

Normandeau School Council

Bylaws

May 28, 2021

Section I - Name

1.1 The Name of the Council shall be the "Normandeau School Council"

Section II - Mandate

2.1 The School Council is an advisory council to the school principal, and the elected Board of Trustees with respect to matters pertaining to the school.

Section III - Mission Statement

3.1 The mission of the Normandeau School Council is to work together with the school community to enhance learning for all students.

Section IV - Members of Council

4.1 All staff, parents or guardians of children attending Pre-kindergarten through Grade 8 at Normandeau School shall be considered members of the Normandeau School Council. A community member may become a school council member by a majority vote of the council. The minimum membership will be 7 members. The minimum membership will include:

- a) The principal
- b) One teacher as elected by the teachers in the school
- c) A community representative may be appointed by the council once the elected representatives have been determined.
- d) Sufficient parents to form a majority

4.2 The term of office for all elected representatives shall be one year.

4.3 The positions of Chair, Vice-Chair, Secretary, and Treasurer will be elected by the members of the council at the annual general meeting held for this purpose.

Section V - Officers - Roles and Responsibilities

5.1 The Executive shall consist of a minimum of 7 members according to the School Act unless otherwise determined by the Normandeau School Council, the officers shall have the following duties:

5.2 Chairperson

- Provide leadership to the Council
- Makes sure the Council adheres to its bylaws and constitution
- Prepares the Council's agenda with the Principal
- Chairs meetings
- Keeps the Council's activities focused on the organization's mission.
- Evaluates the effectiveness of the Council's decision-making process
- Chairs meetings of the Executive
- Makes sure that committee chairpersons are appointed
- Orients Council Members and committee chairpersons to the Council
- Serves as ex officio member of the committees and attends their meetings when needed
- Conducts general Council correspondence
- Prepares the annual report

5.3 Vice-Chairperson

- Acts in the absence of the Chairman
- Learns the duties of the Chairperson and keeps information on key issues
- Works closely as consultant and advisor to the Chairperson

5.4 Secretary

- Keeps copies of the organization's bylaws and the Council's policy statements
- Keeps lists of Council members and committees
- Notifies Council Members of meetings
- Brings official minute book to meetings
- Keeps records of Council attendance
- Keeps accurate minutes of meetings
- Records all motions and decisions of meetings
- Records all corrections to minutes
- Distributes copies of minutes promptly after meetings
- Notifies School Community of General Meetings
- In the absence of the Chairperson and Vice-Chairperson, chairs Council meetings Until the election of an alternate Chairperson
- Orients the new Secretary

5.5 Treasurer

- Maintains a binder of all financial reports
- Presents a written financial statement and verbal report at each meeting

5.6 **Members-at-large**

- Aids the Chair and undertakes tasks assigned by the Chair or the Normandeau School Council
- Monitors and assists in any School Committee so assigned by the Normandeau School Council

5.7 **Teacher Representative**

- Supports the actions and decisions of the School Council
- Ensures a teacher voice is expressed in all decisions which affect teaching and learning
- Promotes a collaborative, collegial model of decision making at the school and for the school council
- Encourages parents and the community to become involved in school activities
- Assists the Council in its operation

5.8 **Principal's Role**

- Promotes a collaborative, collegial approach to decision making
- Establishes a School Council
- Promotes the activities and mandate of the School Council
- Assists the Council in its operation

5.9 Vacancies will be filled in the same manner as positions are filled at the annual general Meetings

5.10 Committees will be established by the Council as needed. Committees may include but are not limited to fundraising and special events such as social functions and topic of interest seminars.

Section VI - Meetings

6.1 The School Chair shall meet at least 4 times during the school year at the call of the Chairperson

6.2 Notice of the time, place and date of these 4 meetings shall be announced at least 10 days prior to the meeting

6.3 The council may call further meetings as deemed necessary. Special meetings may be called as per the executive decision.

6.4 An Annual General Meeting shall be held in September for the purpose of establishing a Council.

6.5 The minutes of a Council meeting shall be deemed to be a conclusive following approval of those minutes by Council at the next meeting.

- 6.6 Council meetings (4/year) as well as a general meeting (one/year) and special meetings (as notified) are open to the school community.
- 6.7 The Council will operate as a “Town Hall” where the council acts as a Board of Directors to conduct the day-to-day business and reports back to the school community. Motions and voting are therefore restricted to the Council members.
- 6.8 Decisions made by the a motion, debate, and majority approval in a vote, or by consensus of opinion.
- 6.9 When decisions are make by a voting procedure, a majority is 50% = 1 of members in attendance
- 6.10 Members shall have voting privileges if they have attended at least two meetings during the previous 12 months.

Section VII - Annual Meeting

- 7.1 The annual meeting for establishment is called by the Chairperson and Principal prior to September 30 of a school year.
- 7.2 The purpose of the annual general meeting is to elect membership to the School Council (as per 4.1, 4.2 and 4.3)

Section VIII - Annual Report

- 8.1 The school Council's annual report will contain a record of the finances and minutes.
- 8.2 The School Council will submit the annual report to the school community and to the Board of Trustees.
- 8.3 The School Council will submit an annual report by June 30th of each year.

Section IX - Conflict Resolution

- 9.1 The process used to resolve conflict between Council members will be by simple majority vote of members present.

Section X - Confidentiality

- 10.1 No member of the Council shall divulge confidential or restricted information to any unauthorized person or release such information in advance of the authorization for its release.

Section XI - Amendments

- 11.1 The bylaws remain in force from year to year unless amended according to 11.2 and 11.3 of these bylaws.
- 11.2 The bylaws of the School Council may be amended by a majority at the June meeting or a special meeting called for that purpose.
- 11.3 Notice of proposed bylaw amendments must be posted with the notice of meeting at least 10 days in advance of the meeting.