

BUSBY SCHOOL ADVISORY COMMITTEE SOCIETY

BYLAWS

Busby School Advisory Committee Society

Mission Statement

The Busby Society's mission is to assist Busby Elementary School through an advisory and supportive role to help our children become the BEST they can be, by working TOGETHER as a strong school community.

Vision Statement

Busby Elementary School recognizes the potential of all students and encourages life-long learning in the pursuit of Excellence. In a progressive future, we hope to empower all students to be creative, independent, flexible and compassionate. This will enable all to experience security, integrity and remain proactive in our society. These values encompass Busby Elementary School's 'Purpose Statement' of Achieving Excellence – Child by Child – Day by Day - Together. The Busby School Advisory Committee Society will endeavor to assist in reaching this vision through an advisory and supportive role by working together to build a strong school community.

Objectives

1. To provide a method for all members of the Busby School Community to contribute to the education and success of the students at Busby Elementary School.
2. To serve as a Society at the School level and to receive and consider advice from the school, the board, the parents and community on the programs available to support the students.
3. To make decisions about the by-laws, finances and the operation of the Society.
4. To support our school's mission statement, philosophy and operational procedures.
5. To contribute to the development of fundraising plans at the school level.
6. To provide a written annual report to the School Board and the Society.
7. To be active participants in the School community.

Busby School Advisory Committee Society

Bylaws

1. Definitions

1.1. In these bylaws:

- 1.1.1. "Society" means the Busby School Advisory Committee Society
- 1.1.2. "ECS Parents" means the parents of children attending Kindergarten
- 1.1.3. "Parents" means parents, guardians or legal custodians of students registered at Busby Elementary School
- 1.1.4. "Regulations" means the Society 's Regulations under the School Act
- 1.1.5. "School" means Busby Elementary School
- 1.1.6. "Town Hall Model" means the model of governance for the Society.
Most decisions are made at regular, open meetings of the entire Society constituency and the officers of the Society act to carry out these decisions
- 1.1.7. "Constituency" means the group or unit of organizational structure of Parents, Teachers, members of the community that elected or appointed the Executive Members
- 1.1.8. "Decision Making Process" means a commitment to the consensus model which uses voting only when a matter of conscience divides the decision makers
- 1.1.9. "PHPS" means Pembina Hills Public Schools

2. Membership

2.1. The Busby School Advisory Committee Society shall consist of:

- 2.1.1. Parents or guardians of children attending Busby Elementary School
- 2.1.2. Principal of Busby Elementary School
- 2.1.3. Staff of Busby Elementary School
- 2.1.4. If desired, a representative of the community

2.2. The Executive Committee shall consist of:

- 2.2.1. 4 parents or guardians of students attending Busby Elementary School
- elected by parents at a meeting called for this purpose
- 2.2.2. The principal of Busby Elementary School
- 2.2.3. 1 teacher of the school – elected by school staff

3. Officers

3.1. The officers of the executive committee shall consist of:

- 3.1.1. Chair
- 3.1.2. Vice Chair
- 3.1.3. Secretary

3.1.4. Treasurer

3.2. Election of the Executive and Term of Office

An executive shall be elected from the Society and shall consist of the following officers:

- 3.2.1. Chair: shall be elected from the Society candidates who are not administrators of the PHPS for a term of one year.
- 3.2.2. Vice-Chair: shall be elected from the Society candidates who are not administrators of the PHPS for a term of one year. In the interests of continuity of Society affairs, it is recommended that the vice-chair moves up to chair if at all possible.
- 3.2.3. Secretary: shall be elected from the Society candidates who are not administrators of the PHPS for a term of one year.
- 3.2.4. Treasurer: shall be elected from the Society candidates who are not administrators of the PHPS for a term of one year.

3.3. Duties of the Chair

- 3.3.1. Shall serve as Chair at all meetings. In the event of their absence, they will contact the vice-Chair and secretary.
- 3.3.2. Shall prepare an agenda for all meetings and assume the role of Chair
- 3.3.3. May assign duties to other members as required
- 3.3.4. Shall be responsible for overseeing the administration of all affairs of the Society
- 3.3.5. Shall be a signing officer
- 3.3.6. Shall provide a written annual report to the School Board

3.4. Duties of the Vice Chairperson

- 3.4.1. Shall assist the Chair in carrying out their duties and assume the responsibility of the Chair in their absence
- 3.4.2. Shall assume other duties and responsibilities as assigned by the Society

3.5. Duties of the Secretary

- 3.5.1. Shall take, keep and arrange for the distribution of the minutes of all Society meetings, general meetings and special meetings of the Society .
- 3.5.2. Shall look after the correspondence of the Society
- 3.5.3. Shall give notice of all meetings
- 3.5.4. Shall assist the Chair in preparing a written annual report for the School Board
- 3.5.5. Shall keep an accurate list of all members and their addresses
- 3.5.6. Shall assume other duties and responsibilities as assigned by the Society

3.6. Duties of the Treasurer

- 3.6.1. Shall ensure that accurate accounts, receipts and disbursements of finances be maintained
- 3.6.2. Shall prepare and submit an annual financial report to the School Board

- 3.6.3. Shall be a signing officer
- 3.6.4. Shall assume other duties and responsibilities as assigned by the Society

3.7. Duties of the Officers

- 3.7.1. The executive committee will act to carry out the day to day operations of the Busby Society . The model of governance for the Society is the Town Hall Model whereby most decisions are made at regular, open meetings of the entire Society constituency.

3.8. Vacancies

- 3.8.1. With the exception of the Society position filled by the Principal, the Society may appoint qualified persons to fill vacancies until the vacancies can be filled by suitable constituents or, in the case of new officers, are elected at the next annual meeting.
- 3.8.2. If any new member of the executive committee fails to attend two consecutive Society meetings without informing the Chair, the Society shall have the power to declare the office vacant, or alternatively, to accept extenuating circumstances as cause for absence and make a temporary appointment to the office

3.9. Committees

- 3.9.1. Fund Raising Committee
- 3.9.2. The executive committee shall set up other committees as deemed necessary to carry out the wishes of the constituency

4. Meetings of the Society

- 4.1. The Society shall meet monthly at a time to be determined by the Society . In accordance with the regulations, the first meeting of each school year shall not be held later then 70 days after the start of the school year.
- 4.2. Notice of meeting shall be given in writing 7 days before the meeting. Such notice shall be waived if all the Society members agree.
- 4.3. The agenda of the meetings:
 - 4.3.1. Shall be prepared by the executive and forwarded to all families of children attending Busby Elementary School
 - 4.3.2. Shall not include personal issues regarding specific parents, students or staff members
 - 4.3.3. Any member who wishes an item or concern placed on the agenda must contact the chair in advance of the upcoming meeting

4.4. Quorum

- 4.4.1. A quorum for all meetings shall be 4.
- 4.4.2. If a quorum is not available for a meeting of the Society and a majority of parents and ECS parents wish the meeting to proceed in the absence of a quorum, the Society will continue the meeting for the purpose of discussion but no motions can be considered or approved

- 4.4.3. If a quorum is not available for a meeting of a Society and the meeting has been rescheduled on 2 or more occasions, the School Board may suspend the operation of the Society
- 4.5. If the operation of a Society is suspended, the principal may establish an advisory committee to carry out the duties of the Society until a new Society is established.
- 4.6. Decisions at Society meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- 4.7. If a vote is taken, the motion must be moved and seconded and pass by a 51% majority. A vote is necessary when deciding on money issues and changing bylaws.
- 5. Annual Meeting**
 - 5.1. The annual general meeting of the members shall be held at least once a year at a place and on a day and time to be set by the executive committee.
 - 5.2. Notice of the annual general meeting and the general nature of the business to be transacted, shall be given in writing at least 7 days before the meeting.
 - 5.3. The outgoing Chair shall present the annual report.
 - 5.4. Election of new officers for the executive committee will take place at the annual meeting
 - 5.4.1. The executive committee members shall take office effective at the conclusion of the meeting
 - 5.5. The members shall receive and act upon the previous years financial statement
 - 5.6. The members shall enact, repeal or amend the bylaws as required
- 6. Annual Report**
 - 6.1. The Society through the Chair must prepare and provide the School Board annually with an Annual Report
 - 6.1.1. Summarizing the activities of the Society for the previous year
 - 6.1.2. Including a financial statement relating to money handled by the Parent Advisory Committee for the previous year, if any, and including a copy of the minutes for each meeting of the Society held for the previous year
 - 6.2. The Society shall make the annual report available to all concerned members of the constituency and to the School Board of PHPS.
 - 6.3. The Chair will make this annual report available for the Annual General Meeting
- 7. Amendments of Bylaws**
 - 7.1. Bylaws may be amended at the Annual General Meeting or by calling a special meeting. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 7 days in advance of the meeting. Motion is passed with a 2/3 majority.
- 8. Conflict Resolution**

- 8.1. Between a principal and/or Society members
 - 8.1.1. Most disputes can be resolved through open and frank discussion and a clear understanding of roles and responsibilities. The first step in any dispute is for the participants to identify the specific areas of concern and then to attempt to resolve them.
- 8.2. In the event that a resolution is not readily available, the Board's Communications Protocol will take effect.
- 8.3. Pursuant to their role, Societies do not deliberate specific personnel or student issues.