

École Sage Creek Bonavista School Community Council

Article 1: Name

École Sage Creek Bonavista School Community Council. This is commonly referred to as School Community Council (SCC)

Article 2: Definition

“Committee” refers to the body of voting members

“Executive” refers to a member who has been voted in at AGM – roles include chair, co-chair, and secretary

“Members” refers to all parents and Caregivers with a child enrolled in École Sage Creek Bonavista

“Voting Member” refers to all parents and Caregivers with a child enrolled in École Sage Creek Bonavista when in attendance at a meeting

“Parent” refers to all parents, Caregivers, and primary care givers

“School” refers to École Sage Creek Bonavista

“LRSD” refers to Louis Riel School Division

“SCC” refers to School Community Council

Article 3: Purpose of the Committee

1. To establish and maintain effective communication between Parents, administration, educational authorities, and government authorities responsible for the provision of French immersion education in the Louis Riel School Division.
2. Through the work of its members, the committee will strive to enhance the learning of students.
3. Contribute to a sense of community within the school and amongst the school, home, and neighborhood.

Article 4: Objectives

1. To welcome into membership all parents and Caregivers of École Sage Creek Bonavista
2. Promote and support the best possible types of French language learning opportunities available.
3. To work collaboratively with the school in supporting educational programs and initiatives undertaken by the teachers and administration.
4. To assist in providing the students of École Sage Creek Bonavista with opportunities to acquire a knowledge of the French language and culture.

5. To work collaboratively with the school in communicating information regarding school activities, programs, and special events to the parents and area residents.
6. Sharing Parent, student, committee, and administration's perspective with one another.
7. To attend meetings of and make representation to the LRSD on matters which falls within the purpose and objectives of the SCC.
8. To liaise with other school and community organizations which support the purpose and objectives of the École Sage Creek Bonavista SCC.

Article 5: Code of Conduct

The Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community. The Council is not a problem solving process for individuals; problems should be addressed via the proper channel and as per school divisional policies in place.

Members and attendees shall adhere to the following:

- Any applicable LRSD or ESCB school policy and by-laws.
- Attend meetings regularly, be prepared, and act in the best manner possible for all decisions made when voting.

While interacting with other SCC members and in the pursuit of SCC events, members shall:

- Trust that those involved want to do the best for each other, ESCB students, staff, and the caregiver community;
- Engage in behaviour that honours the dignity and contribution of everyone;
- Collaborate respectfully to achieve our shared mission;
- Not discriminate based on race, colour, religion, sex (including pregnancy, sexual orientation, or gender identity), national or ethnic origin, mental or physical disability, age, language, or socioeconomic status.

Adhering to the Code of Conduct maintains the quality of services provided by the SCC, and applies to all verbal, non-verbal, and written communication while interacting on behalf of the SCC, with Council Members, parents, guardians, school staff and administration, community representatives, and members of the public.

Article 5: Membership

A. Voting Members

Members - All parents, Caregivers and primary care givers are eligible to attend all SCC

meetings to provide input.

Voting members include:

All parents and Caregivers with a child enrolled in the school are voting members when in attendance at a meeting.

It is expected that members will:

1. Uphold the Constitution, and policies and procedures of the School Community Council;
2. Perform their duties with honesty and integrity;
3. Work to ensure that the well-being of the students is the primary focus of all decisions;
4. Make financial decisions to help support the school;
5. Respect the rights of all individuals;
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking forward concerns;
7. Strive to be informed;
8. Respect all confidential information and privacy concerns; and,
9. Support public education and the aims and goals of the school and school division

B. Non-Voting Members

Non-voting members provide valuable perspectives, enriching discussion and informing debate. Non-voting members include:

1. School Representation

The principal, vice-principal(s) and an appointed teacher representative will be encouraged to attend SCC meetings. At least one admin representative must be in attendance or the meeting will be rescheduled.

2. Student Representation

Student representatives of any student leadership programs will be encouraged to attend SCC meetings.

3. Community Representation

Individuals in the School catchment area who are not parents may attend SCC meetings.

Article 6: Structure

1. They are eligible to hold the position per the definition of parent, guardian, community representative, or LRSD teacher or staff;
2. They would be the only member of their household to hold a vote.
3. They understand and agree to the expectations and roles of their intended position.

Article 7: Election of the Executive

Each parent or guardian shall be eligible to vote at each AGM and at the first meeting of each school year.

- a. All persons nominated must have a $\frac{2}{3}$ majority vote to be elected.
- b. Parents and guardians shall elect the Executive council members for the school year at each Annual General Meeting (AGM). Nominations for the Executive Council members will be accepted as soon as the last Regular meeting of Council, before the AGM. Executive Members includes those elected to the role of Co-Chair(s), Treasurer, or Secretary.
- c. Elections for the Committee Coordinators will be done at the first meeting of each school year. Nominations for the Committee Coordinators will be accepted online prior to the meeting and in person at the first meeting of the year.
- d. Positions can be shared between two nominees if they both agree. If they do not want the position to be shared, voting for election to the Council shall be by secret ballot or anonymous poll.
- e. Only one (1) member of a household may be able to vote in any given year. Other family members may volunteer for the SCC, but will not have a vote. The voting member should be decided by the household at the time of the election and cannot be changed for that membership year.

3. The École Sage Creek Bonavista SCC may set up at any time such ad hoc committees as is considered necessary to carry out its purposes and objectives. The coordinators of any such ad hoc committee will be a volunteer approved by the Executive.

Committee Coordinators

- Committee Coordinators are appointed in at the first meeting of each school year. Committee Coordinators have the authority to act on behalf of the SCC within the boundaries of their role, and with the collaboration of the Council Executive, and Liaison(s). Coordinators may be appointed as needed on an ongoing basis by majority vote, whether at a Regular Meeting or via email vote.
- Where there are more Council Members than available Committees, a Council Coordinator role may be shared by multiple Council Members concurrently or consecutively as appropriate
- Committee Coordinators are expected to attend Regular Meetings. If a Regular Meeting can not be attended the Coordinator(s) will designate the Council Liaison, a member of the Executive to report on the Committee's behalf, or provide a written report. Each Committee report must be no longer than 5 minutes to keep meetings focused and ensure all agenda items are addressed efficiently. Further discussion can be had in individual committee meetings.

- Committee Coordinators will retain detailed inventories of Council-owned supplies, equipment, and other items, including their location, in collaboration with the Treasurer.
- Committee Coordinators must work within their approved budget.
- Committee members are expected to work cooperatively, as a team, and towards a common goal as established by the committee and the Council. In the event that a committee member is not contributing positively towards the work of the committee, effort will be made by the Coordinator and Council Liaison to determine the barriers to productivity, to solve them if possible, or to find a better fit for a member's skills, time, or focus.
- Committee Coordinators will be appointed to the following roles:

Fundraising Coordinator

The Fundraising Coordinator(s) will be responsible for leading fundraising efforts for the Council, including external/online sales, services, or raffles.

Fun Lunch Coordinator

The Fun Lunch Coordinator(s) is responsible for leading the fun lunch program, a scheduled, pre-ordered lunch program.

School/Community Events Coordinator

The School/Community Events Coordinator is responsible for organizing and leading the planning and delivery of special events held for students of École Sage Creek Bonavista and in some cases the community.

Playground Committee

The playground coordinator(s) will work alongside the ESCB Administration to assist in initiatives of the school.

Staff Appreciation Coordinator

The Staff Appreciation Coordinator is responsible for leading a committee focused on showing support and appreciation for school staff with food, gifts, and activities.

Other Coordinators as Needed

The SCC will appoint other committee coordinators as the need arises, and provide the coordinator with a clear mandate and purpose.

Article 8: Duties of the Executive

A. Chair and Co-Chair

1. The Chair will prepare the agenda for, and will chair all meetings of the École Sage Creek Bonavista SCC
3. Prepare and present a year-end report at the AGM
5. Perform or delegate duties and responsibilities that the École Sage Creek Bonavista SCC may require.
7. Comply with the LRSD requirements regarding financial records and matters of each school SCC

C. Secretary

1. The secretary will keep accurate minutes and records of the meetings.
2. Taking care of all correspondence and communications.
4. Make draft minutes available to all voting members from last meeting to all voting members who have requested minutes.
5. Make approved minutes available to the school community

D. Treasurer

1. Shall assume the responsibilities for all financial transactions on behalf of the council;
2. Will keep record of all financial transactions of the School Community Council, presenting an account of the funds to the members.
3. Shall be a signing officer
3. Shall assess all financial undertakings to ensure they are within budget;
4. Shall ensure expenditures have the appropriate authorization and are supported by detailed receipts and invoices;
5. Shall ensure all bills are paid promptly;
6. Shall ensure all monies are deposited promptly;
7. Shall prepare a written financial report for presentation at each SCC meeting;
8. Together with committee liaisons shall prepare a proposed annual budget;
9. Shall prepare a detailed year end report for presentation at each AGM;
10. Shall keep a complete and current inventory, including location, of all SCC assets.

Article 9: Executive Vacancies

1. The position of Executive will be automatically vacated if:
 - a. if they resign their position by delivering a written resignation to an Executive;
 - b. if they are unable for any reason to meet the ordinary demands of the position; or,
 - c. If an Executive is absent from two (2) consecutive meetings without notification or reason, this may be considered by the SCC as a resignation.
2. The SCC may appoint members to fill vacancies until new officers are elected at the next Annual General Meeting.
3. The SCC may ask for a resignation from any Executive who does not act in a way that upholds the objectives and mission of the School Community Council.

Article 10: Meetings

A. AGM

1. The Annual General Meeting of the SCC will be held no later than June 30th.
2. The Annual General Meeting will be chaired by the existing Chair
3. The meeting will be advertised throughout the school and community at least 14 days in advance.
4. All parents and Caregivers in attendance can vote at the AGM
5. Election for the officers of the SCC will take place at the Annual General Meeting. All parents and Caregivers of students attending the school are eligible for election. A parent must be in attendance to accept the nomination or have indicated their intention to do so to the Chair in writing.
6. The business of the Annual General Meeting will include:
 - a. The election of officers
 - b. Proposed constitution amendments (2/3 approval of voting members)
 - c. Financial statement of the previous year
 - d. Initial budget proposal for the upcoming year
 - e. Annual report from the Treasurer will be presented
 - f. Administrative sharing of changes to the vision or mission statement of the school, new student evaluation or discipline policy: or other major changes in the school program or focus
 - g. Any formal evaluation of the SCC or updating of the constitution if required
 - h. The quorum for Annual or Special General Meetings will be eight (8) parents of students enrolled at the school.

B. Regular Meetings

1. The first meeting of the SCC will be held within the first quarter of the school year. In the first meeting the executive will create the budget for the upcoming year.
2. The SCC will meet at least 5 times during the school year!
3. Meetings of the SCC will normally take place at the school.
4. Special meetings of the SCC may be called by the executives or at the written request of 10 parents of the school community.
5. The quorum for meetings of the SCC will be a minimum of five (5) voting members and one school representative.
6. All expenses incurred by SCC must be voted on with majority approval. With the exception of up to \$200 of expenses to which the executive team can use at their discretion throughout the school to cover operational expenses and costs.

C. Voting Procedures

Motions will be approved by majority vote, by show of hands. In the case of meetings held electronically in whole or in part, motions will be approved by majority vote by: a show of

hands, and/or verbal indication, and/or other electronic polling means as appropriate based on the platform being used to host the meeting.

In the case of a tie, the motion will be defeated.

In cases where a vote must occur between Regular Meetings, it is permissible for motions to be presented and voted upon via electronic means with a clear deadline to respond of not less than 24 hours. In such situations a majority vote of those responses will be the outcome of the motion. The motion and outcome of the vote will be presented at the next Regular Meeting and recorded in the minutes.

C. Online Vote

In the case of a time-sensitive motion that occurs between regular meetings and requires a vote, the executive may send an email to those in attendance at the previous meeting requesting their vote. Voting will be open for 72 hours. The outcome of the vote will be shared at the next meeting.

Article 11: Annual Report

The chair of the École Sage Creek Bonavista SCC will prepare and provide the school board with an annual report, if requested, which will include:

1. A summary of the SCC activities for the year
2. A financial statement
3. The SCC will make the report available to all members of the school community.

Article 12: Amendments to the Constitution

1. The constitutions remain in force from year to year unless amended at the Annual General Meeting or Special General Meeting.
2. Notice of proposed constitution amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

Article 13: Limitation of Liability

No member of the École Sage Creek Bonavista SCC will be held liable for the acts, receipts, neglects or default of any other officer or voting member nor for any loss, damage or expense incurred by the committee through the insufficiency or deficiency of title to any property acquired for or on behalf of the School Community Council, or for the insufficiency or deficiency of any security in or upon which any of the monies of the SCC will be invested, or for any loss or damage arising from bankruptcy, insolvency or malicious acts of any person with whom any of the moneys, securities or effects of the SCC will be deposited, or for any loss arising from any error or judgment or oversight, or for any other loss, damage or misfortune whatever which will happen in the execution of the duties of their office or in relation thereto, unless the same is occasioned by their own willful action, neglect or default.

Article 14: Financial Procedures

A. Annual Budget

1. At the beginning of each fiscal year (September to August), the SCC will develop an annual budget reflecting the priorities identified by SCC members, student representatives, community members, and school representatives.
2. Initial budget will be presented at the AGM and detailed budget will be created at the first regular meeting

B. Disbursements

1. All disbursements must be in accordance with the annual budget established by the SCC or be specially approved by motion at a SCC meeting. In exceptional circumstances, the SCC executive may authorize an expense, reporting to the general membership at the following meeting.
2. In some instances, the executive may authorize an individual to purchase goods or services for a SCC project. In such instances, the individual making the purchase must present to the treasurer the original receipt itemizing the goods or services purchased (not a debit card or credit card receipt).
3. The SCC may opt to secure an independent auditor to conduct an audit of all financial records.
4. The SCC will submit to an audit of all financial records, at the division's expense, if the administration or school division judges such an audit to be necessary.

Article 15: Notices

1. Every opportunity will be made by the SCC to ensure that members of the school community will have an opportunity to express their views for consideration and to attend meetings.
2. Except for the Annual General Meeting which requires 14 days notice, at least 7 days prior notice be given for all meetings. This information will be shared in multiple formats.

Article 16: Policies

1. The SCC may cooperate with other community groups on programs of common interest and concern.
2. The SCC will be carried on without purpose of gain for members of the Association. Any profits or other monies received by the SCC will be used in promoting its objectives.
3. The SCC will be non-sectarian/non-racial; new and existing members of any race or creed are welcome.
4. The SCC will retain its own identity and be bound only by the commitments it specifically endorses.
5. The SCC will not endorse or lend its name to any publications that contradict any of the School Community Council's objectives.
6. On matters within the school board's authority, the SCC may send its own representation.

7.

Article 17 - Conflict of Interest

Conflict of interest may be defined as a situation in which Council Members have a real or apparent interest (usually financial) that may influence or appear to influence the conduct of their ESCB SCC duties. Even when this conflict is not illegal, it may create doubts or suspicions concerning the integrity or fairness of decisions made by such individuals, and over time can undermine the work of the Council.

It is recognized that many Council Members are involved in other organizations related to community events, businesses in the area, or other related activities. Council Members are expected to represent the interests of SCS SCC when participating in Council meetings and ESCB SCC events. Members must disclose to the Council the relation between their other duties and any potential or perceived bias if they encounter a concern.

At the SCC Executive's discretion, the involved member may be requested to not participate in a decision, should the Council feel the member may have a real or apparent conflict of interest.

Section 18 - Email and Communication

Methods of Written Communication

Official communication with the Council will be via email and other online platforms (ie: messenger) for record-keeping and retention purposes.

Communication via other means, including but not limited to private message and text message, will not constitute official channels and when used, are for informal purposes only and where all parties are in agreement to its use.

SCC Email Accounts

SCC email addresses will be created as needed, with the approval of the Council, and will be used for Council business only.

All emails sent on behalf of the Council will be sent either:

1. From a Council email account, or,
2. Sparingly and where appropriate, from a Council Member's personal account with the Council cc'd.

SCC email accounts should be role-based and not personalized with an individual's name or personal contact information.

Where access to SCC email(s) is needed, the login access will be held by the Council Coordinator of that Committee and Executive Members. They may designate other committee members as needed. In addition to any other committee member they designate.

Section 19 - Fiscal Year

The fiscal year shall be from July 1 to June 30.

Section 20 - Dissolution

In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.