

CATHOLIC CENTRAL HIGH SCHOOL COUNCIL

LETHBRIDGE, ALBERTA

BY-LAWS

1. NAME

The name of the School Council shall be Catholic Central High School Council, Lethbridge, Alberta hereinafter referred to as the School Council.

2. MISSION

As a School Council, we support the Mission Statement of Catholic Central High School which states that we are a Catholic Faith community of learners committed to educating students in a nurturing, Christ-centered environment and fostering spiritual, academic, physical and social growth.

3. VISION

As a School Council, we support the vision statement of Catholic Central High School.

4. OBJECTIVES

The objectives of the School Council, in keeping with the policies, regulations and procedures as set by the School Act, the School Councils Regulations and the Holy Spirit Roman Catholic Separate Regional Division No. 4, are as follows:

- (a) To develop and enhance a cooperative Christian relationship between home, school and community.
- (b) To continuously promote and facilitate community support.
- (c) To provide advice and support to the staff and principal on issues of importance such as the school, mission and vision; school discipline policies, programs and directions, and budget allocations to meet student needs.
- (d) To keep the School Board informed-in cooperation with the principal-of the needs of the school.
- (e) To enhance communication between the School Council and the School Board through the Council of Councils.
- (f) To encourage greater parent participation in and understanding of the education of their children.

5. RESPONSIBILITY OF COUNCIL

As a School Council we uphold the objectives as stated in number 4 above.

6. MEMBERSHIP

The membership of the Catholic Central High School Council, Lethbridge, Alberta (meeting the criteria set out by Alberta Education and the Holy Spirit Roman Catholic Separate Regional Division No. 4) shall consist of the following:

- (a) The membership of the School Council shall consist of the following:
 - (i) parents/guardians of students enrolled in the school,
 - (ii) the principal of the school,
 - (iii) at least one teacher elected by the teaching staff of the school,
 - (iv) one student from the school,
 - (v) at least one person from the community approved by the School Council who has an interest in the school.
- (b) For the purpose of voting at the general meeting the majority of the voting members must be parents/guardians of students enrolled at the school. Each parent/guardian is entitled to one vote. The quorum for any meeting is five members and the majority of members must be parents/guardians of students attending the school.
- (c) The membership of the executive committee shall consist of the following:
 - (i) the principal of the school,
 - (ii) three parents/guardians of students from the school elected by parents/guardians at a meeting called for this purpose. The three positions will be Chair, Vice-Chair and Secretary.
- (d) Resignation of members must be done in writing to the Chair of the School Council. If the Chair wishes to resign, he/she will do so in writing to the Vice-Chair.

7. OFFICERS

The following three positions of the executive committee will be elected from its membership: a Chair, a Vice-Chair and a Secretary. No officer or member of the Council shall receive any remuneration for his services.

Any officer, upon a majority vote at a special meeting that has quorum, may be removed from office for any cause which the School council may deem reasonable. The officer involved must be notified in writing 21-days in advance of the date of this special meeting by a hand delivered letter or registered mail.

- (a) Every member of the School Council is eligible to be elected as an officer of the School Council except those persons who are employed by Catholic Central High School, Lethbridge, Alberta.
- (b) Election of the Executive Officers shall be held each year at the Annual General Meeting, and terms shall be for a one-year period. An opportunity will be provided at the Annual General Meeting for persons interested in serving on the School Council to indicate their willingness to hold those positions.
- (c) The terms of office shall run from 01 October or 30 September.
- (d) The same executive position may not be held for more than two consecutive years by one School Council member.
- (e) Members holding an executive position who wish to resign must do so in writing to the Chair of the School Council. If the Chair wishes to resign she/he will provide her/his resignation in writing to the Vice-Chair of the School Council.

8. DUTIES OF THE EXECUTIVE OFFICERS

- (a) The Chair
 - the Chair shall call all annual, School Council and special meetings,
 - plans the agenda for the meetings,
 - convenes and presides at all meetings of the School Council,
 - acts as an ex-officio member of all committees,
 - ensures that all decisions of School Council are carried out,
 - prepares and submits an Annual Report as required by the School Act to School Council and the School Board,
 - designates, in his absence, the Vice-Chair or some other member, to assume his responsibilities,
 - assumes other duties and responsibilities as assigned by the School Council.

(b) The Vice-Chair

- assists the Chair in the discharge of his duties,
- assumes the responsibilities of the Chair in absence of the Chair,
- assumes other duties and responsibilities as assigned by the School Council,
- continuity may be provided by the Vice-Chair extending his appointment to the following term by allowing his name to stand as Chair of the School Council.

(c) The Secretary

- takes, keeps and distributes the minutes of the School Council. The minutes shall be distributed (posted) within ten days of the meeting, and to make copies available for distribution at the next meeting,
- is responsible for keeping an accurate record of the proceedings of all annual, School Council and special meetings,
- looks after the outgoing correspondence of the School Council,
- responsible for preparing and keeping minutes of all Executive Committee meetings,
- ensures that the principal and school office are given a copy of all minutes where they will be filed and stored for seven years.

(d) Other Members Duties

Committee Chairpersons

- Committee Chairpersons shall be elected to coordinate any special functions approved by the School Council. They shall be elected from the School Council membership,
- the Committee Chairperson shall be responsible for keeping accurate records of all meetings held and all financial matters related to the specific function,
- the Committee Chairperson shall report on and file a financial report and/or minutes of their meeting with the School Council at the following monthly meeting,
- the Committee Chairperson remains entitled to vote at the School Council meetings.

Principal

- the Principal shall have full voting privileges at the School Council meetings.

Teacher Representatives

- there shall be a minimum of one teacher representative on the School Council,
- the teacher representative shall be elected by the teachers of the school,
- it shall be the responsibility of the teacher representative to uphold the aims and objectives of the School Council,

- it shall be the teacher's responsibility to represent the interests of the teaching staff objectively,
- it shall be the teacher's responsibility to represent the interests of the students of the school objectively,
- it shall be the teacher's responsibility to communicate back to the rest of the teaching staff the proceedings from the School Council meetings,
- he/she shall have full voting privileges at the School Council meetings.

9. VACANCIES

With the exception of the School Council position filled by the principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or in the case of new officers, until the next Annual General meeting where elections are held.

10. MEETINGS

School Council Meetings

- (a) The first meeting of the School Council shall be held within twenty-eight (28) days of the Annual General meeting.
- (b) Members will be notified in writing of School Council meetings via the School Newsletter.
- (c) School Council meetings will be held on a specified day of each month of the school year as determined by the School Council.
- (d) Individual parents/guardians attending a meeting of School Council, who have a child attending Catholic Central High School, Lethbridge, Alberta have a right to vote on an issue. Only parents/guardians in attendance are eligible to vote, there is no proxy voting.
- (e) The quorum for School Council meetings shall be any five (5) of the School Council members provided the majority consists of parents/guardians of students enrolled in the school.
- (f) The School Council meetings shall have a Town Hall form of governance.
- (g) In all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.

11. VOTING PROCEDURES

- (a) Decisions at School Council meetings will be made by consensus as much as possible.
- (b) If a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority.

12. ANNUAL GENERAL MEETING

- (a) The principal shall give at least twenty-one (21) days' notice to parents/guardians of all students of Catholic Central High School, Lethbridge, Alberta of the annual general meeting and requesting volunteers to serve on the School Council. This annual general meeting will be held within the first twenty-eight (28) days of the start of the school year.
- (b) The Catholic Central High School Newsletter will be the written means by which all members of the Council are notified of the Annual General meeting and Special meetings.
- (c) The business of the annual meeting shall include:
 - the election of the executive,
 - the presentation of the Chair's annual report,
 - any proposed by-law amendments,
 - discussion of any major issue in which all parents/guardians should have input such as: changes to the vision and mission statement of the school, new student evaluation or discipline policy, or other major items,
 - any formal evaluation of the School Council.
- (d) The quorum of all annual general meetings shall be five (5) parents/guardians of students enrolled in the school. This meeting is intended to inform all parents/guardians of students of Catholic Central High School, Lethbridge, Alberta of the activities of the past year's School Council and elect a new Council executive. Only members of the School Council (as detailed in item 6 above) who attend the annual general meeting are entitled to vote on matters raised at the annual general meeting.
- (e) In all procedural matters not covered by these by-laws, Roberts "Rules of Order" shall be employed.
- (f) The School Council Year will run 01 October to 30 September.

13. SPECIAL MEETINGS

Special meetings will be called by the Chair of the School Council as required, and shall be governed by the same process as the Monthly General meetings. Written notice will be given to members via the Catholic Central High School Newsletter or other means giving at least seven (7) days' notice of any special meeting.

The quorum of all special general meetings shall be given five (5) parents/guardians of students enrolled in the school, one (1) administrator and one (1) teacher. Only members of the School Council (as detailed in item 6 above) who attend the special meeting are entitled to vote on matters raised at the special meeting.

In all procedural matters of the special meeting not covered by these by-laws, Roberts "Rules of Order" shall be employed.

14. ANNUAL REPORTS

- (a) In accordance with School Council Regulations, the School Council, through the out-going chair, must prepare and provide the School Board with an annual report which includes;
 - a summary of Council's activities for the year,
 - copies of the minutes for each meeting,
 - such report to be submitted by the Board by September 30th.
- (b) The School Council shall make the report available to all concerned members of the school community.
- (c) The records of the School Council are available for inspection by the membership and this may be done at the Annual General meeting of the School Council, or by making special arrangements with the Chair of the School Council.

15. FINANCIAL PROVISIONS OF THE COUNCIL

- (a) There will be no financial remuneration for officers of the School Council.
- (b) For the purpose of carrying out its objectives, the School Council may not borrow money.

16. CHANGES TO THE BY-LAWS

- (a) The by-laws remain in force from year to year. In the future the by-laws can only be changed to special resolution of the members at any School Council meeting or the annual general meeting or a special meeting.

- (b) Notice of proposed by-law amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

17. CONFLICT RESOLUTION PROCESS

The School Council is responsible to the parents/guardians and to the community it represents.

The School Council advises and consults with other school partners. School Council must reflect the priorities and attitudes of the school parents/guardians and the community at large. School Councils do not make unilateral decisions about what happens in our school. They are participants in the decision making process along with teachers, the principals and the School Board. Ultimately the Principal and the School Board must ensure that decisions made are in the best educational interest of the students of the school. Therefore, the Principal, with the aid of the School Board, if necessary, will resolve any internal conflict that may arise among School Council members.

The School Board has an appeal process in place to resolve disputes between the Principal and the School Council.

In accordance with s.17 (7.1) of the SCHOOL ACT 1995, the School Council will abide by the conflict resolution procedures as set out therein.