

Lamont Elementary School Council Constitution and Bylaws

Definition

Parent - Any reference to a parent shall also include a legal guardian or legal custodian of a child attending Lamont Elementary School.

Code of Ethics

All School Council and individual Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and School Council;
- C. Strive to be familiar with the District and School policies and the accompanying administrative procedures/regulations and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Respect the personal integrity of each member of the School community;
- F. Act in accordance with our School Council Operating Procedures;
- G. Declare any conflict of interest;
- H. Foster a positive atmosphere in which individual contributions are encouraged and valued;
- I. Consider the best interests of all students and the School community in our deliberations and decision;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- K. Secure and never disclose confidential information;
- L. Focus discussions at School Council meetings to matters of concern to the School community as a whole;
- M. Prohibit discussions of personal or personnel related issues;
- N. Use the appropriate communication protocol when questions or concerns arise;
- O. Promote high standards of ethical practice within the School community;
- P. Accept accountability for School Council decisions.

Constitution

1. Name

The name of this school council shall be the Lamont Elementary School Council (LESC).

2. Mission

The mission of our school council is to enhance the educational experience at Lamont Elementary School through actively supporting staff, students, programs, facilities, parents, school events and the Elk Island Public School Division.

3. Vision

The LESL sees the Lamont Elementary School as a vibrant, welcoming community where every child, parent, teacher and support staff is actively engaged in learning and in developing the citizenship skills he or she will require to become a contributing member of society.

4. Policy

- A. LESC shall adhere to the guidelines and procedures as set out by the Elk Island Public Schools' Board of Education policy.
- B. The purpose of the LESC is to encourage parental and community input into school and board matters. Also, to enhance communication between the school, the board, and the community as well promote the school and school systems.
- C. To ensure financial security for new council members in the year to come, it is required that a minimum of \$3000 remain in LESC's bank account.
- D. All income made from fundraising must first be counted, verified, recorded and signed by the fundraising committee. Records are to be stored in the fundraising binder. Monies are then to be recounted and recorded by the treasurer before depositing into the bank.

5. Objectives

The objective of the council, in keeping with legislation, are to:

- a. Represent the parent perspective by providing advice to and consulting with the principal and the school board on matters relating to the school such as the school philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs.
- b. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the school community.
- c. Support special events that will enhance student learning, encourage participation and promote the well-being of the school community.
- d. Develop a communication plan to share information with parents and community members.

6. Membership

1. Membership of the Council shall consist of the following:
 - a. The parents of the students enrolled in Lamont Elementary School
 - b. The Principal of the school
 - c. A teacher representative
 - d. One community member
2. For the purpose of voting at the general meeting the majority of voting members must be parents of students enrolled in the school. Each parent has one vote.
3. The membership of the executive committee shall consist of the following:
 - a. Five parents of students from the school elected by parents at a meeting called for this purpose.
 - b. The Principal of the school
 - c. A teacher representative of the school - elected by staff
 - d. A community representative member selected by the council
4. Voting member of the parent council shall consist of parents.
5. Non-voting member of the parent council shall consist of the principal, vice principal, teacher representative, and community representative member.
6. Executive positions shall be filled by said person for a minimum term of one (1) year. Positions shall not be held by the same person for more than four (4) consecutive years.

7. Decision Making

- a. A decision made by consensus must be stated clearly and recorded such in the minutes of the meeting.

- b. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

8. Quorum

- a. Quorum will be attained when there is at least 3 voting Members (parents of students enrolled in the School) present and the Principal or designate is present.
- b. In the absence of a quorum:
 - i) If the parents and School Council members present agree to proceed in the absence of a quorum, the school council may continue for the purposes of discussion of issues.
 - ii) No motions shall be considered or approved.
 - iii) No decisions by consensus shall be reached.

9. Duties of the Executive Members

Chair

1. Prepare agenda in consultation with principal.
2. Chair school council meetings and oversee initiatives and activities
3. Ensure all school generated funds and expenses comply with Code of Ethics
4. Responsible for the approval and distribution of the annual school council financial reports.
5. Responsible for overseeing executive.

Vice-Chair

1. Assumes duties of the Chair in his/her absence
2. Assist Chair in executing responsibilities.

Secretary

1. Collaborate with Chair to prepare monthly information for the school newsletter
2. Record minutes at school council meetings and distribute to school council members
3. Assist with documentation development and correspondence.
4. Place documentation of all school council minutes in the school council binder.
5. Arrange for executive member to record minutes in his/her absence at a meeting.

Treasurer

1. Responsible for providing revenue project results to council
2. Responsible for monthly presentations outlining income and expenses.
3. Collect, count and deposit all money made through fundraising.
4. Pay all bills, invoices and prepare monthly reconciliation.
5. Prepare annual school council financial report and submit to the Chair for review and approval.
6. Arranges for annual audit review of LESC for books prior to June 30. Auditor to be approved by LESC executive.

Fundraising

1. Chair
 - a. Find, present, and accept suggestions for fundraising opportunities to the parent council.
 - b. Coordinate fundraising activities. This will include volunteer recruitment, advertising, and execution of the fundraiser.
 - c. Adhere to our Code of Ethics and Policies.

- d. Supply annual Fundraising Report for the Annual General Meeting.
- 2. Vice Chair
 - a. Assist Chair in all duties as outlined above
 - b. Fulfill duties of the Chair in his/her absence.

10. Meetings

1. Meetings shall be held a minimum of five (5) times a year.
2. Special/Additional meetings will be held as required and shall be called by the Principal or the Chairperson. If three (3) or more parents request a special meeting, the chairperson or principal shall call a meeting with publicly posted notice.
3. Notice of all meetings will be printed in the school newsletter.
4. The Annual meeting shall be the latter part of September. Notice will be in the newsletter twenty-one (21) days in advance of the meeting.
5. Five (5) members shall constitute a quorum.
6. The business of the meeting shall be transacted by a majority vote.
 - a. Voting at meetings shall be restricted to:
 - i. Any parents of students at Lamont Elementary School
 - ii. Members of the LESOC executive committeeThe majority of the voting members must be parents of the students of Lamont Elementary School.
7. In the absence of a quorum:
 - a. The Annual General Meeting will be canceled and rescheduled at a later date.
 - b. A regular meeting may proceed, with any voting matter tabled to be reviewed at a later meeting.

11. School Council Fundraising

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).

1. When the School Council fundraises, funds will be deposited in a bank account operated by the School Council.
2. School Council funds given to the School will be subjected to the School Board's policy on School Council fundraising and/or School-generated funds.

12. Quorum

- a.) Quorum will be attained when there is at least 3 voting members present and the Principal or designate is present.
- b.) In the absence of a quorum:
 - 1.) If the parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purpose of discussion of issues.
 - 2.) No motions shall be considered or approved.
 - 3.) No decisions by consensus shall be reached.

13. Agenda

1. An agenda for a meeting shall be prepared by the Chairperson and Principal.
2. Any parent concerns may be brought to Chair or Principal to be added to the agenda.

3. Additional items may be added to the agenda any the meeting in consultation with the Chair who, will, if necessary, consult with the Principal as to the appropriateness of the item requested.
4. Notice of agenda to be in School Newsletter or handed out to each family prior to the meeting.

14. Conflicts

If 5 voting parents, or 3 parents and 2 executive members are of the opinion that the executive are in a state of conflict such that it is significantly impairing the operation of the school council, they may deliver a signed written letter to the principal or chairperson requesting a special general meeting.

- a. The Chairperson will call a special meeting.
- b. Notice of special meeting will be provided a minimum of 5 days in advance to all parents and council members. The purpose of this special meeting is to give all concerned parties an opportunity to be able to present their concerns.
- c. A vote shall be taken respecting a proposed resolution to the conflict. If the majority of voting members present vote in favour of the resolution proposed, the school council will immediately act upon it.
- d. If resolution can not be attained, a motion must be passed to dissolve the executive and a new election must take place within twenty-one (21) days prior. This election shall follow the same rules as the general meeting elections.

15. Amendments

1. The bylaws will be reviewed annually by the school council executive or by a committee established expressly for that purpose.
2. Such amendments may be passed by a majority vote at any scheduled school council.

Constitution and by-laws amended March 8, 2018

Constitution and by-laws accepted by majority vote on _____

Principal's Signature _____

Chair's Signature _____