

Whycocomagh Education Centre School Advisory Council By-Laws

1. Membership/Eligibility

The Whycocomagh Education Centre School Advisory Council will have 10 members including:

Two Students – The President of the Student Council is automatically a member. There will be one other representative from Grades 5-8. This other member will be selected from the WEC Student Council by the members of that council. All terms of office will be for one year.

Four Parents/Guardians – To be elected. Eligible parents/guardians are those who have children currently enrolled at Whycocomagh Education Centre and who are not employees of the Strait Regional School Board. For the first time only, terms of office will be one person for one year, one person for two years. Thereafter, elections will be for a two year term. Terms can be no longer than three years and a person can re-offer after a one-year absence. Parent/guardian representatives will be elected at a public meeting.

One Community Member – By appointment of School Advisory Council for a one year term. Eligible community members are those residents of Whycocomagh Education Centre catchment area who are not employees of the Strait Regional School Board or parents/guardians to a child attending WEC.

Elected Board members cannot serve as a SAC member in a school within the jurisdiction of their school board.

Two representatives of the Teaching Staff – To be elected by the teaching staff each year. Eligible teachers are those currently teaching at Whycocomagh Education Centre. A teacher cannot serve as a parent or community member representative in a school in which they teach.

One representatives of the Support Staff – To be elected by the support staff each year. Eligible support staff are those currently working at Whycocomagh Education Centre in the following groups: secretarial staff, library technicians, teaching assistants, janitorial staff, playground supervisors and bus drivers.

Principal – The principal shall be a non-voting member.

Vacated Positions - The SAC will refill vacated positions by holding a special election for that position or by appointing a person for a term not to exceed six months. Vacant positions must be refilled by individuals from the same membership group as the person who vacated the position.

Executive – The executive of the SAC (co-chairs, secretary) shall be annually elected from among the members. This election will occur before September 30. The chair should normally be a parent or other community member. The principal is an ex-officio member of the executive.

2. Meetings

- a) All SAC meetings will be open to the public.
- b) Meetings shall be one hour long, with the option to extend for 30 minutes.
- c) The SAC shall meet at least 6 times each year.
- d) An extra-ordinary meeting of the SAC may be called by the Chairperson or by members at any time, and shall be called by the members if requisitioned by at least 25% in number of the members of the SAC.
- e) Notice of meetings shall be given one week in advance by the secretary
- f) The Agenda shall be prepared by the Chairperson in consultation with the principal. Items always included in the agenda include a Student Report, Principal's Report and Planning for Student Success (school improvement).
- g) No business shall be transacted at any meeting of the SAC unless a quorum of members is present at the commencement of such business. Such quorum shall consist of one-half plus one member with representation from each group included in that number.

3. Officers

The offices of the Whycocomagh Education Centre SAC shall be a Chairperson (or two Co-Chairs) and a Secretary.

Role of the Chairperson

- a) To communicate the meeting time and location
- b) To organize the agenda in collaboration with the principal and to provide the agenda for the meeting
- c) To preside over the meeting
- d) To facilitate open discussion
- e) To ensure the meeting runs in a timely fashion, allowing for discussion of agenda items

Role of the Secretary

- a) To keep full, accurate and impartial account of the proceedings of all meetings
- b) To make these minutes available to the public (once they are approved by the SAC)

4. Terms of Office

Terms of office for each category of members will be described in Section 1. Membership. Terms of office for each executive position should change or rotate annually.

5. Decision Making Structure

Agreement by consensus will be used. The quorum of the SAC will be a simple majority of its members. However, if this is unsuccessful, the item in question will be looked at more closely by a sub-committee and their findings/information will be brought back to the next meeting. If consensus is still not reached, then a vote will be taken with a two thirds majority being required. If it concerns a matter of urgency which could impede the functioning of the committee, the Chairperson could invoke "Bourinot's Rules of Order". The Principal will not have a vote.

6. Adopting/Amending By-laws

By-laws will be adopted or amended by a consensus decision of SAC members. These will be forwarded to the school board for approval, and the by-laws or amendments to them become effective upon receipt of approval.

7. Annual Report

The annual report will be submitted to the school board and Department of Education, and will be made available to students, parents and the community.