

Wayoata School Community Council

Constitution March 10, 2014

1 Name Of Organization

The name of the non-profit organization shall be the Wayoata School Community Council herein after referred to as the WSCC.

2 Mission Statement

WSCC works together with parents, staff and community members to ensure the best quality of education for our children and to encourage a healthy relationship with the community. We invite all Wayoata School families to take part in our meetings, fundraising and work with us to plan events for our children.

3 Objectives

- 3.1 To provide an avenue of communication on topics of mutual interest to parents/guardians, the school and the community.
- 3.2 To promote family involvement.
- 3.3 To encourage families to offer their time and talents in support of school centered activities.
- 3.4 To fundraise to enhance and enrich the educational experience.

4 Membership

- 4.1 All parents and legal guardians whose children attend Wayoata School.
 1. Teacher representatives designated by the school administration.
- 4.2 Wayoata School Principal.
- 4.3 Members of the school community who are not parents of the students currently registered at Wayoata School are entitled to be a non-voting member of the WSCC.

5 Executive

- 5.1 The WSCC executive shall consist of a minimum of three and a maximum of seven parents/guardians elected at the Annual General Meeting.
- 5.2 The executive shall consist of a chairperson, secretary, treasurer and up to four members at large. Once the chairperson, secretary and treasurer positions are filled, up to four members at large can be nominated and elected in.
- 5.3 Positions shall be deemed vacant if the incumbent is absent for three consecutive meetings, unless otherwise agreed upon by a majority of the remaining executive. Any person resigning from a position cannot return to that position unless re-elected at the next AGM.
- 5.4 The term of office shall be two years. On the two year anniversary each position is up for re-election.

6 Duties of the executive

- 6.1 To conduct the day-to-day business of the WSCC in consultation with the membership and in accordance with the mission and objective of the council.
- 6.2 To carry out the decisions given to it by the members at meetings.
- 6.3 To elect a chairperson, secretary and treasurer (as outlined in Addendum 2 election guidelines) suggested duties of these and other executive positions are outlined in the attached guidelines (Addendum 2).
- 6.4 Appoint any committees deemed necessary for carrying out the business of the WSCC from the membership.

- 6.5 To give signing authority to the chairperson and treasurer. All withdrawals from the WSCC bank account must be submitted to the school clerk on a cheque request form and signed by both the chairperson and the treasurer before a cheque or transfer of funds can be completed.
- 6.6 To fill vacant positions by way of election or b-election, providing notice is given to the membership prior to the next general meeting.
- 6.7 For all reports presented at meetings it is recommended a typed summation be forwarded by email to the secretary for inclusion in the minutes.
- 6.8 All monies received through fundraising initiatives and donations should be counted and rolled by any two members of the executives.
- 6.9 All monies are to be kept at the school in a locked designated location in the school until deposited into the bank.
- 6.10 There must be an executive present at all WSCC events that deal with financial transactions. The executive is responsible for counting monies, securing monies and filling out a deposit slip.
- 6.11 A brief year-end report of the operations of the WSCC shall be given to the membership in June.

7 Meetings

- 7.1 The Annual General Meeting (AGM) shall be held in April of each year at which time elections for the executive shall take place. The exact date is to be set by the existing executive. Written notice must be given to the membership at least two weeks in advance and should include a brief description of the position(s) up for election.
- 7.2 In addition to the AGM, General Meetings will be open to the membership of the WSCC and are to be held a minimum of five times throughout the school year.
- 7.3 Executive meetings shall be held as needed with notice given to each executive at least 48 hours prior to that meeting. In lieu of a meeting, discussions and voting can be done via email. These email discussions and votes must be printed and included in the minutes. It is suggested the first executive meeting be held in April to plan for the up-coming school year.

8 Voting

- 8.1 Only members of the executive are entitled to vote.
- 8.2 The Principal and Teacher Representatives are non-voting members.
- 8.3 Quorum for a meeting shall be two thirds of the executive members.
- 8.4 The majority of those present (voting members) is required to pass a motion. When passing a motion during a meeting, it must be "moved" or "motioned" by one member and "seconded" by another member, then carried or denied by a show of hands. Once a vote is carried, the motion is closed for discussion.

9 Constitution Amendments

- 9.1 This constitution can only be amended at an AGM and shall require a two thirds majority vote by those eligible and present.
- 9.2 Any proposed constitutional amendments must be published and publicized to the WSCC membership at least two weeks prior to the AGM.