

St. Paul School Council Bylaws

Revised May 10, 2005

Name

The name shall be **St. Paul School Council**, hereinafter referred to as the Council.

Mission

The Council supports the school's mission:

*St. Paul School is a faith community
dedicated to providing a quality Catholic education
inspired by the living word of Jesus.*

*In partnership with the home, parish and community,
we nurture, support and celebrate the spirit of each
individual.*

Objectives

The objectives for the Council, in keeping with the School Act and the School Council Regulations, are as follows:

- a. To provide input to the staff and principal on issues of importance such as the school philosophy and mission, school discipline policies, programs and directions and budget allocations to meet student needs.
- b. To promote community support for and participation in the school's activities.
- c. To foster a spirit of partnership between home, school and parish in the Catholic education of our students.
- d. To pursue fundraising activities for identified academic and social needs, which will enhance the students' learning experience.
- e. In cooperation with the principal, to keep the School Board informed of the needs of the school community.

Membership

The membership of the Council shall consist of the following:

- a. Four parents or guardians of students enrolled in the school elected by parents to the executive at a meeting called for this purpose
- b. Principal and/or Associate Principal
- c. One or more Teacher from the school
- d. One or more community or parish representative
- e. Members at Large: Any parent or guardian who is not one of the four elected to executive office and allows their to name stand at the annual General Meeting.

Executive Officers

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

The CHAIR shall:

- i) be responsible for planning the agenda for meetings;
 - ii) facilitate/preside over all meetings of the School Council;
 - iii) act as representative for the Council;
 - iv) have general supervision of all activities of the School Council;
 - v) serve as the Alberta Home and School Councils' representative;
 - vi) present the annual report to the School Board;
 - vii) sit as ex officio member of all committees of the School Council
 - viii) have joint signing authority as one of three officers on Council accounts (two signatures required).
 - ix) attend regional chairperson meetings and school board meetings
 - x) in consultation with the Council, prepare a proposed budget for the coming school year at the School Council Annual General Meeting.
- a. The VICE CHAIR shall:
- i) assist the Chair and undertake tasks assigned by the Chair;
 - ii) in the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 - iii) in the event of the resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
- b. The SECRETARY shall:
- i) keep accurate minutes of all School Council meetings and proceedings;
 - ii) take care of all correspondence and communication;
 - iii) keep an accurate list of names and addresses of Council members;
 - iv) provide the minutes for distribution to all Council members prior to the next meeting of the Council;
 - v) annually, in conjunction with the Chair, file a report of activities to the School Board.
 - vi) have joint signing authority as one of three officers on Council accounts (two signatures required).
- c. The TREASURER shall:
- i) keep an accurate record of the receipts and disbursements of the Council;
 - ii) be responsible for payment of all expenses approved by the Council;
 - iii) present a report of current receipts, disbursements, and balances at all scheduled School Council meetings;
 - iv) have joint signing authority as one of three officers on Council accounts (two signatures required).
 - v) be responsible for deposits of all monies paid to the Council in whatever banking institution ordered by the Council;
 - vi) annually prepare and provide, in conjunction with the Chair, a report of the School Council's financial activities for presentation at the Annual General Meeting of the School Council and to the School Board;
 - vii) make available all financial records for review by an independent, experienced party acceptable to the Council prior to the Annual Meeting.

Vacancies

With the exception of the 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, are elected at the next annual school community general meeting.

Committees

Committees include but are not restricted to:

- a. Hot Lunch Committee, chaired by the Hot Lunch Coordinator;
- b. The Fundraising Committee is a non-profit Society, separate from the council. The Council will ask the committee to raise any funds necessary to achieve Council goals.

The School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

Elected or Appointed Members

The duties of the members elected or appointed shall be as follows:

a. Parent Grade Representatives

There shall be a parent representative for each grade level. If necessary, the Council may designate a parent who does not have child in a particular grade to fill a vacancy.

Parent Grade Representative shall:

- i) actively seek to understand the views of the parents of the grade they represent;
- ii) communicate those views to the School Council;
- iii) assist in any committees so assigned by the School Council;
- iv) maintain and coordinate communication between the Council, parents and classroom teacher as required. (For example, phone calls.)

b. Members at Large:

Members at Large are made up of parents or guardians who were not elected to one of the four positions, represent the school community as a whole and would be available to assist with any committee or activity requiring additional membership. Members at Large are expected to attend School Council meetings on a regular basis.

c. Teacher Representative

The Teacher Representative shall:

- i) actively seek to understand the views of the staff that elected him/her;
- ii) communicate the views of the staff to the School Council;
- iii) communicate , on a regular and on-going basis, the activities of the School Council to the staff;
- iv) assist in any committee so assigned by the School Council.

d. Community Representative

An adult without a child at the school chosen to represent the community that is important to our school.

e. Parent Community

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

f. Past Chairperson

The past-chairperson remains a member of the council with full voting privileges at council meetings, irrespective of whether he/she has children at the school.

Meetings

- a. The first meeting of the School Council shall be held within 30 days after the Annual Meeting;
- b. The School Council shall meet at least seven times during the school year;
- c. Regular meetings will be held on **agreed upon** days or as deemed necessary by the executive committee;
- d. Meetings will normally take place at the school;
- e. Special meetings of the School Council may be called by the executive or by written request of 10 parents of the school community;
- f. The quorum for meetings of the School Council shall be set at 50 percent of the Executive Officers of the Council and a minimum of 5 other Members.

Voting Procedures

- a. 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.
- b. If a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority of those present.

Annual General Meeting

- a. The annual general meeting of the School Council for the following school year will be held no later than the end of May.
- b. The meeting will be advertised throughout the school and the community at least 21 days in advance.
- c. Election for representation of the parent community will take place at the annual general meeting. All parents or guardians of students attending St. Paul School are eligible for election. Positions left vacant at this meeting will be filled at the next regular council meeting.
- d. Members at large positions may be filled, up to and including, the September regular council meeting.
- e. All parents or guardians of students attending St. Paul School are eligible to vote at the annual general meeting.
- f. The business of the annual general meeting shall include:
 - The election of representatives
 - Any proposed by-law amendments
 - Financial statement of the previous year
 - Plans and budget for the upcoming year
 - Discussions of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation and discipline policy; or other major changes in the school's program or focus
 - Any formal evaluation of the School Council

Amendments to Bylaws

- a. The bylaws remain in force from year to year unless amended at the annual general meeting.
- b. The bylaws of the School Council may be amended by a two-thirds majority at the annual School Council meeting.

Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 14 days in advance of the meeting.

Annual Report

- a. 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 which includes:
 - A summary of Council's activities for the year
 - A financial statement
- b. The School Council shall make the report available to all concerned members of the school community.
- c. Minutes of each meeting shall be kept at the school site.

Conflict Resolution

In accordance with S.17 (7.1) **School Act**, 1995, the School Council will abide by the conflict resolution procedures outlined by the Holy Spirit Roman Catholic Region Division No. 4 Board of Trustees.