



**SECOND STREET COMMUNITY SCHOOL COUNCIL
CONSTITUTION AND BYLAWS**

Table of Contents

CONSTITUTION..... 2

 Section I Name 2

 Section II Purposes..... 2

 Section III Dissolution..... 2

 Section IV Interpretation of Terms..... 2

BYLAWS 3

 Section V Membership 3

 a. Voting Members 3

 b. Non-voting Members..... 3

 Section VI Meetings..... 3

 Section VII Quorum and Voting..... 3

 c. Quorum 3

 d. Voting..... 3

 Section VIII Executive..... 4

 e. Election of Executive 4

 f. Term of Office 4

 g. Resignation / Vacancy..... 4

 h. Removal of Executive..... 5

 Section IX Duties of Executive..... 5

 i. Mandatory Roles..... 5

 j. Optional Executive Roles..... 6

 Section X Code of Ethics..... 7

 Section XI Finances..... 7

 k. Cheque Signing Procedure 7

 l. Money Counting Procedure 7

 Section XII Constitution & Bylaw Amendments..... 7

 Section XIII Property in Documents 8

 Document Change Record 8

CONSTITUTION

Section I Name

The name of the Association shall be SECOND STREET COMMUNITY COUNCIL.

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased towards race, religion, gender, sexual orientation, gender identity or politics.

Any decisions made by the Council must fall within the guidelines of the Public School Act, Burnaby School Board Policy, the City of Burnaby and Burnaby Parks, Recreation and Cultural Policy.

Section II Purposes

The purposes of the Second Street Community Council will be to:

1. assist the school staff in the pursuit of quality education;
2. foster communication between parents and school;
3. work for physical, cultural, educational, and recreational improvement within a diverse community;
4. provide opportunities for all people residing, working or having an interest in the area bordered by Newcombe on the west, 6th Street on the east, 10th Avenue on the south, and on the north by Robert Burnaby Park;
5. develop and sustain a feeling of community spirit and to utilize the school and neighbourhood facilities for fostering this spirit;
6. serve as a sponsoring body for community and school activities, events, and programs; and
7. facilitate coordination and cooperation among agencies and organizations in the delivery of community services.

Section III Dissolution

Upon dissolution of the society, 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 organizations in B.C. having a similar charitable purpose. This clause shall be unalterable.

Section IV Interpretation of Terms

Parents – the parent/parents or guardian/guardians of a child or children in School District No. 41

School – any public elementary or secondary educational institution within School District No. 41

District – School District No. 41

Member meetings – to include Annual General Meeting, monthly Council General Meetings which may be known as Parent & Neighbour Council Meetings, and any special meeting called for all members

Council – Second Street Community School Community Council

Executive – Executive will include the Past Chairperson, Chairperson, Vice Chairperson, Treasurer and Secretary, as well as the Social Convener, Communications Coordinator, Fundraising Coordinator, District Community School Advisory & Coordinating Committee (DAC) Representative, District Parent Advisory Committee (DPAC) Representative if the roles are filled.

BYLAWS

Section V Membership

Every Council member will uphold the constitution and comply with these bylaws, policies and procedures and will respect the rights of all individuals.

The Principal and Community School Coordinator will be requested to participate in member meetings. As well, efforts will be made to encourage representation from:

- Second Street Community School staff
- seniors in the community,
- Eastside Opportunities Society,
- Burnaby Parks, Recreation and Cultural Services, and
- Cariboo Hill Secondary School.

a. Voting Members

All parents of students registered in Second Street Community School are voting members of Council.

All community members living or working in the Second Street Community School neighbourhood (excluding staff of Second Street) are eligible to become voting members of Council. They will be considered voting members at the second meeting they have attended in a given school year (September – June).

b. Non-voting Members

The Principal, Community School Coordinator and staff (teaching and non-teaching) of Second Street Community School are non-voting members of Council.

Members of Council that have not attended another member meeting within the given school year are non-voting members.

Section VI Meetings

Member meetings will usually be held once a month during the school year (and not less than four times) at the school. One of those meetings will be the Annual General Meeting. Extraordinary member meetings may be called by the Executive, if required.

If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with this constitution.

Section VII Quorum and Voting

c. Quorum

A quorum for member meetings will be five voting members at the time of vote,

d. Voting

All decisions will be made by a simple majority vote (first integer after 50%) unless otherwise stated in these bylaws.

The Second Street Community School Council is a Council of consensus. It is our belief that decision making is done best when all participants points of view are reflected in the final outcome.

Section VIII Executive

The role of the Executive is to attend to the day-to-day business operations of the Council.

The Executive must include the Past Chairperson, Chairperson, Vice Chairperson, Treasurer and Secretary. The executive may also include the Social Convener, Communications Coordinator, Fundraising Coordinator, District Community School Advisory & Coordinating Committee (DAC) Representative, District Parent Advisory Committee (DPAC) Representative if these roles are filled.

The Executive will meet on an as needed basis, a minimum of three (3) times per school year. Meetings will be attended by the Chairperson, Vice Chairperson, Treasurer, Secretary and Community School Coordinator should be in attendance. The Past Chairperson, Social Convener, Communications Coordinator, Fundraising Coordinator, DAC Representative and DPAC Representative are welcome to attend.

Every effort should be made by executive to attend meetings. If, however, they are unable to attend they must inform the chairperson in advance.

All Executive are voting members at executive meetings with the exception of the Community School Coordinator who sits on the Executive as a non-voting member.

e. Election of Executive

The elections for the Executive will be conducted by the Past President (provided this person is not running for an executive position) or a non-voting member of Council in attendance.

Nominations can be made from the floor at the Annual General Meeting only if the nominee is present or has provided prior consent (email or verbal). Members may hold more than one position.

The election of Chairperson, Vice Chairperson, Treasurer & Secretary will take place first with a formal vote. Every effort should be made to have these roles filled by four different people and elected by the end of October.

Then the recruitment of Social Convener, Communications Coordinator, Fundraising Coordinator and DPAC Representative will be undertaken. The latter roles do not need to be formally elected, but rather appointed to interested members. Where more than one member shows interest, partnerships and committees will be encouraged. These roles are not mandatory and may be left vacant if not filled.

f. Term of Office

The Executive serve a one-year term from September to August of the following year. To prepare incoming executive, where possible, training and transition will take place from May through September.

Executive may stand for re-election as often as they wish, however, no member of the Executive may serve more than three terms in any one position, with the exception of the treasurer, as the skills and training for that role are more extensive. Additional exceptions can be made with the permission of the Community Coordinator.

g. Resignation / Vacancy

Resignation will be accepted only upon notice (email or verbal) to the Chairperson or Community School Coordinator.

If appointed/elected to the role before December of that school year, the member will be considered as filling the role for a full term.

h. Removal of Executive

The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office and may elect a successor to complete the term.

Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 14 days before the meeting.

Section IX Duties of Executive

i. Mandatory Roles

Role	General Duties
Past Chairperson	<ul style="list-style-type: none"> - Advise and support the membership and executive - Provide information about resources, contacts and other matters - Help facilitate discussions at monthly member meetings - Conduct election at Annual General Meeting
Chairperson	<ul style="list-style-type: none"> - Coordinate and chair member meetings and executive meetings, including approval of final draft of the agenda and subsequent meeting minutes - Consult with Council members - Ensure that a member of the Executive is in attendance at Council sponsored school activities and applicable district activities - Check that there is follow-up on actions identified in previous meetings - Be a signing officer - Attend regular District Community School Advisory & Coordinating Committee (DAC) meetings or assign delegate - Attend regular District Parent Advisory Committee (DPAC) meetings or assign delegate
Vice-Chairperson	<ul style="list-style-type: none"> - Support the chairperson - Assume the duties of the chairperson in their absence or upon request - Can be a signing officer
Treasurer	<ul style="list-style-type: none"> - Maintain transaction summary for both Council bank accounts and prepare monthly financial summaries - Execute bank deposits and disburses funds from the Council accounts - Prepare material for budget discussion and approval - Prepare grant applications & required reporting - Be a signing officer

Secretary	<ul style="list-style-type: none"> - Attend executive and member meetings (monthly) and prepare meeting agendas based on executive input - Circulate attendance sheets during member meetings - Write meeting summary for executive and monthly member meetings - Print and post member meetings minutes on Council bulletin board - Maintain a Council binder in the Community Room
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j. Optional Executive Roles

Social Convener	<ul style="list-style-type: none"> - Purchase gifts and send cards for milestone events for staff and important community members - Provide update at monthly member meetings - Ensure that logistics are arranged for member and executive meetings including location and refreshments
Communications Coordinator	<ul style="list-style-type: none"> - Oversee Council content on website and other school publications (newsletter, emails, The Signal) to ensure consistent and up to date information - Establish a communication network for parents & community members to connect to Council and provide input - Be in charge of the promotion of Council events - Provide update at monthly member meetings
Fundraising Coordinator	<ul style="list-style-type: none"> - Make annual fundraising plan and communicate to Council executive and school administration for approval - Review fundraising suggestions and proposals from parents, community members, and advertisements - Support those leading each fundraiser with resources and insight - Prepare Popcorn Day schedule at the start of the year and ensure tasks related to popcorn sales are covered by volunteers (supplies, communication, sale days, etc.) - Provides update at monthly member meetings
DPAC Representative	<ul style="list-style-type: none"> - Attend District Parent Advisory Committee (DPAC) meetings and represent, speak and vote on behalf of Council - Provide update at monthly member meetings
DAC Representative	<ul style="list-style-type: none"> - Attend District Community School Advisory & Coordinating Committee (DAC) meetings and represent, speak and vote on behalf of Council - Provide update at monthly member meetings

Section X Code of Ethics

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

- not discuss individual school personnel, students, parents, or other members of the school community at member meetings,
- develop an understanding of the goals of the Council for Community Education and the Burnaby School District goals for Community Schools,
- support the concept of shared decision making at all levels, and
- maintain a broad vision and community point of view.

Section XI Finances

Finances will be managed in accordance with all guidelines set out by the District. Some specifics are outlined below but do not include all financial controls.

The financial year is September 1 to August 31. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.

The budget will be prepared by the Executive and presented at a member meeting for approval. The Executive will solicit for approval at a member meeting, all proposed expenditures that are 25% over the approved budget for an item/event. For example, approval is not necessary to spend \$345 instead of \$300 as budgeted, however, approval is required to spend \$380 instead of the budgeted \$300.

All requests for funds shall be directed to the Executive. If the request is outside of the previously approved budget items/categories, and the Executive feel that the request should be supported, a recommendation will be presented for discussion and approval at a member meeting. Members may request the appointment of an auditor by contacting the Community School Coordinator.

A certain sum of money received during the school year will be held over for the start-up operating costs for the following school year.

k. Cheque Signing Procedure

All cheques signed on behalf of the Community Council shall have two signatures. One must be the Treasurer or the Chairperson.

The Executive shall name three to five signing officers from the executive roles for banking and legal documents. Two signatures will be required on all of these documents.

l. Money Counting Procedure

All monies collected by Council for Council events and/or fundraising shall be counted by two people and checked by the Treasurer. However, if one of the counters is the Treasurer then a check is not required.

All monies counted shall be secured in the safe in the Community Office and will include a completed deposit form. Once complete, inform the Treasurer to execute a bank deposit.

Section XII Constitution & Bylaw Amendments

Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.

Notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to members at least fourteen days before the meeting.

Proposed amendments may be viewed at the Second Street Community School fourteen (14) days prior to the meeting.

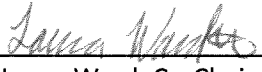
A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only.

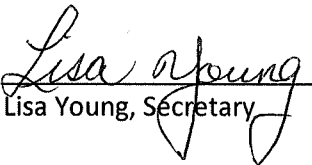
Section XIII Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be the property of the organization and shall be turned over to the Chairperson when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Second Street Community Council at Burnaby, British Columbia,
on 4 February, 2019.


Shelley Stevenson, Co-Chairperson


Laura Ward, Co-Chairperson


Lisa Young, Secretary

Witness to all signatures:

Gayle Beavil, Community School Coordinator

Document Change Record

Date	Action	Ratified
October 2009	Amended sections XV (7) & (8)	ANNUAL GENERAL MEETING October 2009
October 2012	Amend sections VI (a) & (c), VIII, and IX	ANNUAL GENERAL MEETING October 2012
January 2019	Amended all sections with the exception of Section III.	Member meeting January 2019