

Constitution for the Irma School
Advisory Council and Irma Home and School

MISSION STATEMENT

The Irma School Advisory Council is committed to working cooperatively with staff to fulfill the mission, value, and belief statements of Irma School.

BYLAWS FOR SCHOOL COUNCIL MEMBERS

The bylaws will provide the Irma School Advisory Council with an established set of rules and procedures under which to function.

A.1 – General Membership-

The Irma School Advisory Council will include all parents/legal guardians of students of the Irma School, all staff of Irma School, and any community member.

A.2 – General Guidelines-

The Irma School Advisory Council will operate within the guidelines set out by the Buffalo Trail Regional School Board of Trustees

A.3 – Elected Membership- All elected members hold the same position for the Irma School Advisory Council and the Irma Home and School

1.1 Composition:

The Irma School Advisory Council will consist of 11 members. (6 parents, 1 Community Member, 1 Student, 1 Staff Rep., the Trustee, and the Principal as a nonvoting member)

1.2 Three Parent Members will be chosen as follows with at least:

- 1 member representing Grades K-4
- 1 member representing Grades 5-8
- 1 member representing Grades 9-12

1.3 Terms of Office:

All members are elected to a one year term of office. The Chairperson will stand in the following year as the past president in an ex-officio position unless reelected. This is done to provide continuity to the Advisory Council. Anyone can be re-elected.

1.4 Selection of Members:

- A. **Parents** are elected by names put forth by a nominating committee and from the floor of the annual meeting. This meeting is to be held not more than 30 days following the first day of the school year. A parent refers to the parent/legal guardian of a child attending Irma School.
- B. A staff member is elected annually at the first staff meeting of the year by their peers. This position can be shared by more than one staff member.
- C. The School Board Representative will be held by the current trustee position.

- D. The **Student Representative** is selected by the School Advisory Council process whereby interested students submit their name for the position prior to the Annual Meeting.
- E. Town Council will provide a town council representative that sits on the committee as a **Community Representative**.
- F. Officers are elected at the Annual General Meeting as per 1.4 Section A
- G. Replacement of an elected member-Should one of the elected members of the council withdraw from council or be disqualified because of ineligibility, the election of a replacement member will be held as soon as possible during a regular meeting of the elected council. The Chairperson and the Vice Chairperson will act as the nominating committee for this election. The Vice Chair will fill the vacant position until such time a new person is elected.

A.4 -Duties of Officers-All school council members are eligible to become officers, with the exception of the Chairperson and Vice Chairperson.

1.1 **Chairperson-** The Chairperson must be a parent/Legal Guardian of a child attending the Irma School.

The Chairperson shall:

- A. Convene and preside at all meeting of the School Council
- B. In Consultation with the elected council members, prepare and submit an annual report to the general membership of the school council and the school board.
- C. Prepare items for the agendas for the meetings in consultation with the other council members and the principal.

1.2 **Vice Chairperson-**The Vice Chairperson must be a parent/Legal Guardian of a child attending the Irma School.

The Vice Chairperson shall:

- A. Assist the Chairperson in carrying out his/her duties.
- B. Assume other responsibilities as assigned by the Irma School Advisory Council.

1.3 Secretary

The Secretary shall:

- A. Take, keep, and arrange for the distribution of minutes of the Irma School Advisory Council Meetings.
- B. Look after the correspondence of the School Council
- C. Assume other responsibilities as assigned by the Irma School Advisory Council.
- D. Ensure that the agenda of the next meeting is available one week prior to meeting date.
- E. Forward agenda and minutes to be posted on the school website.

1.4 Treasurer

The Treasurer shall:

- A. Ensure that accurate accounts, receipts, and disbursement of the Irma School Parent Advisory Council finances are maintained.
- B. Prepare and submit an annual financial report to the Irma School Advisory Council.
- C. Assume other responsibilities as assigned by the Irma School Advisory Council.

1.5 Elected Members (Directors and Parent Representatives)

Elected Members shall:

- A. Participate in the meetings of the School Council.
- B. Communicate information about the activities of the school council to students, teachers, parents and community members.
- C. Communicate regularly with the groups that they are representing with parents and wit community members o obtain their views on education and related issues.
- D. Assume other responsibilities as assigned by the Irma School Advisory Council.

A.5 - Financial support -

1.1 No members of the Irma School Advisory Council shall receive remuneration for services rendered.

1.2 Financial Support for the operation of the Irma School Advisory Council is achieved by fundraising efforts through the Irma Home and School.

A.6 - Irma School Advisory Council Meetings -

1.1 The first meeting shall be called within 30 days from the first day of the school year.

1.2 Meetings will be held on the second Monday of every month during the school year; excluding December. Should this day be a non-instructional day the meeting will be moved to the following Monday.

1.3 Meetings will begin at 7:00 pm

1.4 Any Parent, staff member, or community member may attend any regular Irma School Advisory Council Meeting.

1.5 The meetings will be held at the Irma School.

1.6 A quorum constitutes a majority of elected members of the school council.

1.7 Decisions are made by a majority vote of the members. The presiding Chair shall have the deciding vote in the case of a tie vote of the council.

1.8 If a quorum is not attained after three notices of meeting, the School Board may suspend the Irma School Advisory Council and assign the duties of the school council to the principal.

A.7- Sub Committees-

1.1 To encourage productivity, subcommittees will be utilized to involve as many parents, staff, and community members as possible who are not serving on the elected school council and to assist in accomplishing the tasks of the council.

A.8- General-

1.1 The Irma School Advisory Council shall have input on policies and decisions on educational matters at the school level in order to provide an environment that enhances student achievement and helps the school meet the established mission and goals.

1.2 The Irma School Advisory Council shall have input on school budgeting and general operation of the school.

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A.9 -Appeal of decision of the Irma School Advisory Council-

1.1 An appeal of a decision of the Irma School Advisory Council may be made by any student, parent, teacher, support staff, or community member.

1.2 The procedure for appeal will be as follows:

A. A written appeal is presented to the Irma School Advisory Council for consideration at least 7 days prior to an upcoming council meeting. This letter must state the reason for the appeal and points for consideration.

B. If after the council meeting the issue is not satisfactorily resolved, a written appeal may be submitted in writing to the superintendent of the Buffalo Trail Regional Division for consideration.

A.10 –Agendas-

1.1 Agenda items will be based on a yearly calendar put forward by collaboration between the Chairperson and the principal, additions to the agenda will be brought to the Chairperson up to and including the beginning of the following meeting.

1.2 Agendas must be available to the members of the council at least one week prior to the council meeting.

A.11 -Amendments to the constitution of the Irma School Advisory Council-

- 1.1 Amendments to the constitution of the Irma School Advisory Council must be placed on the agenda as a notice of motion 7 days prior to the meeting of the elected council.
- 1.2 The motion must be given two readings. The first meeting at the Irma School Advisory Council after the notice of motion has been served. The second and final reading of the motion will be read and voted on at the next regular meetings of the Irma School Advisory Council.

A.12 -Financial Matters-

- 1.1 A notice of motion shall be presented for expenditures made by the Irma School Advisory Council for over \$100.00.