

BL01 Bylaws

Purpose of this Bylaw

The purpose of this bylaw is to serve as the blueprint for how the governing body will operate.

Rationale

For Brisbane Independent School Incorporated (BIS), as a nonprofit school to become incorporated under state law, it must have a set of bylaws.

Scope

This bylaw is applicable to:

- School;
- Staff Council; and
- Executive Committee.
- Definitions
- BIS - Brisbane Independent School Incorporated
- GST - Goods and Services Tax

Change Register and Review Schedule

As a bylaw, this document is owned by the BIS Board. Any changes to this document must be authorised by a Board Meeting or as delegated by the Board. Document control is maintained by ensuring that Versions are saved by each person who has changed the document using the format - Author, yyyymmdd, description of the change.

- Bi-Annual;
- April 2018;
- Review responsibility sits with: Board.

Documents that inform this Policy

- HB02 Executive handbook
- CO01 Constitution

School

1. The child/teacher ratio will be determined by an equal consideration of the financial circumstances of the School together with the principles associated with effective teaching.
2. At least one parent or guardian of each child attending the School and/or on the enrolment list is encouraged to maintain current financial membership of both BIS and The Friends of Brisbane Independent School Association for the duration of such attendance and/or enrolment.
3. Enrolment process and fees are clearly defined in the enrolment policy POL10 Enrolment.
4. Applications for the refund of Enrolment or School Fees should be submitted in writing to the Committee, who will review the application on its respective merits, taking in to consideration current policy, procedures and approval process.
5. Vacancies for all permanent staff positions must be publicly advertised. Such advertising should occur in a major city newspaper or an online employment site such as "Seek".
6. Teachers at BIS will be employed under a written workplace agreement.

Staff Council

1. The Staff Council shall include all teachers, teacher aides, teacher assistants and the School Administrator. Each member of the said Staff Council shall have an equal vote. The Staff Council shall act in a consultative role to the Executive Committee.
2. All members of the Staff Council shall have equal rights in decision making in areas determined to be solely concerned with the following: The Staff Council or any one member or more thereof may, through the Executive Committee, refer any matter of Educational Policy to the Education Advisory Board. The Executive Committee may, on the advice of the Education Advisory Board declare the matter to be one solely concerned with Educational Policy. Thereafter, the matter shall be referred back to the Staff Council and only teachers employed by the Incorporated Association shall be entitled to vote thereon.
3. The Staff Council shall be responsible for the implementation of education practice and the monitoring of student behaviour within the School.

Brisbane Independent School Incorporated

1. The annual membership shall be \$20 (plus GST) and fees are payable when invoiced by the Business Manager or before AGM.
2. Membership will be automatically terminated if not renewed before the Annual General Meeting.

Executive Committee

1. The Treasurer of BIS shall be one of the members on the finance committee which meet monthly prior to the monthly Board meeting.
2. There shall be provision to elect up to eight Executive Committee Members, four internal members and four external members. The Executive Committee shall decide who will fill the four active roles on the Executive Committee taking in to consideration member skill set and availability.
 - a. Chair;
 - b. Vice-Chair;
 - c. Secretary; and
 - d. Treasurer.