Stoneybrook School Council Bylaws

Stoneybrook (Public School) School Council (SSC) bylaws are created to supplement Ontario Government Regulation 612/00 Part 1 and 2 referred to in this document, and the Thames Valley District School Board (TVDSB) Policy (3016) and Procedure (3016a) governing School Councils.

The Thames Valley Parent Involvement Committee (TVPIC) supports, encourages and enhances parent engagement at the board level in order to improve student achievement and well-being. TVPIC can provide support and resources to School Councils in TVDSB.

Purpose:

- The purpose of these bylaws are to supplement the rules, regulations, policies and procedures that govern School Councils in TVDSB. Throughout these bylaws, the following documents will be referenced:
    - Ontario Regulation 612/00
    - TVDSB Policy 3016 – School Councils
    - TVDSB Procedure 3016a – School Councils

Composition and Eligibility:

- The composition and eligibility of candidates will be in accordance with O.Reg. 612/00 and TVDSB Procedure 3016a.
- The following positions will constitute the Officers of the Stoneybrook School Council:
    - Principal
    - Vice Principal
    - Chair
    - Vice-Chair (if applicable)
    - Secretary
    - Treasurer (if applicable)
- Candidates nominated for an elected Officer position (Chair, Vice-Chair, Secretary, Treasurer) must have, at minimum, served as a Parent/Guardian Representative for a minimum of one year within the last five school years at any TVDSB School Council.
    - In the case that there are no nominees who meet this criterion, this clause may be suspended in order to form a duly constituted School Council.
        - Should this clause be suspended, the elected Officer with no previous School Council experience will avail themselves to training and support provided by TVPIC and School Administration.
- A candidate is not eligible for nomination for an Officer position if they have held that same Officer position for three consecutive years. They would remain eligible for all other Officer positions.
    - In the case that there are no nominees who meet this criterion, this clause may be suspended in order to form a duly constituted School Council.

Elections

- The election of Parent/Guardian Representatives and all Officer positions will be done in accordance with TVDSB Procedure 3016a.
- The roles and responsibilities of members are outlined in TVDSB Procedure 3016a.

Term of Office:

- Terms of office are outlined in O.Reg. 612/00.

- An Officer may only hold the same elected Officer position for three consecutive years.
    - This clause may be suspended (as per the *Composition and Eligibility* section above), in order to form a duly constituted School Council.

Vacancies:

- If any SSC position becomes vacant during the school year due to resignation or inability of a member to fulfill roles and responsibilities the remaining members shall constitute the SSC and shall continue to exercise its authority.
- If voting majority is not maintained during regular meetings. the council may appoint another person to fill the position or communicate vacancy to the parents/guardians and hold another election as required in accordance with elections section of this document and O. Reg. 612/00, Part 2 s. 4 and 5.
- For the SSC, if an Officer position becomes vacant during the term of office, the remaining Officers shall determine which of the following actions will be taken:
    - A by-election is called to fill the position
    - The position remains vacant (this does not apply to the role of Chair)
- At no time may an Officer hold more than one Officer position.

Meetings:

- The annual schedule of meetings of the SSC will be established during the first meeting of the SSC. These dates will be posted to the SSC website.
- Meetings will typically be held on the first Monday in a given month.

Committees:

- The SSC may establish committees to make recommendations to the SSC.
- Notification of the creation of committees, and the name of the Chair of said committee, will be contained within the minutes and emailed to members of the SSC.
- Committees shall be used to gather and analyse information pertinent to their assigned task.
- Committees will report all information back to the SSC during monthly meetings or by email.
- Committees do not have the authority to make decisions, instead committees may compile and compose propositions related to their committees' purpose that are then presented and voted upon by the entire SSC.
- Every committee of a School Council must include at least one Parent/Guardian member of the council (O. Reg. 612/00, Part 2 s. 13).

Voting:

- Each member of the SSC as detailed above in the *Composition/Eligibility* section of this document is entitled to one vote in all votes taken by the council (O. Reg. 612/00, Part 2 s. 14).
- Voting cannot take place without SSC voting member quorum.
- The Principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council (O. Reg. 612/00, Part 2 s. 14).
- All voting members, including Officers, must submit regrets to the Chair if they are unable to attend a scheduled council meeting.
- Electronic voting can be administered as a means to expedite timelines and decisions. Votes requiring a response will clearly state the issue and any appropriate additional information, and will be executed jointly by the Chair and Principal. Votes will be collected through either email or electronic survey (i.e. Microsoft Forms). The results of electronic voting will be promptly

announced by email after the stated deadline. A non-response prior to the posted deadline will not be counted.
    - Any requested electronic votes must remain open for a minimum of two business days.
- Proxy votes may be submitted by a voting member if an absence is anticipated in advance. Proxy votes MUST be submitted prior to the start time of the scheduled meeting.

Bylaws:

- The SSC will review bylaws every-other year to ensure that the current SSC is aware of its content and that the SSC is meeting the requirements set out by the *School Councils and Parent Involvement Committees,* Ontario Government Regulation 612/00, Part 2 s.15.

Minutes and Financial Records:

- The SSC will keep minutes of all of its meetings and post minutes to the SSC website.
- The SSC will keep records of all of its financial transactions.
- Minutes and financial records will be made available, upon request, for the four school years following the school year in which they were created.

Fundraising:

- A School Council may engage in fundraising activities (O. Reg. 612/00, Part 2 s. 22).
- A School Council shall not engage in fundraising activities unless:
    - the activities are conducted in accordance with any applicable policies established by the board; and
    - the activities are to raise funds for a purpose approved by the board or authorized by any applicable polices established by the board (O. Reg. 612/00, Part 2 s. 22).
- The School Council will review with the Principal any proposals to engage in fundraising activities. If endorsed by the Principal, the Council will then collaborate with the Stoneybrook Home and School Association (if applicable) to determine how to coordinate the fundraising activities of both groups.

Conflict of Interest:

- Conflicts of interest for the SSC will be dealt with following the TVDSB Procedure 3016a.

Conflict Resolution:

- Conflict resolution for the SSC will be dealt with following the TVDSB Procedure 3016a.

DATE OF LAST REVIEW/REVISION: FEBRUARY 2026