

New Ross Consolidated School Advisory Council Bylaws

School Advisory Council bylaws are to guide the structure and operations of the Council.

Article 1 - Membership

- 1.01 The advisory council of New Ross Consolidated School will have 11 members including 3 parents, 1 student, 2 teachers, 1 support staff, 1 community member, and the school principal.
- 1.02 Not more than 1/3 of the membership will be from any one of the above groups.
- 1.03 The principal will serve as a permanent member and will be a non voting member.

Eligibility

- 1.04 Parents: Must have a child enrolled in the school and may not be a full-time South Shore Regional School Board employee who is on staff at New Ross Consolidated School.
- 1.05 Student: Must be a full time student enrolled in the school. Student must be in grades 5 to 8.
- 1.06 Teachers: Must be a licensed teacher on the staff of New Ross Consolidated School.
- 1.07 Support Staff: Must work at New Ross Consolidated School. This includes secretary, custodians, bus driver and program support assistants.
- 1.08 Community Member: Must reside in the geographical area served by New Ross Consolidated School. This individual may not be an employee of the school board and may not have children attending the school.
- 1.09 Council members who fail to meet the requirements as set out in 1.04, 1.05 1.06, 1.07, or 1.08 will result in disqualification for eligibility for membership.

Elections

- 1.10 Representatives from each group on the School Advisory Council will be elected by majority vote of their respective groups except for the

community member who will be appointed by the council and the student will be chosen annually by the school principal and teachers.

- 1.11 Parents will be elected at a public meeting on or before September 30 of each year. Nominations will be accepted prior to and taken from the floor during that meeting.
- 1.12 All voting (if necessary) will be by secret ballot.
- 1.13 Council reserves the right to remove any member who fails to attend a meeting for two consecutive months.
- 1.14 The term for any position will be no longer than 3 years, except the principal. The principal is a continuous member of the Council. Any member wishing to run for a second term of 2 or 3 years may do so, but no individual can serve more than 2 consecutive terms. Terms shall be as follows: community member 2 years; teachers 2 years; support staff 2 years; parents 3 years.

Conflicts

- 1.15 Membership disputes which cannot be resolved at the local level will be referred to the school board. The Department of Education will resolve any disputes that the board cannot resolve.

Vacated Positions

- 1.16 The council will refill vacated positions by holding a special election for that position if more than six months remain in the member's term. If less than six months remain, a person will be appointed to complete the term.
- 1.17 Vacant positions will be refilled by individuals from the same Membership group as the person who vacated the position.
- 1.18 In order to ensure vacancies are staggered, a unanimous vote of Student Advisory Council members can extend a member's term up to one year. This is to be completed by an anonymous vote.

Article 2 – Executive

- 2.01 The executive of the council will consist of the chairperson, secretary and principal.
- 2.02 The chairperson and secretary will be annually elected by the members.

Article 3 – Meetings

- 3.01 All council meetings will be open to the public with the exception of those that deal with student suspensions.
- 3.02 The council may meet each month but shall meet not less than six times per year.
- 3.03 The council will hold a general meeting in October for any required elections.
- 3.04 The council may at any time call a special general meeting of members.
- 3.05 A quorum will be a majority of the current membership with at least one member from the principal, teacher, support staff group, and one member from the parent and community member group.
- 3.06 Individuals with concerns or who wish to make a presentation must submit a written request, detailing their time requirement and information to be delivered, at least 3 weeks prior to the meeting date. The SAC Chair, after consultation with SAC members, will contact the individual or group making the request within one week prior to the meeting date regarding the following:
- Approval of request (accepted or declined)
 - Date and location of meeting; will be granted at the next meeting date unless the agenda has been already set and cannot accept more requests.
 - Length of time allocated
- Exceptions to the above timelines may be made by the SAC.
- 3.07 In the absence of the chairperson, another council member will be appointed to the chair for that meeting.
- 3.08 Robert's Rules of Order shall govern the council as required.

Article 4 – Agenda/Minutes

- 4.01 The executive of the council will develop meeting agendas in consultation with other school council members.
- 4.02 The agenda will be distributed at least one week prior to the meeting whenever possible.

- 4.03 The minutes will be kept for each meeting and included in the school's official records and distributed to council members within ten days of the meeting. These minutes will be available to the public.

Article 5 – Annual Report

- 5.01 An annual school report will be produced by the council and the school staff in consultation with appropriate partners.
- 5.02 The school's annual report will be submitted to the school board and Department of Education.
- 5.03 The annual report will be communicated to students, parents and the community at large.
- 5.04 The annual report will be done after the second reporting term.

Article 6 – Adopting/Amending Bylaws

- 6.01 Proposed amendments must be presented in writing to all members of the council at least one week prior to being voted on.
- 6.02 Bylaws will be adopted or amended by a simple majority vote of the council members.

Article 7 – Decision-Making Process

Principles

- 7.01 Democratic processes and strategies will be employed in decision making.
- 7.02 All council members are responsible for participating in decision making.
- 7.03 All members will support school council decisions as decisions are binding for each member regardless of his or her presence at a particular meeting.
- 7.04 Consultation will be carried out with parents, school staff, students and community members as appropriate.

Procedures

- 7.05 Topics and issues will be discussed in a structured way prior to decision-making.

- 7.06 Whenever possible, all decisions will be made by consensus. Individual member's decisions will not be recorded.
- 7.07 Decisions and methods used will be recorded when making specific decisions.
- 7.08 If a consensus cannot be reached, the decision will be delayed until the next meeting. If consensus cannot be reached at the second meeting, a decision will be made by a simple majority vote. In the event of a tie vote, the sitting school principal will become the final voting member.
- 7.09 If a council member has a conflict of interest with respect to the issue at hand, they shall declare a conflict and withdraw from any discussion and decisions regarding that issue. Conflicts will be stated and recorded in the minutes.
- 7.10 Agendas and information on important decisions will be distributed one week prior to the meeting whenever possible.
- 7.11 School and community partners will be informed whenever possible through the local flyer and school notices.

Article 8 – Suspension Review and Recommendation Committee

- 8.01 The Suspension Review and Recommendation Committee will deal with student suspensions (school and bus) in accordance with the Education Act, sections 123(3), 124(3) and 125(1)(b) and school Board policies and guidelines.
- 8.02 The committee will consist of the parents and the community representative of the council.
- 8.03 A quorum will consist of 3 people.
- 8.04 All Suspension Review and Recommendation Committee meetings dealing with student discipline cases will be in-camera. Suspension Review hearings will be held in-camera unless the parents of the student, or the student request a public meeting.
- 8:05 The Suspension Review and Recommendation Committee chairperson will be elected annually from among the members of the committee.
- 8.04 All decisions will be reached by a simple majority vote.

Appendix A

Current Membership List.

Valerie Lenihan	Support Staff	Term ends June 2015
Elaine Freeman	Teacher	Term ends June 2015
Sarah Gates	Teacher	Term ends June 2016
Diane Webber	Community Member	Term ends June 2015
Sheena Isenor	Parent Representative	Term ends June 2015
Wendy Harvey	Parent Representative	Term ended June 2014
Sheila Ernst	Parent Representative	Term ends June 2015