

STEM INNOVATION ACADEMY SCHOOL COUNCIL

Bylaws and Procedures

1. OFFICIAL NAME

- 1.1 The official name of the school council is “STEM Innovation Academy School Council”. The abbreviated name “STEMIA School Council” is used throughout this document.
- 1.2 The official name of the school organization is “STEM Innovation Academy” and shall be abbreviated to “STEM IA” herein this document.

2. VALUES

- 2.1 STEMIA School Council shall conduct itself with professionalism, transparency, and high ethical standards.
- 2.2 STEMIA School Council members will in good faith, focus on supporting and adding value to the experience of all STEM Innovation Academy learners. Members will also commit to be good role models in terms of honesty, integrity, and character.

3. PURPOSE & LIMITATIONS OF THE STEMIA SCHOOL COUNCIL

- 3.1 The essence of the STEM School Council is to: (i) be an advisory and consultative body to the School Principal; (ii) discuss the views of the school community at large on issues of common interest; and (iii) create various opportunities that will strengthen the school organization.
- 3.2 The goals and objectives of school council are:
 - a) Provide feedback to the School Principal;
 - b) Identify, initiate, and support projects and initiatives that are beneficial to the education and development of STEM IA learners;
 - c) Involve parents and community members to support and enhance the school community;
 - d) Provide an appropriate platform for parents to learn about important issues affecting the school;

- e) When appropriate, assist the School Principal in communication between the school and parents.

3.3 As an advisory body, the school council shall not supersede the traditional methods of communications between parents and teacher or parent and school administration.

3.4 The STEMIA School Council shall not:

- i) Take on the role of the teacher, principal or the Board, each of which has professional and legal responsibilities;
- ii) Discuss performance or conduct of individual students, teachers, other employees, parents or community members;
- iii) Comment on the management of the school, conditions, and terms of individual employment contracts for school staff;
- iv) Listen to personal complaints from parents about report cards, staff performance, school management and administration- these complaints shall be directed to the school administration.

4. MEMBERSHIP

4.1 Each parent, guardian, or legal custodian of a child registered at STEM Innovation Academy is a general member of the school council.

4.2 The School Council will be composed of no less than eight (8) members as follows: A majority of parents/guardians of children attending the school, who are not members of the school staff, elected by parents/guardians of children attending the school; The School Principal; and a Teacher Representative who was elected by peers.

4.3 The positions of Chairman, Vice-Chairman, Secretary, Treasurer, and if applicable, Director(s) at Large, must be elected by the voting members of the STEM Innovation Academy. These positions will be referred as “executive positions” and these elected individuals will be part of the executive committee/ board within the STEMIA School Council organization.

4.4 Term of Office: The term of office will be from November 1 to October 31, with the AGM being held at the end of the school year in June. Election for executives of school council will take place at the AGM. Incoming new council executives will have

from July to October to transition into their new roles. Pursuant to sections 8.1, 8.2, 8.3, 8.4, and 8.5, executive members shall commit to their responsibilities and to a smooth transition of office. If an executive member wishes to serve an additional year and no other nominees are received, then the member shall remain in office until election at the AGM the following year.

4.5 With the exception of the school council position filled by the School Principal, the STEMIA School Council may appoint members to fill vacancies if the position remains unfilled after the Annual General Meeting of the school council.

4.6 There will be no remuneration for acting as an executive or committee member of the STEMIA School Council. All positions within STEMIA School Council are to be filled by volunteers who understand that they will not be compensated for their time.

4.7 The purposes of the school council shall be carried on without financial gain to its members and no dividends shall be declared or paid and any profits or other accretions to the school council shall be used in promoting its purposes. This section is unequivocally unalterable.

4.8 Staff members who have a child registered at STEMIA may not apply or be elected to sit on the STEMIA School Council Executive board. They can, however, have a vote as general members of the school council.

5. ASSOCIATE MEMBERSHIP/ NON-VOTING MEMBERS

5.1 The Principal, Superintendent, and staff members of STEM IA will have Associate Membership.

5.2 As Associate Members of the STEMIA School Council, the members mentioned above shall serve in an advisory capacity. Associate Members are strictly prohibited from having voting rights at any STEMIA School Council meeting, Executive meetings, and Annual General Meetings.

6. NOMINATIONS AND ELECTION

6.1 Candidates for parent members of the school council may be nominated to the Executive board or School Principal. Nominations shall be submitted to the

Executive board at least one week prior to the STEMIA School Council Annual General Meeting.

- 6.2 Candidates shall not be nominated without their consent.
- 6.3 A nominee or nominator may provide a brief introduction of the person they have nominated at Election. If the nominator is unable to attend the Annual General Meeting, they may forward this information to be read aloud at the meeting. Each nominee will get an opportunity to explain their rationale for wanting to join the Executive board.
- 6.4 Election of officers shall be by secret ballot. If the meeting is being conducted online (ZOOM, Microsoft Teams, etc.), a poll will be available for eligible voting members to cast their vote. The results of the election will be announced by the Vice-Chairperson.

7. MEETING LOCATIONS

7.1 Meetings for the STEMIA School Council can take place in person, preferably inside the STEM Innovation Academy school building.

7.2 If special circumstances are involved, e.g., a public health concern or an outbreak, the meeting shall take place online via platforms such as ZOOM, Microsoft Teams etc. Online meetings will be recorded, but will be deleted after the Secretary has completed the minutes for the recorded meeting. Online recordings shall not be shared on social media accounts and other public platforms. Attendees must be informed about the meetings being recorded.

7.3 In-person meetings can also be streamed live at the discretion of the School Principal and the Executive committee.

7.4 A special STEMIA School Council may be called by the Chairperson as required. Notice shall be given online or in the manner determined by the Executive board, but must be given a minimum of three (3) working days prior to the meeting.

8. DUTIES OF EXECUTIVE MEMBERS

The Executive Committee will comprise of the Chairperson, Vice-Chairperson, Treasurer or Co-Treasurers, Secretary or Co-Secretaries,

and the School Principal. Everyone within this corps will have voting rights with the exception of the School Principal.

8.1 Chairperson

1. The Chairperson shall call and chair meetings;
2. Works with the School Principal to determine agenda items and meeting dates.
3. Ensures that the STEMIA School Council bylaws are observed.
4. Is familiar with all school council positions and associated responsibilities.
5. Ensures regular communication within all School Council committees.
6. Enhances and promotes communication between parents and the school staff.
7. Solicits input from all members.
8. Completes and submits a year-end report by the end of the school year to the Executive committee and school administration.
9. Pursuant to section 11.1, the Chairperson ensures that quorum has been met at each STEMIA School Council meeting.
10. If there is a change/ transition in office, the Chairperson agrees to collaborate with newly elected Executive(s) to pass on pertinent information to STEMIA School Council affairs.

8.2 Vice-Chairperson

1. In the absence of the Chairperson, the Vice-Chairperson shall have the powers and responsibilities of the Chairperson.
2. Assists the Chairperson and promote teamwork between the various school council members and committees.
3. Assists the Chairperson in the running of in-person and online meetings.
4. Acts as the designated chair of the nominating committee and runs the election.
5. If there is a change/ transition in office, the Vice-Chairperson agrees to collaborate with newly elected Executive(s) to pass on pertinent information to STEMIA School Council affairs.

8.3 Secretary

1. Acts under the direction of the Chair and Vice-Chair to notify the school community of meetings and activities.
2. Records minutes at all meetings and distributes them to the Executive board and School Principal prior to the next meeting.
3. Publishes the minutes online and ensure that minutes can be kept and accessed for a minimum of seven (7) years.
4. Keeps records of meetings, files, minutes, and archives for audit purposes.
5. Appropriately trains any incoming Secretary and passes on information relevant to data storage, record-keeping, bylaws and procedures.
6. Supports the Chair, Vice-Chair, and Treasurer with other related duties.

7. Assumes other related duties and responsibilities set by the STEMIA School Council.
8. Provides written/ online notice of meetings and elections.
9. Records voting on special resolutions.
10. Prepares special ballots or online polls during elections.
11. Aside from the Chair and Vice-Chair email accounts, Secretary will keep a record of all accounts and passwords associated with committees such as ASCA, Healthy Hunger, Sign Up Genius, etc.
12. If there is a change/ transition in office, the Secretary agrees to collaborate with newly elected Executive(s) to pass on pertinent information to STEMIA School Council affairs.

8.4 Treasurer

1. Maintains and ensures proper and accurate accounts, receipts, files, and archives pertinent to the disbursements of STEMIA School Council finances.
2. Possesses a professional or educational background in finance or has experience and extensive knowledge as a past Treasurer for a similar organization.
3. Prepares and submits a treasurer report at every STEMIA School Council meeting. The report should include an annual budget as well as bank account statements.
4. Prepares and submits an Annual Financial Statement to the STEMIA School Council.
5. Ensures that Financial Statements have been appropriately audited.
6. Presides at any meeting that involves financial commitments from the STEM School Council.
7. Ensures that funds are being spent responsibly and in accordance to the motions passed at STEMIA School Council meetings.
8. Works with the Chairperson and Vice-Chairperson to ensure that annual reports and financial statements are filed with the appropriate government organizations.
9. Ensures that requests for reimbursement done online or in writing are processed in a timely manner.
10. Assumes other related duties set by the STEMIA School Council.
11. Works with the Secretary for audit of files and data storage and management.
12. If there is a change/ transition in office, the Treasurer agrees to collaborate with newly elected Executive(s) to pass on pertinent information to STEMIA School Council affairs.

8.5 Co-Treasurer

1. Works in partnership with the Treasurer to assume all responsibilities linked to STEMIA School Council finances.
2. In the absence of the Treasurer, the Co-Treasurer shall have the powers and responsibilities of the Treasurer.
3. If there is a change/ transition in office, the Co-Treasurer agrees to collaborate with newly elected Executive(s) to pass on pertinent information to STEMIA School Council affairs.

8.6 Director at Large

1. Positions for Director at Large will be open to anyone who has voting rights on the STEMIA School Council Board.
2. Positions for Director at Large will only be open at the first council meeting at the beginning of each school year to allow new parents/ guardians in the community to apply.
3. Works closely with the STEMIA School Council Executive to further the direction established by the board.
4. Collaborates with all members of Executive board to develop strategies on how to enhance programs and opportunities supported by the STEMIA School Council.
5. Attends the monthly STEMIA School Council meetings.
6. Assumes tasks and responsibilities set by the Executive Committee.

8.7 School Principal

1. Promotes cooperation between the school and the community it serves
2. Seeks input from STEMIA School Council and community on major decisions that affect the school
3. Establishes, facilitates, communicates and encourages opportunities for parent and community involvement in school matters
4. Supports the formation and continuous improvement of school council
5. Shares information about the school community
6. Provides information on the programs in the school and the needs of the students
7. Refers STEMIA School Council to the appropriate resource for information on laws, regulations and policies that affect school council
8. Provides an opportunity for the school council to provide input into the school's education plan.
9. Despite the School Principal being part of the executive committee, they will not have any voting powers at any STEMIA School Council meeting.

9. RESPONSIBILITIES OF THE STEMIA SCHOOL COUNCIL MEMBERS

1. Attend and contribute at the STEMIA School Council meetings.
2. Participate in information sessions.
3. Encourage and promote learner enhancement at STEM IA.
4. Follow bylaws and operating procedures set by the STEMIA School Council.

11. RESPONSIBILITIES OF THE TEACHER REPRESENTATIVE(S)

1. The School Principal will choose to have either one (1) or two (2) Teacher Representatives for the school year.
2. The School Principal will ensure that the elected Teacher Representative will join each STEMIA School Council Meeting
3. The Teacher Rep(s) will provide insight on the general curriculum and activities being carried out at the school.
4. Teacher Rep(s) shall provide input and feedback when appropriate and necessary.
5. Teacher Rep(s) shall not have any voting rights at any STEMIA School Council Meetings.

11. QUORUM

- 11.1 Quorum constitutes the majority of Members of the School Council. A Quorum for all Annual meetings will consist of representation of a minimum of eight (8) parents with children registered in the school. The Chairperson shall ensure that the criteria for Quorum is met at each STEMIA School Council meeting.
- 11.2 In the absence of a Quorum, no motions may be considered or approved. However, discussion and conversations may continue at the discretion of the Chairperson and Vice-Chairperson.

12. DECISION MAKING

- 12.1 STEMIA School Council will be based on the Town Hall Model. School council will strive to reach decisions by a majority consensus, but recognizes that a vote of the School Council Executive may be required when special circumstances arise.
- 12.2 In the event that a vote is required to reach a decision, school council meetings must meet quorum and the question will be put forward by motion. As per section 11.1, Quorum for all Annual meetings will consist of representation of a minimum of eight (8) parents with children registered in the school.
- 12.3 The School Council Executive shall ensure that each participant of the School Community has a reasonable opportunity to express their views for consideration.
- 12.4 Any participant of the school community wishing to make a request or introduce an issue may do so by notifying the Chair, preferably in writing, outlining the request or issue and its applicable solutions or suggestions. This should be done a

minimum of seven (7) working days prior to a school council meeting.

- 12.5 At any meeting of the STEMIA School Council, the Chairperson may table to the next regular meeting any motion that he or she determines be delayed permitting adequate consultation by the members. The Secretary must be notified of this request.
- 12.6 Pursuant to section 8.7, the School Principal will be part of the executive committee, but will not be entitled to voting rights during council meetings.

13. ANNUAL GENERAL MEETING

- 13.1 The Annual General Meeting for STEMIA School Council shall be held no later than the end each academic year in June. A notice of the Annual General Meeting shall be sent to all members of council a minimum of four (4) weeks prior to the date set for that meeting.
- 13.2 Aside from the Director at Large position(s), the Executive members will be voted in at the year-end AGM. The Director(s) at Large can only be voted in at the first council meeting at the beginning of each school year.

- 13.3 The business of the AGM will include, but not be limited to:
 - a) Election of Executive members for the next school year;
 - b) A written summary of STEMIA School Council activities and/or accomplishments from the previous year from the Chairperson;
 - c) A review of the STEMIA School Council bylaws; and,
 - d) Proposed operating procedures and/or bylaw amendments.

14. PRIVACY

- 14.1 STEMIA School Council shall adhere to the Personal Information Protection Act (PIPA).

- 14.2 STEMIA School Council shall not share personal information for purposes other than those of school council business.
- 14.3 Pursuant to section 7.2, recordings of online meetings shall be deleted immediately after the Secretary has produced the minutes for that recorded meeting.

15. INSURANCE

As per the Education Act, the STEMIA School Council shall be covered under the STEM IA Board Liability Insurance.

16. REVIEW OF BYLAWS

Pursuant to section 13.1 (c), the bylaws shall be reviewed annually and voted on at the Annual General Meeting.

17. AMENDMENTS

- 17.1 The bylaws/operating procedures may be amended by a two-thirds (2/3) majority vote at the STEMIA School Council AGM OR
- 17.2 The bylaws/operating procedures may be amended by a two-thirds (2/3) majority vote at an extraordinary meeting called specifically to amend the bylaws/operating procedures.
- 17.3 A notice of the intent to amend the bylaws/operating procedures and the proposed amendment shall be sent by the Secretary to all members of council a minimum of five (5) weeks prior to the date set for the amendment meeting.

18. CONFLICT RESOLUTION

In the event of an internal dispute arising, the STEMIA School Council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations. Should a conflict escalate to the point where the parents cannot resolve it, it shall be referred to the School Authority to be handled under the established policies. Conflicts between the Council and Administration, Council and School Community, or Council and School that cannot be resolved will be referred to the School Authority.

19. SIGNING AUTHORITY

Three Officers of the STEMIA School Council shall have signing authority. One signature each of the Chairperson or Vice-Chairperson and Treasurer (or one (1) of the co-Treasurers) shall be required on all legal documents, with the Secretary being an alternate signature.

20. FINANCIAL SIGNING AUTHORITY

Two Officers of the STEMIA School Council shall have financial signing authority. One signature of the Chairperson or Vice-Chairperson, and Treasurer (or one (1) of the co-Treasurers) shall be required on all cheques and financial contracts and documents.

21. DISSOLUTION

The STEMIA School Council may be dissolved by 2/3 vote of all voting Members of the Council present during the request for dissolution. Should a Quorum not be found, all responsibilities shall dissolve to the STEM IA School Principal acting alone.

STEMIA SCHOOL COUNCIL