

ARTHUR FORD SCHOOL COUNCIL

BYLAWS



**ARTHUR FORD
SCHOOL COUNCIL
CONSTITUTION AND BYLAWS
(OPERATIONAL FRAMEWORK)**

**ARTHUR FORD SCHOOL COUNCIL
CONSTITUTION AND BYLAWS (OPERATIONAL FRAMEWORK)
SECTIONS 1 - 16**

*Presented by 2021/2022 Bylaw Subcommittee and School Administration for
Final Review and Approval by School Council Members
at June 6th, 2022 School Council Meeting*

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ARTHUR FORD SCHOOL COUNCIL CONSTITUTION AND BYLAWS (OPERATIONAL FRAMEWORK)

Date Last Approved by AFSC Members 2021/2022 School Year: June 6, 2022*

Dates Last Reviewed by AFSC: May 2, 2022*

Date Originally Approved: April 2011

Date Originally Reviewed: December 2010

Official Name: Arthur Ford School Council

**Note: For full details on review and approval dates please see legend on last page*

Definitions/Abbreviations:

“AFSC/Council/School Council” - Arthur Ford School Council

“Arthur Ford Public School” - Arthur Ford

“Neighbourhood” - Students and Families that reside within the Arthur Ford School attendance area boundary

“APPLE/APPLE Program” - Alternative Parent Participating Learning Experience Program
- Students and Families that reside anywhere within the TVDSB attendance area and are enrolled in the APPLE Program at Arthur Ford.

“School Community” – Arthur Ford students, educators, parents/guardians, and staff

“Family Unit” - One or more adults and children, related by blood, marriage, or adoption

“Principal” - Arthur Ford Principal

“School Messenger” - Online system used by the Board and School to communicate with families (app/email)

“Ex-Officio” - Member inclusion due to partnership/role – non-voting member

“Committee/Sub Committee” - group created to discuss complete projects areas of responsibility overseen by School Council

“TVDSB/Board” - The Thames Valley District School Board

“The Ministry/MOE” - The Ministry of Education

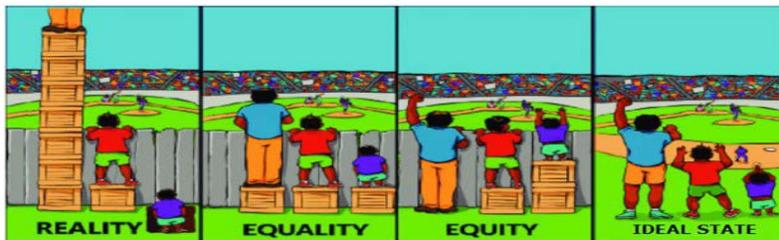
“TVPIC” - Thames Valley Parent Involvement Committee

“OFHSA” - Ontario Federation of Home and School Associations

“TVCHSA” - Thames Valley Council of Home and School Associations

EQUITY STATEMENT

At Arthur Ford Public School, we support the TVDSB definition of equity as the fair, inclusive and respectful treatment of all people, acknowledging that equity does not mean treating people the same without regard for differences (equality). We understand that there are times that students and families may require different resources and supports to achieve equal access to and success in education. Therefore, School Council and Home and School will endeavor to do its part to reduce systemic barriers within the school to improve student learning, close achievement gaps, and to ensure equitable opportunities for students and families within the Arthur Ford School Community. As a school with a diverse community and two valued programs (inclusive of a standard TVDSB and the Alternative Parent Participation Learning Experience (APPLE) programs), we will attempt to not contribute to inequity within the school, but rather look for opportunities to promote a school community in which all of our students are supported by our parent groups to succeed in achieving their learning goals



***Note:** Equity Statement was approved and adopted by the Arthur Ford School Council on June 7th, 2021*

SCHOOL COUNCIL OPERATIONAL GUIDELINES

School Councils represent an opportunity for establishing community relationships and for creating a broadened consensus around the purpose of public education and around student learning as the key focus of schools.

School Councils are advisory bodies. The advice should be based on the general views of the School Community, and the best interest of all the students in the school. The School Council is accountable to the School Community it represents.

The Arthur Ford school student population is unique. It includes the Neighbourhood School Program and students enrolled in the Alternative Parent Participating Learning Experience (APPLE) Program. These programs will herein be known collectively as Arthur Ford Community, or individually referred to as the Neighbourhood School Program and the APPLE Program.

OFFICIAL NAME

The official name of the organization shall be the Arthur Ford School Council (AFSC)

ARTHUR FORD SCHOOL COUNCIL CONSTITUTION AND BYLAWS (OPERATIONAL FRAMEWORK) SECTIONS 1 – 16

Section 1

MISSION STATEMENT

The Arthur Ford School Council shall provide an opportunity for parents, educators, students, and the community to actively participate as contributors to improving student achievement, success and wellbeing.

Section 2

MANDATE

- The AFSC must operate within the Education Act and shall make recommendations to the principal and where appropriate, to TVDSB, in accordance with Regulation 612/00 and 613/00 of the Ontario Education Act.
- The AFSC members shall maintain a school-wide focus on all issues with the best interests of all students and staff in the school by consulting with the School Community. Council meetings shall not be a forum for discussion regarding individual students, staff, trustees, or other council members.

Section 3

OBJECTIVES

“Why are we together”

- To improve student achievement and enhance the accountability of the education system to parents/guardians.
- To promote, develop, and support strategies for parental involvement in the education of their children.
- To foster an awareness of, and to advocate for Arthur Ford and its community.
- To establish and maintain effective communication between the home, school, TVDSB, and the community, in the promotion of educational activities at Arthur Ford as well as awareness of issues and challenges.
- To provide an open forum for suggestions and discussion of issues and concerns related to the school, school community, and TVDSB.
- To support the students, educators, administrators, families, and members of the school community in a manner that promotes the qualities of equality, diversity acceptance, tolerance, citizenship, community spirit, and fun/camaraderie.
- To ensure coordination, co-operation, and unity between the Neighbourhood School Program and the APPLE Program.

Section 4

MEMBERSHIP

Parents/guardians shall form the majority of Arthur Ford School Council. The membership of the AFSC will be flexible so that it can reflect the diversity of the school community. In defining a school community, considerations include such aspects as to ensure space is open for Neighbourhood representation as well as the geography, language, cultural, ethnic, economic, business, and demographics of the whole school community.

The following shall be members of Arthur Ford Public School Council, elected or appointed, in accordance with regulation 612/00, and the provisions described herein

- A minimum of 7 and up to a maximum of 15 parents/guardians of students enrolled at Arthur Ford. Preference for membership to be equal and/or proportionate of the population in regards to representation of Neighbourhood parents and APPLE parents in membership seats and Executive Roles.
- A person is qualified to be a parent member of the AFSC Executive or member at large if he or she is a parent/guardian of a pupil enrolled at Arthur Ford Public School;
- A person is not qualified to be a parent member if he or she is employed at Arthur Ford Public School, or is not employed at Arthur Ford Public School but is a TVDSB employee, unless they take reasonable steps to inform AFSC (declare a conflict of interest);
- Only one individual per family unit is eligible to be a parent/guardian member of the AFSC
- The School Principal;
- One, or more, teacher representative(s) that are employed at the school, other than the principal (or vice-principal, if applicable), appointed by the teaching staff of Arthur Ford.
- One or more non-teaching staff representative that is employed at Arthur Ford Public School;
- One or more community representative(s) with no pupil enrolled in Arthur Ford Public School;
- One person appointed by association who is a Home and School Representative, to hold a non-voting Ex-officio position (unless they are a school council member), if there is an Association of the Ontario Federation of Home and School Associations (TVSCSA) in good standing at Arthur Ford.
- One person appointed by the APPLE Program Executive to hold a non-voting Ex-officio position (unless they are a school council member).
- Non-voting representation of two grade seven or grade eight students enrolled at Arthur Ford, who is appointed by the Principal of Arthur Ford Public School. We

will endeavour to have one representative from each of the Neighbourhood and the APPLE programs, if the principal determines, after consulting the Intermediate Division teachers, whose primary roles are to offer perspective, participate and provide feedback on behalf of the student body, that the AFSC should include a pupil;

Note: Should a situation exist where there are not sufficient candidates to fill the vacancies, the AFSC will continue to operate and will attempt to find individual(s) who will agree to an appointment.

Section 5

ELECTIONS OF SCHOOL COUNCIL EXECUTIVE MEMBERS, COMMITTEE CHAIRPERSONS, AND MEMBERS AT LARGE

- A person is qualified to be a parent member of the AFSC Executive, a Committee Chairperson or Member at Large if he or she is a parent/guardian of a pupil enrolled in Arthur Ford Public School.
- A person is not qualified to be a member of the AFSC Executive if:
 - He or she is employed at Arthur Ford Public School; or
 - He or she is employed elsewhere by the TVDSB, unless he or she takes reasonable steps to inform the AFSC Executive at Arthur Ford Public School level.
- An election of parent members of the AFSC shall be held during the first 30 days of each school year, on a date that is fixed by the incumbent chair or co-chair(s) in consultation with the Arthur Ford Public School Principal.
- Notification of the election procedure shall be published in June to the Arthur Ford Public School community by Arthur Ford Public School newsletter.
- An information package will be sent to each family, by the 10th day of the school year, which will contain an outline of the election procedure, a description of school council responsibilities and a nomination form. If the form is sent via email, clear instructions on how to return the form and an option for obtaining a paper copy will be included.
- The Arthur Ford Public School Principal shall, within the first week of the new school year, on behalf of AFSC Executive, give written notice of a call for nominations and of the date, time, and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled at Arthur Ford Public School. In the event of unforeseen circumstances, it is at the discretion of the Principal when and how the information is communicated to the parent/guardians.
- All nominations, including self-nominations, for parent representatives will be accepted by the Arthur Ford Public School Principal up until and including the first meeting of the school year. As per the Education Act (Ontario regulation 612/00) parents shall be given no less than 14 days' notice of election and opportunity to

be nominated as parent representative.

- Nomination forms shall be filled out and signed and can be submitted to the office administration and the principal via hard copy (paper) or scanned and or picture and attached to an email. Confirmation of receipt of nomination shall be sent to parent nominees.
- To be considered a member at large, a parent must follow the nomination process set out in section 6.
 - In the event of a student being added to the Registers of Arthur Ford Public School mid-year, the parents/guardians of that student will be eligible to become Members at Large at the first AFSC meeting after the student has been added to the register.
- If there is a tie for the final position for a representative on the School Council, the winner shall be determined by members
- School resources, both human and material, may not be used to support particular candidates or groups of candidates, with the exception of the candidate rationale for running which may be shared through the Principal.
- The Principal shall conduct a lottery to determine the random ballot position for each candidate.
- Elections for School Council shall be conducted by secret ballot. Voters must be present at the school on the election day(s), during the preset hours (day and evening).
- All eligible voters shall be entitled to cast one vote for each of the candidate positions available at their school.
- The School Principal shall supervise the election of the teacher representative, this can include self-nomination, by the staff no later than September 30th
- The School Principal shall supervise the election of the non-teaching staff representative, this can include self-nomination, by the non-teaching staff no later than September 30th. Non - Teaching Staff may include Break Supervisors, Custodial Staff etc.
- the community representative shall be appointed by the AFSC on or before the first Monday in October.
- Parent(s) who are already or become a Member on the Executive of the APPLE Program are not eligible to run for, be elected as, or be acclaimed, or hold an Executive position on the Arthur Ford School Council.

Note: *In the event a teacher and/or non-teacher representative is not appointed by September 30th, the continuation of securing an elected teacher representative is at the discretion of the Arthur Ford Public School Principal.*

Section 6

NOMINATIONS

- Nomination forms may be made available at Arthur Ford Public School office or online.
- Nominations are to be returned to Arthur Ford Public School office prior to the election at the date provided to parents by administration.
- Nominations are to be completed in writing on the nomination form
- Nominations may be made for someone or may be self-nominations.

Section 7

VOTING

- A person is qualified to vote in an election of School Council Executive members of a School Council if he or she is:
 1. A Member at Large of the Council or is the Community Representative
- Following the return of the nomination forms, candidates shall be advertised to the school community. If required, election ballots shall be sent home by the end of the 10th day of the school year.
- The election of parent/guardian members shall be done by secret ballot and can be done via hard-copy ballot and/or virtual ballot.
- Ballots, hard-copy and/or virtual, will be issued at the time of the election and are to be placed in the appropriate ballot box and/or ballots can be provided via a designated electronic ballot process. If a ballot isn't properly marked it will be considered spoiled.
- Acclamation: Should only one person stand for election of any given position, that person shall be acclaimed to the position.
- Results --Ballots, hard-copy and/or virtual, counting shall be done by the principal or vice principal if designation, and, if possible, one parent volunteer appointed by the incumbent AFSC
- Appointment of school council members shall be made on or before the first Monday in October.
- Election results of the AFSC members, for the school year, are to be published in a Arthur Ford School Newsletter as soon as possible after the school election or communicated to parents/guardians using other communication means (ie school messenger, social media)
- Orientation and first meeting of the school council shall be before the end of the first week of October.
- Electronic Voting should never be the only method of decision-making used by AFSC If there is a need for an e-vote, the notice for an e-vote must include: the motion; the name of the mover and seconder of the motion; any supporting

documentation for the e-vote.

***Note:** When voting occurs, for succession planning purposes, in the event a nominated School Council member(s) is interested in an Executive position, who has not held a previous Executive position, consideration can be given to elect the School Council member to hold a “co” role. This process is agreed on by the AFSC members and is at the discretion of the Principal.*

Section 8

TERM OF OFFICE

- Term of office shall be one year. The term begins at the first meeting of the school year (September/October) and ends at the first meeting at the next school year (September/October)
- A member may be re-elected, re-acclaimed or re-appointed indefinitely.
- For succession planning purposes, in the event a School Council member(s) is interested in an Executive position, consideration can be given for an AFSC member to “shadow” an Executive role for a period of time. This process is agreed on by the AFSC members and is at the discretion of the Principal.
- In the event of an election or appointment part-way through the school year, the term of office will run from the date of the election or appointment to the date of the first meeting of the School Council after elects are held in the next school year.
- Should an AFSC representative position become vacant before April 1st, the AFSC shall appoint an appropriate person to fill the position until the end of the term. Appointments are made through consensus of the AFSC members and at the discretion of the Principal.
 - Executive Position (Chair/Co-Chair, Secretary, Treasurer) Vacancy
 - An executive role is deemed vacant if the member cannot fulfill their role as outlined in the duties/roles and responsibilities in the bylaws
 - An executive may be deemed vacant if the member is unable to attend 2 meetings
 - A vacancy of an Executive Position of AFSC shall be filled by election or appointment in accordance with the bylaws.
 - If an election is held to fill a vacancy of an Executive Position of AFSC, the Elections bylaws section applies to the process, with any necessary modifications.
 - General Membership Vacancy
 - A general membership seat is deemed vacant if the member cannot fulfill their role as outlined in the duties

- in the bylaws
 - If a general member does not attend 3 regular meetings the seat may be deemed vacant
 - A vacancy of a general membership seat of AFSC shall be filled by election or appointment in accordance with the bylaws
 - If an election is held to fill a vacancy in the general membership of AFSC, the Elections bylaws section applies to the process, with any necessary modifications.
- Representative Vacancy
 - If one or all of the following Teaching/Non-Teaching Staff, Community, Home and School, APPLE Program or Student Rep positions are not filled or become vacant for any reason throughout the school year, they may be filled, if needed. The vacancy of one or all of the positions does not prevent the Arthur Ford School Council from exercising its authority or completing its mandate.

Section 9

OFFICERS AND DUTIES

AFSC members shall form the majority by election or acclamation. Member at Large or Parent/Guardian members duties shall include, but not be limited to:

- Maintain a school-wide perspective on issues
- Participate in council meetings
- Participate in information and training programs when these are available
- Act as a link between the school council and the community
- Encourage the participation of parents and community members
- Attend council meetings regularly and fulfill duties
- Observe the AFSC bylaws
- Solicit the views of other parents and members of the community to share with the school council
- Sit on subcommittees of the AFSC as required
- If any member fails, on a regular basis, to attend school council meetings, the executive will determine with the individual member whether he or she is able or will continue to serve on the school council.
- The AFSC shall elect two co-chairs or, if not possible, a Chair and a Secretary and Treasurer at the first meeting of the year from the parent/guardian members who are not employed at TVDSB.

9.1 Duties of the Executive

AFSC Executive consist of two co-chairs or, if not possible, a Chair and a Secretary and Treasurer, and must meet criteria as indicated in Sections 5 & 9, and duties include, but are not limited to:

- The executive is responsible for the general management and supervision of affairs and operations of the AFSC
- It shall prepare and suggest such regulation changes necessary to the continuing successful operation of the organization.
- Major changes in rules and regulations require a minimum of one week's notification and majority membership approval at the next scheduled AFSC meeting.

9.2 Duties of the Co-Chairs/Chair

The AFSC co-chair/chair duties include, but are not limited to:

- Make email available
- Establish and communicate with the principal and school council
- Prepare the agenda in partnership with principal
- Chair the meetings
- Ensure the minutes are recorded and kept at the school
- Participate in information and training programs
- Communicate with the principal on behalf of the council
- Facilitate collaborative decision making
- Strive for inclusion, diversity and equity, as indicated in the School Council Equity Statement
- Ensure that there is regular communication with the school community
- Consult with the Thames Valley Parent Involvement Committee (TVPIC), superintendent, trustee as appropriate.
- Facilitate the resolution of conflict
- Participate as ex-officio members of all committees established by School Council
- Prepare and submit to TVDSB, by June 15th, an annual report

9.3 Duties of the Secretary

The AFSC secretary duties include, but are not limited to:

- Record and keep minutes of all AFSC meetings
- Send a copy of the minutes to the co-chairs/chair by the first week, at the earliest and the third week, at the latest, following the meeting at which the minutes were taken.
- Maintain effective communication with the co-chairs/chairs
- Perform other duties as delegated

9.4 Duties of the Treasurer

The AFSC treasurer duties include, but are not limited to:

- Maintain financial records, as per financial and fundraising section
- Follow guideline, as per financial and fundraising section
- Send a copy of financial report to the co-chairs/chair at the end of each month

9.5 Duties of the Principal

The principal of the school shall:

- Support and promote the AFSC activities
- Seek input from the AFSC in areas for which it has been assigned advisory responsibility.
- Act as a resource on laws, regulations, board policies and collective agreements.
- Shall assist the council in obtaining information relevant to the functions of the AFSC, including information relating to relevant legislation, regulations, and policies
- Communicate with the co-chairs/chair of the AFSC on a regular basis.
- Assist the AFSC in communicating with the school community
- Encourage the participation of parents from all groups and of other people within the school community.
- In conjunction with the co-chairs/chair, report annually in June on the operation of the AFSC
- Provide for the prompt distribution to each member of the school council of any material received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of the school councils.
- The principal of a school shall make the names of the members of the school council known to the parents of the pupils enrolled in the school, by publishing those names in the school newsletter and by posting them on the Arthur Ford website, not later than 30 days following the election of the parent members of the school council.
- Act in accordance with the Ontario Regulation 298 (Operation of Schools-General) of the Education Act and Amendments.
- Consider recommendations made to the principal by the AFSC and shall advise the AFSC of action taken in response to recommendations. Work with the AFSC on matters set out in Ontario Regulation 612/00, Section 19 (1) (2).

Section 10

MEETINGS

School Councils should have the opportunity to fully discuss every agenda topic. Arthur Ford School Council meetings are a time for members and the public to listen, present ideas, ask questions and provide input and feedback. All participants shall make every effort to present and convey information, opinions, and feelings clearly and succinctly. This will help promote good communication within the council and the school community.

- AFSC shall have a minimum of four meetings a year. Additional meetings may be scheduled as required.
- Quorum at a school council meeting shall consist of the parent/guardian members being in the majority
- The Principal or delegated Vice Principal must be in attendance at all meetings of AFSC to be able to conduct business.
- All meetings are open to the public and when held in-person shall be held in a public place, such as but not limited to the Arthur Ford Library or Staff Room etc.

- This School Council is permitted to meet virtually when necessary. Virtual Meetings follow the same procedures as laid out in the Bylaws
- The AFSC shall meet within the first 35 days of the school year, on the date fixed by the principal of the school, in consultation with the incumbent Chair/Co-Chair of the AFSC
- The principal shall, on behalf of the AFSC, give written notice of the date, time and location to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school. This may be accomplished by giving the information to students to deliver to parents, sending communication through School Messenger, published in the school newsletter, posting the details in an accessible location at the school and posting it on the school website.
- Minutes shall be taken at all AFSC meetings. The minutes shall be posted on the school website, be kept in the AFSC binder located in the school's office for review by the school community and kept for a maximum of four years.
- A meeting of the school Council cannot be held unless there is quorum. Parent members being the majority
- All decisions of AFSC will be made by consensus
- If a vote is required, every member is given one vote, except for the principal (or designate), staff and student representative. *Consensus is reached when most members of the council are willing to accept and support an ideal or concept as the best choice.*
- All meetings shall be conducted in accordance with the "spirit" of Robert's Rules of Order.
- From time to time an electronic method (E-mail, Doodle Poll, Google Survey, Survey Monkey, etc.) of decision-making is deemed necessary for issues/matters requiring decisions in remote/virtual meetings and in-between meetings. This method of decision-making should be used on a limited basis for items of immediate importance.

Note: *Virtual Meetings for School Council addition to Bylaws approved and adopted by Arthur Ford School Council on Dec 7, 2020*

Section 11

SUB COMMITTEES

Arthur Ford School Council or its members may determine that there is a need to further discuss or investigate certain topics. Sub Committees may be formed to take discussions outside of the regular meetings so that all those interested may have ample time to review topics, and to provide input and feedback. The Arthur Ford School Council may establish such committees to make recommendations to the council.

- AFSC may establish committees to make recommendations to the council
- Every committee of the school council shall include at least one parent member of the council

- The committee of the school Council may include persons who are not members of the council (i.e. community members; other parents at the school).
- Minutes of committee meetings are to be maintained and provided to the school council
- Any findings, results and recommendations of the sub committees shall be brought back to the council and presented at meetings. The reports shall be followed up appropriately as needed.
- A copy of all meeting minutes, findings, results and recommendations of the sub committees must also be kept on file in the School Council email account for record keeping and reference.

Section 12

FUNDRAISING AND FINANCIAL RECORDS

- As long as there is a Home and School Association at Arthur Ford, they shall remain responsible for most or all fundraising activities on behalf of the whole school. The AFSC will collaborate with the Home and School Association in the planning for and administration of the TVDSB and Ministry funds available to parent groups.
- If at any point the Home and School Association dissolves or is unable to facilitate the overseeing of the fundraising activities then the AFSC may participate in fundraising initiatives as needed or directed by the Principal. This may be done in accordance with Regulation 612 and within the TVDSB School Generated Funds policies and procedures.
- 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 policies established by the Board
- In raising funds and/or spending funds the following is an expectation:
 - Funds raised by the School Council are to be used at the school in accordance with all applicable policies established by TVDSB.
 - A School Council who engages in fundraising activities or financial transactions must follow the TVDSB School Generated Fund Policy and Procedure.
 - The ability for the School Council and/or the Home and School Association to fundraise or hold an account should not be hindered by the APPLE Program fundraising or holding an account
 - Requests for Funds may come from school staff members, who must make them in writing, obtain Principal Approval and submit it to the School Council Executive for discussion.
 - All expenses that School Council members may incur during Council business shall be approved by School Council prior to expenditure unless already budgeted.

- Financial Records and Procedures:
 - Refer TVDSB School Generated Funds Policies and Procedures for all regulations

Note: Refer to TVDSB School Generated Funds Policies and Procedures for all regulations

Section 13

ANNUAL REPORT

- The AFSC shall annually submit a written report on its activities to the Principal and the School Board.
- If AFSC engages in fundraising activities and/or financial transactions the report shall include details of all of those activities. The report shall be prepared and submitted no later than September 30th of the following school year.
- The Principal shall, on behalf of AFSC, give a copy of the report to every family of a student enrolled in the school on the date the report is completed. This may be accomplished by giving the report to students to deliver to parents, sending communication through School Messenger, posting the report in an accessible location at the school or posting the report on the school website.
- A copy of the report must also be kept on file in the School Council email account.

Section 14

CONFLICT OF INTEREST

A conflict of interest for a School Council representative is any situation in which the individual’s private interests may be incompatible or in conflict with their Council responsibilities. A conflict of interest may exist whether or not a monetary advantage has been or may be conferred on the School Council member or their family.

- The AFSC agenda shall include “Declaration of Conflict of Interest”
 - An AFSC member shall declare at the beginning of each meeting if any agenda item(s) presents a conflict of interest for the member.
 - At that time, the co-chairs/chair and/or principal will ensure any conflicts of interest are noted in the minutes
 - Should an issue or agenda item arise during a council meeting where a Council member is in a conflict of interest situation, they shall declare conflict of interest immediately and the member does not participate in discussion, resolution and voting regarding that item.
 - Members are welcome to ask at any point in time during a meeting if there may be a conflict of interest (may it be regarding themselves or another member or group). This questioning or declaration is not limited to the time indicated on the agenda.
- A conflict of interest may be actual, perceived, or potential:

- **Actual:** When a School Council member has a private interest that is sufficiently connected to their duties and responsibilities as a Council member that it influences the exercise of these duties and responsibilities.
- **Perceived:** When reasonably well-informed persons could reasonably believe that a School Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.
- **Potential:** When a School Council member has a private interest that could affect their decision about matters proposed for discussion.
- Persons in a conflict of interest:
 - Persons who are employed at Arthur Ford will not be barred from serving on AFSC, if they announce their potential conflict of interest at the beginning of each meeting, to be recorded in the minutes, if any agenda item(s) present a conflict of interest for the member.
 - Members of the council shall declare a conflict of interests 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.
- ◆ AFSC member should try to avoid situations in which:
 - A conflict of interest is likely to result;
 - The members ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
 - People may perceive that the member is in conflict of interest;
 - The 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;
 - Favours or economic benefits are accepted by the Council member from any individuals, organizations, or entities known to be seeking business contracts with the school;
 - Any family member, friend, or person, organization, or business entity associated with the Council member will be favoured.

Section 15

CONFLICT RESOLUTION

Arthur Ford School Council is composed of a large group of parents. This reflects the diverse community from which it resides and the greater community within the TVDSB that it draws from. Due to the unique makeup and the diversity of the school community a dispute may arise amongst the members of Council. It is expected that the members of Arthur Ford School Council will make every effort to resolve any issues or conflicts as per the Resolving Public Concerns and Complaints Policies and Procedure.

If there are issues that arise:

- AFSC members are elected to serve the school community and will always demonstrate respect for their colleagues on council.

- Every school 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.
- Speakers to an issue will always maintain a calm and respectful tone.
- Speakers will be allowed to speak without interruption.
- The co-chairs/chair 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.
- If no common ground can be identified, the co-chairs/chair will seek to clarify preferences among all members before proceeding further.
- If a council member or members become disruptive during a meeting, the Chairperson shall ask for order.
- In the event internal School Council disputes occur that cannot be resolved within the group, the Council will seek the advice of the principal. The Council will comply with the TVDSB School Council Conflict Resolution Policy.
- If all attempts at resolving the conflict have been exhausted without success, the co-chairs/chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- An independent third party may be the TVPIC and/or superintendent or other senior administrator to facilitate a resolution to the conflict.
- Administration and/or Board Representatives for Arthur Ford will assess the unique needs of the situation and determine an approach. This may include assistance by a Board or outside Facilitator, trained in resolution techniques, the Associate Director of Learning Support Services and/or Associate Director of Organizational Support Services and/or the assistance by the Director of Education.

Section 16

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 statement
- A member shall act within the limits of the roles and responsibilities of the school council, as identified the by school 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 recognize and respect the personal integrity of each member of the school community.

Arthur Ford School Council Constitution and Bylaws (Operational Framework)

Revision and Approval detailed dates are as follows:

School Council Bylaws Actioned Items	School Council Bylaws Item Details	Meeting Dates Review/Approval
Original Approved	Official Name, Mission Statement Mandate, Objectives, Membership, Elections, Terms of Office, Vacancies Officers and Duties, Meetings, Sub Committees, Fundraising, Conflict of Interest, Conflict Resolution, Annual Report	April 2011
Original Reviewed	Same as above	December 2010
2021-2022 School Year Bylaw Subcommittee Members and School Administration reviewed, updated and presented the Arthur Ford School Council Constitution and Bylaws for approval	The April 2011 Arthur Ford School Council Constitution and Bylaws were reviewed and updated via electronic submissions by the Bylaw Subcommittee Members and School Administration. The Bylaw Subcommittee presented Bylaws Sections 1 to 16 at monthly meetings to be reviewed, motioned and approved by the 2021-2022 School Council members as stated below	January 2022 - June 2022
Sections Reviewed, Motioned and Approved	Sections 1-3	February 7, 2022
Sections Reviewed, Motioned and Approved	Sections 4-8 and 9 (9.1-9.5)	March 7, 2022
Sections Reviewed, Motioned and Approved	Sections 10-13	April 4, 2022
Sections Reviewed, Motioned and Approved	Sections 14-16	May 2, 2022
Sections Final Review, Motion and Approval	Sections 1- 16	June 6, 2022
Section Pending for 2022/2023 School Year	Section 17 – Dress Code Pending as TVDSB is revising their Dress Code Policy in 2022/2023 School Year	2022/2023