

COMMUNITY SCHOOLS IN BURNABY - AN OVERVIEW

(April 2017)

~~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~~

Burnaby's Community School model was established in 1976 as a result of a strong partnership between the school district and the City of Burnaby. The first school to become a community school was Lochdale Elementary. At the time, it was one of the first community schools in the province. Today there are seven elementary community schools within the Burnaby School District: Edmonds, Gilmore, Lochdale, Maywood, Second Street, Stoney Creek, and Stride Avenue. There is also a secondary community school at Byrne Creek.

A community school takes one of the largest and most under-utilized public facilities, the public school, and increases its investment by keeping it open evenings, weekends and during the summer for community activities.

Through multi-ministry funding and non-profit partnerships, community schools address the needs of all age groups, with programs for preschoolers, after school care, and adult education and recreation. The expanded mandate of the educational system in recent years has strengthened the potential of community schools in BC.

Community schools provide effective settings to implement early childhood development programs and prevention-based programs for youth and families. Extensive research, much of it from BC studies, shows overwhelming economic and social returns to society that result from investing in prevention and integrating community services.

Community schools provide a way for community residents, with or without children, to participate in the activities of their neighbourhood school. The variety of programs and services they offer helps to meet the specific educational, recreational and social needs of the area they serve.

~~The goals for all Burnaby Community Schools 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.)~~
~~ADCSACC), 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.-DSSACC 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 2017

The Stoney Creek Community Council (SCCC) 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~~ The scope of ~~its~~the Council's activities include all aspects of the school environment and 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.
~~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

1. community programs;

~~2.~~

To strengthen the existing kindergarten to grade twelve school program through greater involvement and utilization of available human, physical and financial

2. community resources;

~~3.~~

To develop a variety of educational, recreational, cultural, and social opportunities for

3. children, youth and adults;

~~4.~~

To encourage community residents to become involved in community activities,

4. services and issues;

~~5.~~

5. To strengthen communications within the community;

~~6.~~

To facilitate coordination and cooperation among agencies and organizations in

6. delivery of community services.

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

June 2017

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 2017~~

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 shall be non-voting members.

~~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~~September to ~~May~~September of the following year with the

exception of the ~~Chairperson~~Chair 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~~ At the Annual General Meeting in September 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~~

June 2017

~~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 a minimum of four times per year ~~in October, January, March and May (this~~

~~being the~~including an Annual General Meeting) ~~or such other month(s) as needs may dictate, date and time~~ in September. Dates are to

~~be selected by elected Council members set~~ in June ~~of each year, and published at the AGM.~~

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~~may be provided at the school by the Council for ~~all committee~~the care of Council members'

~~children. Council members are asked to contact the Community Office at least 3 days, provided a request for childminding services is made~~ in

~~advance in order for arrangements to be made. Because of liability concerns, only of the meeting. Only~~ children of

~~parents involved in the meeting may be cared for, a minimum of 3 children in need of child.~~ For the purposes of regular meetings, quorum shall be three (3) Executive members or two (2) Executive members and two (2) General members. At AGM quorum shall be 5 General members.

~~minding is required for childcare to be provided at Council's expense.~~

V. Council Organization

~~April 2012~~

Executive ~~Council:~~Committee

The Executive Committee ~~is comprised of~~comprises: the Past ~~Chairperson, Chair; Chair;~~ Vice-
~~Chairperson, Chair;~~ 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 a least once before each Council Meeting to set~~ sets the agenda for ~~that~~ meeting

~~and to share information on agenda items which will come before Council.~~

~~Special~~ regular meetings and may ~~behold special meetings,~~ 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~~ 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 Chair

~~The Past Chairperson holds a special position on Council.~~ Having held the position of
Chairperson Chair during the previous term, the ~~person~~ Past Chair provides continuity to ~~the~~
organization Council whose

membership may change with each term. The Past ~~Chairperson~~ Chair, through previous
experience

has a historical overview of ~~its~~ school and committee activities. This knowledge may be used
to:

- Support the ~~Chairperson~~ Chair 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

Chair

The Chairperson Chair 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~~ The Chair will chair the meetings of Council and encourage decisions made on information rather than attitudes or opinions.

~~Vice-Chairperson~~ Chair

~~▲The Vice-Chairperson's main responsibility is to gain knowledge of~~ Chair supports and deputizes for the ~~responsibilities of Chair, and may share chairing meetings with~~ the ~~Chairperson.~~ ~~(S)he will chair one committee of Council in order to gain experience in the role of Chairperson.~~

~~▲Chair.~~ The Vice-Chairperson Chair assumes responsibilities for the ~~Chairperson~~Chair in case of absence and may be called upon to complete the unexpired term of the Chairperson in case of resignation.

Secretary▲

~~The Vice-Chairperson will be~~Secretary is 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.,~~ **V. Council Organization**

~~April 2012~~

Executive Council:

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

~~The Executive meets a 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~~

businessadministration 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.~~ Working

~~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~~ the Community Coordinator's office, they:
has a historical overview of its activities. This knowledge may be used to:

- ~~Support~~ Book 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 prepare meeting spaces;
Prepare and issue 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

- 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;~~

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;~~
- ~~Takes, or delegates taking, minutes during Council Meetings and;~~
- ~~Collects written reports from committees and delegates to add to minutes; the standing committees are collected. Copies~~ Ensures that copies of the minutes from ~~the previous~~ each meeting will be
 - ~~sent out~~ are distributed to Council members and parents ~~by the Secretary with typing assistance provided by;~~
 - ~~the~~ Ensures that copies of all minutes are filed by the Community 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~~ Receives and responds to correspondence as directed to do
 - ~~so~~ by Council.

The Secretary also books space and resources for the Annual General Meeting and ensures that all notifications, nominations and deadlines are distributed and conventions followed in order to ensure the legality of the AGM and associated elections of Executive Council members.

Treasurer and Co Treasurer

The Treasurer and Co Treasurer are responsible to Council for maintaining ~~Council's books and~~ financial records and bank accounts. Both positions share the following responsibilities: ~~financial records. In order to do this, the Treasurer will:~~

- ~~Deposit~~ Deposit money and write cheques;
- ~~Plan~~ Plan a yearly operating budget in June each year in consultation with the committee

~~chairpersons; this members. This~~ budget shall be approved by Council at the ~~first Council Meeting of AGM.~~
~~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 a full and auditable record of Council's financial transactions and~~ 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. Executive members cannot be signatories on cheques issued to themselves.

District Parent Advisory Council (DPAC) Representative

The District Parent Advisory Council (DPAC) Representative is responsible for serving as a liaison between the Council and the Burnaby District Parent Advisory Council (DPAC).

The Burnaby DPAC is comprised of representatives from all Burnaby School District schools, who meet at least six times per year along with School District Senior Administrative staff and Trustees from the Burnaby Board of Education.

The DPAC representative is to attend the monthly DPAC meeting and report back to the Council of matters of interest to Stoney Creek Community School and/or the Council.

The DPAC representative is also tasked with communicating the concerns or opinions of the Council as directed by the Chair and/or Executive. The DPAC representative should maintain an overall awareness of Council and school activities so that they can appropriately represent Council concerns.

General Council Members

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

- ~~Actively work on one committee of Council;~~

~~•~~

All adults who live and/or work in the Stoney Creek Community shall be voting members of the organization, and all meetings are open to the public. Members of the Community may be elected to roles within the Council to fulfil specific goals and aims during the school year. For special projects a committee may be formed. Members elected to roles shall:

- 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. ~~April 2012~~

Community members elected 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 Community Schools Advisory and Coordinating Committee (DAC) (One representative) DCSACC

School District #41's committee of council representatives ~~forms all five from~~ 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. ~~policy and direction of Burnaby Community Schools.~~

Council representatives to ~~both organizations~~ DCSACC should maintain an overall awareness of Council

and school activities so that they can appropriately represent Council concerns. A report ~~would~~ is then be given to Council on any business ~~resulting from either organization~~ relevant to Stoney Creek Community School.

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 at Council meetings. 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. ~~April 2012~~

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

Principal and Coordinator

~~All persons~~Principal and Community Coordinator are members of the ~~Board~~Council 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.

~~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.~~They will work with Council by advising on program development, implementation and evaluation. They 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. The Park and Recreation representative holds no voting power.

~~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.
~~representatives to Council meetings to observe or to keep members informed of their activities.~~

~~She/he holds~~Student Leadership Representatives hold no voting power.

VI. Committee Structure

Recommendations for all Committees: and Appointed Representatives

One

All representatives and Committees on Council are appointed by Council and represent the goals, aims and opinions of the Council and membership. Representatives may not represent their own views or present a personal agenda in their work for Council. This includes discussion, opinion or complaint in representation of their family members, political or belief system.

When a Committee is formed, one representative from each committee will report on the committee's activities at Council meetings 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~~Secretary who will include this

report as an agenda item for the meeting- and attach the report to the minutes of the meeting.

~~We recommend that all committees~~

Committees may meet at the location and 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~~Committee spokesperson and be responsible:

- ~~• For the work of the committee~~

- ~~• To keep for reporting to the Council ~~informed on the committee's work~~~~

~~Financial needs.~~ All Committees are to follow financial guidelines ~~for Accessing Funds.~~

~~All committees are responsible to the Council, and seek support from the Treasurer and Co Treasurer to ensure that financial requirements are followed.~~ All funds raised by committees belong to the Council and are to be remitted to the Treasurer or Co Treasurer for deposit in Council accounts.

~~Finally, each Committee Chairperson should contact the Council Chairperson after each meeting~~

~~and provide him/her with an update on the committee's activities. April 2012~~

The Standing Committees of Council Include:

Committees and representatives to Council may be appointed at behest of Chair with ad hoc appointments and committees as requested. All appointments can be established and dissolved as required. The Chair and Vice-Chair are Ex-Officio members of all Committees struck. The following activities may require representation and/or committees reporting to Council:

Parent Education Committee

~~The Parent Education Committee will consist of residents and teachers who will meet to discuss~~

Aim: to provide education covering common educational concerns.

The Parent Education Committee representative will ~~advise the~~ liaise with Parks and Rec staff of
~~desired~~

, District and school staff to source affordable 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~~ Aim: to create and run fundraising plan for opportunities to meet the year in
consultation with aims and goals of the Council and school.

Newcomers' staff.

- ~~• To oversee fundraising projects.~~

~~The above committees meet on a regular basis throughout the~~ Welcome

Aim: to work with Council and school year staff

~~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.~~

Representatives may assist with organization of events, liaison with new parents to determine
needs, or assistance with language skills as required.

Safety

Aim: to work with School District, Council, School, RCMP and Community organizations to
ensure the school is equipped and prepared for critical incidents.

School Planning

Aim: to work with School staff in the creation, achievement and monitoring of the School Goals through liaison with parents and community members.

School planning representatives may also take part in the School Visit when the progress towards achievement of goals is presented to representatives from local schools, District and Parent Advisory Councils/Community Councils.

~~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 at the behest of the Chair and Executive, short-term committees ~~are~~ may be organized to achieve specific goals. ~~April 2012~~

~~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 Through consultation with staff, and students and, Council will engage in a process which identifies identify fundraising~~

~~priorities of for each academic year and include a fundraising goal in 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, where possible, avoid conflict with 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 approved by and reflect principles of Council.~~

~~Other special events organized by Council may include a fundraising component if desired, but is 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~~Council 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,~~
Chair, 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 31, and the~~ Treasurer shall present a budget of expected income and expenditures to the
~~Executive by 15th June and 15, which~~ shall be approved by the Council at the AGM.

~~Committee Chairpersons and school staff shall provide budgets to~~ At the AGM the Treasurer ~~by~~
~~April~~

~~15th.~~

~~5. The Treasurer~~ shall also present a written financial statement of annual income and
~~expenditures to/from~~ the Annual General Meeting, previous financial year.

~~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 Council, consisting of no less than ~~five (5) people~~three (3) Executive members,
may approve the spending of

~~up to \$500 for an item and/or event not previously budgeted for.~~ April 2012

Donations and grants are a valuable source of income to Council but no offer of donation or grant may be accepted by a Council member or on behalf of Council without the agreement of Council.

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*. [All parents and community members are invited to attend meetings and present concerns, questions or other business in a respectful manner. In the event of behaviour, language or action considered inappropriate to the meeting, the speaker will be required to leave the meeting and present their business in writing to the Chair of the Council.](#)

Members of SCCC are representatives of the School, Community and Council and may not engage in activity, speech, action or agreements that are contrary to the nature and scope of the responsibility of Council. No decision or agreement may be made on behalf of the Council by a Council member unless authorized through this Constitution or through agreement of Council.

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.