

School Community Association of Canadian International School "Active Partnership Community"

School Community Association Bylaws

I. Name of the Organization:

The School Community Association (SCA)

II. Mission Statement:

The SCA is committed to promoting an active partnership among parents, students, faculty and administration at Canadian International School (CIS.) The SCA is dedicated to helping provide the best possible educational and social environment for our students and the school community.

III. SCA Goals:

- a) Support the school in implementing CIS's mission statement.
- b) Promote clear communication among all members of the CIS community.
- c) Assist with production of CIS Directory.
- d) Support new families and meet the needs of the CIS community.
- e) Promote school spirit.
- d) Raise funds (controlled solely by the SCA) to be used for the benefit of the CIS community.
- e) Establish new traditions at CIS in conjunction with Administration and faculty.

IV. Membership:

CIS Faculty, administrators, and parents or guardians of CIS students, are automatically members of the SCA. There are no membership dues or fees.

V. Policies:

- a) SCA Executive Council ("SCA Exec") meetings will be held monthly during the school year. The first 15 minutes of SCA Exec Meetings will be open to the community.
- b) SCA General Meetings will be held monthly during the school year.
- c) Scheduled dates and times of all SCA meetings will be printed in the school calendar, in the Maple leaf and on the SCA bulletin board.
- d) Funds raised are the sole property of the SCA and are to be used to achieve the goals of the SCA.
- e) The SCA Exec is empowered to make decisions on behalf of the general SCA membership.

VI. SCA Executive Council Structure:

Positions of SCA Exec shall be for a term of one school year. SCA Exec members may be required to serve on CIS committees. SCA Exec members are expected to attend SCA Exec Meetings and General Meetings. Changes within SCA Exec shall be established by a majority vote of SCA Exec members as the need arises. SCA Exec shall consist of:

Chair: The Chair shall preside over all SCA Exec and General SCA meetings and shall prepare an agenda for each meeting. The Chair is responsible for: coordinating and overseeing the submission of articles for the Maple Leaf or other school-based communication vehicles and information to be put on the website; overseeing the plans, finances and activities of the SCA, and is its primary representative; meeting regularly with the principal/head of school. The Chair will vote only when there is a tie.

Vice Chair: The Vice Chair shall assist the Chair in all duties and substitute for the Chair in his/her absence and organize guest speakers for meetings and special topic forums. The Vice Chair is responsible for coordination of volunteers and for working with SCA Website Maintenance Head to ensure accurate, timely communications through the SCA Website and Maple Leaf. The Vice Chair provides a monthly written report to the Principal and the CIS Board of Directors. 1 vote

Treasurer: The Treasurer shall maintain the SCA financial accounts/records and provide a monthly financial report at all meetings; handle all cash transactions; help set budgets as required; prepare cash boxes; receive all funds and pay all bills. The Treasurer should be familiar with accounting procedures and have some knowledge of computerized accounting operations. The SCA books are subject to external audits. The Treasurer and the Chair have joint responsibility and signature authority for all SCA funds. 1 vote

Secretary: The Secretary shall record the official minutes of all the SCA meetings, and present them for approval before the next SCA meeting. The Secretary is responsible for distributing copies to SCA Exec members, CIS's Administrators and maintaining the SCA bulletin board. The bulletin board should contain a copy of the previous monthly minutes, upcoming meeting information, copy of the bylaws, list of officers and chairpersons, event information and any other pertinent information. The Secretary shall be responsible for maintaining files of all minutes, correspondence, and SCA activities reports. 1 vote

Campus Coordinators: Campus Coordinators shall organize room parents or parent contacts and coordinate and chair all SCA activities, forums and hospitality within their school division. Campus Coordinators shall liaison between the SCA and Student Council(s), and present reports at all SCA meetings. **Pre-K through Grade 2, Grade 3 through Grade 6, Grade 7 and 8, and Grade 9 through Grade 12:** 1 vote each (4 total)

Sports Boosters Chair: The Sports Boosters Chair shall oversee the planning, finances and activities of the Sports Boosters. Sports Boosters assist the Athletic Department by providing food during CIS tournaments (snack shack), raising funds when needed, organizing and funding the sports awards ceremonies for Middle and Upper Schools. Events are coordinated together with the Athletic Department. The Sports Booster Chair

will report to SCA Exec on behalf of the CIS Clothing Coordinator and present a report at all SCA meetings. 1 vote

Newcomers Committee Chair: The Newcomers Committee Chair shall oversee the planning of welcome information and activities for new families throughout the year. The Newcomers Committee Chair ensures that all new families are contacted as they arrive by room parents and/or country contacts and coordinates volunteers to help with welcoming new families. 1 vote

VII. SCA Exec Election Procedures:

- a) SCA Exec shall solicit nominations prior to the March General meeting from as many nationalities as possible in order to give SCA Exec as much diversity as possible.
- b) SCA Exec shall accept nominations until the April General meeting and shall announce the nominees during the meeting.
- c) SCA Exec shall post the nominees, and publicize election information on the SCA bulletin board and in the Maple leaf.
- d) SCA Exec is responsible for distributing numbered ballots (one per parent or guardian, teacher or administrator), providing that there is more than one nominated candidate for any one position. There will be a sealed ballot box at the CIS reception desk. The SCA Exec Secretary may issue replacement ballots after referring to the family ballot number.
- e) Voting begins one week prior to the May General meeting, and ends the morning of the May General meeting, by ballot deposited into the sealed ballot box at the reception. The ballots will be counted during the May General meeting and the results given at the end of the meeting. A majority of votes will decide the candidate.
- f) Elected SCA Exec members shall serve for a term of one school year.
- g) If an SCA Exec position remains unfilled after the election, or becomes vacant during the school year, it is to be filled by a person approved by a majority vote of SCA Exec as soon as possible.

VIII. Standing and Ad Hoc Committees:

SCA Exec will work with the Principal throughout the school year to determine committees in need of parent involvement. Standing Committees will require commitment through the year, whereas Ad Hoc Committees will convene to discuss a specific topic or event for a limited period of time. These committees will change as new needs arise at CIS and other functions have been completed.

IX. Renewal and approval of these bylaws

SCA Exec has the authority to renew the bylaws if necessary, with at least one review completed every three years.

Bylaws approved as of 17 April, 2008.