

Charles Spencer High Council Constitution and Bylaws

1. Name

The name of the school council shall be the **Charles Spencer School Council** of Grande Prairie, Alberta.

2. Mission

The mission of our school council is to actively support the staff, students, programs, facilities, parents/guardians, and school events in providing education excellence and citizenship.

3. Vision

Our school council will facilitate communication among all of the concerned participants of our school community so that we may work together, as partners, to create an effective safe caring learning environment enabling our students to achieve their potential.

4. Objectives

The objectives of the council, in keeping with the Section 17 of the School Act and the School Councils Regulations, are as follows:

- a) To provide advice to the staff and principal of the school and the school board regarding any matter relating to the school.
- b) To provide communication between parents and school officials and improve understanding of the school and its work within the larger community.
- c) To stimulate continuous improvement in meaningful involvement by all members 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 foster cooperation among parents/guardians, students, teachers, and school administrators toward the enhancement of the educational experiences available in the school and to represent the views of parents/guardians at council meetings.
- f) To promote the welfare and education of students through direct support of the school.
- g) To support the school in time and school resources on the essential tasks of teaching and learning.
- h) To keep the school board informed, in cooperation with the principal, of the needs of the school.
- i) To assume responsibility for the actions of the council and any funds in its care.
- j) To provide input regarding any fundraising activities in the school.
- k) Adhere to School Council Code of Ethics/Confidentiality.
- l) Adhere to the School Council Operating Procedures as outlined in the August 2013 template.

BY-LAWS

5. Membership

The membership of the school council shall consist of the following:

- any parents/guardians of students registered in the school
- the principal of the school, a teacher representative as available
- one (1) school board trustee as available
 - One (1) community member as available.
 - One (1) student representative as available.

6. Officers

The officers of the school council shall consist of the following:

- chairperson, vice-chairperson, secretary, and treasurer, if required
- members at large consisting of four (4) parents/guardians of students registered in the school, elected by parents/guardians at the Annual General Meeting
- principal and teacher representatives

7. Establishment of Officers

- a) Every parent/guardian member of the council is eligible to volunteer or to be elected as an officer of the council.
- b) The officers will be elected for a one-year term at the Annual General Meeting of the school council.
- c) A parent/guardian member shall not serve more than two (2) successive terms in the same position of chair, vice-chair, secretary, or treasurer.
- d) The terms of office shall run from the first regular meeting to the Annual General Meeting.
- e) An officer may withdraw by notice in writing to the chair and the principal and if the withdrawing member is the chair, by notice in writing to the vice-chair and the principal.

8. Duties of the Officers

a) Chair

The chair shall be responsible for regularly meeting with the principal, planning and distributing the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council.

The chair shall submit the annual report to the school board and shall attend joint trustee school board meetings as requested.

b) 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. The vice-chair is encouraged to consider election as chair the following term if possible.

c) Secretary

The secretary shall be responsible for keeping accurate minutes and records of the Meetings and placing a copy of each in the parent council binder kept at the school, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.

d) Treasurer

The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for annual auditing.

9. Other Positions

a) Joint School Council Group

Two (2) members of the school council will be selected to attend area meetings, one of which shall be the chair.

b) Alberta Home and Schools Councils' Representative

One (1) member of the school council will be selected to be a liaison.

10. Vacancies

With the exception of the principal and the teacher representative of the council, the school council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents elected at the next Annual General Meeting. For vacant officer positions, new officers shall be selected from the members of council at the next council meeting.

11. Committees

a) At least one officer of the school council shall be a member of the committee; other members can be interested parties at large.

b) Committees, as required, may be established by council at any meeting.

c) The officer of the school council shall be responsible to report on committed activities to the school council.

MEETINGS

12. Annual General Meeting

a) The Annual General Meeting of the school council shall be held no later than September 30th, in any given school year.

b) The meeting will be advertised throughout the school and the community at least twenty-one (21) days in advance.

c) The Annual General Meeting is open to all parents/guardians of students attending the school; all present at the meeting are eligible to vote.

d) The business of the Annual General Meeting shall include:

i. election of officers from the parent/guardian community

ii. financial statement of the previous year

iii. plans and budget for the upcoming year

iv. any formal evaluation of school council

13. Regular School Council Meetings

a) The first meeting of the school council shall be held immediately following the Annual General Meeting.

b) Regular school council meetings shall be held monthly, or as deemed necessary by the executive committee.

c) Meetings will be held at the school.

d) Regular school council meetings are open to all parents/guardians of students attending the school; all who are present at the meeting can participate in the meeting discussion and are eligible to vote, subject to Section 14.

e) Special meetings of the school council may be called by the officers or at the written request of ten (10) parents/guardians of students of the school community.

f) The quorum of the council shall consist of four (4) officers of council, of which three (3) must be parents/guardians.

14. Voting Procedures

- a) A vote may be called on any motion that is moved, seconded and discussed. A simple majority of all council members and parent/guardians present and voting will pass the motion subject to sub-section b).
- b) Before a vote is taken on a member motion, any officer of the council may make a tabling motion.
- c) Any such member motion requires a seconder.
- d) Only the officers of the council shall be eligible to vote on the tabling motion.
- e) The chair shall only vote on any motion in the event of a tie.
- f) On all votes, parents must hold the majority.

15. Annual Report

- a) In accordance with the School Council Regulations, 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
 - copies of the minutes of each meeting
- b) The School Council Annual Report shall be available to all concerned members of the school community by contacting the school office.

16. Finances

- a) The school council shall retain control of funds raised by the school council.
- b) Authorization of payment of accounts must have been approved previously by the school council.
- c) Any two (2) officers of the school council are authorized to sign cheques or execute agreements and the school council may appoint any additional signing authorities.
- d) The books of the treasurer shall be examined annually by an auditor, or two (2) members of the school council appointed at the Annual General Meeting for that purpose. Satisfied that the treasury accounts are correct, they shall sign a statement.
- e) The new school council shall not accept unaudited financial reports.

17. Amendments to the Bylaws

- a) The bylaws remain in force from year to year unless amended.
- b) The bylaws of the school council may be amended by a two-thirds majority at an Annual General Meeting of the Special General Meeting called for that purpose.
- c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

18. Conflict Resolutions Procedures

In accordance with Section 17 (7.1) of the School Act, 195 the school council will abide by the conflict resolution procedures outlined by the school board.

These Bylaws have been accepted by a majority of the members entitled to vote at a meeting of the School Council. Signed this _____ of 2014 at Grande Prairie, Alberta.

Chairperson's name

Chairperson's signature

Secretary's name

Secretary's signature

Principal's name

Principal's signature