

SCHOOL COUNCIL

BYLAWS

**ST. FRANCIS OF ASSISI
MIDDLE SCHOOL**



“Be Joyful, Be Loving, Be Humble, Be Forgiving”

Name

The name of the school council shall be the St. Francis of Assisi Middle School Council of Red Deer, Alberta.

Mission Statement

Through leadership, assistance and support of the school community our school council's mission is to enhance the spiritual and educational experience and celebrate the God-given talents of all our children at St. Francis of Assisi Middle School.

Vision Statement

The School Council will promote St. Francis of Assisi Middle School as a Christ-centered, accepting community, where each child is given the opportunity and support to mature and successfully experience spiritual, emotional and intellectual growth. Our children will be prepared for the challenges of the future, confident in the knowledge that they are members of a faith community committed to developing instruments of His peace.

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Membership

The membership of the School Council (hereafter called the Council) shall consist of the following:

- (a) Parents of the students enrolled in St. Francis of Assisi Middle School
- (b) Principal of the school, and
- (c) Teachers of the school.

For the purpose of voting at the general meeting voting members must be parents/guardians of students enrolled in the school.

The membership of the Executive Committee shall consist of the following:

- (a) The Principal of the school
- (b) A teacher of the school, and
- (c) At least 3 parents of students at the school elected by parents at a meeting called for that purpose.

The Principal, if not available for a Council meeting, may delegate the Vice Principal as his agent for the purposes of that meeting.

Officers

The Executive Committee will elect from its parental membership the following officers: a Chair, a Vice-Chair, a Secretary, and a Treasurer and may elect from its membership other positions as necessary including, but not limited to: a Communications Representative, a Volunteer Coordinator, a Fundraising Coordinator and a past executive member.

Duties of the Executive Committee

- (a) The Chair – the Chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The Chair will prepare and provide the annual report including a summary of school council activities and a financial statement for the school board.
- (b) The 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.
- (c) The Secretary – the Secretary shall be responsible for keeping accurate minutes and records of the Council meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the executive committee.
- (d) The Treasurer – the Treasurer shall be responsible for keeping records of all financial transactions of the council, presenting an account of the funds to the members and preparing the financial statements for the annual meeting.

Vacancies

With the exception of the council position filled by the Principal, the executive committee may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or until they are elected at the next annual school community general meeting.

Committees

The Council may appoint committees consisting of members and others from the school's community with either delegates or advisory responsibilities.

Meetings

- (a) The first meeting of the Council shall be held within 30 days after the annual meeting.
- (b) The Council shall meet at least five times during the school year.
- (c) Meetings will take place at the school.
- (d) Special meetings of the Council may be called by the executive or at the written request of 10 parents of the school community.
- (e) The quorum for meetings of the Council shall be set at 50 per cent plus one member, of the executive committee.

Voting Procedures

- (a) Decisions at Council meetings will be made by consensus as much as possible. Decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- (b) If a vote is taken, the motion must be moved and passed by a 51 per cent majority.
- (c) The School Council Executive can vote on behalf of the council via email if a meeting cannot be held. A report will be given at the next school council meeting.

Annual Meeting

- (a) The annual meeting of the Council shall be held not later than 30 days after the first instructional day of the school year.
- (b) Notice of the meeting will be given to members at least 7 days in advance.
- (c) Election for the executive committee will take place at the annual meeting. All parents/guardians of students attending the school are eligible for election.
- (d) All parents/guardians of students attending the school are eligible to vote at the annual meeting.
- (e) The business of the annual meeting shall include:
 - a. The election of representatives
 - b. Any proposed bylaw amendments
 - c. The financial statement of the previous year
 - d. The Chair's annual report, and
 - e. Discussion of any major issue in which all parents/guardians should have input such as: changes to the vision or mission statement of the Council; council plans and budget for the upcoming year; or other major changes in the school program or focus.
- (f) All School Council Executive members will hold their executive position for a term of two years.

Annual Report

- (a) In accordance with Schools Council's Regulations, the executive committee 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 and copies of the Minutes of each Council meeting.
- (b) The executive committee shall make the report available to all concerned members of the school community.

Amendments to the Bylaws

- (a) The bylaws remain in force from year to year unless amended at the annual meeting or at a special meeting.
- (b) The bylaws of the council may be amended by a majority at an annual meeting of the Council or at a special meeting called for that purpose.
- (c) Notice of proposed bylaw amendments must be circulated with the notice of the special meeting at least 21 days in advance of the meeting.

Conflict Resolution Procedures

In accordance with the School Act, the Council will abide by the conflict resolution procedures outlined by the local school board.

General Authority

The Council may:

- (a) Advise the Principal and the School Board of any matter relating to the school
- (b) Perform any duty delegated to it by the School Board
- (c) Consult with the Principal so that the Principal may ensure that the students in the school have the opportunity to meet the standards of education set by the Ministry of Education

- (d) Consult with the Principal so that the Principal may ensure that the fiscal management of the school is in accordance with the requirements of the Board and the Superintendent, and
- (e) Do anything it is authorized under the Regulations to do.