individual contributions are encouraged and valued.
- acknowledge democratic principles and accept the consensus of the council.
- respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- not disclose confidential information.
- limit discussion at council meetings to matters of concern to the school community as a whole.
- use established communication channels when questions or concerns arise.

9.2 A member of the SFDCI Advisory Council may be removed from council for:

- behaviour that regularly prevents the council from carrying out its responsibilities;
 - habitually failing in performing the duties of a member;
 - failing to uphold the Constitution or comply with the By-laws of the council;
 - engaging in activities detrimental to the interest or contrary to the purpose of Council.
- The permanent removal of a member of the SFDCI Advisory Council requires 2/3 of the votes cast by members of the council at a council meeting attended by not less than 80% of the council.

10. DECISION MAKING PROCESS

10.1 Decisions shall be made as follows:

- 1) The Chair shall allow for participation in discussion by all members of council in attendance.
- 2) The SFDCI Advisory Council shall operate in a non-judgemental manner, respecting individual rights and confidentiality, employing no-fault discussions. In the event that consensus cannot be achieved, the decision may be reached by taking a vote.

10.2 Subject to section 101.2, each member of the SFDCI Advisory Council is entitled to one vote.

10.3 Subject to Section 10.1.2, each member of a committee of the SFDCI Advisory Council is entitled to one vote in votes taken by the committee. Majority rules.

10.4 The principal of the school is not entitled to vote.

10.5 The SFDCI Advisory Council members will identify all agenda items and/or issues with which they have a conflict of interest.

10.6 The SFDCI Advisory Council members will focus on school-wide issues and on what is best for the school and its students.

11. CONFLICT RESOLUTION

11.1 The SFDCI Advisory Council members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.

11.2 Every SFDCI Advisory Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.

11.3 Speakers will be allowed to speak without interruption.

11.4 The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all members.

11.5 If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.

11.6 If a council member or members become disruptive during a meeting, the chair shall ask for order.

11.7 If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual council member(s) to leave the meeting, citing the reasons for the request.

11.8 The removal of a member for one meeting does not prevent the council member from participating in future meetings of the council.

11.9 The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.

11.10 When the chair has requested the removal of a member or members from a meeting, the chair shall request the disputing members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the council.

11.11 The chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.

11.12 An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.

11.13 Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

12. CONFLICT OF INTEREST

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

12.2 Members of the SFDCI Advisory Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.

12.3 A member shall exclude him- or herself from discussions in which: 1) a conflict of interest is likely to result; 2) the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized; 3) the SFDCI Advisory Council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the council provides to the principal or to the board.

12.4 A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

13. AMENDING PROCESS

13.1 Any proposed change or addition to the SFDCI Advisory Council Constitution, or the By-laws, must be submitted in writing to the Secretary at least two weeks prior to a general meeting and placed on the agenda. The change must be presented in motion form and agreement must be reached by consensus of the SFDCI Advisory Council.