

BY-LAWS OF THE SCHOOL COUNCIL FOR BERTHA KENNEDY CATHOLIC COMMUNITY SCHOOL

1. DEFINITIONS

- 1.1. "Council" means the School Council for the Bertha Kennedy Catholic Community School
- 1.2. "School" means Bertha Kennedy Catholic Community School
- 1.3. "Parent(s)" means parent(s) of students attending the School
- 1.4. "Regulation" means the School Councils Regulations under the School Act
- 1.5. "Board" means the Greater St. Albert Regional School Board District No. 29

2. MEMBERSHIP

2.1. MEMBERS OF COUNCIL

- 2.1.1. The principal of the School
- 2.1.2. Two teachers from the School, one from the primary elementary grades (Gr. 1-3) and one from the upper elementary grades (Gr. 4-6); elected by the staff
- 2.1.3. Eight Parents elected by Parents at Election Meeting or Annual General Meeting of the council as Chair, Vice-Chair, Recording Secretary, Treasurer and Chairs of the four standing committees.
- 2.1.4. Parent representatives for each elementary class in the School who volunteers or are elected at the Annual General Meeting; a maximum of 2 per class.
- 2.1.5. At least one member of the community at large, appointed or elected at the Annual General Meeting.
- 2.1.6. A community representative shall be a representative from the LAC as long as Early Childhood is part of the School

2.2. TERMS OF MEMBERSHIP

- 2.2.1. The principal will be a member of the Council as long as the principal remains principal of the School
- 2.2.2. Parents serving as Chair, Vice Chair, Recording Secretary, Treasurer, Committee Chairs will serve as members of the Council from Annual General Meeting to Annual General Meeting
- 2.2.3. Parent serving as class representatives will serve as members of the Council from Annual General Meeting until the end of the school year.
- 2.2.4. The teacher representatives will serve as members of the Council from Annual General Meeting until the end of the school year.
- 2.2.5. The community member will serve as a member of the Council from the time of their appointment until the next Annual General Meeting.

2.3. ELECTION OF PARENTS

- 2.3.1. At the Election Meeting (Section 4.2) the Chair, Vice Chair, Recording Secretary, Treasurer and Committee Chairs may be elected to Council for the following School year. Any positions not filled at the Election Meeting will be elected at the Annual General Meeting (section 4.1)
- 2.3.2. Nominations for the election may be made by any Parent in attendance at the meeting. Nominees for the positions do not have to be in attendance at the Election Meeting. Only parents present at the Election Meeting may vote for those nominated.
- 2.3.3. Voting for each position will be made by show of hands.
- 2.3.4. The Chair will declare as elected those persons who receive the greatest number of votes.
- 2.3.5. The Parents elected will become members of Council at the Annual General Meeting.

2.4. ELECTION OF CLASS REPRESENTATIVES

- 2.4.1. A Parent representative for each class will be elected or volunteer at the Annual General Meeting. Two Parents may choose to represent a class but will have only one vote.

2.5. ELECTION OF TEACHERS REPRESENTATIVES

2.5.1. Two teachers will be elected in a process determined by the teachers employed at the School as soon as possible after the start of the school year and their names reported to the Council. One teacher will be from the primary elementary grades and one teacher from the upper elementary grades.

2.5.2. The teachers elected will become members of Council at the Annual General Meeting.

3. DUTIES OF MEMBERS

3.1. CHAIR

The Chair Shall:

- 3.1.1. be responsible for planning the agenda for meetings, scheduling the year of meetings, facilitating meetings and generally supervising meetings
- 3.1.2. represent the Council to other councils, the school board and the media.
- 3.1.3. present the annual report to the Board
- 3.1.4. oversee all outgoing correspondence from the Council

3.2. VICE CHAIR

The Vice- Chair shall:

- 3.2.1. help the chair with duties as assigned and in the absence of the chair, assume the duties of the chair
- 3.2.2. serve as Alberta Home and Schools Councils representative and attend area meetings

3.3. RECORDING SECRETARY

The recording secretary shall:

- 3.3.1. be responsible for keeping accurate minutes and records of the meetings.
- 3.3.2. keep an accurate list of names, addresses and phone numbers of the Council members

3.4. TREASURER

3.4.1. The treasurer shall be responsible for keeping all financial transactions of the Council (chairing the finance committee), present a monthly account of the funds to the Council and preparing the accounts for an audited financial statement.

3.5. SPECIAL EVENTS COMMITTEE

3.5.1. This committee in co-operation with the Council shall organize activities to increase school spirit by involving the family, school and community.

3.6. VOLUNTEER COMMITTEE

This committee shall develop and maintain:

3.6.1. a list of available volunteers from the parents and community to assist with school needs

3.6.2. a method for contacting the volunteers.

3.7. FUNDRAISING COMMITTEE

3.7.1. This committee shall be responsible for raising money to achieve the goals of the Council and in accordance with school board policy.

3.8. COMMUNICATIONS COMMITTEE

3.8.1. The chair of this committee shall be known as the CORRESPONDENCE SECRETARY

3.8.2. The committee is responsible for writing communication from Council as directed by Council including notification of meetings.

3.8.3. A member of this committee must be present at all meetings.

3.9. CLASS REPRESENTATIVES

3.9.1. The class representative will act as communication liaison between the Parents in the class they represent and the Council.

3.9.2. Representation should reflect the general consensus of the class they represent.

3.10. TEACHER REPRESENTATIVES

3.10.1. The teacher representatives will be a communication liaison between teachers and the Council.

3.10.2. Representation should reflect the general consensus of the teachers they represent.

3.11. AD-HOC COMMITTEES

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

3.12. VACANCIES

3.12.1. Vacancies on the Council shall be filled by election or appointment at the next Council meeting, EXCEPT for the position of Chair or principal with the exception of dissolution of Council (See Section 5)

3.12.2. If the Chair position becomes vacant the Vice-Chair shall assume the position of Chair.

4. MEETINGS

4.1. ANNUAL GENERAL MEETING

4.1.1. The Council will hold the Annual General Meeting within 60 days of the first instructional day of each school year.

4.1.2. It will be held the Wednesday after the Orientation Night at the School

4.1.3. Notice of this meeting will be given at the end of previous school year and in the first week of the new school year. Council will determine the manner to give notice. The notice will describe the matters to be dealt with, including any needed elections, amendments to the by-laws, and reports from the previous year's Council

4.1.4. The Annual Report following Regulation Section 12 shall include at least:

- Activities of the Council during the previous school year
- Financial Statement of money handled by the Council
- Copy of the minutes of each meeting of the Council

4.1.5. The new Council members will assume responsibilities after the Annual Report

4.2. OFFICER ELECTION MEETING

4.2.1. The Council will hold the Election Meeting within 60 days before the end of the School year for the purpose of electing the Chair, Vice-Chair, Recording Secretary, Treasurer, and Committee Chairs for the next year.

4.2.2. The Nomination committee that includes the Chair will begin collecting names one month prior to the Election meeting. Notice of the nomination committee will be made in a manner determined by Council.

4.2.3. Two notices of the Election meeting will be made in the month prior to the meeting in a manner determined by Council.

4.2.4. At the meeting nominations for each position are made by the Nominating Committee or from the participants at the meeting. Proxy nominations are permitted. (election proceedings are described in section 2.3)

4.3. REGULAR MEETINGS

4.3.1. The Council shall meet a minimum of eight times during the year.

4.3.2. Meetings will be held on the second Wednesday of the month, unless previously agreed to at Council

4.3.3. Meetings will take place in the School

4.4. SPECIAL MEETINGS

- 4.4.1. The Chair/Vice-Chair may at any time give notice of a special meeting of the Council. The notice will be given at least five days before the meeting. The notice will include the proposed agenda, time, date and place of the meeting.
- 4.4.2. Notice of the special meeting will be sent to Council by a notice sent home with their child or by telephone contact. The school membership will be notified in a manner decided by Council.

4.5. PROCEDURES AT MEETINGS

4.5.1. QUORUM

- 4.5.1.1. A quorum for any meeting will be one-third of Council or minimum of Five members, whichever is greater, and the majority of total in attendance must be Parents.

4.5.2. ABSENCE OF QUORUM

- 4.5.2.1. In the absence of a quorum, no motions may be considered or passed. If the majority of those present wish to hold a meeting, the meeting shall proceed for the purpose of discussion only.

4.5.3. ABSENCE OF CHAIR OR RECORDING SECRETARY

- 4.5.3.1. In the absence of the Chair and Vice-Chair, Council will choose by majority vote of the members present an acting Chair for the meeting.
- 4.5.3.2. In the absence of the Recording Secretary, Council will choose by majority vote of the members present a Recording Secretary for the meeting.

4.5.4. MOTIONS

- 4.5.4.1. Without exception, all motions must arise from issues on the agenda.
- 4.5.4.2. Any member of Council may make a motion at any meeting
- 4.5.4.3. Notice of Motion: A Parent may propose a motion for Council to consider at any regular meeting; seconded by a member of Council
- 4.5.4.4. All motion arising from 4.5.4.3 will be considered by Council at a special meeting as set out in Article 4.4 or at the next regular Council meeting.
- 4.5.4.5. Any member of Council can make a motion to table a motion to a future meeting at any time.

4.5.5.VOTING ON MOTIONS

- 4.5.5.1. All members of Council can vote at any meeting. If Co-chairs or two class representatives they shall have only one vote. If a member has more than one position on Council their vote shall count once only.
- 4.5.5.2. A member must be present to vote on a motion.
- 4.5.5.3. After the chair has clearly stated the motion and recording secretary recorded the same motion, all members may vote for or against the motion.
- 4.5.5.4. Any member may abstain from a vote at any time
- 4.5.5.5. A motion is approved if 60% of the voting members present vote in favour of the motion.
- 4.5.5.6. Council may at any time approve a motion allowing all Parents to vote on a motion. Each Parent shall have only one vote. The motion will be approved if 60% of those voting vote in favour of the motion.

5. RESOLUTION OF CONFLICTS

5.1. PETITIONS

If, at any time, 10% of Parents and three (3) members of Council are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written petition signed by them to all Council members and following will apply:

- 5.1.1. The Chair will call a special meeting of the Council.
- 5.1.2. The Correspondence Secretary will provide 5 days written notice to all Parents of the date, time, place and purpose of the special meeting.
- 5.1.3. At the special meeting, Parents in attendance will have an opportunity to hear and discuss the issues in conflict.
- 5.1.4. On motion seconded by any Council member or Parent in attendance at the special meeting, a vote will be held respecting the dissolution of the Council.
- 5.1.5. If a majority (60%) of Parents and Council members vote in favour of the dissolution of the Council, the Council will be immediately dissolved.

5.2. ACTION AFTER DISSOLUTION

- 5.2.1. If a Council is dissolved, the principal will establish an advisory committee to perform the duties of the Council until the next Annual General Meeting, and the principal will perform the duties of the Chair and recording Secretary with respect to notification of the next Annual General meeting.