

Blessed Cardinal Newman School

School Council Bylaws

Article 1. NAME

1.1 The name of the association shall be **Blessed Cardinal Newman School Council** (“School Council”).

Article 2. GUIDELINES

2.1 All operations of School Council shall fall within: (1) the policies and regulations of the Calgary Catholic School District, including the School Council Handbook; and (2) the School Councils Regulation under the School Act.

Article 3. PURPOSE OF SCHOOL COUNCIL

3.1 To strengthen and promote communication between the school and the parents/guardians and between the school, the community and the parish in matters of general interest. (Note: The role of School Council should not replace or interfere with the traditional direct communication between parents and principal or teacher.)

3.2 To increase parental involvement with children and teachers in the educational process.

3.3 To provide a continuing vehicle to assist in the recognition and solution of matters of concern to the school community.

3.4 To encourage and facilitate parent and family programs of an educational, recreational and social nature.

3.5 To provide moral and financial support for approved programs and projects beyond those provided through School District channels.

3.6 To assist the school administration in creating a caring, supportive spiritual environment that will ensure all students receive the best possible education opportunities and are enabled to reach their greatest potential.

3.7 To help foster values of respect, responsibility, caring, trust and family.

Article 4. SCHOOL COUNCIL MEMBERSHIP

4.1 School Council must include the following members:

- a) the principal of the school;
- b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
- c) a majority of parents, guardians or legal custodians of students enrolled in Blessed Cardinal Newman School (“the school”), including kindergarten.

- 4.2 Each parent, guardian or legal custodian having a student enrolled in the school, including kindergarten, is a voting member of School Council.
- 4.3 School Council may appoint other School Council members as they may deem necessary, which are not mentioned in 4.1.
- 4.4 The School Council Executive shall be elected from the membership of School Council, with the exception of the Past-Chairperson who shall be an Executive Member of School Council without the necessity of election or other qualification.
- 4.5 The School Council Executive shall consist of:
- Past-Chairperson
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
- 4.6 There is no remuneration for acting as a member of School Council.

Article 5. DUTIES OF EXECUTIVE MEMBERS

- 5.1.1 **Past-Chairperson:** After his/her term as Chairperson, the Past-Chairperson shall serve on the Executive in an advisory capacity, to provide council and guidance, to provide continuity, and to assist the Executive in carrying out its duties properly.
- 5.1.2 **Chairperson:** The Chairperson shall be the Executive Member of School Council, responsible for the overall functioning of School Council. The Chairperson shall preside over all meetings of the Executive and School Council, and shall ensure all activities are carried out in accordance with the terms of these Bylaws. The Chairperson is responsible for working with the principal in scheduling regular council meetings and setting the agenda for each meeting. The Chairperson will prepare and circulate the agenda at least 7 days before the meeting. The Chairperson shall be a non-voting position; except in the event of a tie vote.
- The Chairperson shall represent School Council at school religious or awards ceremonies, at Parent and Trustee Forums, at District Board Meetings and other events as required. If the Chairperson is unable to attend such events, he/she shall make arrangements for another Member to attend on behalf of School Council.
- The Chairperson shall prepare and submit a Year-End Report to the Board of Trustees by September 30th of each year. This report shall summarize the activities of School Council for the preceding school year. This report shall also be posted on the school website and be available for parents to review.
- 5.1.3 **Vice-Chairperson:** The Vice-Chairperson shall assist the Chairperson and assume the duties of the Chairperson in his/her absence.

- 5.1.4 **Secretary:** The Secretary shall take minutes of all School Council and Executive meetings and shall maintain the files of School Council. The secretary shall submit a draft of the Minutes within seven (7) school days to the Chairperson for his/her review and approval. The Secretary is responsible for maintaining the files of School Council in a space provided by the school.
- 5.1.5 **Treasurer:** The Treasurer shall maintain the financial records of all transactions for the School Council's bank account. The Treasurer is the custodian of all School Council funds in accordance with the Calgary Catholic School District's accepted accounting principles. The Treasurer shall provide a verbal or written report to be presented at each school council meeting. The Treasurer shall prepare a financial statement to be attached to the Year-End Report to be submitted to the District (due September 30th).

5.2 TERM OF OFFICE

The positions of **Chairperson** and **Treasurer** shall be for two (2) years. The positions of **Vice-Chairperson**, **Secretary**, and **Past-Chairperson** shall be for a minimum of one (1) year and not more than two (2) years. The Executive, by majority vote, may appoint a member of School Council to fill any vacancy on the Executive for the balance of the term.

Article 6. MEETINGS

6.1 SCHOOL COUNCIL MEETINGS

- 6.1.1 There will be a minimum of eight (8) scheduled meetings held between September 1st and June 30th each year. Additional meetings may be scheduled, as necessary, to address a particular item.
- 6.1.2 Length of meetings shall be predetermined and time for adjournment fixed.
- 6.1.3 Meeting dates for the upcoming school year shall be determined by the Chairperson and the Principal.
- 6.1.4 The first meeting of the school year shall be called by the Chairperson in September; which is to be held within 20 school days of the start of the new school year. The items on the agenda for the September meeting shall include:
- (i) Chairperson's Report;
 - (ii) Treasurer's Report;
 - (iii) Principal's Report;
 - (iv) Roles and responsibilities of School Council members;
 - (v) Establishment of Committees; and
 - (vi) Present and approve the School Council Goals for the current school year.
- 6.1.5 An agenda for each meeting shall be made available to all members of School Council at least seven (7) days prior to the meeting. Any suggestions for agenda items must be submitted to the Chairperson and/or the Principal for consideration prior to the meetings.

6.2 EXECUTIVE MEETINGS

- 6.2.1 Executive Meetings shall be held as required and attended by School Council Executives.
- 6.2.2 A quorum of at least four (4) Executive members is necessary to conduct meetings of the Executive. A meeting may be held without quorum, but no voting shall take place. If voting is needed, then a second meeting shall be held no sooner than 5 days later, with all Executives notified. In case of an emergency meeting, three (3) Executive officers and the Principal must be in attendance.
- 6.2.3 Each Executive member has full voting privileges. Voting by proxy is not permitted at any meeting.
- 6.2.4 A resolution is passed by a majority of Executive members. In the event of a tie vote, the Chair of the meeting may cast the deciding vote.

6.3 CONDUCT OF MEETINGS

- 6.3.1 The Chairperson shall preside over the meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting. If neither is present, a member of the Executive will appoint a Chair for that meeting.
- 6.3.2 A quorum of at least eight (8) members is necessary to conduct a School Council meeting.
- 6.3.3 If quorum is not established, the chair will inform council that the meeting will proceed without quorum however, no voting shall take place at that specific meeting. If voting is required, then a second meeting shall be held to deal with those matters that require voting.
- 6.3.4 Meetings shall be conducted in accordance with the agenda prepared for the meeting. Unresolved issues shall be tabled until the next meeting, if necessary. If any new topics or issues arise at a school council meeting that are council related, that topic shall be tabled for a future school council meeting.
- 6.3.5 Meetings shall be conducted in a manner based upon the Robert's Rules of Order.
- 6.3.6 Each Member will have a single vote. Voting by proxy is not permitted at any meeting. A resolution is passed by a majority vote. In the event of a tie vote, the chair of the meeting shall cast the deciding vote.

Article 7. ELECTIONS

- 7.1 A school council meeting shall be held within 80 days prior to the end of the school year to elect the Executive Members of School Council and the Blessed Cardinal Newman School Education Society for the following school year (hereinafter referred to as the "election meeting"). The date for the election meeting shall be set by the Chairperson and the Principal in accordance with paragraph 6.1.3 herein.

- 7.2 The Executive Members will hold the same office for School Council and the Blessed Cardinal Newman Education Society. All Executive Members shall be elected by a majority vote at the election meeting and will assume their responsibilities beginning the next fiscal year. In the event of more than one candidate, the names of all nominees will be placed in a draw. If only one candidate is nominated, the candidate shall be elected to that office by acclamation. Any office which remains vacant during the election or becomes vacant after the election shall be filled in a manner decided by the Executive Members.

Article 8. NOMINATIONS

- 8.1 One month prior to the election meeting, nominations for the Executive positions will be requested through the school newsletter. Nominations can be made by any member of School Council. Nominations will be accepted up to and including the date of the election meeting, at which time the Chairperson shall present the slate of nominees to School Council. No candidate for the Executive positions shall be nominated unless he/she has consented.
- 8.2 At the election meeting, a motion shall be made to accept the slate of nominees. Nominations for the Executive positions will also be accepted from the floor at the election meeting.

Article 9. FINANCIAL MATTERS

- 9.1 **FISCAL YEAR:** The fiscal year for the School Council budget is from July 1st to June 30th.
- 9.2 **BUDGET APPROVAL:** The draft School Council budget shall be presented at the October school council meeting. The final School Council budget shall be approved at the November school council meeting.
- 9.3 **UNFORSEEN EXPENSES:** The Executive may approve expenditures less than \$200. Expenditures over \$200 require advance approval by School Council.
- 9.4 **CHEQUES:** Cheques must be signed by two (2) signatories; to be determined and decided upon by the Executive.
- 9.5 The Procedures for Handling Money for the School Council document provides further details on financial matters.

Article 10. COMMITTEES

- 10.1 Committees may be established at the discretion of the Executive to undertake specific projects. Committees may be composed of volunteer parents/guardians, teaching staff and Executive members, of a number to be determined by the Executive. Committee Leaders will report to the Executive and School Council as required.
- 10.2 All major initiatives undertaken by Committee Leaders and representatives require School Council approval.
- 10.3 Committee Leaders are required to maintain written records of meetings and activities for future reference. Committee Leaders shall be responsible to and report to School Council and be prepared to attend and report at School Council Meetings. Committee Reports need to be submitted prior to the end of the school year so that information can be passed on to the new member entering the position.

Article 11. ANNUAL REQUIREMENTS: Record-Keeping

11.1 School Council records, including but not limited to, minutes, correspondence, action taken, approval for expenditures, and summary financial statements, shall be accessible to members of the school community upon request. This information will be required when the Chairperson formulates the Year-End Report of school council activities. **School Council records and minutes must be kept at the school by the principal for a period of seven (7) years.**

Article 12. AMENDMENTS

12.1 These Bylaws may be amended twice during the school year. These Bylaws shall continue in force from year to year unless:

- a) they are amended at a special meeting of School Council called for that purpose; and
- b) the amendment is approved by a majority of the School Council members present at the special meeting.

12.2 The amendments shall take effect immediately upon being approved.

Amended: May 20, 2008

Amended: June 14, 2012

Amended: March 18, 2015