

Informed Massey Parents Advisory Council Bylaws

Article I - Official Name

The name of the Organization is Informed Massey Parents Advisory Council, hereinafter referred to as IMPAC, and will be recognized as such on all School Council correspondence.

Article II - Mission Statement

The Council shall provide a forum for parents, educators, students, and the community to actively participate in the improvement of student achievement. *Its focus is to address the issues and concerns of the Massey School community.*

Article III - Mandate

School Councils are advisory bodies

Working within the mission statement and goals of the Greater Essex County District School Board, the Council will provide advice to the school Principal and, where appropriate, to the school board in accordance with Regulations 612/613 of the Ontario Education Act.

IMPAC will operate in accordance with GECDSB regulations on School Council Regulations Reference AD-3, the Ontario School Council Guide regulations, and the Ministry of Education in Regulation 612/00. School council members will maintain a school-wide focus on all issues.

School Councils shall adhere to the Code of Conduct

Article IV - Objectives

- Enhance the accountability of the education system
- Promote the importance of, and to establish strategies for parental involvement in the education of students
- Establish and maintain effective communication between home, school, board, community, and the ministry in promoting the education of children.
- Foster an awareness of, and to advocate for the School and its community
- Promote school atmospheres such as cooperation, integrity, fair, self discipline, respect, caring

Objectives of the Organization

1. *To meet the guidelines for school councils as outlined by the Ministry of Education and the Greater Essex County District School Board.*
2. *To advise the school principal and where appropriate the school board on a wide range of issues including but not limited to: the school year calendar, the schools code of student behaviors, program goals, priorities and curriculum, best use of school facilities by the community, schools extracurricular activities and school based social, health, recreational and nutritional programs.*
3. *To develop educational opportunities, information, and resources that will foster increased communication between teachers, parents and students at Massey Secondary School to promote*

the best for each child physically, socially, emotionally and academically based on his or her needs, interests and abilities.

4. *To organize events that will provide funds to enrich the school environment and the school experience for staff and students.*

Article V - Membership

All members of the School Advisory Council shall demonstrate a firm commitment to education and support, in action and words, the philosophy and goals of the GECDSB. Whenever possible, the Council should reflect the diversity of the school community.

The Council shall be composed of a maximum of 25 people.

Membership will be composed of the following:

- School Principal
- one teacher representative
- one non-teaching staff
- one community representative - appointed at the discretion of the Council
- one student representative- appointed at the discretion of the Principal
- the majority **must** be parents/guardians of students enrolled at the school

Board members will report on the activities and progress at the general meetings.

Article VI – Elections

- The first meeting shall take place within the first 35 days of the school year.
- Elections shall take place within the first 30 days of the school year.
- Notification of the election procedure shall be published 14 days prior to the election.
- An information pack shall be made available to every home containing the outline of the election procedures, description of the responsibilities, and nomination forms.
- If the number of nominations exceeds the maximum membership as set out in Article V, an election of parent members will be required prior to the election of the executive otherwise all nominations will be acclaimed as parent members.
- Voting will occur by secret ballot on the date of the election.
- The Principal and teacher representative shall run the elections, *until the election of the chair.*
- Ballots will be destroyed at the direction of council.
- Parent Council members shall be presented to the school community in the next school publication.
- *Once the elections are completed, elections to the following officers are conducted.
Only those official members of School Council are allowed to vote for
The following positions:*

Chair

Vice-chair

Treasurer

Secretary

If a position is not contested, it is acclaimed. If the position is contested, each candidate gets a maximum of five minutes, in the absence of the other candidates for the same position, with the membership to describe why he or she should be elected. Once the executive is

announced, the new Chair will call the first general meeting of IMPAC to order and to proceed with business.

Article VII - Terms of Office

- The term of office shall be for one year.
- The member may be re-elected / re-appointed indefinitely.

Article VIII – Vacancies

- *If a member misses two consecutive meetings, without notification to the Chair, Council has the power to fill that position. Vacancies that occur during the school year may be filled by a vote of all Council members. Nominations may be made by a Council member. If a vacancy cannot be filled, Council shall proceed with a decreased membership.*

Article IX- Structure and Composition

- PRINCIPAL
- CHAIR/CO-CHAIR
- VICE-CHAIR
- SECRETARY
- TREASURER
- BOOK-KEEPER
- TEACHER REP
- NON-TEACHING REP
- COMMUNITY REP
- STUDENT REP(IF APPLICABLE)
- HOME AND SCHOOL REP(IF APPLICABLE)
- COUNCIL MEMBERS

The duties of members and of officers are listed in the GECDSB School Councils AD-3 document. The Chair will serve as an ex-officio member of all Committees; all electronic correspondence regarding IMPAC should be copied to the Chair.

Article X – Meetings

The Annual General Meeting (AGM) will be held each September with a minimum 14 days notice to the School Community. The business transacted at the AGM will follow the format below:

- a) Approval of the Minutes of the previous AGM and of General Meetings held since the previous AGM;*
- b) Business arising out of the Minutes of the previous AGM, or out of any General Meetings held since the previous AGM;*
- c) Reports of the Organization Officers;*
- d) Appointment of Auditors;*
- e) Nominations and introductions of candidates for election to the Board of Directors;*
- f) Elections; and*
- g) New Business.*

- The Council shall schedule a minimum of 4 meetings a year.
- *All meetings will be held on the first Tuesday of the month, unless a more suitable date is voted in by Council.*
- A quorum for a school council meeting shall be *fifty percent of the membership.*
- (If quorum is not met, it will be an information meeting only. No minutes shall be kept, and no decisions made)
- All meetings shall be open and held in the school library.
- All School Council meeting dates shall be made public, and published where possible.
- Minutes shall be taken at all meetings, and shall be kept in a binder available for review by the school community
- Every effort should be made by Council to make decisions by consensus. (all the members willing to accept a decision as reasonable) In the event that a vote is required, then every member is given one ballot with the exception of the principal or their designate. (The Chair *can vote only cast the deciding vote in the case of a tie*)
- *Agendas will be made available for all general meetings, prior to the meetings.*
- *Any attendee who disripts a meeting may be asked to leave by the chair or principal.*
- *A special meeting of the Board may be called by the Chair or by a majority of the Board.*

Article XI Voting

Each elected member of School Council is entitled to one vote. The chair does not vote, except in the event of a tie, when the Chair will vote to break the tie.

Article XII – Sub-Committees

The Council may establish sub--committees to make recommendations to the Council. A Committee shall include at least one Council member, and may include parents who are not members of Council.

Past IMPAC committees have included:

Fundraising/Bingo committee

Membership committee

Education and issues committee

Publications committee

Correspondence committee

And will be established as deemed necessary

Article XIII - Fundraising

The Council may participate in fundraising activities in accordance to policies established by the Greater Essex County District School Board.

Article XIV – Conflict of Interest

- A member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for them. At that time the Chair will note the conflict and ensure that the member does not participate in that agenda item discussion, or vote.
- A member shall not accept favours or economic benefit from any individuals, organizations, or businesses known to be seeking business contacts from the school.

Article XV – Conflict Resolution

Internal

Council members will make every effort to resolve internal disputes with the assistance of the principal. However if a dispute arises that cannot be resolved, The Council Chair and the principal may advise the supervisory officer School Council Liaison and the area school superintendent in accordance with the GECDSB regulations.

External

If the conflict is a direct result of a non-voting participant the Chair will be responsible for stopping the discussion. If the participants issue is of an individual nature, or one that does not fall within the domain of Council, the Chair will provide the participant with the correct steps that should be taken.(chain of command)Refer to the Code of Conduct.

Article XVI- Annual Report

The *Chair* shall provide an annual written report summarizing *the* activities of *IMPAC* of the year to the principal, the GECDSB, and to the school community *at the AGM*.

Article XVII Financial

The minimum signing officers are one parent representative, and the Principal and/or Vice Principal. Two signatures are required; one must be a parent: one must be the Principal and/or Vice-Principal. The organization will be carried out without purpose of gain for its members and any profits or other gains through the organization shall be used to promote its objectives. Financial reporting will be carried out according to the GECDSB regulations. Goods will not be delivered, until the payments are in hand. The treasurer and/or bookkeeper cannot be signing officers.

Article XVIII Amendments

Amendments to the bylaws shall be made only at School council meetings after being moved, seconded, and having received the majority vote. Any revisions shall be sent to all Council members one week prior to the meeting, allowing sufficient time to review the changes.

Article XIV Bylaws

These bylaws shall take effect commencing: 2 June 2009