

CANYON SCHOOL

COUNCIL

BY – LAWS

Revised December 2008

**MANDATE FOR  
LIVINGSTONE RANGE SCHOOL DIVISION NO.  
68**

The Livingstone Range School Division No. 68, in collaboration with the Educational Community, will provide students with the best possible learning opportunities responsive to both individual and societal needs.

To provide educational programs for students through consultation with parents and community consistent with the requirements of the School Act.

**CANYON SCHOOL  
VISION STATEMENT**

Canyon School Community will strive to nurture caring respectful people who embrace life-long learning.

**MISSION STATEMENT**

Canyon School Community will enhance intellectual, social, emotional, and physical growth.

## Values

We value....

R esponsibility

E mpathy

S uccess

P ositive Attitude

E qual Opportunity

C o-operation

T ruth

## BELIEFS

We believe....

1. All children can learn.
2. Everyone deserves respect.
3. Every child is unique.
4. The school, home and community work together.

## MOTTO

LEARNING FOR LIFE

→ # can we add minutes/agenda  
websites Manly  
Canyon School  
Booster Society →

CANYON SCHOOL COUNCIL BYLAWS

ARTICLE 1  
PURPOSE

The purpose of Canyon School Council is:

1. to advise and consult with the Principal on any matter relating to the school.
2. to advise and consult with the board on any matter relating to the school.
3. to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning.
4. to facilitate co-operation among all the concerned participants in the local school.
5. to promote the school within the community

ARTICLE 2  
MEMBERSHIP

- A. Membership of Canyon School Council shall consist of:
1. the Principal of the school
  2. at least 1 teacher
  3. at least 1 community representative who is a parent of an ECS student enrolled in the school or a non-parent community member.
  4. a council majority of parents of students attending the school.
- B. The council shall have seven members minimum, at least 4 of these being parents
- C. Membership Appointment
1. Teacher member of council will be chosen by the school staff on a yearly basis
  2. Parent representatives will be elected at the September organizational meeting to represent each class.
  3. A community member position will be filled by a selection or election of an ECS parent at the September organization meeting or by an interested community member.

ARTICLE 3  
DECISION MAKING

1. Decisions will be made by consensus when possible.

2. Motions will be passed by a majority vote. The Chairman will vote only to break a tie.
3. All decisions will be clearly stated and recorded in the minutes of the meeting.
4. All council members shall have full voting privileges.
5. Ex officio representatives may be part of any sub committee and have full voting privileges on those committees.

**ARTICLE 4**  
**REMUNERATION**

1. No council member shall receive any remuneration for acting as a member of the council.

**ARTICLE 5**  
**FAITH OF COUNCIL**

1. The members of Canyon School Council may be of any faith.

**ARTICLE 6**  
**PROHIBITION AGAINST INCORPORATION**

1. Canyon Council cannot incorporate under the Societies Act or Part 9 of the Companies Act.

**ARTICLE 7**

**QUORUM**

1. Seven members of the council constitute a quorum.

**ARTICLE 8**

**MEETINGS**

- A. Annual Meeting
  1. An annual meeting will be held by the end of October each year. Notice for the meeting will be given at least 14 days prior to the meeting.
- B. Establishment and organizational meeting
  1. An organizational meeting will be held each year within 30 days of the first day of school. Parent representatives for each class will be elected for council at this meeting.
- C. Regular Meetings
  1. The council shall hold regular monthly meetings during the school year at Canyon School

- D. Special Meetings
  - 1. Special meetings may be called as the Chairperson deems necessary
- E. Type of Meetings
  - 1. The council will follow the Assembly/Town Hall meetings

**ARTICLE 9**  
**EXECUTIVE**

- A. The Executive of Canyon School Council shall consist of:
  - 1. Chairman
  - 2. Vice Chairman
  - 3. Secretary
  - 4. Treasurer - this service may be provided by the school's business secretary

**ELECTION OF OFFICERS**

- 1. The executive officers of C.S.C. shall be elected at the October General Meeting from those present at the meeting.

**ARTICLE 10**

**TERM OF OFFICE FOR EXECUTIVE MEMBERS**

- 1. The term of office shall be for a maximum of 2 years ending at the close of the second general meeting following the general meeting at which the officer was elected. Terms will be staggered so that Chairman and Vice Chairman do not resign their position in the same year.

**ARTICLE 11**

**ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

- A. Chairperson
  - 1. To conduct and preside over regular, special and annual meetings of C.S.C.
  - 2. To prepare the meetings agenda.
  - 3. To prepare the annual report for LRSD #68.
- B. Vice Chairperson
  - 1. To assume the duties of the chairperson in said person's absence.
  - 2. To assist the Chairperson in carrying out his/her duties.
- C. Secretary
  - 1. To maintain accurate records of all meetings of the council.
  - 2. To maintain all correspondence arising from meetings.

D. Treasurer

1. To maintain accurate records of all financial transactions arising from school council business.
2. To provide monthly financial statements for council review.
3. To provide financial records for annual auditing.

E. Members

1. To regularly attend council meetings.
2. To act as liaison between school council and class parents.
3. To assist with class related projects as they arise.
4. To promote the school in the community.

**ARTICLE 12**

**CONFLICT RESOLUTION**

1. Disputes on the council or between the council and the Principal which cannot be resolved shall be resolved in accordance with LRSD #68 board policy.
2. 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 may appeal in writing to the superintendent of schools for assistance in resolving the dispute. The superintendent shall inform the board when an appeal from a principal or school council has been received. 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.

**ARTICLE 13**

**DUTY TO REPORT TO THE BOARD**

1. Canyon School council, coordinated by the Chair, will prepare and provide the board of LRSD #68, by the end of the school year, an annual report of the councils activities and financial statement and minutes.

**ARTICLE 14**

**SUB-COMMITTEES**

1. Canyon School Booster Society has been organized as a sub-committee of Canyon School Council.
2. The purpose of Canyon School Booster Society is to fund raise for projects submitted by Canyon School Council, Canyon School Staff or PAL which have been approved by Canyon School Council.



3. The Canyon School Booster Society will provide a monthly information report to Canyon School Council.
4. The Canyon School Booster Society will have its own by-laws and minutes.
5. Adhoc Committees of Council will be formed and dissolved as needed.

**ARTICLE 15**  
**AMENDMENT**

1. Canyon School bylaws may be rescinded, altered or amended by a Formal Notice of Motion made at least 1 meeting prior to the October general meeting or a regular meeting at which each amendment will be voted on.

**ARTICLE 16**  
**FILLING VACANCIES**

1. New council members may be appointed by the Chairperson to fill general council vacancies for the remainder of the term.
2. Executive members, other than the Chair, shall be replaced by election for the remainder of the term.

**ARTICLE 17**  
**REMOVAL OF SCHOOL COUNCIL MEMBER**

1. Council members who are not fulfilling their duties as per Article 11 may be asked, by the council executive, to resign.

**ARTICLE 18**  
**CONFLICT OF INTEREST**

1. Members, who find 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.