

## Father Henri Voisin School Council

### Bylaws - September 2014

#### NAME

1. The Name of the School Council is Father Henri Voisin School Council. For purposes of these Bylaws it shall be referred to as School Council.

#### FUNCTION

2. The School Council is a collective association of parents, teachers, Principal and staff, who work together to promote the well-being and effectiveness of the entire school community to enhance student learning. The School Council is a means to facilitate co-operation among all concerned participants in the school.

The School Council will provide ideas and opinions to assist the Principal in making decisions. If the Principal should choose not to use the ideas or offered opinions, the Principal will inform the School Council on what basis the decision was made.

#### MISSION

3. The Father Henri Voisin School Council is committed to serve the children, the teachers and the administrators in the education of our children, while respecting their uniqueness and goodness. We will strive to help make our school a gospel centered; community of hope, fostering a Catholic Christian value system where the support of school goals and the education of the whole child – intellectual, aesthetic, emotional, social, physical and spiritual will be our focus.

#### VISION

4. Father Henri Voisin School is committed to helping the teachers and administrators in preparing students with a strong foundation in their education by:
  - Creating a healthy, caring, and safe school environment.
  - Promoting academic excellence utilizing existing and emerging technology.
  - Providing opportunities for students to develop skills and values to succeed in the future as responsible Catholic citizens.
  - Helping to implement learner – centered Alberta curriculum with co-operation and collaboration between school, home, community, and church;

- Celebrating each child as a unique and special gift from God.

#### GOVERNANCE and MEMBERSHIP – Town Hall Model

5. The membership of the School Council shall consist of:
  - The parents of students enrolled in Father Henri Voisin School.
  - The Principal of Father Henri Voisin School.
  - Teachers and support staff of Father Henri Voisin School.
  
6. A) The positions of the executive committee shall consist of:
  - A chairperson, vice chairperson, secretary and treasurer.
  - All executive positions must be filled by parents of students enrolled at Father Henri Voisin School.
  - Every member of the school council and/ or parent of a student enrolled at Father Henri Voisin School or children in the early childhood services program are eligible to be elected to an executive position on school council.
  - The terms of office are the annual general meeting to the following annual general meeting.
  - The executive of School Council can be elected by parents of students enrolled at Father Henri Voisin School attending the annual general meeting or at the first School Council meeting by school council members.
  
- B) a) The Chairperson or Vice Chairperson will prepare the agenda for the general meetings and circulate minutes of the same.
  
- b) The executive committee will carry out the day to day operation of the School Council.

#### DECISION MAKING

7. A) Decisions at School 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.
  
- B) If a consensus cannot be reached a vote may be taken. If a decision is made by vote, the motion must be moved and seconded and passed by a 2/3 majority of present School Council members.

C) Approval of expenditures of greater than \$800 must be approved at a regularly scheduled meeting of School Council with more than 50% of School Council executive present.

## QUORUM

8. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Father Henri Voisin School.

## DUTIES OF EXECUTIVE

9. A) THE CHAIR: The chair plans meetings, prepares, and circulates agendas to the membership five days prior to the meeting date. The chair facilitates School Council meetings, acts as a spokesperson for the School Council (unless otherwise delegated) and supports the School Council. The chair serves as the Alberta Home and School Council's representative. The chair ensures the school board receives an up to date annual report from School Council before Sept. 30.

B) THE VICE CHAIR: The vice chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice chair is the designated Personal Information Protection Act (PIPA)/ privacy officer of School Council and manages personal information in compliance with PIPA. The vice chair assumes responsibility, in consultation with School Council, for communication with the fundraising society.

C) THE SECRETARY: The secretary keeps accurate minutes and records of School Council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the personal information protection act (PIPA). Minutes will be communicated within 7 business days of the regular School Council meeting. The secretary ensures all materials relating to the Father Henri Voisin School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in Father Henri Voisin School.

D) THE TREASURER: The treasurer keeps financial transactions of the School Council, reports to the School Council and compiles with School Council and School Board policies. The treasurer will meet monthly with the school secretary before regularly scheduled meetings. All discrepancies will be dealt with immediately.

## THE PROJECT COORDINATORS –

The coordinators are not part of the executive. They will be responsible for coordinating any existing projects or new projects. These may include but not limited to:

- I. Hot lunch, Shrove Tuesday, friendship meals
- II. Fundraising – set up, orders, delivery
- III. Social Planning including movie nights, BBQ's
- IV. The Room Rep Coordinator – will organize the individual classroom room reps.

## VACANCIES

10. 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.

## COMMITTEES

11. A School Council may appoint committees that consist of School Council members and/or community members. Committees report on their activities at School Council meetings and meet outside of School Council meetings to complete their assigned tasks.

## MEETINGS

12. A) The first meeting of the School Council is held within 20 school days after the start of the school year.
- B) The School Council will meet a minimum of 7 times during the school year.
- C) Regular meeting dates will be determined by School Council members attending the first meeting and/or by the executive of the School Council.
- D) Meetings will take place at the school unless indicated with a 20 school day notice to change location
- E) Special meetings of the School Council may be called by the executive or at the written request of 10 percent of the number of parents of students enrolled at Father Henri Voisin School.

## ANNUAL GENERAL MEETING (AGM)

13. A) The annual general meeting of the School Council will be held within 40 school days after the start of the school year or at an appropriate time during the school year determined by the School Council

B) The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.

C) Election of the School Council members and/or executive positions will take place at the AGM.

D) All parents of students attending Father Henri Voisin School are eligible for election.

E) All parents of students attending Father Henri Voisin School are eligible to vote at the AGM.

F) All positions will be elected for a 1 year term.

G) The Business of the AGM shall include:

- Election of the School Council members and/or executive members.
- Proposed Bylaws/ operating procedures amendments.
- Motion to accept a financial statement of the previous year.
- Plans and budgets for the upcoming year.
- Discussions of any major issue in which parents should have input, such as:
  - I. Changes of the vision or mission statement of the school.
  - II. Major changes in the school program or focus
  - III. Formal evaluation of the School Council.

## ANNUAL REPORT

14. A) The chair prepares and provides an up to date annual report from School Council by June 30<sup>th</sup> that includes:

- A summary of School Council's activities of the previous year.
- A financial statement.
- A copy of the minutes of each meeting.

B) In accordance with School Council's regulation the chair provides the school board with an annual report submitted by September 30<sup>th</sup> that includes:

- A summary of School Council's activities of the previous year.
- A financial statement.
- A copy of the minutes of each meeting

C) The School Council will make the annual report available to all members of the school community.

#### AMENDMENTS TO THE BYLAWS/ OPERATING PROCEDURES

15. A) The Bylaws remain in force from year to year, unless amended at the AGM.

B) The Bylaws of the School Council may be amended by a majority vote of the School Council at an AGM.

C) Notice of proposed Bylaw amendments must be circulated with the notice of the AGM.

#### CODE OF ETHICS

##### **16. ALL SCHOOL COUNCIL MEMBERS SHALL**

- Abide by the legislation that governs them
- Be guided by the mission statement of the school and School Council.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity, and truth.
- Recognize and respect the personal integrity of each member of the school community.
- Declare any conflict of interest.
- Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- Apply democratic principles.
- Consider the best interest of all students.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council.
- Not disclose confidential information.
- Limit discussions at school meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Accept accountability for decisions.
- Not accept payment for school council activities.
- Direct all personal concerns not involving school council business to the principal in a private setting.

## PRIVACY

17. A) School Council shall adhere to the personal information protection act (PIPA)
- B) School Council shall not share personal information for purposes other than those of school Council business.

## POLICIES

18. A) School Council may develop policy for the duration of their term.
- B) The policies of School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.

## SCHOOL COUNCIL FUNDRAISING

19. A) School Council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- B) School Council can fundraise and funds can be kept in a School Council bank account or given to the school.
- C) School Council's funds given to the school will be subject to the school boards policy on School Council fundraising.