

SCHOOL COUNCIL BY-LAWS

ANNUNCIATION SCHOOL
9325 – 165 Street,
Edmonton, Alberta T5R2S5

NAME:

The name of the school council shall be the:
ANNUNCIATION CATHOLIC ELEMENTARY SCHOOL COUNCIL.

MISSION:

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

VISION:

The Annunciation Catholic Elementary School Council will facilitate communication among all concerned participants of the school community so that we may work together as partners, to create an effective learning environment and enable students to achieve their full potential. All of the members of the school community and the School Council Executive will strive to uphold the objectives as set forth in this document when making decisions or providing advice with respect to the school.

OBJECTIVES:

The objectives of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- a. Provide advice (i.e. Input) to the staff and principal/vice-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. Stimulate continuous improvement in meaningful involvement by all members of the school community.
- c. Facilitate collaboration among concerned participants of the school community.
- d. Support approaches to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level.
- e. Facilitate the development of a common vision for our school.
- f. 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.
- g. Keep the school board informed, in cooperation with the principal and vice-principal, of the needs of the school.
- h. Support the school and it's efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- i. Coordinate fundraising activities in the school through the Annunciation Elementary School Advisory Committee.
- j. Facilitate communication with educational stakeholders and the community.
- k. To encourage parents/guardians of the school to bring any concerns forth to their grade representatives for discussion at the school council monthly meetings.

SCHOOL COUNCIL MEMBERSHIP:

1. The membership of the Annunciation Catholic Elementary School Council constituency will consist of the following:
 - a. The parents and/or legal guardians of students enrolled at Annunciation Catholic Elementary School.
 - b. The Principal and Vice-Principal of the school.
 - c. Teachers of the school.
 - d. Members of the community.

SCHOOL COUNCIL EXECUTIVE:

The Executive of the School Council will consist of the following officers:

- a. The Principal of the school
- b. The Vice-Principal of the school.
- c. Teacher(s) of the school in attendance.
- d. Four parents/legal guardians of students from the school, elected by parents at a meeting called for this purpose (generally at the Annual General Meeting). These four parent/legal guardians will be elected to the offices of Chair, Vice-Chair, Secretary and Treasurer.
- e. A parent/legal guardian representative from each classroom in the school including Early Childhood Services.
- f. A Community Member as selected by the membership.

TERMS OF MEMBERSHIP FOR SCHOOL COUNCIL EXECUTIVE:

- a. The Principal will be a member of the School Council Executive for so long as the Principal remains the Principal of the school.
- b. The Vice-Principal will be a member of the School Council Executive for so long as the Vice-Principal remains Vice-Principal of the school.
- c. Teachers will be members of the School Council Executive for so long as the teacher remains a teacher of the school.
- d. Parents/legal guardians will be members of the School Council Executive, from the time of their election until another election is held at the next Annual General meeting. Parents/legal guardians must also have a student or students enrolled at the school.

DUTIES OF THE SCHOOL COUNCIL EXECUTIVE:

THE CHAIR

The Chair is responsible for planning the agenda (with the help of other School Council Executive Officers) for meetings, facilitating the meetings and acting as spokesperson for the School Council and generally supervising the School Council. The chair serves as the Alberta Home and Schools Councils' representative and attends area meetings. The Chair will present the annual report to the School Board.

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 SECRETARY

The Secretary is responsible for planning the agenda (with the help of other School Council Executive Officers) for meetings, keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, keeping an accurate list of names and addresses of the School Council Executive Officers. The secretary is also responsible for supplying a copy of the minutes to the parent population of the School via the form of the School newsletter. The Secretary (with the help of the Chair and/or Vice-Chair shall submit the School Council Annual Report to the School Board in accordance with the School Councils Regulations.

THE TREASURER

The Treasurer is responsible for keeping accurate and detailed records of the financial transactions of the School Council, reporting to the School Council Executive and School Board and aligning procedures with policies.

CLASSROOM REPRESENTATIVES

Classroom Representatives are encouraged to bring any concerns forth for discussion at the school council monthly meetings.

VACANCIES

With the exception of the School Council Executive positions filled by the Principal, Vice-Principal and Teacher(s) designate, the School Council Executive may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new executive officers, are elected at the next Annual General School Council meeting.

COMMITTEES

A School Council Executive may appoint committees that consist of school council members. Committees generally report on their activities at School Council meetings.

MEETINGS

- a. The first meeting of the School Council Executive will be held on/or about 21 days after the Annual General Meeting.
- b. The School Council Executive will meet at least 7 times during the school year.
- c. The School Council Executive will hold regular meetings on the third Wednesday of the month, or, as deemed necessary.
- d. Meetings will usually take place at the school.
- e. Special meetings of the School Council Executive may be called by the School Council Executive or at the written request of 10 parents of the school community.
- f. The quorum for monthly School Council Executive meetings shall be five (5) Executive members of which:
 - 2 must be Executive officers (i.e. Chair, Vice-Chair, Secretary and/or Treasurer),
 - 1 must be the Principal or Vice-Principal,
 - 1 must be a Teacher
 - 1 must be another member of the School Council Executive (i.e. Classroom Representative or Community Member)
- g. In the absence of quorum, the School Council meeting may proceed if the majority of parents wish, however the meeting will be only for the purposes of discussion of issues and no motions will be tabled or approved.

VOTING PROCEDURES

- a. All members of the School Council Executive present at the monthly meetings are entitled to move, second and vote.
- b. Decisions at School Council Executive meetings will be made by consensus of the School Council Executive as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the School Council Executive meeting.
- c. If a vote is taken, the motion must be moved and seconded and passed by a 51% majority of the School Council Executive.

ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the School Council will be held not later than 30 days after the first instructional day of the school year.
- b. The meeting will be advertised throughout the school and the community at least 21 days in advance.
- c. Election for the School Council Executive will take place at the Annual General Meeting. All parents and/or guardians are eligible to seek election. School Council Executive officers will be elected for a one-year term. The terms of the office shall be from Annual General Meeting to Annual General Meeting.
- d. All parents and/or guardians are eligible to vote at the Annual General Meeting.
- e. The quorum for the School Council Annual General Meeting shall be (20) parents/legal guardians of the school community.
- f. The business of the annual meeting shall include:
 - Election of the executive committee.
 - By-Law amendments if required.
 - Plans and budget for the upcoming year.
 - Discussion of any major issues in which parents should have input, such as:
 - ◆ Changes to the vision or mission statement of the School Council.
 - ◆ Evaluation or discipline policy or other major changes in the school program or focus.
 - ◆ Any formal evaluation of the School Council.

ANNUAL REPORT

- a. In accordance with School Councils Regulation, the school council executive committee, through the chair and secretary, prepares and provides the school board with an annual report that includes:
 - Summary of school council's activities for the year.
 - Financial statement. (Annunciation Catholic Elementary School Council Financial Statement, **NOT** the Financial Statement of the Annunciation Elementary School Advisory Committee Financial Statement, which is a different entity.
 - Copies of the minutes of each meeting.
- b. The School Council Executive will make the Annual Report available to all members of the school community through the school website and/or through the school newsletter.

AMENDMENTS TO THE BY-LAWS

- a. The School Council By-laws remain in force from year to year, unless amended at the Annual General Meeting.
- b. The By-laws of the School Council may be amended by the School Council Executive as deemed necessary.
- c. Notice of proposed By-law amendments must be circulated within the school community at least 21 days in advance of a School Council meeting.

CONFLICT RESOLUTION PROCEDURES

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

DISSOLUTION

If the school council is dissolved, the principal will establish an advisory committee to perform the duties of the school 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.

Reviewed by:

Mary Treichel Chair – Mary Treichel
M. Warunki Vice-Chair – Marie Warunki
Maria Joy Secretary – Maria Joy
Angela Wolz Treasurer – Angela Wolz

Classroom Representative – Karen Mitchell

Principal – Troy Davies

Principal – Lynn McLagan

Karen Mitchell ECS
Troy Davies Princ
Lynn McLagan Vice-

Dated: May 2nd, 2007