

Agincourt School Council Bylaws

Ratified December 12, 2006

The Agincourt School Council (“ASC”) hereby revokes all previous bylaws and constitutions, and replaces them with Ontario Regulations 612/00 plus the following bylaws:

1. **Statement of Intent.** The primary focus and mandate of ASC lies in the following areas:
 - a. Education inside Agincourt: Understanding the characteristics and needs of our school, identifying areas where we can improve our school and developing strategies to make it happen, improving student achievement levels, creating a positive learning environment, and increasing parental involvement in education.
 - b. The Education Community: Understanding and responding to education issues which extend beyond our walls. (Budgets, borders, closures, board policies, etc.), and giving Agincourt a voice in the broader community (OCASC, the Board, the Province, etc.).
 - c. The Volunteer Effort at Agincourt: Understanding and meeting the volunteer needs for Agincourt (Safe Arrival Program, Breakfast Program, Reading and literacy, school improvements, fundraising, community involvement, etc.) and promoting consistent and efficient volunteer operations.

2. **Membership.** The ASC shall operate in a public forum, where the entire school community is encouraged to participate. Members and their duties are defined as follows:
 - a. Chair. As described in the provincial School Council Guide.
 - b. Vice-Chair. Assist the Chair in discharging his/her duties.
 - c. Treasurer. Maintain accurate records of all ASC financial dealings, and prepare monthly and year-end reports. Maintain records on, and cosign on, ASC’s bank account. Make all records available for audit on request.
 - d. Secretary. Keep accurate minutes of the monthly council meeting, and assist with correspondence as requested.
 - e. OCASC Rep. Attend OCASC meetings and communicate facts/opinions between ASC and OCASC.
 - f. Event Coordinator. Plan and execute fundraising and/or social events, in collaboration with parent volunteers and /or faculty. Maintain a “do not solicit” list where necessary.
 - g. Volunteer Coordinator. Gather and maintain a list of volunteers each school year, to assist the Event coordinator and school faculty as required.

- h. Communications Coordinator. Coordinate and disseminate all ASC mass communications, both paper and electronic, in a timely and efficient manner.
 - i. Principal. As described in the provincial School Council Guide.
 - j. Teaching Member. As described in the provincial School Council Guide.
 - k. Non-Teaching Member or VP. As described in the provincial School Council Guide.
 - l. Community Rep. As described in the provincial School Council Guide.
3. **Consensus and Voting.** Public consensus shall form the basis for making decisions and passing motions, unless a membership vote is called. Anyone in attendance can call a membership vote, the outcome of which is binding. Regardless of which decision-making procedure is used, no motion may be passed without (a) a majority of members being present and (b) the majority of those members being parent members.
4. **Major Expenditures.** Any motion to spend more than \$3,500.00 per line item must be either voted on and then ratified at a second meeting or advertised in advance and voted on/passed at the next subsequent meeting.
5. **Minor Expenditures.** The Chair and the Treasurer shall jointly have a \$500.00 monthly discretionary spending budget, which is to be used only in time sensitive situations and with the best interests of ASC in mind. Any expenditure must be disclosed in the next treasurer's report.
6. **Elections.** Elections for the new school year shall occur as follows: Nominations shall be solicited in May's newsletter, followed by an election in June in which all Agincourt parents in attendance may vote. Contested positions shall be decided by secret ballot, whereas uncontested positions may be decided by show of hands. Election results are to be ratified at the September meeting, by show of hands of all Agincourt parents in attendance. If ratification fails, a second secret ballot shall be held for all contested positions, the outcome of which is binding. Faculty positions may be elected or appointed by faculty colleagues. Final election results shall be published to the school community in a timely manner.
7. **Vacancies.** Should an ASC position become vacant during the year for any reason, the vacancy will be noted and nominations solicited in the next council newsletter. Nominations and a binding election for that position may be held as early as the next council meeting. Should the position not be filled, ASC will extend and open invitation for nominations and then continue to do business to the best of its ability.

8. **Appointment of delegates.** A member may appoint any delegate to sit and vote in his or her place at a council meeting, providing the absent member notifies the Chair in advance. The appointment must be announced at the beginning of the meeting and recorded in the minutes.
9. **Removal of members.** Any motion to remove a member requires 2/3 membership approval, including the subject member's vote. This is a serious matter, and should be used only as a last resort in cases of unbecoming conduct, negligence of duty, or undisclosed conflict of interest.
10. **Signing officers.** The treasurer, Chair and Vice Chair, to be designated at the beginning of the school year, shall have signing authority over ASC's bank accounts. Two signatures are required for all expenditures or changes of signing officers.
11. **Conflicts of interest.** When a motion before ASC is likely to cause financial gain for a member's family or organization, the member must disclose the conflict of interest so that the other ASC members can decide whether or not to allow his/her vote.
12. **Committees.** Ad-hoc committees will be encouraged as a way of dealing with complex issues. Any member may form a committee at any time, and they are expected to report the results to ASC and bring back recommendations which must be voted on by council.
13. **Amendments.** These bylaws can be amended at any time, subject to a motion being passed at two council meetings.