

GREEN GLADE SCHOOL COUNCIL BY-LAWS -- FEBRUARY, 2006

1. MISCELLANEOUS NOTES/INTRODUCTION

Council By-Laws are in addition to the default in the Ministry Binder – NOT a replacement. Binder should be read, in conjunction with the By-Laws.

2. GREEN GLADE SCHOOL COUNCIL

- The GGSC is composed of the Council's Chair, Co Chair, Treasurer and Secretary-and any other positions, as deemed necessary by Council.
- Term of Council members is from election, through to completion of duties following final meeting of school year.
- Each outgoing member of the council is to handover position working file documents to corresponding, incoming Council member.

3. ROLE OF THE CHAIR

As per Ministry Binder (included here in italics for ease of reference)

-arrange for meetings

-prepare agendas in collaboration with the principal and Council members

-chair Council meetings

-ensure minutes of Council meetings are recorded and maintained

-facilitate the resolution of conflict

-participate as ex-officio members of all committees established by the Council

-communicate with the school principal on behalf of the Council

- Distribute draft of meeting agenda to members and post on parent board.
- Post agenda and minutes on the school website.
- Orientation of new members.
- Attend Board information nights, arrange for delegates, as necessary and/or appropriate.
- Oversee preparation, in conjunction with Treasurer of the end of year annual report, as required by Ministry.

4. ROLE OF THE TREASURER

Note: not addressed in the Ministry Binder

- Track all monetary matters of Council.
- Report to Council each meeting, on current balances, previous/upcoming expenses and expenditures.
- Discuss annual fundraising requirements and anticipated expenditures with school principal.
- Prepare cheques as required (see Signing Authority).
- Review monthly bank statements for accuracy, and report to/review with Chair on a periodic basis.
- Budget for the following school year to be submitted in June.
- Review funds in spring to ensure adequate funds available and agreed on for events in the fall that occur before the new budget allocations.
- Prepare annual report at the end of the school year, in conjunction with Chair, as required by the Ministry.

5. ROLE OF SECRETARY

Note: Not addressed in the Ministry Binder

- Take notes, draft minutes, timely distribution of minutes, post minutes on parent board and website.
- Update and redistribute approved minutes, as required.
- Maintain Master Council Binder with updated minutes. Ensure an up to date, complete set is available in the library.
- Maintain and distribute up to date contact list of Council members.
- Maintain Council By-laws.

6. SIGNING AUTHORITY

- All cheques are to be signed by the Treasurer and one other signing authority.
- In the unlikely event the Treasurer is unavailable for an extended period of time; cheques may be signed by any two members with signing authority.

7. ROLE OF MEMBERS OF COUNCIL

As per Ministry Binder (included for ease of reference)

-participate on any committees established by the School Council

-contribute to the discussions of the School Council

-solicit the views of other parents and members of the community to share with the School Council

-observe the Council's Code of Ethics and established by-laws

- Members are expected to attend at least 50% of the meetings.

8. NUMBER OF COUNCIL MEMBERS

- Minimum number of Council members is 4.
- Maximum number of Council members is 9.
- Unlimited number of Council meeting attendees.

9. ELECTIONS COMMITTEE

- At last meeting of school year, an Elections Committee is struck, consisting of at least 1 member as designated Head of Committee.
- Elections Committee Head sets agenda with Principal, chairs initial meeting of new school year, with first order of business the elections (as required). Once a chair has been elected, he/she will chair the remainder of the meeting and the Elections Committee is disbanded.
- In case where Elections Committee is not available at the first meeting, previous year's Chair will fulfill this role in its entirety.

10. ELECTION OF COUNCIL MEMBERS

- Elections are held during the first meeting of the school year, facilitated by the .Elections Committee.
- Elections Committee to ensure nomination forms are sent home to parents at the start of the new school year with information on the first meeting date and time, and the elections process.
- All those interested in joining Council must submit a nomination form prior to or at the first meeting.
- Elections Committee to collect submitted nomination forms and bring to first meeting.
- If the number of candidates is less than or equal to the maximum number of Council members, then all candidates are acclaimed.
- If there are more candidates for Council than the maximum, then an election is held.
- All those attending the meeting who are eligible to be Council members may vote in the council member election (it is not necessary for them to be running for Council).
- Once the Council is determined, positions can be voted on.
- Only the elected/acclaimed Council members can vote.
- All election voting is by secret ballot.
- Election results are determined by the Elections Committee and communicated by the Elections Committee head.

Results of elections communicated to parents by the Principal, as per Ministry Binder.

11. RE-ELECTION OF COUNCIL MEMBERS

- There is no limit to the number of terms a person may serve on Council.
- A member may serve as Chair for *no more* than 2 consecutive terms, unless requested to do so by the Council.

- A member may serve as Treasurer for *no more* than 2 consecutive terms, unless both the relevant Chair and Secretary agree to an extension.
- A member may serve as Secretary for *no more* than 2 consecutive terms.

12. COUNCIL MEETINGS

- A minimum of 4 meetings per school year, ideally once a month.
- Held on a scheduled basis as defined by Council at the start of the school year (e.g. the second Thursday of each month).

The schedule is communicated to parents by the Principal, as per Ministry Binder.

- All members of the community are welcome to attend each meeting.

13. QUORUM REQUIREMENTS

- A minimum of 3 members or 60% - whichever is greater – are required to start a meeting or affect a vote or approve any expenditures or change previously agreed to expenditures.

14. VOTING PROCEDURES

- All members of Council have one equal vote.
- One member of Council to make a motion - another member to second.
- General discussion of motion by Council and all attendees of meeting.
- Chair to ensure no one person speaks more than twice before each attendee has a chance to speak once.
- The originator of the motion may withdraw it at any time prior to the vote.
- Chair to determine when Council is ready to vote.
- Chair to repeat the motion, and then oversee the vote.
- Vote to be by show of hands as YAY or NAY or ABSTAIN
- Motion and outcome of vote to be declared by Chair and recorded in the minutes.
- In the case of a tie, the motion is defeated.
- If a motion has been communicated prior to a meeting, absent members may vote by written proxy.

15. ORIENTATION PACKAGE

- An orientation package should be made available to all new Council members within 1 month of the election.
- The orientation package should include:

-Ministry Binder, including Appendices with relevant Provincial regulations (612/00, 298) and policies.

-School Board's mission statement

-School's mission statement

-School's policies and operating guidelines

-School profile

-School demographics

-School success plan

-Council code of ethics

-Council by-laws

-Previous year's Annual Report

-Previous year's Council Year Plan

-Previous year's Council meeting minutes

-Prior year(s) financial statements

16. CONFLICT RESOLUTION --- See attached

17. CONFLICT OF INTEREST --- See attached

18. CODE OF ETHICS --- See attached

19. COMMUNICATIONS

- All communication must adhere to the Council Code of Conduct (see Binder)
- Items from the School Council (as one of the chief advisors to the school), need to be reviewed with school administration before they are given to the general school community.
- If input and/or information is required from the school staff, then it will be gathered by the staff representative on Council or the Principal. These individuals will likewise share Council decisions with the staff.
- Issues to be discussed at School Council meetings will be tabled in advance of formal meetings and presented as agenda items...Issues arising during meetings will be noted and tabled for discussion at future meetings.

20. FUNDRAISING

- Fundraising efforts by Council are to be clearly communicated as such in communications with parents and the school community.
 - Vending machines and Snack Shack may only be operated on the School premises with the Principal's approval; however the contents must be discussed with the Council.
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