

## TANTALLON SENIOR ELEMENTARY SCHOOL ADVISORY COUNCIL

### *By-Laws*

<i>Statement of Purpose</i>	<ul style="list-style-type: none"> <li>◆ The purpose of these By-Laws is to establish and guide the structure and operation of the Council.</li> </ul>
<i>Guiding Principles</i>	<ul style="list-style-type: none"> <li>◆ Students' needs must be the first consideration for all decision making.</li> <li>◆ People at the school level are in the best position to make decisions that truly meet the needs of the students.</li> </ul>
<i>Code of Ethics</i>	<ul style="list-style-type: none"> <li>◆ All members have equal status on the Council.</li> <li>◆ Council members will show respect for one another and respect the confidentiality of information provided in closed meetings.</li> <li>◆ No person will act on behalf of the Council without delegated authority.</li> <li>◆ Council members will support final decisions.</li> </ul>
<i>Membership</i>	<ul style="list-style-type: none"> <li>◆ The School Advisory Council for Tantallon Elementary will have a minimum of 10 members including the Principal, Vice Principal, 4 (four) parents/guardians of students in the school, 4 (four) staff members consisting of at least 2 (two) teachers and at least 1 (one) non-teaching staff member, 2 (two) community members; and, 1 (one) member from the TESPAs Executive.</li> <li>◆ School Advisory Council memberships will include one, two and three year terms; Parent/Guardian Members (three years); Community Members (one year); Teachers and Support Staff (one year); and, TESPAs Executive Member (one year).</li> </ul>
<i>Election of Members</i>	<ul style="list-style-type: none"> <li>◆ Parents will be <b>elected</b>, if required, prior to October 31<sup>st</sup> each year.</li> <li>◆ Community members will be <b>invited</b> to serve on the Council.</li> <li>◆ Staff will <b>elect</b> their representatives prior to October 31<sup>st</sup> each year.</li> <li>◆ A member from the TESPAs Executive will be <b>invited</b> to serve on the Council.</li> </ul>
<i>Conflicts</i>	<ul style="list-style-type: none"> <li>◆ Membership disputes which cannot be resolved at the local level will be referred to the Halifax Regional School Board for advice and/or mediation as requested. The Department of Education will provide advice and/or mediation as requested.</li> </ul>
<i>Chairperson</i>	<ul style="list-style-type: none"> <li>◆ The Chair of the Council will be selected on an annual basis from among the SAC members, at the Annual General Meeting held in October of each year.</li> </ul>

<i>Vacated Positions</i>	<ul style="list-style-type: none"><li>◆ Vacated positions will be filled by holding a special election for that position, or by appointing a person for a term deemed appropriate by the Council.</li><li>◆ Individuals from the same membership group as the person who vacated the position must fill the vacant positions.</li></ul>
<i>Meetings</i>	<ul style="list-style-type: none"><li>◆ An opportunity will be given at each regular meeting for questions to be presented from the floor. Through prearrangement, members of the parent/guardian community, or community members, may present comments, questions, or concerns at a School Advisory Council meeting.</li><li>◆ The Council will meet a minimum of six times per year on a mutually agreed upon day and time. Meetings are not held in December and March of each year.</li><li>◆ An annual meeting will be held in October of each year.</li></ul>
<i>Attendance</i>	<ul style="list-style-type: none"><li>◆ It is the responsibility of Council members to notify the Chairperson if they are unable to attend a meeting. Any member can be removed by Resolution of the Council if they miss more than three meetings per year.</li></ul>
<i>Annual Report</i>	<ul style="list-style-type: none"><li>◆ An Annual Report will be prepared and distributed to the school community. The report will be produced in conjunction with the appropriate partners, and following the guidelines as laid out by the Halifax Regional School Board.</li></ul>
<i>Adoption/Amendment of By-Laws</i>	<ul style="list-style-type: none"><li>◆ By-Laws will be adopted or amended by a consensus decision of SAC members as required.</li></ul>