

St. Catherine's School Council Bylaws

NAME

The name of the school council shall be St. Catherine's School Council of Picture Butte, Alberta

MISSION

The mission of our school council is to offer leadership through partnership with the school community. We strive to support the highest quality of education service in the pursuit of Christian ideals and Catholic education.

OBJECTIVES

St. Catherine's School Council seeks to assist the school in ensuring that students gain:

- Skills and abilities which allow each student to excel to maximum potential
- Respect, esteem and responsibility for self and others
- The desire, dedication and expertise to be a part of the betterment of the universal community.

MEMBERSHIP

1. Members of the School Council shall be of the Catholic faith, or respectful of the Catholic faith, and subscribe to St. Catherine's mission statement and objective.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Council. Any member, upon a majority vote of the council may be removed from office for any cause that the society may deem reasonable.
3. The membership of the council shall consist of, but not be limited to, the following:
 - Three parents of students as elected as executive officers by parents at the annual general meeting. Ideally, the chair will have already served as part of the council for one year.
 - A parent to represent each division:
 - Pre-Kindergarten/Kindergarten
 - Division I (Grades 1, 2, and 3)
 - Division II (Grades 4, 5, and 6)
 - Division III (Grades 7, 8, and 9)
 - The Principal of the school.
 - One/two teachers from the school, elected by school staff.
 - Parish priest, or his designate, as a non-voting ex-officio.
 - The President and Treasurer of the Home and School Association, or designates.
 - Members at Large: Any parent or guardian who is not one of the seven elected to executive office and allows their name to stand at the annual general meeting.

EXECUTIVE OFFICERS

The officers of the council shall consist of a chair, a vice chair, and a secretary.

1. Every member of the council is eligible to be elected as an officer of the council.
2. The officers will be elected at the annual general meeting.
3. Officers are elected for a one-year term and may only serve a maximum of three consecutive terms.
4. The terms of office shall run from Annual Meeting to Annual Meeting. The first executive meeting will occur after the Annual Meeting.

DUTIES OF THE OFFICERS

The CHAIR shall:

1. Be responsible for planning the agenda for meetings;
2. Facilitate/preside over all meetings of the School Council;
3. Act as representative for the Council;
4. Have general supervision of all activities of the School Council;
5. Serve as the Alberta School Councils' Association (ASCA) representative;
6. Present the Annual Report to the School Board;
7. Sit as ex officio member of all committees of the School Council;
8. Attend regional chairperson meetings and school board meetings.

The VICE CHAIR shall:

1. Assist the Chair and undertake tasks assigned by the Chair;
2. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
3. In the event of the resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;

The SECRETARY shall:

1. Keep accurate minutes of all School Council meetings and proceedings;
2. Take care of all correspondence and communication;
3. Keep an accurate list of names and addresses of Council members;
4. Provide the minutes for distribution to all Council members prior to the next meeting of the Council;
5. Annually, in conjunction with the Chair, file a report of activities to the School Board.

DUTIES OF ELECTED OR APPOINTED MEMBERS

The PARENT DIVISION REPRESENTATIVE shall:

1. Actively seek to understand the views of the parents of the grades they represent;
2. Communicate those views to the School Council;
3. Assist in any committees so assigned by the School Council;
4. Maintain and coordinate communication between the Council, parents and classroom teacher as required. (For example, phone calls.)

The HOME AND SCHOOL PRESIDENT AND TREASURER shall:

1. Report all activities and financial transactions to the School Council.

MEMBERS AT LARGE shall:

1. Represent the school community as a whole;
2. Be available to assist with any committee or activity requiring additional membership;
3. Attend School Council meetings on a regular basis.

The TEACHER REPRESENTATIVE shall:

1. Actively seek to understand the views of the staff that elected him/her;
2. Communicate the views of the staff to the School Council;
3. Communicate, on a regular and on-going basis, the activities of the School Council to the staff;
4. Assist in any committee so assigned by the School Council.

The PAST CHAIRPERSON shall:

1. Be available to assist the chairperson as required.

The PARENT COMMUNITY:

1. All parents of the school are welcome to attend all meetings as non-voting members.

VACANCIES

With the exception of the council position filled by the principal, the School Council may appoint qualified persons to fill vacancies until the vacancy can be filled by the appropriate constituent or, in the case of the new officers, have been elected at the next annual school community general meeting.

COMMITTEES

Committees include but are not restricted to:

1. The Home and School Association –is a registered society, operating as a subcommittee of the School Council, whose responsibilities include, but are not limited to:
 - Accessing funds, grants and any other type of bursaries in order to achieve school council goals.
 - Conducting ongoing volunteer activities at the school (i.e. Hot Lunch Program and School Fundraising Auction).
2. The School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

MEETINGS

1. The School Council shall meet at least 7 times per year.
2. Regular meeting shall be established on a common day of each month, as determined at the first meeting after the Annual General Meeting.
3. Special meetings may be called by the executive, or by a written request of 7 parents of the school community. Members will be notified by personal contact a minimum of 48 hours prior to the meeting.
4. The quorum for the meetings shall be set at 50% of the membership.

VOTING PROCEDURES

1. Decisions at council meeting will be made by consensus as much as possible. The decision made by consensus must be clearly stated and recorded as such in the minutes of the meeting.
2. If a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority of those present.
3. Votes must be made in person and not by proxy or otherwise.
4. Voting by email may be conducted only under special circumstances.

ANNUAL GENERAL MEETING

1. The first annual meeting of the school council shall be held not later than 30 days after the first instructional day of the school year.
2. The meeting will be advertised throughout the school and the community at least 21 days in advance.
3. Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election, as per the School Act.
4. All parents of students attending the school are eligible to vote at the annual meeting.
5. The business of the annual meeting shall include:
 - The election of representatives;
 - Any proposed bylaw amendments;
 - Plans for the upcoming year;
 - Discussion of any major issue in which all parents should have input such as: changes to the vision and/or mission statement; new student evaluation or discipline policy; other major changes in the school program or focus.

ANNUAL REPORT

1. In accordance with the School Council's Regulation, the School Council, through the Chair, must prepare and provide the School Board with an annual report by September 30. The report will include:
 - A summary of Council's activities for the year.
 - A financial statement.
2. The School Council shall make the report available to all concerned members of the school community.
3. Minutes of each meeting shall be kept at the school site.

AMENDMENTS TO THE BYLAWS

1. The bylaws remain in force from year to year unless amended at the annual general meeting.
2. The bylaws of the School Council may be amended by a two-thirds majority at the annual School Council meeting.
3. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 14 days in advance of the meeting.

CONFLICT RESOLUTION

In accordance with s.22 (8) School Act, 2000, the school council will abide by the conflict resolution procedures outlined by the local school board.