

GLENMARY SCHOOL COUNCIL BYLAWS

NAME:

1. The name of the School Council will be *the Glenmary School Council of Peace River, Alberta.*

MISSION:

2. Glenmary School Council's purpose is to actively support and collaborate with the school staff and community to ensure that students receive a strong religious and academic foundation in a Catholic atmosphere.

VISION:

3. Linked for Learning.

OBJECTIVES:

4. The objectives of the council, in keeping with the School Act and the School Councils Regulations, are as follows:
 - (a) To support the principal and staff in maintaining the Catholicity of our school through spiritual development.
 - (b) To provide advice (input) to the staff and principal on issues of importance such as the school philosophy, mission statement and vision; school discipline policies programs and directions; and budget allocations to meet students needs.
 - (c) To stimulate continuous improvement in meaningful involvement by all members of the school community.
 - (d) To facilitate collaboration among all the concerned participants of the school community.
 - (e) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
 - (f) To facilitate the development of a common vision of our school.
 - (g) To 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 (as part of an annual report.)
 - (h) To keep the school board informed-in cooperation with the principal of the needs of the school through management meetings.
 - (i) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
 - (j) To facilitate communication with all educational stakeholders and the community.

MEMBERSHIP

5. The membership of the council (at a Town Hall Meeting) shall consist of the following:
 - (a) The parents/guardians of students and staff of Glenmary School.
 - (b) Members of the Council (parents, school principal, student reps, staff member, community members).
 - (c) For the purpose of voting at a general meeting the majority of voting members must be parents/guardians of students in the school.

OFFICERS

6. The officers of the council shall consist of a chair, vice-chair and secretary.
 - (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.
 - (c) The terms of office shall run from Annual meeting to annual meeting.

DUTIES OF THE OFFICERS

7.
 - (a) The chair will be responsible for planning the agenda for meetings, facilitate the meetings, acting as spokesperson for the council, and generally supervising council.
 - (b) 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 shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communications, and keeping an accurate list of names and addresses of the executive.

VACANCIES

8.
 - (a) With the exception of the principal, the school council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents, staff voted, student voted or, in the case of new officers, are elected at the next meeting.

COMMITTEES

9.
 - (a) A school council may appoint committees consisting of members and others from the community with either delegated or advisory responsibilities.
 - (b) Budget committee will be established every year to develop a school budget.
 - (c) The Education Planning Committee will be established for a three-year term to develop Glenmary's three-year education plan.
 - (d) Ad hoc committees as needed.

MEETINGS

10.
 - (a) Regular meetings will be held on the third Wednesday of the month, or as deemed necessary by the executive committee.
 - (b) Meetings will take place upstairs in the school staff lounge.
 - (c) Special meetings of the council may be called by the executive or at the written request of 10 parents of the school council.
 - (d) The quorum of meetings of the school council shall be six with a majority of parents.

VOTING PROCEDURES

11.
 - (a) Decisions at council meetings will be made by consensus as much as possible.
 - (b) If consensus cannot be reached then a majority vote of 51% is needed to pass a motion. The chair will be a voting member on all motions.

ANNUAL MEETING

12.
 - (a) The annual meeting of the school council will be held not later than 60 days after the first instructional day of the school year.
 - (b) The meeting will be advertised throughout the school community at least 7 days in advance.

- (c) Elections for the representatives of the parent community on the Council will take place at the October meeting. All parents/guardians of students attending the school are eligible for election. Representatives will be chosen as follows.
 - i.) Nominations from the floor.
 - ii.) If no nominations are received, volunteers will be taken.
- (d) All parents/guardians of students attending the school as well as the executive are eligible to vote at the annual meeting.
- (e) The business at the annual meeting may include:
 - The election of representatives.
 - Any proposed bylaw amendments.
 - Plans for the upcoming year.
 - Discussions of any issues in which all parents should have input.
 - Any formal evaluation of the school council.

ANNUAL REPORT

- 13. (a) In accordance with School Councils Regulations, the school council, through the chair must prepare a report and provide the school board with an annual report by June 30, which includes:
 - A summary of the council's activities for the year.
 - A financial statement.
 - Copies of the minutes of each meeting.
- (b) The school council shall make the report available to all concerned members of the school council, school board and Superintendent.

AMENDMENTS TO THE BY-LAWS

- 14. (a) The by-laws remain in effect from year to year unless amended at the annual meeting.
- (b) The by-laws of the school council may be amended by a two-thirds majority at an annual meeting of the council.
- (c) Notice of the proposed by-law amendments must be circulated with the notice of meeting at least 7 days in advance of the meeting.

CONFLICT RESOLUTION

- 15. (a) Conflicts between council members shall be resolved by:
 - i.) consensus;
 - ii.) majority vote;
 - iii.) appeal procedures following board policy.
- (b) Conflicts between council and the school board should be resolved by:
 - i.) The principal or chair, on behalf of the council, makes a presentation to the board outlining conflict issues and trying to reach a consensus.
 - ii.) School Council requests a mediator to help resolve the conflict.
 - iii.) Council appeals to the Minister of Education.