

# By-Laws

Tamarac Education Centre

Advisory Council

(Adopted tenth day of June 1998)  
Revised June, 2015

## **1.0 Definition**

- 1.1 A school advisory council is a legally recognized body composed of the principal and representatives of parents, teachers, support staff, and community members who work together to enhance the quality of education provided by the school.

## **2.0 Purpose**

- 2.1 The primary responsibility of the council is to develop and monitor the implementation of a school improvement plan in collaboration with school staff.
- 2.2 School advisory councils are expected to provide an annual report that clearly describes the results achieved by each school improvement plan.
- 2.3 It is important to remember that the purpose of an SAC is to advise the school principal using a collaborative process of shared decision making that will improve student learning.

## **MEMBERSHIP**

1. Tamarac Education Centre School Advisory Council (“The Council”) will have twelve members including three parents of children enrolled in the school, two teachers, one support staff, three community members, and may include students. Not more than one-third of the membership shall be from any one of the above groups. The principal will serve as a non-voting, permanent member.

## **ELIGIBILITY**

2. Eligible parents are those parents who have children currently enrolled at Tamarac Education Centre and who are not employees of the Strait Regional School Board.
3. Eligible teachers are those teachers currently teaching at the Tamarac Education Centre.
4. Eligible support staff are those currently working at Tamarac Education Centre in the following groups: secretarial staff, teaching assistants, maintenance staff, library technicians and bus drivers.
5. Eligible community members are those residents of the communities served by the Tamarac Education Centre who are not parents of a child currently enrolled at the Tamarac Education Centre and are not employees of the Strait Regional School Board.
6. Eligible students will be from either grade 7 or 8.

## **ELECTIONS**

7. In circumstances where more than one name comes forward for any vacant position, elections will be conducted by secret ballot. No voting by proxy will be permitted.

8. Teacher representatives are to be elected from and by eligible teachers. Support staff representatives are to be elected from and by eligible support staff. Parent representatives are to be elected by eligible parents. Community representatives shall be appointed by elected members for a specific term. Students are to be elected by the student body.
9. (a) When an elected position on the council becomes vacant, the council shall arrange a new election for that position; alternatively, the council may appoint a person for a term not to exceed six months.  
(b) When a community representative position becomes vacant before the end of their term, the council shall appoint a replacement within three months to complete the term.
10. The term for any position will be no longer than three years, and no member shall serve more than two consecutive terms. Roles for School Council Members are defined in Appendix "A". If unsuccessful in acquiring member the term can be extended.
11. The chairperson and vice-person will be parent or community representatives. Executive shall be elected annually.
12. The year-end for the council will be August 30th. Annual elections will be conducted at the first meeting in September.

## **MEETINGS**

13. All regular council meetings will be open to the public and duly publicized.
14. The council shall meet at least six times per year at a date, time, and place determined by the Council
15. The chairperson of the council will develop meeting agendas in consultation with the principal. The agenda will be distributed to each member prior to the meeting.
16. Minutes will be kept for each meeting and included in the school's official records. These minutes are available to the public.
17. (1) It is the duty of the Chair/Vice-Chair to ensure that all meetings of the SAC are conducted in a fair and democratic manner.  
(2) Everyone's opinion should be respected without fear of censure.  
(3) All members will address their concerns/issues through the Chair.  
(4) The Chair/Vice Chair will ensure that everyone is given the opportunity to have input.  
(5) All decisions made by a SAC will be made by consensus.

## **DECISION MAKING STRUCTURE**

18. All school council members will have an opportunity to participate in decision making, and all members are responsible for participating in decision making.  
(a) Achieving consensus will be the guiding principal behind decision making.  
(b) If consensus cannot be reached on significant issues, the decision will be tabled until the next meeting. When appropriate, consultation with representatives of the partner groups will take place. Further discussion and decision making shall then

take place at the next meeting. If consensus cannot be reached, then we would employ a vote.

- (c) On issues for which voting is employed, three quarters will be required for a majority. If there is not three quarters majority, no advice will be given.
  - (d) The principal, as a non-voting member, participates in the decision making of the council in a consultative role.
- 19. No business shall take place at any meeting of the council unless a quorum of members is present. Quorum is a 50% plus 1.
  - 20. All individual members will publicly support council decisions.
  - 21. Consultation will be carried out with parents, school staff, students and community members as appropriate. Issues may be discussed in a structured way prior to decision making.
  - 22. Decisions and methods used in making decisions will be recorded in the minutes for each meeting.

### **SUPPORT**

- 23. The school will provide, within the limits of its resources, support services, communication, and other reasonable assistance associated with the council's activities.
- 24. On occasion, the board could be asked to provide financial support for expenses incurred on school advisory council business outside regularly scheduled meetings.

### **ANNUAL REPORT**

- 25. An annual school report will be prepared by the council in consultation with appropriate partners. This report will be communicated to students, parents, and the community at large.

### **ADOPTING/AMENDING BY-LAWS**

- 26. By-laws will be adopted or amended in accordance with the council's decision making procedure.

### **ROLES OF SCHOOL ADVISORY COUNCIL MEMBERS**

- 27. For school advisory councils to be truly effective, council members and the people they serve need to understand individual responsibilities. *The Education Act* outlines roles for partners in school advisory councils. In addition to the legislated roles, other leadership and support roles contribute to the effective operation of school councils. The following descriptions give an overview of the possible roles for council members.

### **Chair and/or Vice-Chair**

- Facilitates/leads school advisory council meetings
- Communicates with the principal and the school board
- Helps to seek consensus and resolve conflicts
- Assist principals to communicate the annual report to partners.

### **Executive**

- Records and maintains council minutes
- Represents the council at other meetings
- Organizes the schedule of events for the council

### **Council Members**

- Participate in the school improvement process with the staff
- Communicate with the groups they represent
- Work as team members
- Develop the letter of agreement
- Participate in the development of the council's annual report

### **Principal**

- Provides educational leadership
- Helps to establish the school advisory council
- Co-ordinates the implementation of the school improvement plan
- Gives periodic updates on the school improvement plan
- Assists the council in the preparation of the annual report to the partners
- Consults with the council on relevant school issues
- Responds to the advice of the council
- Communicates with staff, students, council, and the school board
- Provides, within the limits of its financial resources, support services, communication and other reasonable assistance associated with the SAC's activities