



St. Joseph
Catholic School

School Council Bylaws
2014-2015

The following constitution are the Bylaws of the St. Joseph School Council. Our intention was to define clearly, the purpose and objectives of School Council, as well as clarify the roles and responsibilities of each of the committee members.

We propose that the following information be used as a guide by the elected council members to aid them in working as a committee and in carrying out the roles and responsibilities of each of the executive positions.

The following constitution will be revised as necessary by the Council members.

Respectfully submitted
St. Joseph School Council
2014

NAME

The name of the School Council shall be the St. Joseph School Council.

MISSION

The mission of the St. Joseph School Council is to work together with the school administration and teachers to share in the responsibility of our children's education. We want to promote an environment that encourages our children's development in Catholic Christian faith, academics, personal values, social skills, as well as their physical and mental health.

VISION

St. Joseph School Council will facilitate communication amongst all of the concerned participants of our School Community so that we may work together, as partners, to create an effective learning environment and enable our Students to achieve their potential. All of the members of our School Community and our School Council will strive to uphold the guiding principles when making decisions, or providing advice, with respect to our School.

OBJECTIVES

- 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.
- To stimulate continuous improvement in meaningful involvement by all members of the school community
- To facilitate collaboration among all the concerned participants of the school community
- To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level
- 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
- To keep the school board informed - in cooperation with the principal - of the needs of the school

- To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- To coordinate any school council fund raising activities in the school
- To facilitate communication with all educational stockholders and the community

MEMBERSHIP

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

- (a) Minimum of 4 parents of students* enrolled in St. Joseph School elected by parents at the Annual General Meeting.
- (b) The principal of the school.
- (c) One teacher from the school.

**The number of parents must always be the majority*

OFFICERS

The School Council shall have the following Officers as elected by the parents at the Annual General Meeting: Chair, Vice Chair, Secretary, and School-Parish Liaison.

- (a) No person may hold more than one (1) office or position at one time.
- (b) Every member of the council is eligible to be elected as the officer of the council.
- (c) The officers will be elected for a one year term.
- (d) All members of executive are to advise Chair, Vice Chair, or Principal, prior to a meeting, if they are unable to attend.

DUTIES OF THE OFFICERS:

Chair:

- To be responsible for planning agenda and facilitating meetings.
- Act as spokesperson for council and have general supervision of all activities of School Council.
- Arrange for a representative to attend Alberta Home and School Councils area meetings as needed
- Present annual report to the school board
- Approve all communications sent to parents on behalf of the School Council

Vice-chair:

- Assist chair with duties as assigned
- In absence of Chair, supervise affairs and preside at meetings of School Council
- In event of resignation, incapacity or a leave of absence of Chair, will fulfill chair's responsibilities
- Be responsible for all subcommittee liaison with executive

Secretary:

- Be responsible for keeping accurate minutes and records of the meetings
- The minutes to be distributed seven days prior to next council meeting
- Take care (have charge) of all correspondence and official records of School Council
- Keep an accurate dated record of all members of School Council and their addresses
- Take care of communicating notices of School Council meetings and proceedings
- Be responsible for all correspondence and communication with the community

School-Parish Liaison

- The parish community is the basic faith community in our Church and society. Our present bishop is rightly very strong on this. It is the parish that has responsibility ultimately for the sacramental life of our students and staffs.
- We must always be aware that cooperation between the schools and other segments of the Catholic Faith Community,

- including the parish, is for the sake of the youth and children we are privileged to serve.
- Parish bulletins can become a link between school and parish. For example, the school can ask the parish to place certain school items in parish bulletins.
 - The Parish-School Liaison will be responsible for keeping the School Council and its members abreast of the activities, news and programs that are available at Holy Trinity Church.

Council Advisor (minimum 2 people):

There are no duties outlined for Council Advisors. It is recommended that Council Advisors, as with other council members, offer to sit on committees within our school community.

VACANCIES:

Resignation of a member

Should a parent member of the school council resign from the council during the school year, the School Council may elect a replacement to fill the vacancy.

Disqualification of a member

A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment*, these bylaws, or misses three meetings in succession, without notification.

**A parent who no longer has a student enrolled in the School, a teacher that is no longer employed at the school, or a student who is no longer enrolled at the school.*

Removal of a member of the executive

- The member must be notified twenty one (21) days in advance and be afforded the opportunity to be heard at the meeting, addressing this issue.
- A member of the executive will be removed from office by a two thirds majority vote of the executive if it is deemed that this member is not serving the best interest of the school, parents or students.

COMMITTEES:

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

Fundraising Committee

Shall present the annual budget, shall be responsible for preparing the annual financial report and shall coordinate the fund raising activities of the council.

Communication Committee

Is responsible for all communication by the School Council, including notification of meetings by School Council's and/or School's newsletter.

MEETING

- The first meeting of the school council shall be held 14 days after the Annual General Meeting.
- The school council shall meet at least five times during the school year.
- The meetings will be held at St. Joseph Catholic School. Parents will be notified of the meetings in writing either through the school newsletter or by separate notice.
- The meetings **may** also be advertised in the church bulletin as well as the local newspaper.
- Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community.

QUORUM

The quorum for meetings of the school council shall be set at 50 per cent of the membership.

VOTING PROCEDURES

Decisions at council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the

meeting. When a vote is taken, the motion must be moved and seconded and passed by a 51 per cent majority.

ANNUAL GENERAL MEETING (AGM)

Every year the outgoing School Council shall hold an Annual General Meeting which shall be open to all concerned participants within the School Community. The meeting shall be held no later than 30 days after the first instructional day of the school year. This allows or all new school community members to become involved. The meeting will be advertised throughout the school and the community at least 14 days in advance.

Unless decided otherwise by the School Council, the purpose of the meeting shall be:

- (a) Election of representatives
- (b) Approval of bylaw amendments
- (c) Financial statement of the previous year
- (d) Plans and budget for the upcoming year
- (e) Discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement, and, or School philosophy.

ANNUAL REPORT

In accordance with School Councils Regulation, the school council, through the chair, must prepare and provide the school board with an annual report which includes:

- (a) A summary of council's activities for the year
- (b) A financial statement
- (c) Copies of the minutes of each meeting

The school council shall make the report available to all concerned members of the school community.

AMENDMENTS TO THE BYLAWS

- The bylaws remain in force from year to year unless amended at the annual meeting, or at a meeting specifically called for this purpose
- The bylaws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.

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

CONFLICT RESOLUTION PROCEDURES*

In accordance with s. 22 (8) School Act, 2000, the school council will abide by the conflict resolution procedures outlined by the local school board.

September 2012