

W. A. Day School Council Bylaws
October 17, 2011

1. Purpose

The school council is established to effectively support and enhance student learning with a focus on the best interests of all students. The council plays an advisory role in local education matters that range from academic programs, to school policies, and budgeting. School councils may at their discretion advise their principal, their board of trustees or, collectively, the Minister of Education as required.

These responsibilities could be fulfilled through any or all of the following:

- Seeking and representing the views of the school community actively and accurately.
- Becoming familiar with policies of the local school board and understanding their impact on the school community.
- Informing and involving the school community of things such as meetings, committee work, news and surveys, while promoting and encouraging parental engagement and support.

2. Membership

The school council should include:

- The Principal and Assistant Principal of the school
- At least one teacher at the school (as determined by school staff)
- At least one First Nations staff member
- Parents of students enrolled in the school (must form majority of council)
- At least one non-parent community representative
- One or more parents of children enrolled in Early Childhood Education programs
- One or more community representatives from the Piikani Nation
- One or more community representatives from the Kainai Nation

3. Executive Officers

At its first meeting the School Council shall select from its membership the following officers:

- Chair: The elected chair must be a parent of a student in the school
- Vice-Chairperson: The elected vice-chairperson must be a parent of a student in the school
- Secretary and or Treasurer: The elected secretary and or treasurer must be a parent of a student in the school

4. Election of Officers – Annual General Meeting

Parents shall be informed by the principal of the first school council meeting of the year. This meeting will be the Annual General Meeting and will be chaired and recorded by the previous year's executive.

An agenda for the AGM should include:

- Roles and responsibilities of school councils
- Provide copies of School Council Constitution and Bylaws
- Election of Officers

- Minutes of the last school council meeting
- Potential school council committees and their responsibilities
- Meeting dates and times

5. Duties of Officers

Chairperson

- Prepare the meeting agenda in consultation with the principal
- Convene and preside at all meetings of the school council
- Represent the school council to the school board ensuring that decisions of the school council are acted upon
- Submit an annual report to the school council and school board

Vice Chairperson

- Assist the chairperson in carrying out his/her duties
- Assume the responsibilities of the chairperson in the absence of the chairperson
- Assume other duties and responsibilities as assigned by the School Council
- Prepare to assume the responsibility of chairperson in the future

Secretary

- Take, keep and arrange for the distribution of the minutes of the school council meetings
- Look after the correspondence of the school council
- Ensure regular communication with the school community beyond those who attend school council meetings

Treasurer

- Handle any money raised through fundraising or grants
- Keep accurate records of all transactions
- Report to school council on receipt and expenditure of funds
- Ensure that records are available upon request of the school board

6. Meetings

Meetings of the school council shall be held monthly at the school at a time and date determined at the AGM. When voting, the rule of a simple majority of those present will apply with each member entitled to one vote.

7. Quorum

Five (5) members shall be required to reach a quorum.

8. Remuneration

No member of the school council shall receive any remuneration for services rendered for the council.

9. Term of Office

The term of office for each member of the council is one year. Members may be re-elected. Each school council's term is concurrent to the school year.

10. Financial Limitations

- The council shall not assume indebtedness
- A school council may work with a sub-committee incorporated as a society but shall itself not incorporate under the *Societies Act*.

11. Financial Support

Needed financial support shall be allocated from the school budget. Record keeping shall be assigned to the office of the principal.

12. Changes to the Constitution

Should situations occur in which the bodies which pass enabling legislation implement changes that either go beyond or are to be addressed by this constitution, the constitution shall be changed by a majority vote of the council at a meeting.

Should other changes be desired, Notice of Motion must be given to members at a regular council meeting, followed by acceptance of the motion at the next regular meeting.

In any case, changes must be ratified by a majority vote of all parents and community representatives attending the Annual General Meeting.

13. Conflict of Interest

Members who find that items of business being brought to the council may put them in a conflict of interest must declare that conflict and withdraw from debate and voting on the matter.

14. Vacancies on the Council

When vacancies occur, the executive will fill those vacancies by electing/appointing a member from one of the representative groups. Appointments must be verified at the next full meeting of the council.

15. Removal of School Council Member

Should a member miss three consecutive meetings without reasonable excuse, or misconduct him or herself as per the *Alberta Home and School Council Association Suggested Code of Ethics for School Council Members*, the school council may vote to remove the member from the council. Such removal must be supported by a two-thirds majority vote of the school council and reported to the Livingstone Range School Board.

16. Extraordinary Meetings

The school council may hold an extraordinary meeting at any time required, provided that a simple majority of school council members support the calling of the meeting.

17. Appeals

In the case of conflict between a school council and the principal, respecting disputes on policies proposed or adopted by the school, the principal or the school council chairperson may appeal to the Superintendent of Schools for assistance in resolving the dispute. If the superintendent cannot resolve the dispute, the superintendent shall refer the matter to the Board of Trustees who may appoint an ad-hoc committee to investigate and bring back to the board recommendations for resolving the dispute.