

Dr. Ken Sauer School
School Council Constitution/By-law's

1. **NAME**

The name of this school council shall be Dr. Ken Sauer School Advisory Council

2. **MISSION**

To foster the well-being and effectiveness of our school community and to enhance student learning.

3. **GOALS**

The goals of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

- a) to create a sense of community and spirit of cooperation between teachers, students and parents.
- b) to consider and make recommendations about educational policies, plans and operations of the school.
- c) to recommend, assist and participate in various educational and family activities of the school and the school community.

4. **GOVERNANCE AND MEMBERSHIP**

- a) The School Council is open to all parent/guardian(s) of Dr. Ken Sauer School. One does not have to be on the executive to attend Council meetings.
- b) The majority of members of the Council must be parents/guardians of children enrolled in the school.
- c) One teacher representative.
- d) The school principal or designate.
- e) **The model of governance used by council is a town hall.**

5. **DECISION-MAKING**

- a) Decisions at School Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b) In cases where decisions cannot be made by consensus, they will be made by a vote, the motion must be moved and seconded and passed by the majority of School Council members in attendance.

6. **QUORUM**

Quorum will be attained by those members in attendance, which must consist of at least three of the executive, two staff members and two additional members at large.

7. **EXECUTIVE COMMITTEE AND DUTIES**

The executive committee will consist of a **chairperson, vice-chairperson, secretary, treasurer** and school **principal**. The committee will meet prior to each school council meeting to set the agenda. **The executive will have 2 year terms that are staggered. Chair and Treasurer will rotate with Vice-Chair and Secretary.**

Roles of the Executive:

a) **THE CHAIR**

Calls and chairs meetings as well as prepares the agenda with the executive committee. The chair will advise on all sub-committees and provides the school board with an annual report. The chair will represent Council at external functions and is an ex-officio member of all committees. Ensures operating procedures are followed and that there is regular communication with the whole school community. The chair has signing authority.

b) **THE VICE-CHAIR**

The vice-chair assists the chair with duties. They will attend the meetings and assist the executive committee with preparing the agenda. The vice-chair assumes duties of chairperson in their absence. The vice-chair has signing authority.

c) **THE SECRETARY**

The secretary keeps accurate minutes and records of school council meetings. They will record and assist in the preparation of agendas along with the rest of the executive committee. The secretary keeps an accurate list of names of all school council members.

d) **THE TREASURER**

The treasurer keeps accurate records of all financial transactions and ensures that records are available upon request of the school board or school community. The treasurer has signing authority.

8. VACANCIES

The School Council may appoint school council members to fill vacancies in the executive, other than school principal, until the election at the next annual general meeting.

9. COMMITTEES

The School Council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

10. MEETINGS

- a) A general meeting will be held in September of each year for the purpose of Council elections.
- b) The Council shall meet once a month (at least 8 times per year) to conduct business. The executive shall meet once a month, prior to the Council Meeting, to set the agenda and to discuss school and school council business.
- c) The regular meetings will be held on the second Wednesday of each month. The meetings will begin at 6:30 PM at the school. If the meeting time changes, sufficient notice will be provided for all eligible members of Council.
- d) Additional meetings may be scheduled as required.
- e) All parents/guardians of students enrolled at the school and all School Council members shall be given notice of all meetings and agenda of the School Council.
- f) All parents/guardians of students enrolled at the school are entitled to attend and vote at all meetings of the School Council.
- g) Any new business for Council to consider must be submitted in writing to one of the executive at least 10 days prior to the next scheduled meeting.
- h) At a meeting of the School Council, the Principal may, without a vote by the 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.

11. GENERAL

- a) No member of School Council shall receive any remuneration for acting as a member of the School Council.
- b) These by-laws shall come into force upon approval by a majority of parents/guardians of students enrolled in the school who vote at a special meeting of the School Council called for that purpose.
- c) These by-laws shall continue in force from year to year unless amended at a special meeting of the School Council called for that purpose, in accordance with section 11(b).
- d) In keeping with the spirit of the functions of the Council, all discussions before it shall be of a non-personal nature. This is to protect the confidentiality of the students, staff and parents. Concerns of an individual parent or specific situation are always discussed in private, and the confidentiality of the situation is respected.