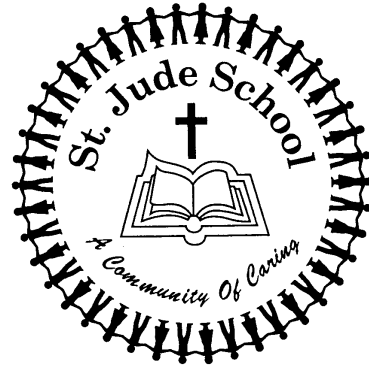


ST. JUDE SCHOOL CONSTITUTION

FEBRUARY 2005

EXECUTIVE MEMBERSHIP

- Chairperson
- Past-Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Principal
- Teacher Liaison
- Parish Liaison
- Social Events Coordinator
- Special Events Coordinator



GENERAL MEMBERSHIP

All persons mentioned above plus all parents/guardians with a child registered at St. Jude School.

ARTICLE I: MISSION

The mission of St. Jude School Council is to foster, support and nurture the well-being and effectiveness of our school community.

ARTICLE II: NAME

The name shall be called the St. Jude School Council.

ARTICLE III: PURPOSE

The purpose of the St. Jude School Council is

- 1.) To strengthen and promote communication between St. Jude and the parents and between St. Jude and the community in matters of general interest.
- 2.) To provide a continuing vehicle to assist in the recognition and solution of matters of concern to St. Jude.
- 3.) To increase parental involvement with children and teachers in the educational process.
- 4.) To raise the funds needed to sustain the yearly School Council budget and to initiate activities that may have a fundraising component to assist the school financially and socially for special events (beyond basic resources).

ARTICLE IV: MEMBERSHIP

Each parent having a child registered at the school, including Kindergarten, is entitled to be a member of the School Council.

ARTICLE V: OFFICERS

SECTION I: DUTIES

All officers shall assume their responsibilities with the commencement of a new school year.

The responsibilities of the Officers are as follows:

Chairperson:

- Consults with the principal regarding meeting dates and agenda items;
- Chairs meetings;
- Acts as a liaison with the School Board and Alberta Learning
- Manages the overall functioning of the School Council
- Represents the School Council at external functions.
- Supervises election procedures when needed.

Vice-Chairperson:

- Assists the Chairperson when requested
- Chairs the meetings in the Chairperson's absence
- Attends external functions in the Chairperson's absence.
- To work closely with the Chairperson to provide and to take the position of Chairperson in the next term of office.
- Oversees and organizes volunteers/classroom reps at the beginning of the School year (creating a database); this includes delegating responsibility for Recycling (Juice and Paper)

Past-Chairperson:

- Chairs the meetings in the absence of the Chairperson and Vice-Chairperson
- Acts in an advisory capacity

Secretary

- Takes minutes of all School Council meetings
- To ensure that minutes are available for distribution at the next School Council meeting.
- Maintains School Council files
- Handles School Council correspondence when necessary
- Transfers annual files to the new Executive

Treasurer

- ❑ Maintains the School Council's Bank Account
- ❑ Ensures accurate accounting procedures are followed
- ❑ Manages all financial transactions of the Council (Two signing authorities are needed to allocate funds: The treasurer's and the principal's)
- ❑ Prepares an annual report at the end of the school year and submits to the principal
- ❑ All expenditures are to be passed by School Council prior to distributing funds.
- ❑ Present the financial statements at School Council meetings.

Parish Liaison

- ❑ Represents Holy Spirit Parish
- ❑ Provides a two way mode of communication between St. Jude and Holy Spirit
- ❑ Keeps the Council abreast of important church dates

Social Events Co-coordinator

- ❑ Responsible for the planning, organization and executive of School Council Social sponsored functions (ie. Dances, Christmas Raffle, etc.)
- ❑ Maintains communication between Council and Administration

Special Events Co-coordinator

- ❑ As above with the emphasis on special events within the school (ie. Special lunches, Treat days, Stampede Breakfast, etc.)
- ❑ Maintains communication between Council and Administration

Principal

- ❑ The Principal is the official contact between the School Council and the school as the Principal can commit the school to actions in conjunction with the School Council.

Teacher Liaison

- ❑ Serves as a liaison between teachers and the School Council.

SECTION II: NOMINATION

- ❑ Nomination forms will be distributed to all School Parents in May of the present school year. These are to be returned by the 1st of June so that the following year's School Council Executive can be determined at the June School Council Meeting.
- ❑ In the event of only one submission, that name shall be acclaimed for that particular position.
- ❑ In the event of several nominations, an election will occur at the School Council Meeting in June, monitored by the Chairperson. All officers shall be elected by a majority of votes cast.

SECTION III: TERMS OF OFFICE

- ❑ With the exception of Treasurer, all positions are a one-year term.
- ❑ The Treasurer will serve for a term of 2 years.

ARTICLE VI: MEETINGS

- ❑ There will be a minimum of six meetings, as determined by the Principal and Chairperson.
- ❑ Meetings are scheduled for the first Tuesday of the month at 7:00 p.m.
- ❑ An agenda will be available prior to each meeting. Agendas will be finalized by the attending members at the beginning of each meeting.
- ❑ A quorum for a School Council meeting shall be at minimum 12 people, including the Executive.

ARTICLE VII: OTHER COMMITTEES

Other committees are formed to perform a particular non-continuing function and they are dissolved when the task is completed. Other committees shall be appointed by the Chairperson, who shall designate the powers and terms of the committees.

ARTICLE VIII: AMENDMENTS

The bylaws may be amended by a simple majority vote of the members present at a regular School Council meeting.

ARTICLE IX: CODE OF ETHICS

School Council members:

- ❑ Shall be guided by the Mission Statement and Pillars of the Calgary Catholic School District and the Alberta Education guidelines for School Councils
- ❑ Shall encourage a positive atmosphere where individual contributions are encouraged and valued
- ❑ Shall recognize and respect the personal integrity of each member and build on their strengths
- ❑ Shall respect the nature of confidentiality in schools and its limitations;
- ❑ Shall limit discussions at School Council meetings to matters of concern to the school community as a whole
- ❑ Shall use the appropriate communication channels when questions or concerns arise
- ❑ Shall endeavor to promote high standards of ethical practice within the school community
- ❑ Shall educate the school community on the role and functions of the School Council

ARTICLE X: REVIEW OF CONSTITUTION

- ❑ The Constitution shall be reviewed every five years.