

ST. MARY CATHOLIC SCHOOL

SCHOOL ADVISORY COUNCIL



CONSTITUTION 2009 – 2010

SECTION 1: MISSION STATEMENT.....	PAGE 1
SECTION 2: NAME	PAGE 1
SECTION 3: OBJECTIVES	PAGES 1-2
SECTION 4: MEMBERSHIP	PAGES 2-3
SECTION 5: ELECTION OF PARENT/GUARDIAN MEMBERS TO COUNCIL	PAGES 3-4
SECTION 6: TERM OF OFFICE	PAGE 4
SECTION 7: VACANCIES.....	PAGE 4
SECTION 8: DUTIES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS	PAGES 4-7
SECTION 9: MEETINGS	PAGE 7
SECTION 10: VOTING	PAGES 7-8
SECTION 11: COMMITTEES	PAGE 8
SECTION 12: COUNCIL PROCEDURES	PAGE 8
SECTION 13: CONFLICTS OF INTEREST	PAGES 8-9
SECTION 14: CONFLICT RESOLUTIONS	PAGE 9
SECTION 15: INCORPORATION	PAGE 9
SECTION 16: ANNUAL REPORT	PAGE 9
SECTION 17: CONSTITUTION	PAGES 9-10
 <u>BYLAWS</u>	
SECTION 1: ELECTION BYLAWS	PAGES 10-11
SECTION 2: FILLING COUNCIL VACANCIES	PAGE 12
SECTION 3: ACCOUNTING	PAGE 12

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

SECTION 1: MISSION STATEMENT

Each member of the St. Mary Catholic School Advisory Council (**herein after referred to as SAC**) shall commit to the mission statement of St. Mary Catholic School and that of the Algonquin and Lakeshore Catholic District School Board.

1. Board Mission Statement

We are a Catholic School system, called to work in partnership with home, parish and community, on our journey to understand and live the way of Jesus Christ.

We are committed to excellence in Catholic education and to lifelong learning, so that those with whom we journey may become caring and contributing citizens in a world of constant challenge.

1.1 St. Mary Catholic School Mission Statement

Our school community is Christ-centered and strives to reflect the two great commandments of Jesus: "Love God and love your neighbor." Our school community is committed to nurturing personal, academic and spiritual growth.

The Three R's

"Respect, Responsibility and Relationships"

*At St. Mary Catholic School we put Christ at the centre of all our learning and in all our dealings with people. We strive to create a community of learners where all members master **RESPECT** for themselves and others, practice taking **RESPONSIBILITY** for their actions and discover the ways to build healthy **RELATIONSHIPS**. All of this should lead to the self-discipline that comes with maturity, understanding and wisdom.*

SECTION 2: NAME

The official name of the council shall be the "St. Mary Catholic School Advisory Council".

SECTION 3: OBJECTIVES

- 3.1** The objective of SAC is to enhance the learning environment of St. Mary's student body and to assure their spiritual well-being.
- 3.2** The objective of Council as an advisory body will be to provide ideas, opinions and recommendations to assist the Principal and where appropriate, school Board trustees in their decision-making on educational issues as outlined in **Regulation 612/00. (R2.2; BP1)**
- 3.3** Council advice should be based on consultation of the school community and promote the best interests of students throughout the school. **(BP1)**

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

- 3.4 Council must operate within the legislation of the Ministry of Education and Board policies and procedures. (R2.2; BP1)
- 3.5 Council will promote positive public relations within the school community and parish.
- 3.6 Council may engage in fundraising activities, conducted in accordance with Board policies. [Campaign for Funds - School and Community Interests. 2000-01-4](#) (R. 22.1, 22.2, 22.3)

SECTION 4: MEMBERSHIP

- 4.1 Each parent/guardian of a student enrolled in a Catholic School will have a right to serve and will be eligible to participate on a Council. All parents / guardians will support and abide by the philosophy and teachings of the Catholic Church, the Mission Statement and Guiding Principles of the Board. (BP2.4)
- 4.2 Each Council will endeavor, in composition and function, to reflect the diversity of the school community. (BP2.3)
- 4.3 Non-Catholic parents/guardians may be elected to the Council but may not act as the Chair of the Council. Catholics will make up the majority on the Council. Where there is not a majority of Catholics elected to the Council, the Principal, with the assistance of the School Council Chair, shall actively encourage additional Catholic parents/guardians to seek a council position to ensure that the Council has a majority of Catholic members. (BP 2.3)
- 4.4 Members of the Council shall include:
- 4.4.1 School Principal and/or Vice Principal (R3.1.2)
 - 4.4.2 One Teacher representative (R3.1.3)
 - 4.4.3 One non teaching staff member (R3.1.4)
 - 4.4.4 One community representative (R3.1.7)
 - 4.4.5 Parents/Guardians of the students enrolled at St. Mary Catholic School (R3.1.1)
 - 4.4.6 One Parish representative (R3.1.8)
 - 4.4.7 Student council representative at the discretion of the Principal and Council (BP2.1.e)
- 4.5 Parents/guardians shall form the majority of the council. (BP 2.2) There shall be a minimum of **7 Council members including 4 Officers**; 1 Chair, 1 Vice-chair, 1 Secretary, and 1 Treasurer; maximum of **14** council members. Only members of the elected council will have voting privileges.
- 4.6 SAC members who have regular and direct contact with students must obtain a Criminal Background check. These shall be renewed every three years. Questions regarding Criminal Background Checks should be referred to the ALCDSB Policy Statement.

ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS

4.7 Council members must sign a confidentiality agreement at the beginning of each year.

SECTION 5: ELECTION OF PARENT/GUARDIAN MEMBERS TO COUNCIL

- 5.1 A parent / guardian is qualified to be a member of the Council if s/he is a parent/guardian of a pupil who is enrolled in the school. **(R4.1; BP3.1)**
- 5.2 Despite section 5.1, a person is not qualified to be a parent member of the Council, if:
- a) s/he is employed at the school; or
 - b) S/he is not employed at the school but is employed elsewhere by the Board that established the Council, unless s/he takes reasonable steps to inform people qualified to vote in the election of parent members of that employment. **(R4.2; BP3.2)**
- 5.3 The Chair of the Council shall be a member who is both a parent/guardian of a student in the school and a Catholic. The Chair shall be elected by the members of the Council. **(BP3.3)**
- 5.4 The school Principal shall, at least 14 calendar days before the date of the election of parent/guardian members, on behalf of the Council, give notice of the date, time, and location of the election to every parent/guardian of a pupil in the school. This notice may include but not be limited to synrevoice, written, email or posting on the St. Mary web site. **(R4.6; BP3.7)**
- 5.5 Voting shall be carried out using secret ballots and supervised by the Principal. The results of the elections shall be announced by the Principal, but the actual vote counts shall not be disclosed. Voters must appear in person to exercise this right. **(R4.8; BP3.9, 3.11)** all ballots are to be destroyed by the Principal once the results are accepted by the outgoing council.
- 5.6 If the minimum elected parent/guardian member positions are not filled through the election process, the Council shall proceed. However, the Council should seek members to fill the vacant positions through outreach into the community. Willing individuals may be appointed by majority vote of the Council for the remainder of the term. **(BP 3.12)**
- 5.7 Where the slate of candidates for Council representation is not comprised of a majority of Catholic parent/guardians and that circumstances cannot be readily corrected, the Principal shall alert the Director of Education. At the discretion of the Director of Education, the nomination process may be reopened. **(BP3.10)**
- 5.8 **Other Elections/Appointments of Other Members**
- 5.8.1 The elections and appointments shall be accommodated during the first thirty (30) calendar days of each school year.

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

- 5.8.2 Community representatives shall be appointed by the Council.
- 5.8.3 The student representative shall be elected by students.
- 5.8.4 The teacher representative shall be elected by members of the teaching staff.
- 5.8.5 The non-teaching staff member shall be elected by members of the non-teaching staff.
- 5.8.6 A school employee may serve on the Council in their capacity as elected teacher or non-teaching representative only.
- 5.8.7 Eligible voters shall vote only if in respect to any available opening(s) in their representative group

SECTION 6: TERM OF OFFICE

- 6.1 Elected council and appointed positions shall serve a term not to exceed one school year, without re-nomination and election. **(R6.1; BP5.1, 5.11, 5.12)**
- 6.2 Council Members can serve more than one term consecutively. **(R6.2:BP5.2)**

SECTION 7: VACANCIES

- 7.1 If a vacancy occurs for any representative during a term, a new representative shall, through election, complete but not exceed the original term of office of the vacating member. **(R7.1; BP6.1)**
- 7.2 If an election is held to fill a vacancy in the membership of the Council, the provision of section 5 as the case may be, apply with necessary modifications, to the election. **(R7.2)**
- 7.3 A vacancy in the membership of the Council does not prevent the Council from exercising its authority. **(BP 6.3)**

SECTION 8: DUTIES AND RESPONSIBILITIES OF THE COUNCIL MEMBERS

- 8.1 A Council is an advisory body and may provide advice to the Principal and, where appropriate, to the Board on any of the matters listed below which the Council identifies as priorities: **(BP 13.1)**
 - 8.1.1 Ensure that emphasis is placed on Catholic identity and focus
 - 8.1.2 Attend and participate at Council meetings.
 - 8.1.3 Participate in information and training programs
 - 8.1.4 Encourage the participation of all parents/guardians and other people within the school community.
- 8.2 The Chair of the Council is responsible for the operation of the Council. The Chair shall:
 - 8.2.1 Ensure that emphasis is placed on Catholic identity and focus.
 - 8.2.2 Call Council meetings.

ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS

- 8.2.3 Prepare the agenda for the meetings along with the Principal, and ensure the agenda is circulated to Council members and parents/guardians at least one week before each meeting. The Chair in consultation with the Principal can modify or change the agenda if it is in the best interest of the Council.
- 8.2.4 Chair the meetings.
- 8.2.5 Ensure that the minutes of the meetings are recorded, maintained and accessible to parents/guardians; copies of the minutes must be maintained for a minimum of four years at the school **(R16.1,16.2,16.3)**
- 8.2.6 Participate in information and training programs.
- 8.2.7 Communicate with the school Principal.
- 8.2.8 Consult with the Principal prior to the release of all communications to the community, Board staff and trustees **(Note: such communication shall normally be sent at the request and with the concurrence of the Council.)**
- 8.2.9 Ensure that there is regular communication with the school community.
- 8.2.10 Consult with senior Board staff and trustees as required.
- 8.2.11 Implement temporary or standing committees as needed.
- 8.2.12 Handle all correspondence for the Council and present it at all meetings.

8.3 The Vice Chair shall:

- 8.3.1 Assume the duties held by the Chair upon his/her absence
- 8.3.2 Assist the Chair in his/her duties at all times
- 8.3.3 Attend to other matters and issues as designated by the Chair
- 8.3.4 Assume other duties as assigned by the Chair or Council

8.4 The Treasurer shall:

- 8.4.1 Develop budget proposals necessary for the operation of the Council in consultation with Council and SAC.
- 8.4.2 Adhere to Board policy:
 - 8.4.2.1 [Accounting and Reporting for Catholic School Council \(CSC\) Fundraising Activities Administrative Procedures](#)

8.5 The Secretary shall:

- 8.5.1 Keep accurate minutes of all Council meetings and provide copies to each member of the Council and post a draft copy in the school; copies of minutes must be maintained for a minimum of four years at the school. **(R16.1, 16.2, 16.3)**
- 8.5.2 Maintain a list of current Council phone numbers, addresses and email addresses.
- 8.5.3 Assume other duties and responsibilities as assigned by the Chair or Council.

8.6 Parents/Guardians of the Council shall:

- 8.6.1 Ensure that emphasis is placed on our Catholic identity and focus.
- 8.6.2 Participate in meetings of the Council.
- 8.6.3 Participate in information and training programs.
- 8.6.4 Act as a link between the Council and the community.

ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS

- 8.6.5 Encourage the participation of all parents/guardians and of other people within the school community.
 - 8.6.6 Supervise and organize the Council activities.
 - 8.6.7 Represent other parents/guardians at all Council meetings.
 - 8.6.8 Assume other duties and responsibilities as assigned by the Chair
- 8.7 The Principal/Vice Principal shall:
- 8.7.1 Attend all meetings of the Council
 - 8.7.2 Ensure that emphasis is placed on Catholic identity and focus
 - 8.7.3 Facilitate the establishment of the Council and assist in its operations
 - 8.7.4 Support and promote the Council's activities
 - 8.7.5 Seek input from the Council in areas of which it has been assigned advisory responsibilities
 - 8.7.6 Act as a resource on laws, regulations, Board policies and collective agreements
 - 8.7.7 Obtain and provide information required by the Council to enable it to make informed decisions.
 - 8.7.8 Communicate with the Chair as required
 - 8.7.9 Encourage the participation of all parents/guardians and of other people within the school community
 - 8.7.10 Ensure that copies of the Council's meetings are kept at the school and are accessible to parents/guardians
 - 8.7.11 Assist the Council in communicating with the school community
 - 8.7.12 Act as liaison between the Council and the Board Administration
 - 8.7.13 Provide the Chair of the Council with access to the Board Policy Manual
 - 8.7.14 Consult with the Chair prior to the release of communication to the community concerning Council matters.
 - 8.7.15 Maintain his/her authority, responsibilities and rights as mandated by Board Policy and the Education act and Regulations of the Province of Ontario
 - 8.7.16 Delegate any of his or her powers or duties as a member of the Council to a Vice Principal when deemed necessary by the Principal (**R18.1**)
 - 8.7.17 Perform the duties relating to Councils that are imposed on the Principal by Regulation 612/00 or as amended (**BP 13.4**)
- 8.8 The Teacher Representative shall:
- 8.8.1 Act as a liaison between teachers and the Council
 - 8.8.2 Participate in meetings of the Council
 - 8.8.3 Participate in information and training programs.
- 8.9 The Non-Teaching Representative shall:
- 8.9.1 Act as a liaison between non-teaching staff and the Council
 - 8.9.2 Participate in meetings of the Council
- 8.10 The Parish Representative shall:
- 8.10.1 Act as a liaison between the parish and the Council
 - 8.10.2 Participate in meetings of the Council

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

8.11 The Community Representative shall:

- 8.11.1** Act as a liaison between the community and the Council
- 8.11.2** Participate in meetings of the Council

SECTION 9: MEETINGS

- 9.1** The Council shall have at least four (4) meetings during the school year. **(R, 12.1; BP 15.1)**
- 9.2** The Council shall meet within the first thirty-five (35) calendar days of the school year, after the elections held under section 5, on a date fixed by the principal of the school. **(R. 12.2, BP 15.2)**
- 9.3** All meetings shall be open to members of the community. The dates of the meetings shall be publicized through written notice to parents/guardians and posted in the school. **(R12.4; BP11.4, 15.1, 15.4)**
- 9.4** The Council and its appointed committees may hold their meetings at the school and must be open and accessible to the public. **(R12.5; BP11.4)**
- 9.5** A Council meeting cannot be held unless:
 - 9.5.1** A majority of the current members of the Council are present at the meeting
 - 9.5.2** A majority of the members of the Council who are present are parent/guardian members. **(R12.3; BP15.3)**
 - 9.5.3** The principal or principal designate is present
- 9.6** Members of the Council are to maintain their focus on what is considered to be in the best interest of all students and the school community.
- 9.7** Meetings of the Council should normally not exceed 120 minutes.
- 9.8** Meetings shall open with a prayer and Council members shall conduct themselves in a Christian like manner.
- 9.9** Members and non-members of the Council who would like to make a presentation may do so provided that the Chair has been notified at least one week in advance and has scheduled this request on the agenda. The Chair in consultation with the Principal may modify or change the agenda.

SECTION 10: VOTING

- 10.1** Each member of the Council is entitled to one vote in votes taken by the Council. **(R14.1; BP12.1)**

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

- 10.2** Each member of a committee of a Council is entitled to one vote in votes taken by the committee.
- 10.3** A majority of Council members will be considered a quorum. Parents/guardians must represent a majority of members present. A minimum of 50% plus one vote shall be considered a majority vote. **(R3.2.4 12.3)**
- 10.4** The Principal/Vice Principal of the school is not entitled to vote in either Council or committee votes. **(R14.3; BP12.3)**

SECTION 11: COMMITTEES

- 11.1** The Council may establish committees to make recommendations to the Council. Committee recommendations must be approved by the Council before being implemented. **(R13.1; BP11.1)**
- 11.2** Every committee must be coordinated by a parent/guardian member of the Council. **(R13.2; BP11.2)**
- 11.3** A committee may include non-members of the Council. **(R13.3; BP11.3)**

SECTION 12: COUNCIL PROCEDURES

- 12.1** At the first meeting of the new Council, members on the Council shall elect a chair, vice chair, secretary and treasurer.
- 12.2** The minutes of the Council meetings will be recorded, posted outside the main office and made available to anyone upon request. **(R16.1; BP 10.1, 10.2)**
- 12.3** The Council will operate in a manner that is non-judgmental, is based on no fault discussion and uses consensus compromise as the usual method of developing recommendations and plans. **(BP9.4)**
- 12.4** Once a motion has been passed, a two-thirds majority vote of the Council is required to re-open the discussion considering said motion.
- 12.5** A person serving as a Council member shall not receive remuneration, but shall be reimbursed for expenses incurred as a member of the Council. Expenses must be approved by the Council prior to the expenditure being made. **(R11.1, 11.2)**

SECTION 13: CONFLICTS OF INTEREST

- 13.1** Any member of the Council must declare a conflict of interest if the business being considered will result in a financial gain for that member.

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

13.2 Where a “conflict of interest” is made known, the Council member must refrain from discussion and voting on the issue.

SECTION 14: CONFLICT RESOLUTIONS

14.1 In order to avoid unnecessary conflict, the Council shall:

14.1.1 Adhere to defined roles and responsibilities as per section 8

14.1.2 Refrain from discussion of students, parents/guardians, staff members, trustees, or other Council members (as per Freedom of Information Act)

14.1.3 Have no involvement in the selection or evaluation of teaching and non-teaching staff.

14.2 In the situation that an irresolvable conflict inhibits the activity of the Council, the following process will be followed:

14.2.1 The Chair and/or Principal will contact the Superintendent of the school, in writing. A copy of this correspondence will be directed to the Chair or the Principal.

14.2.2 The Superintendent will meet with the Chair and the Principal, in a timely fashion to mediate. The Superintendent may request to meet with the whole Council or with appropriate staff, as deemed necessary.

14.2.3 If the matter cannot be resolved and the work of the Council is rendered impossible, the Superintendent may refer the matter to the Director of Education for mediation

SECTION 15: INCORPORATION

The Council shall not be incorporated.

SECTION 16: ANNUAL REPORT

16.1 The Council shall annually submit a written report on its activities to the Principal of the school. **(R24.1)**

16.2 If the Council engages in fundraising activities, the annual report shall include a report on those activities. **(R24.2)**

16.3 The Principal shall, on behalf of the Council, give a copy of the report to every parent/guardian of a pupil who, on the date the copy is given, is enrolled in the school. **(R24.3)**

16.4 16.3 may be complied with by:

16.4.1 giving the report to the parent’s child for delivery to his or her parent; and

16.4.2 Posting the report in the school in a location that is accessible to parents.

16.5 The report shall be written and distributed by the end of June.

SECTION 17: CONSTITUTION

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

17.1 This constitution has been developed in accordance with the Education Act, Ontario Regulation 612/00 and the Algonquin and Lakeshore Catholic District School Board Policy statement Catholic School Council 1999-06-1 and has been forwarded to the Board's Director of Education.

17.2 This constitution shall be reviewed annually by the newly elected Council. BP 9.2

BYLAWS

SECTION 1: ELECTION BYLAWS

- 1.** Elections shall occur within the first thirty days of the start of each school year.
 - 1.1** Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
 - 1.2** Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
 - 1.3** An election committee shall be struck by the school council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
 - 1.4** The election committee shall:
 - 1.4.1** provide nomination forms;
 - 1.4.2** ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
 - 1.4.3** request a profile from all candidates and make these available to the electorate;
 - 1.4.4** conduct the elections by secret ballot;
 - 1.4.5** count the ballots;
 - 1.4.6** help the principal notify all candidates of the results;
 - 1.4.7** Keep all results and related information confidential.
 - 1.5** Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
 - 1.6** All individuals standing for election shall be notified of the results before the results are released to the school community. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.
 - 1.7** At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.
 - 1.8** *School council election committee.* The current school council will establish a school council election committee. The committee must ensure that a new council is in place within thirty days of the start of

ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS

the school year in September. The committee should have representation from parents, teaching staff, non-teaching staff, and students.

1.9 *Considerations for the school council election process.* In any given year, the term of office for all school council positions is one year. Appeals related to the school council election process or results shall be resolved by the school council election committee. If the situation is not resolved, the school principal and the chair of the outgoing council shall jointly make a ruling.

1.10 *Election of parent/guardian representatives:*

1.10.1 Parents/guardians of a student enrolled at the school are eligible both to vote for and to run as parent candidates. Self-nomination will suffice. No additional qualifiers or quotas may restrict eligibility either to vote for or to run as a parent candidate (e.g., child's program, grade, location of home). Candidates should be prepared to summarize their reasons for running for the school council. They must also declare if they are employed by the school board.

1.10.2 Nomination forms shall be filed by all parent-candidates for elected positions on the school council. Parents may nominate themselves or other parents.

1.10.3 Information about candidates shall be made available to the school community at least one week before the election.

1.10.4 If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.

1.10.5 No individual campaign literature for school council elections may be distributed or posted in the school.

1.10.6 School resources, both human and material, may not be used to support particular candidates or groups of candidates.

1.10.7 The Election Day proceedings shall be publicized by the principal at least fourteen days prior to the election.

1.10.8 The Election Day proceedings shall be supervised by the principal.

1.10.9 The principal shall conduct a lottery to determine the ballot position for each candidate.

1.10.10 Elections for school council shall be conducted by secret ballot. Voters must be present at the school on the election day(s) during the preset hours for voting (to include both daytime and evening hours).

1.10.11 All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.

1.10.12 Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.

1.10.13 If there is a tie for the final position for a representative on the school council, the winner shall be determined by lot.

1.11 *Appointment or election of the student representative.* For elementary schools. The principal will consult with other members of the school council to determine if there is to be a student representative on the council. If a positive decision is reached, the principal appoints a student representative to the council.

1.12 *Selection of community representatives.* All appointments of community representatives to the school council are to be by majority vote at a meeting of the school council.

**ST. MARY CATHOLIC SCHOOL
SCHOOL ADVISORY CONSTITUTION and BY-LAWS**

SECTION 2: FILLING COUNCIL VACANCIES

- 2.1 Should an elected parent/guardian council position become vacant before the next election, the council shall fill the vacancy by appointment from the non-elected candidates from the previous election.
- 2.2 If none of the previous candidates remain interested in becoming a council member, the council may request that interested parents/guardians from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest.
- 2.3 When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.

SECTION 3: ACCOUNTING

3.1 Exception to section 8.4.2.3

If monies are requested and needed prior to a Council meeting and were not included in the budget or approved at a Council meeting, the Chair will solicit all council members in writing and or email, giving full details regarding what the money is for, who requested it and when the money is needed. Each council member will then take up to 24 hours to make their decision in writing or email. For a solicited vote to pass, a majority of Council members will be considered a quorum. Council must represent a majority of members voting. A minimum of 50% plus one vote shall be considered a majority vote. **(R3.2.4)**

- 3.2 When a check is needed on a regular basis (i.e. milk, hot lunches, etc.) notification will be given to writing or email to the Chair, Treasurer and school Administration as soon as the amount is determined.
- 3.3 The treasurer will receive photocopies of all receipts and verify them with the minutes of the Meeting.