

# Granum School Council Bylaws

## 1 DEFINITIONS

Hereafter known as:

- 1.1 School Council - the name of School Council is GRANUM SCHOOL COUNCIL
- 1.2 School - Granum School
- 1.3 Parent - parents/guardians who have children enrolled in the school
- 1.4 Parent Member - parents/guardians who have children enrolled in the school in the coming year
- 1.5 Year - School Council years will run in conjunction with the fiscal year August 1 to July 31
- 1.6 Principal - the current principal at Granum School
- 1.7 Teacher - teaching staff currently employed at Granum School
- 1.8 Support Staff - support staff currently employed at Granum School
- 1.9 Community Member - resident of the attendance area who has an interest in the school.
- 1.10 School Board – the Board of Trustees

## 2 POWERS AND DUTIES

- 2.1 Subject to sections 2.2 and 2.3 the School Council has the power to:
  - a. Advise the Principal and School Board respecting any matter relating to the school;
  - b. Perform any duty or function delegated to it by the School Board in accordance with the delegation;
  - c. Consult with the Principal so that the Principal may ensure that the students in the School have the opportunity to meet the standards of education set by the Minister of Education of the province;
  - d. Consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the School Board and the superintendent of the school district;
  - e. Do anything it is authorized under the regulations to do;
  - f. Make and implement, subject to the Regulations of The School Act, policies in the School that the School Council considers necessary to carry out its functions, duties and mission;
  - g. Approve fundraising activities within the school; and
  - h. Make policies and/or participate in processes for conflict resolution among School Council, between School Council and the wider community and between School Council and School Staff.
- 2.2 School Council will only exercise the powers and duties in section 2.1 where it has been authorized to do so at a meeting of School Council of which notice has been given in accordance with section 6.7.
- 2.3 At a meeting of School Council the principal may, without a vote by School Council, table to the next regular School Council meeting a motion that he or she deems should be delayed to permit adequate consideration of the motion by the school community.
- 2.4 Duties of Elected Parents
  - a. Attend School Council meetings:
  - b. Take an active role on School Council

### **3 MISSION**

- 3.1 The mission of Granum School is to foster, in cooperation with families, the development of students, competent in thinking, communicating and problem solving, who are ethical, self-motivated, lifelong learners, appreciative of their place in their school and community.
- 3.2 To strengthen and promote communications between the school and the parents and between the school and community in matters of general interest.
- 3.3 To increase parental involvement with children and teachers in the educational process.
- 3.4 To encourage parent education programs, i.e., workshops, forums, recreational activities.
- 3.5 To assist in the recognition and solution of matters of concern to the school community.
- 3.6 To provide support for programs at the school.
- 3.7 To provide advice for improvement of school programs.
- 3.8 To provide liaison between parents and school community.
- 3.9 To organize special events for the school community.
- 3.10 To assist with the maintenance and improvement of staff morale, through the use of volunteers.
- 3.11 To appoint a committee to raise funds to be used for the benefit of the school.

### **4 MEMBERSHIP**

- 4.1 School Council will consist of a minimum of eight members selected from representative groups as follows:
  - a. The principal (1)
  - b. Teacher OR Support Staff (1)
  - c. Parents (5)
  - d. Community Member (1)
- 4.2 The method of selecting members will be as follows:
  - a. Parent members (5)- Will be elected according to section 6.1
  - b. Community member (1) - the member will be selected by the incoming council at its first meeting of the year and will act as a liaison with the wider community.
  - c. Teacher member OR Support Staff member (1) - Teacher or Support staff representative will be selected at the organizational meeting of the staff at the beginning of the year or a rotation schedule will be set up.

### **5 OFFICERS**

- 5.1 The officers of the School Council will be the chair, vice-chair, secretary, and treasurer.
- 5.2 Selection of Officers
  - a. Officers of School Council will be elected parents;
  - b. Selection of officers will be held at the orientation/organizational meeting;
  - c. Selection of officers will be done by consensus;
  - d. The term of Council is one year;
  - e. A person may serve only two consecutive terms in the same office.
- 5.3 Duties of Officers
  - a. Chair:
    - i. Calls and chairs meeting of School Council and prepares the agenda for meetings in collaboration with school principal; and makes sure it is posted on the Granum School website;

- ii. Is responsible for the overall functioning of School Council;
- iii. Will prepare and provide to the School Board by September 30 of each year an annual report setting out the activities of School Council in the year, including a financial statement relating to money of School Council and the annual meeting held in the year;
- iv. Provides liaison with the Board, and sits on Regional School Council;
- v. Represents School Council at external functions
- vi. Is an ex-officio member on all committees.
- b. Vice-Chair
  - i. Will assist the Chair and assume duties of Chair in his or her absence;
  - ii. Will be in charge of public relations for School Council activities;
  - iii. Will review the bylaws in the fall of each year and a report be given at the November School Council meeting.
- c. Secretary
  - i. Will record and be custodian of the minutes of School Council;
  - ii. Will make sure a copy of the minutes is on the Granum School web site
  - iii. Will provide a copy of the minutes to all those in attendance;
  - iv. Will prepare and file correspondence of School Council as required by the Chair.
  - v. Will make sure a copy of the minutes is housed at Granum School.
- d. Treasurer
  - i. Shall be responsible for all financial transactions of School Council;
  - ii. Maintain accurate records;
  - iii. Present a full detailed account of receipts and disbursements to School Council whenever requested;
  - iv. Present a financial statement at all School Council meetings;
  - v. All the Bank Account statement of the current year are available to be viewed at all School Council meetings;
  - vi. All payments are done by cheques only which have a dual signature;
  - vii. Prepare the financial statements for the annual report;
  - viii. Shall designate an alternate from the executive (or former executive) if unable to attend to financial transactions.

## 6 MEETINGS

### 6.1 Annual Meeting

- a. An annual meeting shall be held in the fall of each year for the purpose of providing annual reports;
- b. The quorum for the annual meeting is 6 parents;
- c. 14 days notice will be given to parent members and school community via posters, town newsletter, and school newsletter;
- d. The annual meeting will include the following meetings:
  - a. Parent Member Election Meeting, see 6.2
  - b. Orientation/Organizational Meeting. See 6.3

### 6.2 Parent Member Election Meeting

- a. Elections will be held in September of the current year;
- b. The principal will inform parent members via the school newsletter 14 days prior to the election meeting;
- c. The principal shall serve as chairperson;

- d. School Council parents from the current year can let their name stand for reelection without formal nomination pending membership criteria;
  - e. The principal will advise parent members of section 2.4 before nominations begin;
  - f. Nominations will be taken from the floor by parent members only;
  - g. Nominees must be in attendance or provide consent in writing or by telephone;
  - h. Only one parent member may be nominated per family;
  - i. Voting will take place by secret ballot immediately following nominations if needed;
  - j. Eligible voters are all parent members in attendance;
  - k. Votes will be tallied by the principal and teachers;
  - l. In the event of a tie for fifth position, all nominees tied will be accepted to School Council;
  - m. Should insufficient parent members be willing to serve on Council, none will be elected and a second election will be called within 60 days of the start of the school year. Should insufficient parent members be willing to serve after a second meeting, the principal will be delegated to powers of School Council and will select parent members and community members to sit on an advisory committee.
- 6.3 Orientation/Organizational Meeting
- a. Shall be held with the purpose of selecting officers, acquainting the parents with code of ethics and protocol;
  - b. Shall be chaired by the principal;
  - c. New School Council will assume duties in the coming year.
- 6.4 The first regular School Council meeting shall be called in October of the new year.
- 6.5 School Council shall have a minimum of 7 regular meetings in each year (date to be determined each year with the new School Council).
- 6.6 A special meeting of School Council may be called by the chair with 50% of School Council.
- 6.7 Parents and School Council members shall be given at least 5 days notice
- 6.8 Parents and School Council members shall be given an agenda at least 5 days prior to the meeting.
- 6.9 A quorum for regular and special meetings shall be 5 School Council members of which the majority is parent members, and the principal, or principal designate.
- 6.10 School Council meetings shall be held at Granum School.
- 6.11 Parents are entitled and encouraged to attend all School Council meetings, participate in all discussions, and in the making of motions.

## **7 COMMITTEES**

- 7.1 School Council may appoint committees to perform particular functions. School Council shall designate the powers and terms of the committees.
- 7.2 That each standing committee and sub-committee have a chair, secretary and a parent liaison to School Council and must report back to School Council.
- 7.3 That minutes must be kept of all committee meetings and forwarded to School Council secretary for filing in School Council filing cabinet.

## **8 FINANCE**

- 8.1 The School Council's operational costs will be funded by Livingstone Range School Division
- 8.2 Any fundraising approved by School Council will be coordinated by the GESS – Granum Education Support Society
- 8.3 The treasurer must receive an invoice before a cheque will be issued.
- 8.4 There must be two signing authorities for the School Council. The treasurer shall be signing officer, with either the Chair, Vice-Chair, or the Secretary. The Treasurer will ensure that all cheques are drawn up in full prior to signing and distribution.
- 8.5 The books of the treasurer will be examined annually by an auditing committee, who, being satisfied that the treasury accounts are accurate, shall sign a statement attesting to that fact
- 8.6 The auditing committee will be either 2 internal members of School Council or 2 external persons. The auditing committee for the current school year must be appointed on the first meeting after the Annual meeting.
- 8.7 The fiscal year for financial auditing will be August 1<sup>st</sup> to July 31<sup>st</sup>.
- 8.8 When counting sums greater than \$500.00, the treasurer will do so with another member of the school community.

## **9 GENERAL**

- 9.1 No member of the School Council shall receive any remuneration for acting as a member of the School Council.
- 9.2 Where an internal School Council dispute arises, School Council may establish an ad hoc committee to review the dispute and report back to School Council with recommendations.
- 9.3 School Council will retain the minutes for each meeting of the School Council for at least 7 years to be housed at Granum School.

## **10 VOTING PROCEDURES**

- 10.1 The Decision-Making Process model that the Granum School Council will follow is "Consensus". Decisions at council meetings will be made by consensus whenever possible. Any decision made by consensus must be stated and recorded as such in the minutes of the council.
  - a. A vote may be taken if a consensus is reached to do so.
  - b. If a vote is taken, the motion must be moved and seconded and passed with a 51% majority.
  - c. In reaching a consensus or voting, only School Council members will participate.
  - d. A vote must take place on financial matters.

## **11 CONFLICT OF INTEREST**

Members who find that items of business being brought to the Council may put them in a conflict of interest must declare that conflict and withdraw from debate and voting on the matter.

## **12 VACANCIES ON THE COUNCIL**

When vacancies occur, School Council will fill those vacancies by appointing an appropriate

member. Appoints must be verified at the next meeting of School Council.

### **13 BYLAWS**

- 13.1 These by-laws shall continue to be in force each year unless amended at a special meeting of School Council called for that purpose and the amendments are approved in accordance with section 13.2. (This meeting may be held in conjunction with a regular meeting pending prior notification of intent.) 14 day notice.
- 13.2 Amended by-laws shall come into force upon approval by a majority of parents in attendance who vote at the special meeting where the by-law review is held.

These bylaws were amended and passed at a special meeting of parents  
held on the 12<sup>th</sup> day of January, 2012.

### **GRANUM SCHOOL COUNCIL**

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Principal \_\_\_\_\_