



Uniacke District School

551 Highway 1, Mt. Uniacke
NS, Canada B0N 1Z0
Phone: 902-866-5100 Fax: 902-866-5105

**Uniacke District School
SCHOOL ADVISORY COUNCIL BY-LAWS**

1. MEMBERSHIP

The Uniacke District School Advisory Council (SAC) shall have, at most, 12 members including the principal of the school, three parents of the children enrolled in the school, three teachers, one support staff, three community members, and may include one Parent Teacher Action Group (PTAG) liaison. Not more than one-third of the membership shall be from any one of the above groups. The principal shall serve as a permanent member.

Tenure: Members shall serve for one, two, or three years. The term shall be designated by the SAC to allow maximum flexibility.

- (a) Notwithstanding the three year tenure rule;
 - (i) if annually, by September 1, no one accepts an invitation to serve as a representative, the SAC may invite a former member to return for an additional year;
 - (ii) the PTAG representative serves at the discretion of the PTAG and as such his/her service shall not be restricted.
- (b) after serving for three years, an SAC member is eligible to re-offer.

2. ELECTIONS

Parent representatives shall be elected through a public process. Community representatives shall be invited by the SAC to serve. Teachers and support staff shall elect their representatives.

3. ELECTION PROCESS

Uniacke District School SAC shall declare vacant positions in May, and:

Parent Representatives

- (a) shall have at least one child enrolled at Uniacke District School.
- (b) shall be elected by parents of children enrolled at Uniacke District School.
- (c) one member may be appointed to the SAC from and by the PTAG.
- (d) a notice calling for expression of interest for upcoming member elections shall be publicized.
- (e) elections shall be held in the month of May for any vacant positions.
- (f) elections shall be held by secret ballot.
- (g) two non-elected members shall serve as scrutineers for elections, said count to take place at the Annual General Meeting (AGM) in June.
- (h) elections will be decided by majority.

Teacher Representatives

- (a) must be a permanent/contract teacher at Uniacke District School.
- (b) shall be elected by teaching staff at Uniacke District School and announced at the AGM.
- (c) the principal shall serve as a permanent member of the Uniacke District SAC.

Support Staff Representatives

- (a) must be non-teaching staff at Uniacke District School.
- (b) shall be elected by support staff at Uniacke District School and announced at the AGM.

Community Members Representatives

- (a) shall live and/or work and/or be associated with the Uniacke District School community.
- (b) shall not have any children enrolled at Uniacke District School.
- (c) shall be invited to serve on the Uniacke District School SAC.
- (d) shall be appointed prior to the executive election in September.

4. DISPUTES

Disputes that cannot be resolved at the Uniacke District School SAC level shall be referred to the Chignecto-Central Regional Education Center through the SAC Chair. The Department of Education and Early Childhood Development shall resolve any disputes which the School Board cannot resolve. The School Board shall be responsible for all arbitration expenses.

5. VACATED POSITIONS

The SAC shall fill vacated positions by holding a special election for that position or by appointing a person for a term not to exceed six months. Vacated positions must be filled within a six month period in accordance with the terms of the by-laws. Vacant positions must be filled by individuals from the same membership group as the person who vacated the position. Any position vacated by community member shall be filled by invitation within a six month period.

6. EXECUTIVE

- (a) A Chair, Vice-chair, and Secretary shall be elected annually from among the SAC members. This election must occur annually before September 30.
- (b) The Principal shall not occupy an executive SAC position (non-voting SAC member).

7. MEETINGS

All regular SAC meetings shall be open to the public. The SAC must meet at least six times a year. The SAC shall hold an AGM in June. Except in extraordinary circumstances, a member missing three consecutive meetings shall be considered to have vacated his/her seat.

8. PUBLIC PRESENTATIONS

When the SAC is approached with a request to make a presentation:

- (a) Presenter(s) shall be asked to submit a summary of the presentation to the SAC Chair and the Principal.
- (b) The SAC as a whole, or the Chair and the Principal, shall determine if the topic falls within the guidelines of the SAC.
- (c) If the SAC determines that the topic is controversial, an "in camera" meeting may be recommended; if the topic is not controversial, the presentation shall be added to the agenda of the next SAC meeting.
- (d) If the topic falls within the guidelines of the SAC mandate, the presenter will be notified of a date and time for the presentation; if the topic does not fall within the guidelines of the SAC mandate, the presentation will be denied and a recommended action will be suggested by the SAC to the Presenter.
- (e) At the SAC meeting, the Chair shall facilitate the presentation process.
- (f) Presentations shall be limited to a maximum of 10 minutes, but may be extended at the discretion of the SAC.
- (g) To help clarify the topic content and/or recommendations, there shall be a question-period of 10–15 minutes, if needed.
- (h) The Chair shall bring closure to the presentation and provide the following information:

- (i) the SAC shall take the presentation and/or recommendations under advisement,
- (ii) the presenter(s) shall be informed of any pending decisions and anticipated timeframe.
- (i) Written record of presentation requests and the action taken by the SAC, including communication and decision making results, shall be kept with school SAC records.
- (j) Following all presentations, the Chair shall contact the presenter(s) and communicate any decisions of the SAC, including the rationale for any decision(s).

9. SAC MEETING AGENDA AND MEETING MINUTES

SAC meeting agendas and meeting minutes shall be developed by the SAC Chair in consultation with the principal. The agenda shall be distributed at least one week prior to the meeting. Minutes shall be kept for each meeting and included in the school's official records and shall be available to the public, upon request.

10. SCHOOL SUPPORT

Uniacke District School shall provide, within the limits of its financial resources, support services, communication, and other reasonable assistance associated with SAC activities. These costs are expected to be minimal.

11. ANNUAL REPORT

An Annual Report shall be produced by the principal and school staff, in consultation with appropriate partners. This annual report shall be submitted to the School Board and communicated to stakeholders.

12. ADOPTING/AMENDING BY-LAWS

By-laws may be adopted or amended by a consensus decision of the members of the SAC. If consensus cannot be achieved, the SAC shall use a voting procedure.

13. DECISION MAKING

- (a) all SAC representatives shall be able to vote, with the exception of the Principal;
- (b) any SAC representative may abstain and have the abstention recorded in the minutes;
- (c) the quorum for a meeting shall be at least five members and include the Principal and at least one representative from the parent, teacher, and community groups.

14. PUBLIC STATEMENTS

The SAC Chair or Principal, in consultation with the Board Communication Officer, shall be responsible for making public statements on behalf of the SAC.

APPROVED:

Amy Martin

Chair, Uniacke District School Advisory Council

Nov 4, 2019

Date

Joy King

Principal, Uniacke District School

Nov 4, 2019

Date

