

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

PREAMBLE

Whereas the education of the students at Robert Bateman Public School is a shared responsibility involving teachers, school administrators, the students, their families and members of the community,

And whereas a partnership of these individuals can enhance the education of the students at Robert Bateman Public School and increase the information about the programs being offered by the school,

And whereas it is the policy of the Government of Ontario to establish school councils to increase communication between schools and their communities and to enable parents to assume a more responsible and active role in educational programs and services within the local community,

It is hereby agreed to establish, in accordance with this Constitution, the School Council for Robert Bateman Public School to achieve these goals.

Article 1: Definition of the Council

The School Council for Robert Bateman Public School is constituted pursuant to Ontario Regulation 612/00 made under the Education Act and pursuant to OCDSB policy P.014.SCO as revised to May 26, 2004. It is a volunteer group of members of the school community, parents, school staff and community representatives, dedicated to strengthening educational opportunities and partnerships with the community.

Article 2: Definition of the Terms used in this Document

- a) School is Robert Bateman Public School,
- b) Council is the School Council for Robert Bateman Public School,
- c) Member is a member of the Council,
- d) Student is a student currently enrolled at the School,
- e) Parent is a birth parent, adoptive parent, or guardian of a student at the school,
- f) Community Representative is a member of the community served by the School, as provided for in Article 6,
- g) Board is the Ottawa-Carleton District School Board,
- h) Ministry is the Ontario Ministry of Education.

Article 3: Mandate of the Council

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

The mandate of the Council is:

- a) To establish its goals, priorities and procedures;
- b) To encourage Council members to attend information and training sessions offered by the Board, Ministry or any other group in order to enable members of the Council to develop their skills as Council members;
- c) To communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council and to report on the activities of the Council to the school community;
- d) To promote the best interests of the school community;
- e) To establish and coordinate committees of the Council engaged in activities related to fulfilling this mandate;
- f) To propose initiatives aimed at maximizing educational opportunities and enhancing school life.
- g) To create and update By-laws at General or Annual General meetings:
 - outlining operational procedures for School Council activities and events,
 - outlining rules of participation in School Council proceedings in cases of conflict of interest;
 - respecting a conflict resolution process for internal School Council disputes,
 - detailing election procedures and procedures for filling vacancies,
 - expanding the size of Council pursuant to article 5(c),
 - producing a School Council Code of Ethics,
 - regarding meetings (frequency, scheduling, expectations, quorum, voting eligibility etc.),
 - detailing financial procedures in accordance with Board and Ministry policies and procedures,
 - regarding communications procedures for written communications, emails, social media and other forms of communication on behalf of the School Council,
 - regarding the retention of records (minutes, financial and constitution documents etc.),
 - respecting any other by-law set out by government regulation or Board policy,
 - regarding any other matter that School Council deems necessary.

Article 4: Roles and Responsibilities of the Council

The Council shall provide advice to the school Principal and to the Board, in accordance with provincial and Board policy, as part of the process of making decisions with regard to any of the matters listed below:

- a) Local school year calendar,

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- b) School code of student behaviour,
- c) The responses of the school or the Board to achievement in provincial and Board assessment programs,
- d) Preparation of the School Profile,
- e) Selection of principals by annually approving a Principal Profile,
- f) School budget priorities, including local capital improvement plans,
- g) School-community communications strategies,
- h) Methods of reporting to parents and their community,
- i) Extracurricular activities at the school,
- j) Community partnerships related to social, health, recreational and nutrition programs,
- k) Community use of school facilities,
- l) Development, implementation and review of Board policies at the local level,
- m) Extended Day Program located in the school.

Article 5: Composition of the Council

- a) The council shall be elected by the various electoral groups according to the process described under Article 8 and shall have a maximum of six Officers. Immediately following the election of School Council members at the AGM, the new Council will meet and elect the Officers. At a minimum there must be at least one Chair, one Secretary and one Treasurer and any of these positions can be shared between two people. Election procedures are outlined in **By-law #1**.
- b) Council shall have a minimum of 9 members (if possible), 5 being parents and 4 others (parents must always hold the majority of the voting positions) as set out in Article 6.
- c) At the Annual General Meeting the size set out in (b) may be expanded for the next term in **By-law #1**, as long as a balance is maintained between parents and other members and ensuring that parents hold the majority of seats by at least one.
- d) Board employees at Robert Bateman Public School are ineligible as parent or community representatives; other Board employees must so indicate if seeking a position as a parent or community representative on the School Council.
- e) The composition of the Council should reflect the diversity of the school population and where possible have members' representative of various grades, programs, etc.

Article 6: Selection of Members

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

Members of the School Council shall include representation from;

- a) The School Principal (an ex officio member) as a non-voting member;
- b) The teaching staff;
- c) The non-teaching staff;
- d) The community, a non-parent representative shall be appointed by Council (if possible),
- e) The parents.

Article 7: Officers of the Council

The Officers of the Council shall be responsible for the implementation of decisions made at meetings and for the general management of the business and affairs of the Council; and for designating coordinators, such as OCASC, fundraising, volunteers, and social activities, as deemed appropriate each year.

The duties of the School Council Officers are outlined in **By-law #2**. If Council elects two members to act in any Officer position, any reference to that position in **By-law #2** is deemed to be a reference to the shared position.

Article 8: Election of Council

- a) Elections will be held at an Annual General Meeting that will take place annually, within 30 calendar days of the beginning of each school year,
- b) Notice of the elections will be given to the various electoral groups (parents, teaching staff, and non-teaching staff) at least two weeks in advance of the election,
- c) Nominations will be accepted by the Chair of the Election Committee or the school Principal or his/her designate until the time voting begins, provided the person is present and agrees, or if the person is not present his/her written consent is delivered to the Chair of the Election Committee or the school Principal or his/her designate,
- d) Any positions for which the exact numbers of candidates required or fewer are nominated, the election will be declared by acclamation,
- e) In exceptional circumstances, after every reasonable attempt has been made to hold an election, a principal in consultation with the appropriate Superintendent of School Services, may develop an alternative to the normal election process for arriving at a consensus regarding membership on a Council for the following year.

Full election procedures are detailed in **By-law #1**.

Article 9: Meetings

Annual General Meeting, General Meetings and School Council Meetings:

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- a) The Annual General Meeting will be held within 30 calendar days of the beginning of the school year,
- b) There will be Council Meetings with a normal frequency of once per month when possible, during the school year, but a minimum of four per year will be held;
- c) A General Meeting may be called at anytime during the school year if a motion for an amendment or addition to the By-laws has been proposed, or if the Council feels that an issue necessitates the input and vote of the entire parent population. A regular monthly School Council meeting can be made a General Meeting provided the required two weeks notice is provided along with the wording of the proposed motion(s) and any other relevant details information,
- d) A minimum of one week's notice, including the draft Agenda, must be given prior to meetings of Council; two weeks' notice, including the draft Agenda, for General Meetings and Annual General Meetings. A regularly scheduled Council meeting can be considered as a General Meeting provided the required notice is given,
- e) A quorum for a School Council or General Meeting shall consist of a majority of elected members, of which the majority must be parents, and of which a minimum of two must be Officers. The quorum for Annual General Meetings is set out in **By-law #5**,
- f) Any motion requiring a vote at a School Council meeting shall be decided upon by a simple majority of the elected Council members present, provided that the required quorum has been met. All voting shall be on the basis of one vote per elected Council member; if a vote ends in a tie, the motion shall be considered defeated. Any motion requiring a vote at a General Meeting shall be decided upon by a simple majority of the Council members and any eligible parents/guardians present, provided that the required quorum has been met,
- g) Proxy voting is not permitted at an Annual General Meeting, General Meeting or School Council meeting,
- h) The order of business for the School Council meetings shall include:
 - Approval of the Agenda;
 - Approval of Minutes of the previous meeting;
 - Principal's report;
 - Chair's report;
 - Treasurer's report;
 - Other Agenda items.

Article 10: Agenda and Minutes

- a) The Chair and the School Principal, or designate, will communicate prior to a meeting, in order to determine if there are school issues to be placed on the agenda;

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- b) Any member may place a voteable item on the agenda by notifying the Chair and supplying relevant information, either in advance or during the Approval of the Agenda at the meeting,
- c) Minutes shall record the names of all participants at the meeting and the times of any departures prior to the conclusion of the meeting, the names of those who sent regrets and those who are absent, all decisions and all action items,
- d) Minutes and agendas shall be distributed to the school population with the assistance of the Principal.

Article 11: Adoption of and Amendments to the Constitution and By-laws

The Constitution and By-laws may be amended if the following conditions are met:

- a) The text of any proposed amendment to the Constitution is included with the notification of the Annual General Meeting at which it will be voted on; and
- b) The motion to amend is approved by a 2/3 majority vote of the parents/guardians present. No proxy voting is permitted.
- c) The text of any proposed By-law or amendment to an existing By-law is included with the notification of the General Meeting or Annual General Meeting at which it will be moved and voted on, and
- d) The motion to add or amend a By-law is approved by a majority of the Council members and parents/guardians in attendance. No proxy voting is permitted.

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

By-laws

By-law #1: School Council Election Procedures

As per Article 8, Elections will be held at an Annual General Meeting held within 30 calendar days of the beginning of each school year. Notice of elections will be given at least two weeks in advance of the election. Nominations will be accepted until the time of voting begins. Any positions for which the exact numbers of candidates required or fewer are nominated, the election will be declared by acclamation.

- a) There will be twelve School Council member positions to be filled by parents of a student currently enrolled at the school, if more nominations are received, a motion may be presented at the meeting to increase the membership, prior to the elections,
- b) Nomination forms will be available at the school and will be posted on the school's website. Completed nomination forms should be submitted to the Chair of the Election Committee or the Principal or his/her designate,
- c) If voting is necessary, it will be accomplished by secret ballot, successful candidates will be the twelve individuals who received the most votes,
- d) In the case of a tie vote, the tied candidates will draw lots to determine the election,
- e) Voting in the election shall be open to all parents/guardians of students enrolled at the school for the current school year. Each parent is entitled to one vote. Voting by proxy is not allowed,
- f) Immediately following the AGM, Council shall elect from its members the Officers for the new term as per Article 5,
- g) Whenever there is a vacancy among the Officers, Council will elect a new Officer, from its existing members, for the remainder of the term,
- h) The term of office for the members of Council shall begin the day of the election and conclude at the election the following year,
- i) In the event that not all positions are filled at the Annual General Meeting, or later becomes vacant, further written nominations may be accepted and members may be elected to fill these positions at a General Meeting. The term would start immediately following the vote at that General Meeting and conclude at the next election,
- j) An elected member of the Council will cease to be a member by submitting a written resignation, or by failing to attend, without advising the Chair (or Co-chairs) of just cause, three consecutive meetings. Regrets will be noted in the meeting minutes. Should an elected member depart, the required quorum for Council meetings will then be re-calculated to take into account the new total number of Council members.

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

By-law #2: Roles and Responsibilities for School Council Officers

- a) The Chair shall:
- be a parent member of the Council and cannot be a Board employee;
 - be elected as stated under Article 8 and in accordance with **By-Law #1**;
 - call and preside over all meetings of the Council;
 - approve the notice and agenda for all meetings;
 - prepare the notice and the agenda for all meetings;
 - approve the Minutes of Council meetings;
 - participate in information and training programs;
 - communicate with the School Principal;
 - ensure that there is regular communication with the School community;
 - consult with senior Board staff and trustees, as required;
 - represent the Council to outside bodies and authorities;
 - appoint, in cases of absence, the Vice-Chair to be the Chair's representative or, in the Vice-Chair's absence, appoint a delegate;
 - overlook all work performed by the Vice-Chair, the Secretary and the Treasurer;
 - exercise such authority as is usually associated with this office.
- b) The Vice-Chair shall:
- be a parent member of the Council;
 - be elected as stated under Article 8 and in accordance with **By-law #1**;
 - participate in information and training programs;
 - approve the Minutes of Council meetings;
 - assist the Chair in the Communication process as it relates to School community;
 - perform the duties of the Chair in the absence of, or at the request of, the Chair and shall have all the rights and powers associated with this position;
 - designate persons or committees as required, to conduct research, prepare resolutions or reports, and to perform other tasks;
 - report in the absence of a Committee official, the School Council;
 - perform such duties as are delegated by the Chair.
- c) The Secretary shall:
- be a parent member of the Council;
 - be elected as stated under Article 8 and in accordance with **By-law #1**;
 - take all minutes of all Council meetings and shall record the names of all persons in attendance, those who submitted regrets, those who are absent, the times of every vote and the times of departures of any members prior to adjournment;
 - provide minutes to the School for posting and present them for approval at meetings;
 - ensure that proper records of all votes are kept, including the motion being presented, and

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

the outcome of the vote;

- keep a file of official documents stored in the Council filing cabinet as per **By-law #9**;
- perform such duties as are delegated by the Chair.

d) The Treasurer shall:

- be a parent member of the Council;
- be elected as stated under Article 8 and in accordance with **By-law #1**,
- approve the Minutes of Council meetings;
- ensure that all Board and Ministry financial policies and procedures are followed with respect to Council funds,
- ensure that School Council funds are kept separate from personal funds,
- ensure that the account is not in a deficit position,
- promptly deposit money received by School Council to the Council bank account,
- ensure that timely and accurate accounting records are maintained for all revenues, expenses, assets and liabilities. Supporting documents shall be retained at the school, in the School Council filing cabinet for seven years (six years plus the current year),
- report on the financial position of the Council at each meeting of the Council and at year end. The report should summarize the opening balances, receipts, expenses and closing balances for each fundraising activity undertaken by Council.
- ensure that all expenditures over \$200.00 are pre-authorized by a formal motion of the Council, and that all those under \$200.00 are authorized by one other Officer and are duly noted in the minutes of the next Council meeting,
- have signing authority, along with the Chair and at least one other member,
- upon request, make financial records available for review by Board staff or auditors,
- ensure that controls established for the management of funds are adhered to and that appropriate action is taken when controls are not followed,
- ensure the effective transition of Treasurer responsibilities by transferring knowledge, resources and complete records to an incoming Treasurer upon conclusion of the incumbent Treasurer's term or resignation. This includes the transfer of cash and cheques not yet deposited, all physical and electronic records, software used to maintain electronic records and, as necessary, knowledge regarding past and outstanding transactions.
- perform such duties as are delegated by the Chair.

By-law #3: Conflict of Interest

A conflict of interest for a School Council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her School Council

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

responsibilities. A conflict of interest may be actual, perceived, or potential. School Councils are advisory bodies and would rarely be in a position to make decisions that would be of financial benefit to individual Council members.

Members of council shall declare a conflict of interest and exclude him/herself from discussions and votes in which:

- a) a conflict is likely to result,
- b) the member's ability to carry out his/her duties and responsibilities as a member of the Council may be jeopardized,
- c) the Council member, member's 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.

By-law #4: Conflict Resolution Procedures within the School Council

Conflict is a natural part of human existence. In a structured environment, where mutual trust and respect prevail, it can be a positive force. When conflict is resolved collaboratively, both the whole group and the individuals within the group are strengthened.

- a) Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.
- b) Every School Council member will be given an opportunity to express his or her concerns or opinion about the issue at dispute.
- c) Council members will be allowed to speak without interruption and will maintain a calm and respectful tone at all times.
- d) 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 seek out the joint interests of all members. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- e) If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of the Principal or other senior administrator to facilitate a resolution to the conflict.
- f) If a member becomes disruptive during a meeting, the Chair shall ask for order. If all efforts to restore order fail, the Chair may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.
- g) The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.
- h) The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- i) When the Chair has requested the removal of a member or members from a meeting, the Chair shall request that the disputing members of Council participate in a special meeting, the purpose

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

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.

j) The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.

By-law #5: Meetings

At the first meeting of the new School Council, if possible, meeting dates should be established for the whole school year. The meetings should preferably be scheduled on the same day and time for each month. This does not prevent a meeting date and time being changed, postponed or cancelled, with advance notice.

Article 9 of the Constitution outlines the details of scheduling meetings, required notices, quorums and voting. In all cases, proxy voting is not permitted.

a) School Council Meetings:

- once per month (preferable)
- one week notice required
- quorum required is a majority of the elected Council members, of which a majority must be parents and two must be Officers
- only elected Council members are eligible to vote
- simple majority of votes is required for motions to pass, if a vote is tied, the motion is defeated

b) General Meetings:

- called only as required to create or amend a By-law, or to seek input and/votes from parents/guardians
- two weeks notice required
- quorum required is a majority of the elected Council members, of which a majority must be parents and two must be Officers
- elected Council members and any parents/guardians present of a student currently enrolled at the school are eligible to vote
- simple majority of votes is required for motions to pass, if a vote is tied, the motion is defeated

c) Annual General Meetings:

- once per year, within 30 days of the start of the new school year
- two weeks notice required
- quorum required is a minimum of 10 eligible parents/guardians
- each parent of a student currently enrolled at the school is eligible to vote
- two thirds majority is required for motions to pass
- successful candidates for the elected Council positions will be the twelve members with the highest number of votes, if there is a tie, tied candidates will draw lots

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

By-law #6: Financial Procedures

General:

- a) The School Council shall ensure that the funds raised by Council are used for the benefit of the students.
- b) All fundraising activities are to be developed in consultation with the school community and principal and must be approved by the principal on behalf of the school and the School Board.
- c) Resources generated through fundraising activities should be used, where possible, during the same school year for the benefit of existing students. Unspent funds for continuing/recurring initiatives are to be carried forward to the following year for that purpose.
- d) Capital equipment purchased using Council generated funds become the property of the Board.
- e) Cheques issued by the School Council must have two signatures. Members with signing authority for the Council bank account will be: 1) Chair, 2) Treasurer and 3) at least one other member of Council.

Handling of money:

- f) The Council member or volunteer who collects funds must ensure appropriate control of those funds during events. This includes using a cash box and never leaving any cash unattended.
- g) If possible, **two** members or volunteers must count and confirm any and all money received, in the presence of one another. All coins must be rolled.
- h) Upon completion of the counting, the two members must record and initial amounts on the deposit form (provided by the Treasurer). The deposit form must be included with the money in a sealed envelope or stapled clear plastic bag and submitted to the Treasurer.
- i) If the Treasurer is not available to immediately accept the deposit, all of the money and related deposit form shall be kept in a secure location: a locked drawer in the office if less than \$200, or in the school safe if the amount is greater than \$200. **Note: as per Board policy, the school and/or School Board are not responsible for any Council funds on the school property, including those locked in the drawer and/or school safe.**
- j) In cases where the school office is not accessible, the money must be counted and verified prior to leaving the school building and may then be held by a volunteer until the safe is accessible or the deposit can be made. The Treasurer must be notified of the total amount of funds and the name of the volunteer holding those funds.
- k) A float may be requested for a sale event (i.e. Scholastic Book Sale, Used Book and Bake Sale). The request must be submitted in writing to the Treasurer at least one week prior to the event. The cheque will be issued to the event coordinator.

Treasurer (in addition to the responsibilities listed in By-law #2:

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- l) Cheques received for deposit are to be recorded (deposit book) or photocopied prior to deposit and must be safely destroyed (shredded) after the bank statement shows that all cheques have cleared and after all orders have been confirmed as processed correctly.
- m) The Treasurer will notify the event coordinator of any NSF cheques returned by the bank. The payer is to be contacted by the event coordinator and replacement of funds plus a \$10 bank fee must be received in order for the payer's order/purchase to be honoured.
- n) All disbursements over \$200 must be approved by a vote of Council, or by at least 2 Council members if less than \$200. All approvals must be confirmed in writing by the Council Chair with notice given to the Treasurer. Any disbursements under \$200 made without a Council vote, must be noted in the minutes of the next School Council meeting.
- o) The bank account shall be reconciled monthly, promptly following receipt of the bank statement.
- p) Supporting documents, including bank statements, processed cheques, receipts, invoices etc. shall be retained at the school, in the School Council filing cabinet, for audit purposes for seven years (six years plus the current year).

By-law #7: Committees

Committees provide non-elected parents and Council members the ability to participate and contribute in areas that meet their interests or expertise, in the time that they have available.

- a) Council may establish committees to make recommendations to the Council,
- b) Every committee must include at least one elected parent member of the Council,
- c) A committee may include persons who are not members of the Council,
- d) All meetings of a committee shall be open to the public, and all meetings shall be held at a location that is accessible to the public,
- e) A committee is entitled to hold its meetings at the school,
- f) The Principal shall, at the request of the committee, approve written notice of the dates, times and locations of the meetings of the committee and the Principal may approve and arrange for distributing such a notice to the parents of the students enrolled at the school,
- g) The committees shall report back to Council on a regular basis.

By-law #8: Communications

Communications strategies are defined as any public communication regarding school or community events on behalf of the School Council. These strategies include any form of oral or written communication, be it on paper or online. School Council procedures for communications are bound by the OCDSB policies, procedures and guidelines. Appropriate Use of Technology (P.100.IT), Acceptable use of Computers and Internet/Intranet Technology Procedure (PR.622.IT) and the OCDSB Social Media Guidelines: Terms of Use.

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

Written Communication:

- a) All written public communication on behalf of the School Council should be read and edited by at least two Council members, more if possible,
- b) Where possible, public written communication should include the school logo and masthead with clear reference to the School Council. When the school and/or Board logo(s) are used, the School Council name must be clearly indicated to avoid any confusion with official school or Board communications,
- c) Written communication may be distributed through email to the parents who have shared their email addresses with Council, by the Principal through the School Connects email system, through paper copy distributed to the students, through the monthly newsletter or be posted on the school's website or the Council's Facebook page,
- d) Whenever the School Council communicates with families in written format, an electronic and/or hard copy is to be shared with the school office.

Oral Communication:

The School Council Chair shall speak on behalf of School Council in all public situations. A different School Council member may be designated, if agreed upon by the Council at a meeting or through an email vote. If asked for a comment by the media or other public sources, the Principal should be consulted first.

Social Media:

The goal of using social media for the School Council is to communicate directly with those who have an interest in our school by posting relevant information regarding our school, Board and community activities on a regular basis (3-5 times per week, or more if possible and relevant). The school community and staff are encouraged to suggest items for posting.

- a) Each existing social property should have a primary site administrator who is chosen by the School Council at the first Council meeting of the school year. The creation of new social properties must be agreed upon by a School Council vote. Each site administrator should have regular access to digital technology and a knowledge of the workings of the social media world.
- b) The overall management of the social media properties used by the School Council will be overseen by at least two members of the School Council, chosen at the first Council meeting of the school year. This management group would have administrative access to the social media sites. Management would include checking in on the social properties on a regular basis and notify the site administrator of any possible issues with the content.
- c) All messages posted by the School Council through social media must align with School Council goals and objectives and follow OCDSB guidelines.
- d) The School Council is not responsible or liable for content posted by any subscriber on any social property.

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

e) The site administrator and/or the management group (section b) reserves the right to edit or modify postings to the School Council social media sites, but only if they contravene the OCDSB policies and guidelines in the following areas:

- Potentially libellous comments,
- Obscene or racist remarks,
- Plagiarized material,
- Private or personal information published without consent,
- Comments totally unrelated to the topic of the forum,
- Commercial promotions or spam,
- Hyperlinks to material not related to any discussions

f) When an item is removed from the School Council social media sites by a site administrator or by the management group, the removal and reasons for removal are reported back to Council and are recorded in the minutes of the following School Council meeting.

Use of Photos in Communications:

a) The use of photos of students in any communications must align with the OCDSB policy. Only those children whose parents/guardians have given the specified permission can be featured in School Council communications,

b) When using photos of adults, they should be contacted for permission prior to using their photo.

By-law #9: Retention of Records

School Council files and documents are stored in a filing cabinet located at the school.

a) Financial records are retained for seven years, six previous years plus the current year, as per

By-law #6 (o),

b) Copies of each Constitution passed at Annual General Meetings should be filed in the School Council filing cabinet by the Secretary,

c) Copies of School Council minutes are stored in the School Council filing cabinet by the Secretary and are available for examination by anyone without charge. Minutes must be retained for a minimum of five years, four previous years plus current year.

By-law #10: School Council Code of Ethics

As a School Council we shall strive to:

- 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,

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- maintain the highest standards of integrity,
- recognize and respect the personal integrity of each member of the school community,
- treat all members and parents 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 that this may place on the operation of the School Council,
- not disclose confidential information,
- limit discussions at School Council meetings to matters of concern to the school community as a whole,
- use established communication channels when questions or concerns arise,
- promote high standards of ethical practice within the school community,
- declare any conflict of interest,
- not accept any payment or benefit financially through School Council involvement.

Adoption of and Amendments to the Constitution:

- 1) The adoption of the Constitution of the Robert Bateman School Council took place at a General Meeting of the various electoral groups held together on November 5, 1996.
- 2) An amendment was approved at a General Meeting of the Council on September 17, 1997
- 3) Amendments were approved at a General Meeting of the Council on May 11, 1999
- 4) Amendments were approved at a General Meeting of the Council on January 13, 2000
- 5) An amendment was approved at a General Meeting of the various electoral groups held together on April 8, 2002 and adopted by Council on May 6, 2002 (see By-law No. 1).

CONSTITUTION and BY-LAWS
School Council for Robert Bateman Public School, Ottawa

- 6) Amendments were approved at a General Meeting of the various electoral groups held together on May 6, 2002 and adopted by Council on the same day (see By-law Nos. 2 & 3).
- 7) The adoption of the Constitution of the Robert Bateman School Council took place at a General Meeting of the various electoral groups held together on September 18, 2006.
- 8) The adoption of amendments to the Constitution and creation of By-laws took place at the Annual General Meeting of the various electoral groups held together on October 1, 2015.