

**GLEN ALLAN SCHOOL COUNCIL  
BY-LAWS  
AS AMENDED**

**1. MISSION**

The mission of the Glen Allan School Council is to foster the well-being and effectiveness of the School Community (School Community as defined in Section 1 (f) of the School Councils Regulation) and thereby enhance Student learning.

**2. FUNCTION**

The primary function of the Glen Allan School Council shall be to provide the School Community with means to provide advice and consultation to the School principal on matters pertaining to the School.

**3. DEFINITIONS**

3.1 "School Community" means:

- i) Students enrolled in the School and their parents/guardians,
- ii) Children enrolled in an Early Childhood Services (ECS) program at the School and their parents/guardians,
- iii) The School staff,
- iv) Other persons who have an interest in the School.

3.2 "School" means Glen Allan Elementary School.

3.3 "Council" means Glen Allan School Council (GASC).

3.4 "School Parents" means parents/guardians of registered students and children at Glen Allan Elementary School.

3.5 "FDC" means Fund Development Committee.

**4. MEMBERSHIP**

The council shall have a minimum of 7 members, consisting of:

- (a) The Principal of the School,
- (b) One person who is a teacher at the School,
- (c) ECS parent/guardian members (normally the ECS Chair) OR a person who has an interest in the School,
- (d) At least 4 or more School Parents.

All School Parents of registered students and children at Glen Allan Elementary School are members of the Council. All members shall be entitled to the following privileges.

- 1) Attendance at all meetings of the Council, with voting privileges.
- 2) The opportunity to provide feedback to the Council.
- 3) Receive all agendas, minutes and newsletters of the Council.

A member is disqualified if that person no longer meets the qualifications of the *School Act*, (the Act), the Regulations or these By-Laws.

## **5. OFFICERS**

5.1 The officers of the Council will consist of:

- (a) The Chair
- (b) The Budget Vice-Chair
- (c) The Program Vice-Chair
- (d) The Secretary
- (e) The Treasurer
- (f) The Chair of the Fund Development Committee (FDC) – Fund Development Coordinator.

Officers shall serve their positions until their successors are elected. Any vacancy occurring during the School year shall be filled by a member of the council and management of the business and affairs of the Council will continue.

The Officers shall, subject to the by-laws or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Council.

Officers will normally be elected for a one year term.

5.2 Duties

- (a) The Chair shall:
  - 1) Preside when present at and participate in all meetings of the Council.
  - 2) Provide general supervision of all activities of the Council.
  - 3) Be the official spokesperson of the Council.
  - 4) Prepare and provide the Elk Island Public School (EIPS) Superintendent with an Annual Report in accordance with Section 14 of the School Councils Regulation.
  - 5) Prepare and file a Society Annual Return in accordance with Section 26 of the *Societies Act*.

(b) The Budget Vice Chair shall:

- 1) Aid the Chair and undertake tasks assigned by the Chair.
- 2) In the absence of the Chair, supervise the affairs and preside at any meetings of the Council.
- 3) Normally serve as liaison between the Council and the FDC.
- 4) Provide a detailed Budget for the Council to be presented at the first Council meeting of the School year or as soon after as possible.

(c) The Program Vice-Chair shall:

- 1) Aid the Chair and undertake tasks assigned by the Chair.
- 2) In the absence of the Chair and the Budget Vice Chair, supervise the affairs and preside at any meetings of the Council.
- 3) In conjunction with the Principal, determine calendar dates for programs during the school year.
- 4) Organize committees for all programs before the beginning of the next school year (where possible).
- 5) Serve as liaison between past and present committees.
- 6) Keep a manual on programs which include duties of coordinator positions and a report of activities and form letter pertaining to the specific programs.
- 7) Determine, in consultation with the Chair and the Principal, the number of programs for the school year.

(d) The Secretary shall:

- 1) Cause accurate minutes of all Council meetings and proceedings to be kept and made available at all meetings.
- 2) Keep complete membership list of the Council and send notices of all meetings.

(e) The Treasurer shall:

- 1) Receive all monies paid to the Council and be responsible for the deposit of same in an appropriate banking facility that the Council may order.
- 2) Properly account for the funds of the Council and keep such books as may be directed.
- 3) Present a full detailed account of receipts and disbursements to the Council whenever requested.

4) Prepare financial statements for the Society Annual Return and the EIPS Annual Report, duly audited for submission at the first meeting of the School year (or as soon as possible thereafter).

5) Normally serves as Treasurer of the FDC.

(f) The Chair of the Fund Development Committee (FDC) shall:

1) Serve as liaison between the FDC and the Council. The duties of the FDC Coordinator and the committee's officers are defined in the by-laws of the same.

## **6. DUTIES OF NON-ELECTED POSITIONS**

### **6.1 Program Coordinators**

The Program Coordinators, shall act as Chair of their respective committee and undertake tasks as assigned by the Council. They shall report to the Program Vice Chair and provide a summary of activities, events and pertinent information regarding their program.

### **6.2 Teacher(s)**

The teacher member(s) shall communicate the views of the staff to the Council and communicate the activities of the Council to the staff and teachers.

### **6.3 Student(s)**

The student member(s) shall communicate the views of the School students and children to the Council and communicate the activities of the Council to same.

### **6.4 The Past Chair**

The Past Chair shall serve in an advisory capacity to the present Council.

## **7. MOTIONS AND VOTING**

1) Any member of the Council may make a motion at any meeting.

2) If another member seconds the motion, the Chair will put the motion before the Council for discussion.

3) Any Officer of the Council may table a motion without majority support for future consideration.

4) A majority vote of members shall cause a motion to be carried. A minimum of 6 voting members including 4 voting officers constitutes a quorum at any meeting.

5) Each member of the Council will have one vote on every motion with the privilege of abstaining.

6) Voting privileges by members must be exercised in person and not by proxy or otherwise.

7) In the event of an extraordinary circumstance, where it is not feasible or possible to wait until the next meeting, as determined by the Principal and the Chair together, the Officers may be polled to vote by proxy. Results must be made available at the next Council meeting.

## **8. ELECTIONS OF OFFICERS**

The Chair, in consultation with the Council Officers, will encourage and nominate Officer positions as required. Members of the Council may nominate themselves or any other member for any Officer position. Every member is eligible for any Council position. Any member may propose additional Officer positions at any meeting of the Council. A slate of Officers will be presented by the Chair at the May Annual General Council meeting with an opportunity for additional nominations from the floor. Notice of elections will be provided to the school population at least 30 days before election. Individual elections will be held if more than one member has been nominated for any Officer position.

## **9. MEETINGS**

The Annual General Meeting of the Council shall be held on or before the 30th day of June of each year.

The first meeting of the School year of the Council shall be held not later than 60 days after the start of the new school year.

A minimum of 3 meetings shall be held by the Council in any school year.

Meetings will ordinarily be held at the school.

Other meetings shall be held as often as business of the Council shall require and shall be called by the Chair.

## **10. AUDITING**

The books, accounts and records of the council shall be audited at least once a year by a duly qualified accountant or by two members of the Council selected for that purpose. The audit report of the previous fiscal year shall be presented at the first meeting of the School year.

The fiscal year of the Council shall end on September 30.

Books and records of the Council may be inspected by any member of the Council at anytime upon providing reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same. Each Officer shall at all times have access to such books and records.

## **11. CONFLICT RESOLUTION**

In the event of an internal Council dispute, the policy or policies, as developed by the Elk Island Public School Board, will apply.

## **12. REMUNERATION**

No Officer or member of the Council shall receive any remuneration for acting as a member of the Council.

### 13. QUORUM

A minimum of 4 Officers of the 6 members shall constitute a quorum at any meeting.

These amended by-laws shall come into force when approved by a majority of members at a meeting for the Council, which includes that agenda item.

These amended by-laws continue in force from year to year unless one or more are amended at a special meeting (where 30 days notice has been provided to that effect) of the Council called for that purpose and the amendment(s) is/are approved by a quorum.

A by-law may be rescinded, altered or added to by ways of a special resolution passed by a quorum at a special meeting (where 30 days notice has been provided to that effect) of the Council.

As approved by the Glen Allan School Council at the May 22, 2019 Council meeting.

NAME	POSITION
<u>Jessica Winship</u>	CHAIR
<u>Tamara Chomay</u>	BUDGET VICE CHAIR
<u>Nicole Moorji</u>	PROGRAM VICE CHAIR
<u>Irene Hamm</u>	SECRETARY
<u>Melissa Bray</u>	TREASURER
<u>Tracey Arbuthnott</u>	PRINCIPAL
<u>Cecile Palm</u>	FDC CHAIR