

Reed October 2012

## Sherwood Heights – School Council Constitution and Bylaws

### Constitution

#### Name

1. The name of the school council shall be the Sherwood Heights School Council (SHSC).

#### Policy

1. SHSC shall adhere to the guidelines and procedures as set out by the Elk Island Public Schools' Board of Education Policy.
2. The purpose of the SHSC is to encourage parental and community input into school and School Board matters as well as enhancing communication between the school, the School Board and the community.

#### Aims and Objectives

1. The objectives of the school council, in keeping with the School Act and the School Councils Regulation, are to:
  - a. Provide advice (i.e. input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, programs and directions and budget allocations to meet student needs.
  - b. Stimulate continuous improvement in meaningful involvement by all members of the school community
  - c. Facilitate collaboration among concerned participants of the school community
  - d. Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
  - e. Facilitate the development of a common vision for our school
  - f. Facilitate a formal performance evaluation of our school council and to communicate the results of this evaluation to the school board and the school community
  - g. Keep the school board informed – in cooperation with the principal – of the needs of the school
  - h. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
  - i. Coordinate fundraising activities in the school
  - j. Facilitate communication with educational stakeholders and the community

## Bylaws

### Membership

1. The membership of the School Council shall consist of:
  - a. The parents of the students enrolled at Sherwood Heights Junior High School
  - b. The Principal of the school
  - c. At least one person who is a teacher at the school elected or appointed by the teachers at the school
  - d. members of the community
2. The Executive of Sherwood Heights School Council shall consist of the following members:
  - a. The Principal of the school
  - b. Three parents of students enrolled in the school, elected by the parents in attendance at the Annual General Meeting (Chair, Vice-Chair, and Secretary)

### Officers

1. Every member of the School Council, who is a parent of a child in the school, is eligible to be elected as an officer of the School Council.
2. The members of the School Council shall elect a chair, Vice-Chair and a Secretary at the Annual General Meeting. Though not ideal, as long as we have one of the above positions filled, the council will continue.
3. An officer of the school council shall serve in the position for a maximum of two consecutive years.

### Duties of the Officers

1. The Chair, in consultation with the Principal, shall be responsible for planning the agenda for the meeting and running all meetings of the School Council. They will act as spokesperson for the school council and generally supervising the School Council. The chair serves as Council of School Councils' representative and attends area meetings.
2. The Chair shall prepare, with the assistance of the Secretary, and provide an annual report to the School Board. The contents of the report shall be the following:
  - a. A summary of the activities of the School Council during the school year;
  - b. A financial statement relating to monies handled by the School Council during the school year, if any;
  - c. A copy of the minutes of each meeting of the School council held during the year.
3. The Vice-Chair shall assume the duties of the Chair in his/her absence.
4. The Secretary shall record and keep on file the minutes of each meeting of the School Council.
5. The Executive Committee will prepare the agenda for the general meetings and circulate minutes of the same. The executive committee will carry out the day-to-day operation of the school council.

### Meetings

1. Meetings shall be held at least three times during the school year.
2. Additional meetings shall be held as required and shall be called by the Chair or the Principal or shall be called by the Chair if requested by three or more members.
3. Notice of all meetings shall be given through school correspondence.
4. The Annual General Meeting shall be held not later than 30 days after the first instructional day of the school year.
  - a. Notice of the Annual General Meeting shall be given in the school newsletter at least 21 days in advance of the meeting. For the purpose of voting at the Annual General Meeting, the majority of voting members must be parents of students enrolled in the school.
  - b. The business of the annual meeting shall include:
    - i. election of representatives,
    - ii. copy of the annual report as presented to the school board,
    - iii. discussion of any major issues in which parents should have input, such as: changes to the vision or mission statement of the school, evaluation or discipline policy or other major changes in the school program or focus, any formal evaluation of the school council or the school.

### Voting Procedures

1. Decisions at school council meetings will be made by consensus as much as possible.
2. Parents in attendance at any meeting may bring forth a motion to be discussed and subsequently voted upon by the School Council.
3. Parents in attendance at any meeting may vote on any motion, will have one vote, and the motion will be approved if a majority of those voting vote in favour of the motion.
4. Three members of the school council shall constitute a quorum.

### Agenda and Minutes

1. An agenda for a meeting shall be prepared by the Chair and the Principal.
2. Additional items may be added to the agenda at the meeting.
3. Copies of the minutes of a meeting, prepared by the secretary, shall be kept at the school for examination by any member of the school council.
4. A copy of the minutes shall be kept on file by both the Principal and the Secretary.

### Amendments

1. The Constitution and Bylaws may be amended at any regular School Council meeting provided that the proposed amendment has been circulated to the membership, via the school newsletter, a minimum of twenty-one days prior to the meeting date.
2. Any amendments to the Constitution or Bylaws shall require a majority of 2/3 of the members present at the meeting to pass.

Conflict Resolution Procedures

1. In accordance with the School Act, the School Council will abide by the conflict resolution procedures outlined by the Elk Island Public School Board.

General

Effective Date

These Bylaws shall come into force when approved by a majority of parents of students enrolled in Sherwood Heights Junior High School who vote at a meeting of the School Council called for that purpose.

These Bylaws are certified to be in force the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Sherwood Heights School Council

\_\_\_\_\_  
Chair SHSC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, SHSC

\_\_\_\_\_  
Date