

St. Alphonsus School Council Bylaws/ Operating Procedures

Article I. Purpose and Limitations

The essence of St. Alphonsus school council is to be an advisory and consultative body to the principal, focusing the views of the school community at large on issues of common interest.

1. To be consultative and advisory body to the principal.
2. To increase parental involvement with children and teachers in the educational process.
3. To assist the principal in promoting communication between the school and the parents of the school and the community in matters of importance for the community.
4. To assist in supporting all school programming and required curriculum.
5. To provide a continuing vehicle to assist in the recognition and resolution of matters of concern to the school community.

As an advisory body, St. Alphonsus school council shall not supersede the traditional methods of communication between parents and teacher. And parent and administration. Furthermore, these bylaws shall not supersede the authority of the school act, The Calgary Catholic school District, nor the principal.

Article II. Membership

- 2.1 Each parent, guardian, or legal custodian of a child registered at the school is a voting general member of council.
- 2.2 All executive members shall be elected from the membership of council.
- 2.3 By virtue of the School Act, the principal of the school shall be an executive member of council without necessary of election or qualification of any kind.
- 2.4 The school council executive positions shall not be available to employees of the Calgary Catholic School District.
- 2.5 In addition to the principal and a teacher representative, the positions of the executive committee of St. Alphonsus school council shall consist of a minimum of a chair, Vice-chair, secretary and treasurer.
- 2.6 With exception of the school council position filled by the principal, the St. Alphonsus school council may appoint members to fill vacancies if the position remains unfilled after being advertised.

Article III. Executive Duties

3.1 The Chair

In consultation with the principal, plans meeting and prepares agendas, facilitates St. Alphonsus school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair attends all parent and trustee meetings and reports back to council on information received. The chair ensures the Board of Trustees receives an annual report by September 30 of each year from St. Alphonsus school council.

3.2 The Vice-Chair

Assist the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair.

3.3 The Secretary

Keeps accurate minutes and records of St. Alphonsus school council meetings, documents and files all correspondence and communications and keeps accurate contact information of the executive committee members. The secretary ensures all materials related to the school council include resources and all meeting minutes, and any relevant documents are, available to the public in an accessible location in the school.

3.4 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 the district's accepted accounting principles, provide a detailed account of receipts and disbursements when requested, transfer school council files to the new treasurer at the end of his/her term of office, prepare a financial report for every school council meeting, and prepare a final report, including a statement of the financial position of the school council, by the end of September of each year. In the absence of the treasurer, his/her duties shall be discharged by another officer of the school council.

Article IV. Nominations and elections

4.1 Nominations

4.1.1 Council shall appoint a committee of at least three council members six weeks prior to the annual general meeting for the purpose of finding one or more candidates willing to stand for each elected executive position for the following year. Although each executive position is for a one-year term, these members are encouraged to remain in their positions for two years whenever possible to maintain consistent and continuous planning within council.

4.1.2 The nomination committee will prepare communication to be distributed to the general membership which will include a description of all positions as stated in the constitution, for the purpose of recruiting candidates. The nomination committee will be responsible for contacting potential candidates to confirm their interest in the position and a slate shall be prepared prior to the annual general meeting. The nomination committee will be responsible for securing at least two nominations for each position but will allow all nominations to stand for election.

4.1.3 At the annual general meeting, a motion will be made to accept the slate of nominees. Nominations of the office will also be accepted from the floor at this meeting.

4.2 Elections

4.2.1 Executive members shall be elected by a majority of votes cast, providing there is a quorum present.

4.2.2 Votes shall be cast by a show of hands unless otherwise specified.

4.3 Vacant positions

4.3.1 When an elected officer resigns or is unable to continue the duties of office, nominations will be requested from the floor at the next regular meeting followed by a vote.

4.3.2 Under extraordinary circumstances the principal may appoint an interim member to fill a vacant position until a by-election can be held.

4.3.3 The term of office shall be until the next general election.

Article V. Meetings

5.1 Annual general meeting

5.1.1 An annual general meeting of council shall be held in June of each year for the purpose of election of executive officers, selection committee chairs and members, and drafting the council's budget for the following year.

5.1.2 A notice of the annual general meeting shall be sent to all members of council a minimum of four weeks prior to the date set for that meeting.

5.2 General meetings

5.2.1 Regular general meetings to carry out the normal business of the council shall be called by the chair at intervals not exceeding eight weeks, or upon request of the principal. The exception being the first council meeting in September, which is to be held within 20 school days of the start of the new school year.

5.2.2 Notice of regular meetings shall be sent to all members of council a minimum of 21 days prior to the date of such a meeting.

5.2.3 An agenda for each regular meeting will be distributed to all parents at least two weeks prior to each meeting and also be posted on the school website.

5.2.4 Agenda items will be determined by the chair and principal. Items of consideration should be presented no later than 2 weeks prior to the meeting date.

5.2.5 The principal or his/her designated representative and one member of the executives must be present at all council meetings.

5.3 Conduct of meetings

- 5.3.1 The chair shall normally control the flow of meetings. In the absence of the chair, the vice-chair shall control the flow of the meeting. If neither is present, an executive member will appoint a chair for that meeting.
- 5.3.2 The chair will inform council as to whether a quorum is present.
- 5.3.3 If there is no quorum present at the scheduled time of the meeting, there shall be a 15 minute recess. If at that time there is still no quorum, the meeting stands adjourned. If a quorum is lost during the meeting, the meeting shall continue but no voting shall take place.
- 5.3.4 The meetings shall be conducted in accordance with the conduct agreement of the school council, Alberta School Council Association, and Calgary Catholic School Districts.

5.4 Quorums

A quorum at a general meeting shall be eight people, including the members of the executives who are present.

5.5 Voting

- 5.5.1 Any voting general members of council shall be entitled to one vote on a motion brought before any meeting of council.
- 5.5.2 A motion duly brought at any meeting shall pass with a simple majority of those members entitled to vote.
- 5.5.3 Voting on any motions at any meeting shall be by show of hands unless otherwise moved.
- 5.5.4 In the case of a tie vote, the principal, who also does not vote, holds the right to veto and makes the final decision.

Article XI Conflict of interest

- 6.1 Any member of council who, either directly or indirectly, has a financial interest in any matter brought before the council shall disclose such interest and shall not be entitled to vote upon any motions pertaining to the matter.

Article VII Conflict resolution procedures

- 7.1 In the event of an unresolved conflict between council and school administration, council will abide by the conflict resolution procedures prescribed by the district in the school council handbook (section F-1) Conflict management Procedures.

Article VIII Amendments

- 8.1 The bylaws/operation procedures may be amended by a two-thirds majority vote at the annual general meeting, OR;
- 8.2 The bylaws/operating procedures may be amended by a two-thirds majority vote at an extraordinary meeting called specifically to amend the bylaws/operation procedures.
- 8.3 A notice of the intent to amend the bylaws/operating procedures and the proposed amendments shall be sent to all members of the council a minimum of 2 weeks prior to the date set for the amendment meeting.

Article IX Privacy

- 9.1 St. Alphonsus school council shall adhere to the Personal Information Protections Act (PIPA)
- 9.2 St. Alphonsus school council shall not share personal information for purpose other than those of school council business.

These bylaws/operating procedures have been accepted by a majority of the members entitled to vote at a meeting of the school council.

Signed this: _____ (day) of _____ (month), _____ (year)

Chairperson's Name

Chairperson's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature

Originally written by: Lisa Giovanetto (Chairperson)

Amended On:

Amended On:

