

Mattie McCullough Elementary School Council Bylaws October 21, 2003

Section I – Name

- 1.1 The name of the Council shall be the “Mattie McCullough School Council.”

Section II – Mandate

- 2.1 The School Council is an advisory council to the school principal, and the elected Board of Trustees with respect to matters pertaining to the school.

Section III – Mission Statement

- 3.1 The mission of the Mattie McCullough School Council is to work together with the school community to enhance learning for all students.

Section IV – Members of Council

- 4.1 All staff, parents or guardians of children attending kindergarten through grade 5 at Mattie McCullough School shall be considered members of the Mattie McCullough School Council. A community member may become a school council member by a majority vote of the council. The minimum membership will be 7 members. The minimum membership will include:
 - a) the principal.
 - b) one teacher as elected by the teachers in the school.
 - c) a community representative may be appointed by the council once the elected representatives have been determined.
 - d) sufficient parents to form a majority.
- 4.2 The term of office for all elected representatives shall be one year.
- 4.3 The positions of Chair, Vice-Chair, Secretary and Treasurer will be elected by the Members of Council at the annual general meeting held for this purpose.

Section V – Officers - - Roles and Responsibilities

5.1 The Executive shall consist of a minimum of 7 members according to the School Act. Unless otherwise determined by the Mattie McCullough School Council, the officers shall have the following duties:

5.2 Chairperson

- Provides leadership to the Council.
- Makes sure the Council adheres to its bylaws and constitution.
- Prepares the Council's agenda with the Principal.
- Chairs meetings.
- Keeps the Council's activities focused on the organization's mission.
- Evaluates the effectiveness of the Council's decision-making process.
- Chairs meetings of the Executive.
- Makes sure that committee chairpersons are appointed.
- Orients Council Members and committee chairpersons to the Council.
- Serves as ex officio member of committees and attends their meetings when needed.
- Signing authority for financial business of the council.
- Conducts general Council correspondence.
- Keeps records of all Council correspondence.
- Prepares the annual report.

5.3 Vice-Chairperson

- Acts in the absence of the Chairman.
- Learns the duties of the Chairperson and keeps informed on key issues.
- Works closely as consultant and advisor to the Chairperson.
- Conducts a yearly review of bylaws and brings forward suggested changes by May 15 of each school year.

5.4 Secretary

- Keeps copies of the organization's bylaws and the Council's policy statements.
- Keeps lists of Council members and committees.
- Notifies Council Members of meetings.
- Brings official minute book to meetings.
- Keeps record of council attendance.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Distributes copies of minutes promptly after meetings.
- Notifies School Community of General Meetings.
- In the absence of the Chairperson and Vice-Chairperson, chairs Council meetings until the election of an alternate Chairperson.
- Orients the new Secretary.

5.5 Treasurer

- Keeps up-to-date records of all financial transactions involving the Council's funds.
- Maintains a binder of all financial reports.
- Issues cheques.
- Deposits moneys.
- Maintains the Council's bank accounts.
- Presents a written and verbal report at each meeting.
- Ensures copies of the financial records are available at the school for inspection by members at any time.
- Forwards all records to the audit committee before May 15 for an annual internal audit.
- Acts as signing authority for financial business of the Council.
- All cheques issued must have the signature of the principal and one other, either the treasurer or the chairperson.

5.6 Members-at-large

- Aids the Chair and undertakes tasks assigned by the Chair or the Mattie McCullough School Council.
- Monitors and assists in any School Committee so assigned by the Mattie McCullough School Council.

5.7 Teacher Representative

- Supports the actions and decisions of the School Council
- Ensures a teacher voice is expressed in all decisions which affect teaching and learning.
- Promotes a collaborative, collegial model of decision making at the school and for the School Council.
- Encourages parents and the community to become involved in school activities.
- Communicates information back to fellow teachers.

5.8 Principal's Role

- Promotes a collaborative, collegial approach to decision making.
- Establishes a School Council.
- Promotes the activities and mandate of the School Council.
- Assists the Council in its operation.
- All cheques issued must have the signature of the principal and one other, either the treasurer or the chairperson.

5.9 Vacancies will be filled in the same manner as positions are filled at the annual general meeting.

5.10 Committees will be established by the Council as needed. Committees may include but are not limited to fundraising and special events such as social functions and topic of interest seminars.

Section VI – Meetings

- 6.1 The School Council shall meet at least 4 times during the school year at the call of the Chairperson.
- 6.2 Notice of the time, place and date of these 4 meetings shall be announced at least 10 days prior to the meeting.
- 6.3 The Council may call further meetings as deemed necessary. Special meetings may be called as per the executive decision.
- 6.4 An Annual General Meeting shall be held in September for the purpose of establishing a Council.
- 6.5 The minutes of a Council meeting shall be deemed to be conclusive following approval of those minutes by Council at the next meeting.
- 6.6 Council meetings (4/year) as well as a general meeting (one/year) and special meetings (as notified) are open to the school community.
- 6.7 The Council will operate as a “Town Hall” where the Council acts as a Board of Directors to conduct the day-to-day business and reports back to the school community. Motions and voting are therefore restricted to the Council members.
- 6.8 Decisions may be made by a motion, debate, and majority approval in a vote, or by consensus of opinion.
- 6.9 When decisions are made by a voting procedure, a majority is 50% + 1 of members in attendance.
- 6.10 Members shall have voting privileges if they have attended at least two meetings during the previous 12 months.

Section VII – Annual Meeting

- 7.1 The annual meeting for establishment is called by the Chairperson and Principal prior to September 30 of a school year.
- 7.2 The purpose of the annual general meeting is to elect membership to the School Council (as per 4.1, 4.2 and 4.3).

Section VIII – Annual Report

- 8.1 The School Council’s annual report will contain a record of the finances and minutes.
- 8.2 The School Council will submit the annual report to the school community and to the Board of Trustees.

8.3 School Council will submit an annual report by June 15 of each year.

Section IX – Conflict Resolution

9.1 The process used to resolve conflict between Council members will be by simple majority vote of members present.

Section X – Confidentiality

10.1 No member of the Council shall divulge confidential or restricted information to any unauthorized person or release such information in advance of authorization for its release.

Section XI – Amendments

11.1 The by-laws remain in force from year to year unless amended according to 11.2 and 11.3 of these by-laws.

11.2 The bylaws of the School Council may be amended by a majority at the June meeting or a special meeting called for that purpose.

11.3 Notice of proposed bylaw amendments must be posted with the notice of meeting at least 10 days in advance of the meeting.