

## **BY-LAWS OF PRINCE OF PEACE SCHOOL COUNCIL**

updated: *September 2019*

### **Article 1.0: Name**

The name of the Council is the “Prince of Peace School Council” hereinafter referred to as the “School Council”.

### **Article 2.0: Function**

- 2.1 To build and support our school community.
- 2.2 To provide liaison between parents and Prince of Peace School administrators.
- 2.3 To be an advisory, consultative and support body to the School Principal, focusing the views of the school community at large on issues of mutual interest.
- 2.4 To strengthen and promote communication between the school and the parents in matters of mutual interest.
- 2.5 With parents and school working together, strengthen and promote communication with the neighboring community in matters of mutual interest.
- 2.6 To provide liaison between parents and the parish.
- 2.7 To provide liaison between parents and the Calgary Catholic School District and the Board of Trustees.
- 2.8 To increase parental involvement with children and teachers in the educational process and to provide input both District-wide and Province-wide initiatives.
- 2.9 To lobby and advocate for Catholic school issues.
- 2.10 To assist the school financially by providing students with additional equipment or learning experiences that are beyond the scope of basic resources funding.

As an advisory body, the School Council shall not supersede the traditional methods of communication between parent and teacher, and parent and administration. Furthermore, these by-laws shall not supersede the authority of the School Act, the Calgary Catholic School District, nor the School Principal.

### **Article 3.0: School Council Membership**

#### **3.1 General Membership**

- 3.1.1 All parents, guardians or legal custodians of children registered at Prince of Peace School are entitled to be General Members of School Council.

3.1.2 All General Members are entitled to vote at School Council meetings and Annual General Meetings of School Council.

### 3.2 Executive Membership

3.2.1 All Executive Members will be elected from the general membership of School Council.

3.2.2 The Executive membership consists of the School Principal and the following elected positions:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

### 3.3 Executive Membership Terms

3.3.1 All Executive Members will be elected for a term of one year, with the potential to be re-elected for one additional year.

3.3.2 No Executive Member will hold any one Executive position for more than two consecutive years, but may be elected to a different Executive position.

3.3.3 After a one year absence from any Executive position, a General Member is eligible to run again for any Executive position he/she has held in the past.

3.3.4 In the event there is no one else available to fill a position, a relaxation of these terms will be in place for one year.

### 3.4 Remuneration

3.4.1 There shall be no remuneration of any kind provided to any General Member nor any Executive Member of School Council.

## **Article 4.0 Annual General Meeting and the Election of Executive Members**

4.1 The Annual General Meeting (AGM) will be held by the end of June each year.

4.2 Notice of the AGM will be provided to all General Members at least four (4) weeks in advance of the date of the AGM.

4.3 The agenda of the AGM will be provided to all General Members at least ten (10) days in advance of the date of the AGM.

4.4 At the AGM, the General Members and Executive Members will elect Executive positions (described in Article 3.2).

- 4.5 Nominations for Executive positions will be accepted from the floor during the AGM. There will be no mechanism to submit advance nominations prior to the AGM.
- 4.6 A nominee must not nominate himself or herself for an Executive Member position.
- 4.7 A nominee or his/her nominator may provide a brief introduction of the nominee at the AGM. If the nominator is unable to attend the AGM, he or she may send this information in to be read aloud at the meeting. These introductions will become a part of the AGM minutes.
- 4.8
  - (i) Election of Executive Members will be by a show of hands or by secret ballot. Should there be more than one nominee for any Executive position, elections will be by secret ballot.
  - (ii) If a secret ballot occurs, the ballots shall be destroyed after a (secondary) count has occurred.
  - (iii) Ballots must be counted by one administrative staff and one General Member who has not been nominated at the current election.
- 4.9 The first count will be the count and will declare an elected candidate. If the first count results in a tie, the current School Council Chairperson will cast the deciding vote. In the case of the Chairperson vote or the absence of the Chairperson, the School Principal will cast the deciding vote.
- 4.10 If an Executive position vacancy occurs within the year, School Council will have the power to fill that vacancy, including the office of Chairperson, until the next AGM or a Special Council Meeting at which time the General Members will elect a member for the vacant position.
- 4.11 Executive Members will be elected at the AGM to hold office until the next AGM.
- 4.12 To vote or run for the election of an Executive Member, General Members must have attended a minimum of two (2) regular meetings prior to the AGM. In the event there is no one else available to fill a position, a relaxation of this clause will be in place for one year.
- 4.13 All General Members as defined in Article 3.1.1 and Executive Members (with the exception of the current Chair) are entitled to vote in the AGM.
- 4.14 All General Members who have attended at least one (1) Regular Meeting of School Council within the current school year are entitled to nominate a General Member for an Executive Member position.
- 4.15 All General Members who have attended at least two (2) Regular Meetings of School Council within the current school year are entitled to run for an Executive Member position.
- 4.16 Calgary Catholic School District employees must not hold Executive positions on School Council.
- 4.17 A member nominated for an Executive role need not be present, but must have provided ahead of time consent to accept such a role.

## **Article 5.0: Finances and Spending Authority**

- 5.1 The Executive for the current school year shall prepare a financial budget. All Committees must follow their budget and notify School Council if additional monies are needed. The initial budget as well as any changes to the budget must be voted upon and passed at a regular School Council meeting.
- 5.2 Any financial commitments, disbursements and expenditures which were not part of the annual approved School Council budget must be approved at regular School Council meetings where the Executive and General Members may attend and discuss the proposals. For all approved expenditures, no General Member shall be responsible for debts and liabilities incurred in these school-related functions and activities.
- 5.3 The Executive or any member of the Sub-committees shall in no way be authorized to borrow or commit any money in any circumstance in the name of School Council without School Council approval, to be obtained during a regularly scheduled meeting.
- 5.4 All cheques written on behalf of Prince of Peace School Council require the signatures of the School Principal and either the Chairperson or the Treasurer.
- 5.5 When fundraising activities take place at the school, monies must not leave school property except to be delivered directly to the bank for deposit. When fundraising activities take place off school property, monies must be delivered to school property as soon as possible. Monies must reside in the school safe at all times when on school property.
- 5.6 The Treasurer will deposit all monies into the School Council bank account within 48 hours of the completion of the fundraising activity, or as soon as reasonably possible.
- 5.7 Appendix A: Financial Procedures for Special and Fundraising Events outlines detailed procedures for event management (budget approval, solicitation processes, inventory management, reconciliation and accounting, receipt management and communications).

## **Article 6.0: Administration**

- 6.1 The Executive Members shall be accountable to the General Membership for the operation of School Council.
- 6.2 The Executive is authorized to direct the administration of School Council, which may include the delegation of some School Council duties and responsibilities to a Committee, Sub-committee, or Ad-hoc Committee as required in order to meet School Council objectives.
- 6.3 The Executive Members of School Council may remove from office any member of the Executive, Sub-committee coordinator, a member of any Committee, Sub-committee, or Ad-hoc Committee established by the Executive who fails to act in good faith and in the best interest of School Council. A vote of the majority of those in attendance at a School Council meeting is required to remove any individual from office.

## **Article 7.0: Responsibilities of the Executive**

### **7.1 School Principal**

The School Principal will:

- have final authority and responsibility for school activities;
- support and advise the School Council from an administrative perspective;
- set meeting dates of the School Council and agenda in collaboration with the Executive; and
- have the ultimate responsibility for all school budget decisions.

### **7.2 Chairperson**

The Chairperson will:

- set meeting dates of the School Council and the agenda in collaboration with the School Principal;
- preside at and conduct all meetings of the Executive and of the School Council;
- manage the operation of the School Council;
- ensure the business of School Council is conducted in accordance with these by-laws and manage overall functioning;
- liaise regularly with the school administration on School Council business;
- be an ex-officio member of any School Council Committee;
- address the parent body as a School Council representative;
- represent the school at Calgary Catholic School District Board Meetings;
- be the deciding vote in the event of a voting tie; and
- complete an annual report prior to the end of September of the following school year.

### **7.3 Vice-Chairperson**

The Vice-Chairperson will:

- assist the Chairperson on a day-to-day basis in the operational issues that affect the Chairperson duties;
- assume the duties of the Chairperson in his/her absence;
- oversee the activities of Sub-committees;
- advise Sub-committees of reporting expectations at upcoming School Council meetings; and
- assume other duties as delegated by the Chairperson.

### **7.4 Secretary**

The Secretary will:

- attend and keep accurate minutes of all meetings of the Executive Members and of the School Council and
- provide a copy of the meeting minutes which are to be filed in the office as well as on the School Council News section of the school website within ten (10) business days of the meeting.

In the absence of the Secretary, another officer of the School Council shall discharge his/her duties.

## 7.5 Treasurer

The Treasurer shall:

- receive all monies paid to the School Council;
- maintain the School Council bank account;
- properly account for the funds of the School Council in accordance with generally accepted accounting principles;
- provide a copy of all bank statements to be filed in the School Council binder;
- provide a detailed account of receipts and disbursements when requested;
- present financial reports at School Council meetings;
- provide draft financial reports along with School Council agendas, and final financial reports during School Council meetings;
- ensure all annual financial reports are reviewed by another Executive Member and one General Member for audit purposes;
- transfer School Council files to the new Treasurer at the end of his/her term of office;
- prepare a final annual report, including a statement of the financial position of the School Council prior to the first meeting in September of the following school year; and
- prepare and file annual returns for the Prince of Peace School Council.

## **Article 8.0: Responsibilities of Non-elected Positions**

Sub-committee Coordinators will report to the Vice-Chair of the School Council Executive. All Sub-committee Coordinators, through the support of the Sub-committees, are responsible for recruiting volunteers to support initiatives they have initiated or will oversee.

### 8.1 School Parish Liaison

The School Parish Liaison provides the liaison between School Council and any parishes affiliated with Prince of Peace School. He or she will provide information about upcoming events and dates at the parish that are pertinent to the school and parents.

### 8.2 Special Events Coordinator(s)

The Special Events Coordinator(s) organizes activities that are more social in nature for the enjoyment of students, teachers and parents. Committees may be formed for each event. These events may also happen to raise funds.

### 8.3 Fun Lunch Coordinator(s)

The Fun Lunch Coordinator(s) sources lunch vendors and arranges for families to purchase lunches from vendors on a schedule determined by School Council and school administration.

### 8.4 Fundraising Coordinator(s)

The Fundraising Coordinator(s) collects all information as to what fundraising activities are available and are engaged by the School Council when fundraising efforts are required. He or she will be guided by the

established school plans and district regulations. The Fundraising Coordinator is responsible for providing the Treasurer with information related to fundraising activities and ensuring funds are handed over to the Treasurer in a timely manner.

#### 8.5 Volunteer Coordinator(s)

The Volunteer Coordinator(s) works with parents and staff in relaying information. He or she will help to organize volunteers as needed (e.g. special events, office help, etc.).

### **Article 9.0: Meetings**

#### 9.1 Regular School Council Meetings

Regular Meetings of School Council shall be held as needed to conduct the business of School Council. All General Members are welcome and encouraged to attend. The primary purpose of these Regular Meetings shall be planning, reporting and information sharing. The Executive sets the agenda for the Regular Meetings. Agendas will be available to the General Members one week prior to Regular Meetings. Failure of a General Member to receive a notice of any Regular Meeting shall not invalidate any proceedings at such Regular Meeting. To ensure business continuity, Regular Meetings will be scheduled no more than eight (8) weeks apart during the regular September to June school year.

#### 9.2 Special School Council Meetings

Notice of a Special School Council Meeting shall be given to each family. Agendas will be published and available to the General Members one week prior to Special Meetings. Failure of a General Member to receive a notice of any Special Meeting shall not invalidate any proceedings at such Special Meeting.

#### 9.3 Annual General Meeting

The business of the AGM shall include the Chairperson's report, the Principal's report, the Treasurer's audited report for the preceding year, and any other business of the school. The order of business of the AGM shall be at the discretion of the Chairperson of the meeting, provided that the business and reports of the preceding fiscal year shall precede the election of the Executive and the appointment of Sub-committee Coordinators.

#### 9.4 Special Executive Meetings

Special Executive Meetings may be held on call of the Chairperson or the Principal or upon the request of any three members of the elected Executive. At least twenty-four (24) hours' notice of any Executive Meeting shall be given either verbally or in writing to every Executive member. Failure of a member of the Executive to receive a notice of a Special Executive Meeting shall not invalidate proceedings at such meetings. All decisions made at a Special Executive Meeting must be brought to the next regular meeting for ratification by the General Members.

## 9.6 Voting

All General Members present will have a single vote at the regularly scheduled Regular Meetings, the AGM, Special School Council Meetings and Special Executive Meetings. The Chairperson will not vote; in case of a tie, the Chairperson shall cast the deciding vote. Voting by proxy is not permitted at any Regular Meeting.

## 9.7 Quorum

- (a) A majority of the Executive shall constitute a quorum at Executive meetings.
- (b) At Regular Meetings, Special School Council Meetings, and the AGM, seven (7) members present shall constitute a quorum as long as at least one of those seven members is an Executive Member.
- (c) The Chairperson will inform School Council as to whether a quorum is present.
- (d) If there is no quorum present at the scheduled time of the meeting, there will be a 15-minute recess. If at the end of this time there is still no quorum, the meeting stands adjourned. If a quorum is lost during the meeting, the meeting can continue but no voting will take place.

## 9.8 Procedure of Meetings

It shall not be necessary to conform strictly to parliamentary procedures with regard to motions, debate of points of order so long as the procedure followed will result in determining and recording the wishes of the majority. New business requiring a motion should have been previously submitted and circulated as an agenda item.

A vote shall be taken in order to register the wishes of the majority. The Chairperson shall not vote. In the event of a tie, the Chairperson shall cast the deciding vote.

### **Article 10.0: Conflict of Interest**

Any Executive Member or General Member who, either directly or indirectly, has a personal opportunity to gain financially or professionally in any matter brought before School Council must disclose a potential conflict of interest to the Chairperson and the School Principal, and will not be entitled to vote upon any motion related to this matter.

### **Article 11.0: Miscellaneous**

These by-laws should be reviewed annually and any proposed changes presented at the AGM and put to vote.