

Wayoata School Community Council

Addendum 2 - Constitution Guidelines March 10, 2014

The following section is not part of the constitution and is meant to be used as a guideline only. These guidelines may be adapted to meet the needs of the current executive. Any adjustments to these guidelines do not require a formal constitution change.

Election Guidelines:

While voting in an election, each member must do so by secret ballot, to be counted by a school representative. Seven individuals are to be elected by the WSCC membership at the AGM to sit on the executive. Elections for executive positions held on the executive are to take place at the AGM.

Each position shall be filled in order of precedence, starting with the chair, secretary and treasurer. In the event there is only one person wishing to campaign for the position, it shall be given by acclamation. No member may hold more than one executive position unless the number of members deems this impossible, or by majority agreement of the members.

In the case of a tie, each candidate must present to the voting members a verbal or written platform for the position. The vote will then be taken again. Should there be a second tie, the vote will be tabled until the next meeting.

Executive Position Guidelines

Chairperson

- Preside over all meetings and the AGM.
- Call executive meetings as deemed necessary.
- Prepare an agenda and notice for each meeting and the AGM.
- Prepare year-end summary in conjunction with the executive.
- Act as a liaison between the WSCC and the school, school division or trustees and the community in all matters of concern to the council.
- Act as a signing authority of the WSCC for financial transactions.
- Shall receive and direct all mail to appropriate members of the council.
- Oversee and co-ordinate all committees.
- Arrange for childcare (if needed) at all meetings and at the AGM.

Secretary

- Record and prepare minutes of the council meetings and provide minutes and agenda to the chairperson for distribution via email.
- Shall be responsible for all correspondence relating to the WSCC.
- In the absence of the chairperson, will preside over meetings or AGM.

Treasurer

- Request financial reports for distribution at each meeting from school clerk.
- Is a required signing authority for all financial transactions of the WSCC.
- Receive all funds due for the WSCC.
- Prepare all monies of the WSCC for deposit.

Members at Large

- Shall be ready to volunteer to serve on council committees and special initiatives.
- May be responsible for coordination of individual specific task-focused project (fundraising, special events, hot lunch, movie nights and dances).