

**ST. ELIZABETH**  
**SETON SCHOOL**

**SCHOOL COUNCIL**  
**BYLAWS**

**REVISED JUNE, 2018**

Name

1. The name of the school council should be ***St. Elizabeth Seton School Council*** of Red Deer, Alberta. For the purpose of these bylaws it shall be referred to as ***School Council***

Mission

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

Vision

3. Our school council works together as a team to ensure we can be the best school possible by discussing ideas and making decisions together as a team.

Objectives

4. The objectives of the 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 keep the school board informed – in cooperation with the principal - of the needs of the school
  - g) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
  - h) To coordinate any fundraising activities in the school
  - i) To facilitate communication with all educational stakeholders and the community

MEMBERSHIP

5a) the membership of the council shall consist of the following:

1. The parents of students enrolled at St. Elizabeth Seton School
2. The Principal and Vice-Principal of St. Elizabeth Seton School
3. Teachers and Staff of the school

b) For the purpose of voting in the general meeting, the majority of voting members must be parents of students enrolled in the school.

c) The membership of the executive members on the council should consist of the following people:

1. Six parents of students enrolled at St. Elizabeth Seton School (helpful if at least one of the parents is a parent of the Kindergarten program)
2. The Principal and Vice-Principal of the school
3. One teacher from the school as elected by staff each month to represent the teacher and staff

d) Disqualification

A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment or these Bylaws (ex: A parent who no longer has a student enrolled at St. Elizabeth Seton School or a teacher who is no longer employed at the school)

e) Withdrawal

A member 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, the principal and the vice-principal

f) Signed Resolution

A resolution in writing, signed by all the members that are entitled to vote, is as valid as if it had been passed at a meeting of the school council.

g) Vacancies

With the exception of the school council position filled by the Principal, the school council may appoint school council members and/or school community members to fill vacancies until the election at the next annual general meeting

## OFFICERS

6. The officers of the council shall consist of the Chair, Vice-Chair, Secretary and a Treasurer

- a) Every member of the council is eligible to be elected as an officer of the 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 the office shall run from Annual Meeting to Annual Meeting.
- d) The officers should attend all school council meetings

## Duties of the officers

a) THE CHAIR

The chair shall be responsible for planning the agenda for meetings (coordinated with the Principal), facilitation the meetings, acting as spokesperson for the council, and generally supervising the council. The chair may serve or may designate an alternate officer to serve on Joint School Council. The chair will communicate upcoming events in the monthly school newsletter. The chair will prepare an annual report and provide it to the school board.

b) THE VICE-CHAIR

The Vice-Chair shall assist the chair with duties as assigned, in the absence of the chair, assume the duties of the chair and fulfils the secretary's role in his/her absence.

c) THE SECRETARY

The Secretary shall be responsible for keeping accurate minutes and records of the meetings, filing minutes, taking care of all correspondence and communication, keeping an accurate list of names and addresses of the council members and circulating minutes to all members of the executive. Records of minutes will be available to anyone in the school community on the schools website.

d) THE TREASURER

The Treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and helping the school secretary in preparing the accounts for auditing

e) SPECIAL EVENTS CO-ORDINATOR

The special events coordinator will coordinate special projects and act as liaison between the council and each individual committee. The coordinator will be responsible for ensuring each special event committee has a chairperson

f) TEACHER REPRESENTATIVE

This representative should attend all meetings and act as a liaison between the school council and staff. This representative may change from month to month as needed.

g) PRINCIPAL and VICE-PRINCIPAL

The Principal and Vice-Principal should attend all meetings and act as a liaison between the school council and the staff (should a teacher representative not attend).

#### Committees

- a) School council shall appoint committees consisting of members from the school community with either delegated or advisory responsibilities. One member of each committee should attend the school council meeting each month to report on their

progress. Committees meet outside of the usual Council Meeting to plan and discuss event requirements.

- b) Committees may consist of the following but are not limited to and may change from time to time: HOT LUNCH COMMITTEE, READ-A-THON COMMITTEE, HALLOWEEN DANCE, STAFF APPRECIATION, MOVIE NIGHT, REBELS NIGHT OUT, SCHOOL CARNIVAL, TRACK AND FUN DAY, SHROVE TUESDAY PANCAKE LUNCH

## MEETINGS

### 7. THE ANNUAL MEETING

- a) The annual meeting of the school council should be held no later than 30 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school community at least 21 days in advance
- c) Election for the representative of the parent community will take place at the annual meeting
- d) All parents of students attending the school are eligible to vote at the annual meeting
- e) The business of the annual meeting shall include but is not limited to:
  - The election of representatives
  - Any proposed bylaw amendments
  - Financial statement of the previous year
  - Plans and tentative budget for the upcoming year
  - Discussion of any major issue in which all parents should have input such as: Changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus
- f) Any formal evaluation of the school council.

### 8. MONTHLY MEETINGS

- a) The first meeting of the school council shall be held no later than 14 days after the annual meeting
- b) The school council shall meet at least seven times during the school year
- c) Regular meetings will be held at the school as deemed necessary by the executive committee, typically but not limited to the second Tuesday of every month.
- d) Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community
- e) The quorum (Minimum number of committee members required) for meetings of the school council shall be set at 50 % of the membership
- f) All concerned participants of the school community may be present at the meetings of the school council
- g) Notice of all upcoming meetings will be posted at the school as well as in the newsletters each month

h) The officers have a responsibility to attend all meetings and should any member not fulfill their duties in a professional manner, they will be asked to resign by the chair and a new parent will be appointed to that position

#### 9. VOTING PROCEDURES

- a) 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 off the meeting
- b) If a vote is taken, the motion must be moved and seconded and passed by a 51% Majority

#### ANNUAL REPORT

10. In accordance with the school council's 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
- d) The school council shall make the report available to all concerned members of the school community

#### HANDLING OF MONEY

- a) Receipts or invoices MUST be turned into the School Secretary for reimbursement. She will fill out the cheque requisition form that MUST be signed by at least one of the designated signors.
- b) Requisition must be signed by one of the following 3 people:
  - The chairperson
  - The Vice-Chair
  - Secretary
  - Treasurer
- c) A motion from council is NOT required for any purchases under \$100.00. These purchases are discretionary and are to pertain to school council business.
- d) Bank deposits will be prepared for the school council by the school secretary
- e) All monies collected from sales and fundraising must be counted and verified by at least 2 members of the committee or the council before being submitted to the school secretary.

#### AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

11. The bylaws stay in force from year to year, unless amended at the AGM.

- a) The bylaws of the school council may be amended by a majority vote (51% or more) of the school council at an AGM
- b) Notice of proposed bylaw amendments must be circulated with the notice of the AGM

#### CODE OF ETHICS

##### 12. All School Council Members Shall:

- a) Abide by the legislation that governs them
- b) Be guided by the mission statement of the school and school council
- c) Endeavor to be familiar with school policies and operating practices and act in accordance with them
- d) Practice the highest standards of honesty, accuracy, integrity and truth
- e) Recognize and respect the personal integrity of each individual of the school community
- f) Declare any conflict of interest
- g) Encourage a positive atmosphere in which individual contributions are encouraged and valued
- h) Consider the best interest of ALL students and staff
- i) Respect the confidential nature of school business and respect the impact it may have on school council
- j) DO NOT disclose confidential information
- k) Limit discussions at school council meetings to issues and topics pertaining matters of concern to the school community as a whole.
- l) Use appropriate communication channels when questions or concerns arise
- m) Promote high standards of ethical practice within the school community
- n) Accept accountability for decisions
- o) Never accept personal payment for school council activities

##### 13. PRIVACY

School council shall adhere to the Personal Information Protection Act (PIPA)

- a) School council shall NOT share personal information for the purposes other than those of school council business

##### 14. FUNDRAISING

School council will, where possible, do the fundraising for the school and the school community in order to provide events and field trips to all students