

MARLBOROUGH SCHOOL COUNCIL BYLAWS

NAME

The name of the School Council shall be *Marlborough School Council* or be referred to as the School Council in these by-laws.

MEMBERSHIP

The membership of the Marlborough School Council shall consist of:

- (1) Any person who is the parent, guardian, or legal custodian of a child registered at Marlborough School.
- (2) Any member of the staff at Marlborough School.
- (3) The School Council shall consist of no less than four members. Parent/Guardian members must make up the majority of the School Council.
- (4) Any Marlborough Community member.

A member shall:

- (1) Act in a manner consistent with the statement of philosophy/objectives.
- (2) Act in the best interest of the School and Students as a whole.
- (3) Act according to these by-laws.
- (4) Be present at the majority of School Council meetings.
- (5) Respect the privacy of Council members and only share information related to the council.
- (6) Resign either in person or in writing, sharing this decision with the executive of the council.
- (7) Be expelled either in person or in writing if they have not met the requirements of membership listed above.

DIRECTORS/OFFICERS

The officers of the Marlborough School Council shall be elected at a council meeting, most commonly the AGM, while members may be appointed by the council executive at any council meeting.

A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

No person may hold more than one office at one time except for a vacancy on the Council that is a blended position. With the exception of the Council position filled by the Principal, the School Council may appoint qualified persons to fill vacancies until the vacancy can be filled by an appropriate constituent or, in the case of new officers are elected at the next Annual School Community General Meeting.

All officers and members may sit on, or chair committees.

Any officers, in conjunction with the Principal and the Chairperson, in the case of an urgent matter or emergency, without consultation of the rest of the members and officers may unilaterally act on decisions to be made in good faith and in the best interests of the School Council. Membership is to be notified of such action as soon as possible thereafter.

Paid employees of the School Council or Society shall not hold an executive position due to Conflict of Interest.

With the exception of the school Principal, no members of the School Council shall be paid.

Members may be removed from their position in person or in writing if Council Officers deem they are not upholding the responsibilities of their given position.

RESPONSIBILITY OF OFFICERS

CHAIRPERSON

Unless otherwise determined by the School Council, the Chairperson shall have the following duties:

- (1) Preside, when present, at all meetings of the School Council. This will be a shared/split responsibility with the Vice Chairperson.
- (2) Have general supervision of all activities of the School Council.
- (3) Be the official spokesperson of the School Council.

VICE CHAIRPERSON

Unless otherwise determined by the School Council, the Vice Chairperson shall have the following duties:

- (1) Split the responsibility of presiding over School Council meetings with the Chairperson.
- (2) Aid the Chair and undertake any tasks assigned by the Chair.
- (3) In the absence of the Chair, supervise the affairs, and preside at any meetings of the School Council.
- (4) In the event of a resignation, incapacity, or leave of absence by Chair, fulfil the responsibilities of the Chair.
- (5) Establish and maintain records of all members and parents present at meetings; and notify officers if they are failing to fulfill their role

SECRETARY

Unless otherwise determined by the School Council, the Secretary shall have the following duties:

- (1) Cause accurate minutes of all School Council meetings to be kept.
- (2) Have charge of all correspondence and official records of the School Council and Newsletter reports (to include a brief summary of School Council minutes).
- (3) Maintain a dated record of all the members of the School Council as well as their addresses.
- (4) Cause notices of School Council and General Meetings and Proceedings to be given in accordance with these by-laws.

TREASURER

Unless otherwise determined by the School Council, the Treasurer shall have the following duties:

- (1) Be responsible for the deposits of all monies paid to the School Council in whichever bank, trust company credit union or treasury branch the School Council may order.
- (2) Properly account for funds of the School Council and keep such books as may be directed.
- (3) Present full, detailed account of receipts and disbursements to the School Council whenever requested.
- (4) Have signing authority.

KEY COMMUNICATOR (optional)

Unless otherwise determined by the School Council, the Key Communicator shall have the following duties:

- (1) To actively participate in the CBE's Key Communicator Program.
- (2) To report on the program's activities to the School Council.
- (3) To post notice of upcoming Key Communicator or CBE meetings on the Parent Information Board and in the Newsletter.

COMMUNITY LIAISON (optional)

Unless otherwise determined by the School Council, the Community Liaison shall have the following duties:

- (1) To inform the School of pertinent issues regarding the communities.
- (2) To keep their Communities informed of pertinent issues regarding school activities.

PRINCIPAL REPRESENTATIVE

Unless otherwise determined by the School Council, The Principal Representative shall have the following duties:

- (1) To function as a liaison between the School Council and the School Staff and Administration.
- (2) To be an official officer on the Council and have voting privileges.

TEACHER/STAFF REPRESENTATIVE (optional)

Unless otherwise determined by the School Council, the Teacher Representative shall have the following duties:

- (1) To function as a liaison between the School Council and the School's Teachers
- (2) To be an official officer on the council and have voting privileges (must be elected by the Teacher membership).

MEETINGS

General Meetings:

School Council meetings shall be scheduled at least 7 of 11 months of the school year. A minimum of six meetings per year is required.

All officers and members of the school community shall be notified via newsletter and digital communication (where appropriate) of upcoming meeting dates and times with at least 3 days notice.

An elected or appointed member shall not miss more than three consecutive meetings, or four meetings throughout the duration of term without valid reason.

All members are required to notify the Vice-Chairperson, Secretary or Chairperson in advance of missing a meeting (regrets sent will be considered as absent with cause).

Special Meetings:

Extraordinary meetings may be called as deemed necessary by School Council members or Committees.

All officers and members of the school community shall be notified via newsletter and digital communication (where appropriate) of upcoming meeting dates and times with at least 3 days notice.

The Quorum for any meeting of the School Council shall be a majority of the elected or appointed members. If a Quorum is present at the start of a meeting, the meeting may continue even if a Quorum is not maintained for the duration of the meeting.

Any School Council meeting for which there is no Quorum may be rescheduled by the Chair.

The Agenda for any meeting of the School Council shall be set by the Chair. Notwithstanding this, any member may make a motion at a meeting or raise an item to be discussed and the motion or item will be considered by the School Council at the meeting (under "New Business").

All members shall make reasonable efforts to advise the Chair, in advance, of any matters to be raised at a meeting.

VOTING PROCEDURES

The School Council shall endeavor to make the most decisions by consensus whenever possible. Matters to be decided by a vote of the School Council shall be decided by a Majority of positive votes of the members actually in attendance at the meeting or provided via email to a member of Council prior to a council meeting. A member may abstain from voting. A member or Officer must abstain from voting on issues which could reasonably, be considered as a Conflict of Interest. A Proxy will be accepted from Appointed/Elected School Council members on important issues. All considered participants of the school community may be present at the meetings of the Marlborough School Council.

CONFLICT RESOLUTIONS

If any member or members believe (or any ten or more parents believe) that the Marlborough School Council is in a State of Conflict that adversely affects its ability to perform, then on written request to the Chair by such members or parents, the Chair will request the CBE provide a person to serve as a facilitator to assist in resolving the conflict. If the facilitation process does not resolve the conflict, then the School Council shall seek resolution through the Formal Conflict Resolution process established by the CBE.

ANNUAL GENERAL MEETING

An Annual General Meeting shall be held once per School Calendar Year in October. Notice of the AGM shall be shared in August/September via school newsletter and school website.

The focus of the AGM will be:

- (1) The election of representatives of the Parent Community to the School Council Offices. The elected positions will be a term of 12 months.
- (2) Financial statements of the School Council.
- (3) Budgets and program changes.
- (4) Major issues facing the school.
- (5) Proposed By-law changes.

ANNUAL REPORTS

The School Council's Annual Report shall include:

- (1) A summary of the School Council's activities.
- (2) Financial statements.
- (3) Copies of the minutes from the School Council's meetings.

The Annual Report shall be presented to the School Board and the School Community at large and submitted to the Trustee's office.

SOCIETY SEAL

The society has no seal.

BY-LAWS

The by-laws remain in effect from year to year and can only be changed by a special resolution of the members. These will most often occur at an Annual General Meeting or during a special meeting for the express purpose of amending and approving with 21 days written notice. By-laws may be amended with a 2/3 majority vote at an AGM.

FISCAL YEAR

The fiscal year end of the society in each year shall be June 30th.

AUDITING/BORROWING OF MONEY

The books and records of the society may be inspected by any member of the society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same.

Each member of the Board shall at all times have access to such books and records.

The books of the society will be audited once a year. This will be conducted by a third party and reviewed by at least two Officers of the Council.

The society is NOT able to borrow money from any source, for any reason.

SIGNING AUTHORITIES

Any two of three predetermined officers of the School Council are authorized to sign cheques or execute agreements and the School Council may appoint additional signing authorities.

EFFECTIVE DATE AND AMMENDMENTS

These by-laws shall come into force when approved by a majority of the membership who voted at a special meeting called specifically for that purpose.

These by-laws have been presented at a special meeting on the 5th day of February, 2018 and unanimously passed by Council members on this 5th day of March, 2018.

Motion to pass these by-laws as amended and written by Danielle Luft and Michelle Cavanagh.

Seconded by: Dana Watson.

Motion was passed.