

HEBBVILLE ACADEMY SCHOOL ADVISORY COUNCIL BY-LAWS

Membership

Hebbville Academy School Advisory Council will have up to 10 members including: up to 5 parents/guardians of the children enrolled in the school; 2 teachers and 1 support staff; and up to 2 community members. Efforts will be made to include individuals who reflect the diversity of the school community, including but not limited to African Nova Scotians, First Nations, other racially visible persons and persons with disabilities.

The school principal will serve as a permanent non-voting member, and cannot serve as SAC chair.

Length of Term

The term for any position will be no longer than three years. Following term of 3 years a member of the SAC may be elected to sit for another term. In order to facilitate continuity, terms for elected or appointed members may be staggered so that approximately 50% of the representatives are retained from one year to the next.

Elections

Parent/guardian representatives will be elected at a public meeting if necessary. Community representatives will be appointed by the SAC or elected at a public meeting.

Vacated Positions

The SAC may refill vacated positions by holding a special election for that position or by appointing a person for a term not to exceed that school year. Vacant positions must be refilled by individuals from the same membership group as the person who vacated the position.

Executive

The executive of the SAC (chair, secretary, and any additional member) shall be annually elected from among the members. This election will occur before September 30. The principal is an ex-officio member of the executive.

Meetings

All SAC meetings will be open to the public. The SAC shall meet at least six times per year, including an annual general meeting.

Agenda

The chair of the SAC will develop the meeting agenda in timely consultation with the principal and other SAC members. The agenda will be distributed prior to the meeting.

Minutes

Minutes will be kept for each meeting and included in the school's official records. Once minutes are approved by the SAC, they will be available to the public.

Support

The school will provide, within the limits of its financial resources, support services, communication and other reasonable assistance associated with the SAC's activities. These costs are expected to be minimal.

Annual Report

The annual report will be submitted to the school board and Department of Education, and will be made available to students, parents, and the community.

Adopting/Amending By-laws

By-laws will be adopted or amended by a consensus decision of SAC members. These will be forwarded to the school board for approval, and the by-laws or amendments to them become effective upon receipt of this approval.

Quorum

The quorum of the SAC will be simple majority of its members. For example, a ten-member SAC (not including the principal) would have a quorum of six members.

Decision Making Structure

The SAC will make decisions using the procedure laid out in in the Hebbville Academy SAC Letter of Agreement. If a consensus is not reached, the decision will be delayed until the next meeting.

Public Statements

The SAC chair or vice-chair, in consultation with the principal, shall be responsible for making any public statements that may be required, on behalf of the SAC.