

Stoney Creek Community Council



Constitution and Bylaws

Revised April 2, 2012

Stoney Creek Community Council



COMMUNITY SCHOOLS IN BURNABY

- AN OVERVIEW -

(April 2012)

Stoney Creek Community School is one of eight designated Community Schools in Burnaby. The other Community Schools are Gilmore, Lochdale, Second Street, Stride Avenue and Edmonds.

In order to be designated a Community School, a staff member and interested residents undertake an intensive study of the Community Education Concept and weigh how it would benefit their neighbourhood and school. Simultaneously, a comprehensive needs assessment of the school and the community it serves must be completed.

This process usually takes a year to complete. If, at the end of that time, both the school staff and local residents are committed to the community education concept, they may apply to the District Advisory and Coordinating Committee (D.A.C.)* for designation.

Once designated a Community School, an advisory council must be formed which is made up of residents, school staff and representatives from local agencies. This representative cross-section of people then takes on the task of working towards the goals established for all Burnaby Community Schools by the D.A.C.

* District Community School Advisory and Coordinating Committee (D.A.C.)
A committee of the Burnaby School Board comprised of one representative from each Community School Council, two School Trustees, one Recreation Commissioner and one Alderman. The purpose of the D.A.C. is to advise the School Board and Municipality on Community Schools, set budgets and promote the community education concept.

STONEY CREEK COMMUNITY COUNCIL CONSTITUTION AND BYLAWS

April 2012

The Stoney Creek Community Council is a representative group of people who live and work within the school neighbourhood. It endorses the concept that everything that affects the welfare of children is its concern. Therefore, the scope of its activities include all aspects of the child's environment: the school and the community.

The members of Council work towards developing effective responses to emerging community and school needs through the development of programs or services for all residents, regardless of age. Inherent to this is a commitment to ensure that all groups or individuals who will be affected by the activities of Council are involved in the decision making process.

Purpose

The Council works on an ongoing basis to meet the school district goals for all Community Schools. These are as follows:

1. To utilize schools and other neighbourhood facilities more effectively for desired community programs.
2. To strengthen the existing kindergarten to grade twelve school program through greater involvement and utilization of available human, physical and financial community resources.
3. To develop a variety of educational, recreational, cultural, and social opportunities for children, youth and adults.
4. To encourage community residents to become involved in community activities, services and issues.
5. To strengthen communications within the community.
6. To facilitate coordination and cooperation among agencies and organizations in delivery of community services.

Additionally, Stoney's Council develops specific goals to focus on during each school year which reflect the current needs of our school and community. Refer to S.P.C. goals.

Dissolution

Upon winding up or dissolution of the Stoney Creek Community Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

BYLAWS

April 2012

I. Membership

The composition of the council is non-partisan and reflective of the multicultural make-up of the neighbourhood. All adults who live and/or work in the Stoney Creek Community shall be voting members of the organization. Employees of Stoney Creek Community School other than the two-three appointed representatives shall be non-voting members.

II. Terms of Membership

Executive members serve a one-year term from May to May of the following year with the exception of the Chairperson and Treasurer who serve a 2-year term. All executive members may serve a maximum of 2 consecutive terms in any one position. Agency and staff representatives serve a one year term from September to September of the following year. They may also stand for re-appointment if they choose.

III. Elections

In May of each year, open elections will be held to select new Council members and to select executive officers. Because staffing assignments are sometimes not completed until the fall, the appointment of staff and agency representatives are completed at the September meeting each year. Should a vacancy come up in any position during the school year, Council may appoint a new member for the remainder of the term.

IV. Meetings

Council meetings will be held four times per year in October, January, March and May (this being the Annual General Meeting) or such other month(s) as needs may dictate, date and time to be selected by elected Council members in June of each year. Every effort will be made to hold meetings at a time and place which enables all members to attend. All meetings of Council are open to the general public. At Council's request, a child minder may be present at Council meetings.

Childcare will also be provided at the school by the Council for all committee members' children. Council members are asked to contact the Community Office at least 3 days in advance in order for arrangements to be made. Because of liability concerns, only children of parents involved in the meeting may be cared for, a minimum of 3 children in need of child minding is required for childcare to be provided at Council's expense.

V. Council Organization

April 2012

Executive Council:

The Executive Committee is comprised of the Past-Chairperson, Vice-Chairperson, Secretary, Treasurer, DPAC Representative, a representative from each of the Standing Committees and representatives from community groups such as NEBCA, NEBYAA, Community Policing, the business community, service groups, etc.

The Executive meets at least once before each Council Meeting to set the agenda for that meeting and to share information on agenda items which will come before Council.

Special meetings may be called by an Executive Officer, the Principal or Coordinator whenever a prompt decision is required on matters directly affecting Council. In order to expedite the business of the Council, the Executive has the power to make decisions on behalf of the Council. *However*, any Executive decisions must be made known to the Council members at the next Council Meeting. Council reserves the right to approve or reverse executive decisions. The Principal and Coordinator will act as advisors to the Executive Committee but will hold no voting power.

The Role of Executive Officers:

Past-Chairperson

The Past-Chairperson holds a special position on Council. Having held the position of Chairperson during the previous term, the person provides continuity to the organization whose membership may change with each term. The Past-Chairperson, through previous experience has a historical overview of its activities. This knowledge may be used to:

- Support the Chairperson by offering advice on procedures;
- Be a resource to Council by advising on the organization of past activities
- May vote at Council meetings only – is a non-voting Executive position.

Chairperson

- The Chairperson is the officer elected by Council to direct and coordinate its work.
- The Chairperson will keep in touch with each committee chairperson in order to support him/her and keep abreast of current activities.
- The Chairperson will chair the meetings of Council and encourage decisions made on information rather than attitudes or opinions.

Vice-Chairperson

- The Vice-Chairperson's main responsibility is to gain knowledge of the responsibilities of the Chairperson. (S)he will chair one committee of Council in order to gain experience in the role of Chairperson.
- The Vice-Chairperson assumes responsibilities for the Chairperson in case of absence and may be called upon to complete the unexpired term of the Chairperson in case of resignation.
- The Vice-Chairperson will be responsible for the liaison between Stoney Creek Community Council and the Association for Community Education, B.C., District Parent Advisory Committee, N.E.B.C.A., and N.E.B.Y.A.A.,

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Chairperson

- The Chairperson is the officer elected by Council to direct and coordinate its work.
- The Chairperson will keep in touch with each committee chairperson in order to support him/her and keep abreast of current activities.
- The Chairperson will prepare meeting agendas, chair the meetings of Council and encourage decisions made on information rather than attitudes or opinions.
- Ensure that Council is represented at the D.A.C. meetings.

Vice-Chairperson

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- The Vice-Chairperson assumes responsibilities for the Chairperson in case of absence and may be called upon to complete the unexpired term of the Chairperson in case of resignation.
- The Vice-Chairperson will be responsible for the liaison between Stoney Creek Community Council and the Association for Community Education, B.C., District Parent Advisory Committee;
 1. Ensuring that an associate membership is retained with the Association for Community Education, B.C
 2. Keeping Council informed of workshops and information provided by any of the above-mentioned organizations.
- These responsibilities can be delegated to other Council members.

April 2012

Secretary

The Secretary ensures that minutes are kept during Council Meetings and written reports from the standing committees are collected. Copies of the minutes from the previous meeting will be sent out to Council members and parents by the Secretary with typing assistance provided by the Coordinator's office.

The Secretary maintains a mailing list of committee and executive members and ensures appropriate recognition is provided by the Board for any staff or Council member who leaves or becomes ill. Finally, the Secretary receives and responds to correspondence as directed to do so by Council.

Treasurer and Co Treasurer

The Treasurer and Co Treasurer are responsible to Council for maintaining Council's books and financial records. In order to do this, the Treasurer will:

- Deposit money and write cheques;
- Plan a yearly operating budget in June each year in consultation with committee chairpersons; this budget shall be approved by Council at the first Council Meeting of the new school year.
- Report the financial position of Council at each meeting
- Prepare an annual statement for the Annual General Meeting.
- Maintain an account spreadsheet of council's accounts.

To disburse Council funds, the Treasurer or the Co Treasurer must be authorized by the Executive Officers and must have each cheque signed by two signing officers.

General Council Members

All Council members have certain responsibilities in common. Each person should:

- Actively work on one committee of Council;
- Develop an understanding of the goals of the Association for Community Education and the Burnaby School District goals for Community Schools
- Be sensitive to the emerging needs of the school and community
- Be familiar with the programs and services available at the school
- Support the concept of shared decision making at all levels
- Maintain a broad vision and a community point-of-view
- Serve as a source of information to Council by securing suggestions and recommendations from their friends and neighbours.
- Encourage widespread participation of all people in planning and developing programs to meet school and community needs.

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Community members to Council will represent the Council in the following organizations:

District Parent Advisory Committee (DPAC) (Two representatives)

School District #41's committee of representatives from all Burnaby schools meet five times a year with School District Senior staff and Trustees to provide feedback of district policy and concerns.

District Advisory and Coordinating Committee (DAC) (One representative)

School District #41's committee of council representatives forms all five Burnaby Community Schools, School District Senior Administrators and representatives from the Burnaby Planning Department, Interagency Council, Multicultural Society and CUPE. This group shapes the policy and direction of Burnaby Community Schools.

Council representatives to both organizations should maintain an overall awareness of Council and school activities so that they can appropriately represent Council concerns. A report would then be given to Council on any business resulting from either organization.

Appointed School Staff

It is desirable that there be representation from the school staff. By expressing the view points of the staff from two different perspectives, they will provide a more comprehensive understanding of the educational programs and priorities for all elementary children.

In order to ensure two-way communication between staff and Council, member or members attend Council meetings and provide a brief report on school events. Conversely, a report would then be presented at Staff Meetings on business resulting from Council Meetings.

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Ex-Officio Members – Principal, Coordinator and Parks and Recreation Staff

Principal and Coordinator

All persons are members of the Board and act in an advisory capacity. They hold no voting power but will interpret school policies and administrative responsibilities to the membership and share their expertise in planning educational and/or community programs.

Appointed Parks and Recreation Staff

A staff representative from the Department of Parks and Recreation serves as a liaison between Council and the municipality. He/she will work with Council, specifically with the Program Committee, by advising on program development, implementation and evaluation. He/she will also serve as a resource to Council in areas such as developing needs assessments, group process and other technical areas related to leisure services.

Student Leadership Representative

The student leadership from Stoney Creek or Burnaby Mountain High School may send two representatives to Council meetings to observe or to keep members informed of their activities. She/he holds no voting power.

VI. Committee Structure

Recommendations for all Committees:

One representative from each committee will report on the committee's activities and receive direction or input from Council on accomplishing their objectives.

A written report should be handed prior to each meeting to the Staff Assistant who will include this report as agenda items for the meeting.

We recommend that all committees meet at the time best suited to its members. Working residents may only be available during evening hours and their time constraints should be considered.

As each committee is formed, one member shall act as their chair and be responsible:

- For the work of the committee
- To keep the Council informed on the committee's work

Financial needs are to follow guidelines for Accessing Funds.

All committees are responsible to the Council. All funds raised by committees belong to the Council.

Finally, each Committee Chairperson should contact the Council Chairperson after each meeting and provide him/her with an update on the committee's activities.

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The Standing Committees of Council Include:

Parent Education Committee

The Parent Education Committee will consist of residents and teachers who will meet to discuss common educational concerns. The Education Committee will advise the staff of desired programs for children and adults which enhances and extends available educational opportunities.

Lunch Committee

The members of the Lunch Committee will provide a nutritious lunch at a reasonable cost to the children on a regular basis. The proceeds of this committee will go towards the operating expenses of Council.

Program Committee

This group will meet regularly to assist the Coordinator and Parks and Recreation staff in identifying educational and recreational program needs in the community for people of all ages.

Fundraising Committee

The role of the Fundraising Committee shall be:

- To determine the needs for funds for the following year
- To develop a fundraising plan for the year in consultation with Council and school staff.
- To oversee fundraising projects.

The above committees meet on a regular basis throughout the school year.

Newcomers' Welcoming Committee

This committee serves to welcome newcomers to our Burnaby school. The committee consists of representatives from ethnic origins represented in the school who can assist as needed.

Safety Committee

This committee oversees a variety of safety issues on the playground and in the school, as well as traffic issues *and emergency preparation*. Safety person is also responsible for the Earthquake container and supplies.

Ad Hoc Committee

From time to time, short-term committees are organized to achieve specific goals.

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School Planning Council

A School Planning Council is required by the School Act. “By a date specified by the board, a School Planning Council must prepare and submit to the board a plan for school in respect of improving student achievement and other matters contained in the board’s accountability contract relating to the school.” 8.3(2)

Three School Planning Council representatives shall be elected by secret ballot from the voting parent members at the Annual General Meeting, or at another meeting for which proper notification of the election has been given. Notification that the SPC representatives will be elected at a Stoney Creek Community Council (SCCC) General Meeting other than the Annual General Meeting shall be distributed to all families in the school at least fourteen (14) days prior to the meeting.

Each candidate for SPC representatives must be a parent or legal guardian (as defined by the School Act) of a student(s) enrolled in the school. The School Act prohibits employees of any School Board from being parent representatives on the SPC. Nominations may be received up to, and during, the SCCC General Meeting until declared closed by the Chairperson.

The election of three SPC representatives must be conducted by secret ballot and the three positions will be awarded to the three candidates with the most votes.

The School Act requires that one of the representatives must be an elected officer of the SCCC Executive. In the event that none of the successful candidates is on the Executive, then a new executive position will be created for one of the successful candidates, who shall be elected to the position. This additional position will expire at the end of the term of the SPC. As provided in the School Act, if three SPC representatives are not elected, the School Board may appoint a person to fill a vacancy.

The SCCC Executive member of the SPC is expected to regularly attend SCCC Executive meetings and act as a liaison between the SPC and the SCCC and to foster close working relations between the two bodies. The SCCC Executive may also invite all the SPC representatives to attend a SCCC Executive meeting from time to time.

The term of office for SPC representatives will be for not more than one year. The SPC must consult with the SCCC during the preparation of the school plan. Minutes of the SPC shall be kept and provided to the SCCC Executive.

April 2012

VII. Fundraising Policy

Each year staff, students and Council will engage in a process which identifies fundraising priorities of the year. These will be reflected as capital costs in the Council's budget. All fundraising efforts:

- Will be spaced apart so as to not over burden area residents or parents
- Will not duplicate or complicate fundraising efforts by other groups in the neighbourhood or school.
- Will involve those who will benefit.
- Will be for a specific and clearly stated purpose.
- Will be of a service nature or reflect principles of Council

Other special events organized by Council may include a fundraising component if desired, but not necessary.

Special requests from staff to meet unexpected needs could be responded to by Council. Any staff member with a special request is asked to first bring the request to staff meetings for endorsement and then to the Community Council for possible funding.

VII. Finances

1. All funds of the organization shall be on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act.
2. The Council signing officers for banking purposes shall consist of the Chairperson, Treasurer and Co Treasurer and/or one other executive member.
3. The fiscal year of the SCCC shall be August 1 – July 31st.
4. The Treasurer shall present a budget of expected income and expenditures to the Executive by 15th June and shall be approved by the Council at the AGM. Committee Chairpersons and school staff shall provide budgets to the Treasurer by April 15th.
5. The Treasurer shall present a written financial statement of annual income and expenditures to the Annual General Meeting.
6. The need for audits shall be agreed upon by the members at any general meeting of the membership, whereupon an independent Auditor shall be appointed.
7. The Executive, consisting of no less than five (5) people, may approve the spending of up to \$500 for an item and/or event not previously budgeted for.

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VIII. Code of Conduct

This section describes areas of discussion which are *inappropriate* for the organization to discuss.

The SCCC is not a forum for the discussion of individual school personnel, students or other individual members of the community.

Any Board member who is approached by an individual with a concern of a personal nature is in a privileged position and must treat such discussions as *confidential*.

IX. Constitutional Amendments

Amendments to the Constitution and Bylaws of SCCC shall be made at the Annual General Meeting of the Society.

1. Written notice of the specific wording of the proposed amendment(s) shall be provided to the membership at least thirty (30) days before the meeting.
2. A majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.
3. Any proposed amendments must be submitted to the Executive sixty (60) days prior to the Annual General Meeting.
4. Any extraordinary amendments to the Constitution may be made throughout the year. These proposed amendments must be submitted to the Executive sixty (60) days prior to the voting date and written notice of the specific wording of the proposed amendments shall be provided to the membership at least thirty (30) days prior to the voting date.