

## CONSTITUTION of the G.R. DAVIS SCHOOL COUNCIL

### 1. NAME

The name of the school council shall be ***The G.R. Davis School Council of Fort Macleod Alberta.***

### 2. MISSION

The mission of our School Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

### 3. VISION

Inspiring leadership through our commitment to excellence.

### 4. OBJECTIVES

The OBJECTIVES of the School Council, in keeping with the *School Act* and the *School Councils Regulation*, are as follows:

- a) To provide advice (input) to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
- b) To stimulate continuous improvement in meaningful involvement by all members of the school community.
- c) To facilitate collaboration among all the concerned participants of the school community.
- d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
- e) To facilitate the development of a common vision for our school.
- f) To facilitate a formal performance evaluation of our School Council and to communicate the results of this evaluation to the school board and the school community.
- g) To keep the school board informed - in cooperation with the principal - of the needs of the school.
- h) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- i) To facilitate communication with educational stakeholders and the community.

### 5. MEMBERSHIP

The membership of the School Council shall consist of the following:

- a) A Town Hall Format will be followed for the G.R. Davis School Council. Every person who is in attendance will have a say and vote on items or motions at the meetings
- b) the principal of the school
- c) one staff member on a rotating schedule.
- d) the assistant principal may be invited to attend and participate

### 6. OFFICERS

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

- a) Every member of the School Council is eligible to be elected to an officer of the School Council.
- b) The officers will be elected for a one-year term at the first regular meeting of the School Council in the school year.
- c) The terms of office shall run from annual meeting to annual meeting.

## 7. DUTIES OF THE OFFICERS

### a) THE CHAIR

The chair (in consultation with the principal) shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the School Council, and generally supervising the School Council. The chair shall serve as the Alberta Schools Councils' representative and attend area meetings. The chair will present the annual report to the school board.

### b) THE VICE-CHAIR

The vice-chair shall assist the chair with duties as assigned, and, in the absence of the chair, assume the duties of the chair.

### c) THE SECRETARY-TREASURER

The secretary-treasurer shall be responsible for keeping accurate minutes and records of the meetings, keeping an accurate list of names and addresses of the council members. The secretary-treasurer shall audit the funds of School Council, as well as presenting an annual financial statement as part of the annual report.

## 8. VACANCIES

- a) With the exception of the school council position filled by the principal, the School Council may appoint qualified persons to fill vacancies. Such vacancies will be appointed by consensus or majority vote.
- b) Vacancies and procedures for appointment will be made known in the school newsletter.

## 9. COMMITTEES

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

## 10. MEETINGS

- b) Regular meetings will be held based on the availability of council members with a minimum of seven meetings held in a school year.
- c) Meetings will take place at the G.R. Davis School with the exception of the Tri-School Meeting.
- d) Special meetings of the School Council may be called by the executive or at the written request of ten parents of the school community, with 21 days notice to the School Community.
- d) The quorum for meetings of the School Council shall be set at 5 members.
- e) Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled at the G.R. Davis School.

## 11. VOTING PROCEDURES

- a) Decisions at council meetings will be made by the consensus as much as possible. The decision made by consensus must be stated clearly 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 majority.

## 12. ANNUAL MEETING

- a) The annual meeting of the School Council shall be held not later than October 1.
- b) The meeting will be advertised throughout the school and the community.
- c) Election for the Officers of the School Council will take place at the annual meeting.
- d) All parents of students attending the G.R. Davis School are eligible to vote at the annual meeting.
- e) The business of the annual meeting shall include:
  - the election of representatives
  - any proposed bylaw amendments
  - financial statement of the previous year
  - plans for the upcoming year
  - discussion of any major issue in which all parents should have input such as:
    - i. changes to the vision or mission statement
    - ii. new student evaluation or discipline policy
    - iii. other major changes in the school program or focus

## 13. ANNUAL REPORT

- a) In accordance with *School Councils Regulation*, the School Council, through the chair, must prepare and provide the school board with an annual report submitted by September 30<sup>th</sup> that includes:
  - a summary of school council's activities of the year
  - a financial statement
  - a copy of the minutes of each meeting
- b) The School Council shall make the report available to the school community.

## 14. AMENDMENTS TO THE BYLAWS

- a) The bylaws remain in force from year to year.
- b) Any proposed bylaw amendments will be accepted for consideration.
- c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

## 15. CONFLICT RESOLUTION PROCEDURES

- a) In accordance with s.17 (7.1) School Act, 1995, the School Council will abide by the conflict resolution procedures outlined by the local school board.
- b) When conflict occurs within a School Council, the principal/chair will mediate. If necessary, outside assistance can be requested, ie. school board.