

Halifax Central Junior High SAC By-Laws

Membership

The Halifax Central Junior High School Advisory Council will have 12 members including: 3 parents/guardians of students enrolled in the school; 3 students – one from each grade; 3 teachers and/or support staff; and 2 community members. No more than 1/3 of the membership may be drawn from any of the above groups. Efforts will be made to include individuals who reflect diversity of the school community, including but not limited to African Nova Scotians, First Nations and 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. In order to facilitate continuity terms for elected or appointed members will ideally be staggered so that approximately 50% of the representatives are retained from one year to the next.

- Student terms shall be 2 years with one year renewable
- Parent terms shall be 1 year with two one year renewable terms
- Chair terms shall be 1 year with two one year renewable terms
- Staff terms shall be 2 years with one year renewable

Elections

Parent/guardian representatives will be elected at a public meeting. Community representatives will be appointed by the SAC or elected at a public meeting. Teachers and support staff will elect their representatives. Students will elect their student representatives.

Vacated positions

The SAC will refill vacated positions by holding a special election for that position or by appointing a person for a term not to exceed six months. 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 at least a week prior to the meeting date.

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 posted and 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 become effective upon receipt of this approval.

Quorum

The quorum of the SAC will be a 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 decision using consensus. If a consensus is not reached the decision will be delayed until the next meeting.

Public Statements

The SAC 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.

Bylaws adopted May 2013.