

BY-LAWS

5. Membership

The membership of the school council shall consist of the following:

- any parents/guardians of students registered in the school
- the principal of the school, a teacher representative as available
- one (1) school board trustee as available
- One (1) community member as available.
- One (1) student representative as available.

6. Officers

The officers of the school council shall consist of the following:

- chairperson, vice-chairperson, secretary, and treasurer, if required
- members at large consisting of four (4) parents/guardians of students registered in the school, elected by parents/guardians at the Annual General Meeting
- principal and teacher representatives

7. Establishment of Officers

- a) Every parent/guardian member of the council is eligible to volunteer or to be elected as an officer of the council.
- b) The officers will be elected for a one-year term at the Annual General Meeting of the school council.
- c) A parent/guardian member shall not serve more than two (2) successive terms in the same position of chair, vice-chair, secretary, or treasurer.
- d) The terms of office shall run from the first regular meeting to the Annual General Meeting.
- e) An officer may withdraw by notice in writing to the chair and the principal and if the withdrawing member is the chair, by notice in writing to the vice-chair and the principal.

8. Duties of the Officers

a) Chair

The chair shall be responsible for regularly meeting with the principal, planning and distributing the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council.

The chair shall submit the annual report to the school board and shall attend joint trustee school board meetings as requested.

b) Vice-Chair

The vice-chair shall assist the chair with duties as assigned and in the absence of the chair, assume the duties of the chair. The vice-chair is encouraged to consider election as chair the following term if possible.

c) Secretary

The secretary shall be responsible for keeping accurate minutes and records of the Meetings and placing a copy of each in the parent council binder kept at the school, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.

d) Treasurer

The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for annual auditing.