

ST. BRIGID SCHOOL COUNCIL BYLAWS

- 1. Name:** The name of the Council shall be St. Brigid School Council (herein referred to as the "School Council").

Mission: The mission of the School council is to provide an opportunity for parents, school administration, teachers, community members and students to work together resulting in a more vibrant and effective school community. It is an advisory group which:

- focus on what is best for all students in the school
- consider the interests of all school stakeholder
- develop, maintain and reflect the culture of the school and;
- represent the parent voice in the school community.

- 2. Code of Ethics:** School Council Members:

- Shall be guided by the Calgary Catholic School District Mission.
- Shall have direct, honest, respectful communication through the appropriate channels endeavour to be familiar with school/district policies and operating practices and act in accordance with them;
- practice the highest standards of honesty, accuracy, integrity and truth;
- recognize and respect the personal integrity of each member of the school community;
- declare any conflict of interest;
- encourage a positive atmosphere in which individual contributions are encouraged and valued;
- apply democratic principles;
- consider the best interests of all students;
- respect the confidential nature of some school business and respect limitations this may place on the operation of the school council;
- refrain from disclosing confidential information;
- limit discussions at school council meetings to matters of concern to the school community as a whole;
- use the appropriate communication channels when questions or concerns arise;
- promote high standards of ethical practice within the school community;
- accept accountability for decisions; and
- accept no payment for school council activities.

- 3. Membership:** The membership of the council shall consist of the following:

- the principal of the school
- at least one teacher (can be rotated throughout the staff)

- at least one person who is a parent of a child enrolled in a kindergarten program at the school
- one or more community representatives, who are not parents of students enrolled in the school, but who have an interest in the school
- parish representative (optional)
- parents – means the parents, guardians or legal custodians of students enrolled the School and of children registered in a Kindergarten program at the School.

4. Executive Committee: The executive of the School Council shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer and Principal.

- Every parent is eligible to be elected as an executive of the School Council.
- The Executives shall be elected for a two-year term at the June School Council General Meeting.
- The term of office for the Executives shall be two complete school year with the option of renewing for another term. Further terms may be added should no other candidate come forward.
- One Year Terms will apply for all other committee positions

5. Duties of the Principal

Principal – Chief Advisor to School Council and has final authority and responsibility on all school activities and ultimate responsibility for all school budget decisions.

Responsibilities include:

- Professional accountable to senior admin and the Board of Trustees for all activities in the school, including budget items,
- In consultation with the chairperson and/or executive, sets meeting dates and agenda items,
- Supports and advises the council from an administrative perspective; and
- Receives/reviews monthly bank statement.
- Retains a hard copy of agendas, minutes and financial statements for seven (7) years;

6. Duties of the Executive Committee:

Chairperson – The Chairperson will be responsible for:

- Consults with the principal and executive regarding agenda items and meeting dates;
- Calls and chairs meeting;

- Attends all parent/trustee meetings or sends a designate(s) from school council or interested parents, and presents a report regarding each parent/trustee meeting at the following local school council meeting;
- Follow the existing the school council bylaws
- Is familiar with School Council Handbook
- Is familiar with all school council roles and what they entail;
- Ensures minutes are recorded and maintained;
- Oversees all committees;
- Solicits inputs from all members;
- Completes and submits the

Vice-Chairperson – The Vice-Chairperson shall be responsible for:

- Presiding at meetings in the absence of the Chairperson.
- Initiating a review of the School Council Bylaws.
- Assists the chairperson with a variety of duties including overseeing and monitoring sub-committees;
- Records minutes in the absence of the secretary;
- Reviews bylaws/operating procedures yearly in consultation with the chair and principal;
- Promotes teamwork, and assists the chair in the smooth running of meetings;
- Performs other related duties upon the request of the Principal or Chair

Treasurer – The Treasurer shall be responsible for:

- Must be familiar with Section D: Finance - School Council Handbook
- Maintains financial records of all transactions for the school council's bank account;
- Provides the financial report of the council at each meeting;
- Ensures accurate accounting procedures are followed;
- Manages all financial transactions of the council: cheque writing, reconciling, holding cheques and preparing deposits;
- Maintains spreadsheets to record payments/balances etc. budgeted vs. actual expenses (spreadsheet knowledge an asset);
- Arranges with council for new signatures on Bank Account (August/September);

Secretary – The Secretary shall be responsible for:

- Through the principal, notifies the school community of meetings and activities;
- Records minutes at all meetings and then distributes minutes to the chair and principal for review prior to the next meeting at which time they will be included in the agenda for approval;

- Prepares the minutes for council meetings; through the principal, posts on website and e-mails to all parents;
 - Maintains school council files/minutes in a binder for archives and for audit purposes;
 - Transfers annual files and year-end report to the new executive;
 - Opens and makes a copy of bank statements for the principal and provides the original copy to the treasurer of school council.
- Performs other related duties upon the request of the Principal or the Chair

7. Elections:

- Nominations for all Executive positions will be help prior to the Elections in May.
- Elections will be held in May of each school year to elect the School Council Executive. Each Executive shall be elected by a majority vote at the election meeting and they shall assume their responsibilities at the end of the school term. In the event there is more than one candidate for each Executive position to be filled, voting shall be by secret ballot. If only one candidate is nominated, the candidate shall be elected to that position by acclamation. Any executive position which remains vacant during the election or becomes vacant after the election shall be filled in a timely manner decided by the current Executive of the School Council.
- If a member of the Executive is unable to fulfill his/her duties, he/she may be asked to resign from the position.
- New council elect will be introduced at the June School Council meeting beginning their term immediately following that meeting.
- In case of moving, resignation or death of a council person, the council may assign or elect a replacement for that position. The council will inform parents of the vacancy and have them contact the school if they are interested in filling the vacant position.

8. **Committees:** The School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities to perform functions not performed by the executive. These committees shall serve until the special purpose for which they were appointed has been fulfilled or until dissolved by the executive. All committees are required to maintain written records of meetings and activities for future reference including; but not limited to items such as suppliers contacted or fundraising ideas researched. Each committee is required to read the by-laws at the beginning of each school year. Examples of the committees are, but are not limited to:

- **Fundraising Committee:** This committee is responsible for raising funds, through approved fundraising activities, to achieve the goals and objectives of the School Council, which will be used to support the school plan.

- **Special Treats Committee:** This committee's purpose is to coordinate the "special lunches" that occur throughout the school year. The dates are to be selected in cooperation with the Principal. The Treasurer shall help with the handling of money.
- **Parish Committee:** This committee is responsible co-ordinating Sacramental information for the celebration of sacraments and assisting the respective teachers with the planning of the sacramental celebrations. Each year the Council will recognize students who receive a sacrament by presenting each child with a memento or by celebration in honour of these events. Members of this committee will also be responsible for being a liaison between St Peter's Parish and the school.
- **Volunteer Coordination Committee:** This committee is responsible for maintaining records of volunteers available for teachers and special events throughout the year. They will also send out volunteer forms out at the beginning of each year with release of names information provided.
- **Family Events Committee:** This committee is responsible for organizing a family event for the school population. This will be organized with input from school administration.
- **Staff Appreciation Committee:** This committee is responsible for organizing an annual luncheon in honour of all staff members of St. Brigid School. The scheduled date will be set with input from administration.
- **Soul Food Committee:** Liaisons with staff to identify and contact families whom, for reasons of illness or family situation, would benefit from a hot-meal or baking service.

9. Meetings:

- The School Council shall meet within 20 days of the first instructional date of the school year for the AGM (Annual General Meeting). This meeting will be advertised throughout the school and the community at the beginning of the school year until the date for the AGM or within 20 school days of the AGM date.
- The School Council shall meet at least seven times during the year.
- The dates of the School Council meetings shall be established by the chairperson and the Principal at the beginning of every school year and will be published in the school newsletter as well as on the school website.
- School Council meetings shall take place at the school on a school day or evening.
- All parents and legal guardians of students attending St. Brigid School are eligible for election and to vote in elections at the General Meeting.
- The business of the Annual General Meeting (AGM) shall include:
 1. Any proposed bylaw/ operating procedure amendments
 2. Financial statements of the School Council from the previous year
 3. Plan and budget for the upcoming year

4. Discuss any major issue issues in which parents should have input. Example: changes to the school vision or mission statement.
- Executive Committee meetings shall be called as required.
 - Records containing the minutes of all meetings, resolutions and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School community who requests them.
 - The agenda for any meeting of the school council shall be set by the Chair and Principal prior to the meeting. The agenda will be posted one week prior to the meeting. There will be no additional changes made to the agenda, except by the principal or Chair.
 - Items to be considered for School Council agenda must be submitted through the stbrigid@schoolcouncil.cssd.ab.ca or directly to the Principal. The Chair and the Principal will then review request and put appropriate items into meetings.
 - All concerned parents, teachers of St. Brigid's Catholic School may be present, and in fact are welcomed at the meetings of the School Council.
 - If a member cannot attend a meeting, a written report should be submitted for approval at the meeting.

10. Procedures:

- Monthly, annual and committee meetings will be conducted on a formal basis including minutes and motions.
- In an effort to expedite decisions and to ensure that all opinions are considered, decisions shall be made by voting on motions. The following procedure will be used when presenting a motion:
 - i. A motion will be made a seconded.
 - ii. The group will be given an opportunity for discussion of the motion.
 - iii. The question will be called.
 - iv. Each member attending will have one vote with the exception of chair.
- All votes must be made in person and not by proxy or otherwise.
- Except as provided for by these Bylaws, voting shall be by show of hands unless a ballot is requested by five members.
- Electronic voting is acceptable for those people who have submitted their emails for this purpose.
- A majority of 50% plus one vote of those voting shall carry a motion.
- The **QUORUM** for School Council shall consist of three (3) executives of School Council and the Principal or designated staff. A meeting may be held without quorum, but no voting shall take place.
- One of the goals of Council in preparing the annual budget shall be to target a year end balance of no more then \$5000.00 to be carried forward. Should the balance exceed \$5000.00 to be carried forward, the Council will consider

financially funding future project and request brought forward by School administration, aimed at improving the educational experience at St. Brigid School.

- Any expenditures not exceeding \$300 can be decided on by the Executive Committee and any expenditures exceeding \$300.00 must be approved by the School Council in a majority vote.
- Any officer or director wishing to withdraw from office may do so upon a notice in writing to the Chairperson of the School Council and Principal, or in the case of Chair, to the Vice Chairperson and the Principal.
- No officer of the School Council shall receive any remuneration for his/her services.
- Any director or officer, upon a majority vote of five members in good standing may be removed from the office for any cause which the School Council may deem necessary, providing that the member has been notified 14 days in advance and is afforded the opportunity to be heard at the meeting.

11. Reimbursements: All requests for reimbursements must be submitted to the treasurer in the following manner:

- Cheques requisition form to be filled out with receipts attached.
- All items clearly labelled on receipt, with related budget identified for auditing purposes.
- In the event of a cash advance, all receipts are to be submitted in the same manner once purchases are complete.

12. Donations: In the event that donations are required for a school event of fundraiser, certain standards have been set up in regards to approaching merchants or donors. These standards are as follows:

- All requests for donations must be approved by the Principal or Vice-Principal.
- All requests are to be made on school letterhead.
- All letters of requests must be copied and placed in donation binder. This binder will be situated at the front office.
- No merchant can be approached more than once in a school year without express permission from the principal or vice principal.
- All requests and responses, whether there is a donation or rejection, must be recorded on the appropriate document located in the donation binder.

13. Conflict Resolution Procedures: The School Council will abide by the conflict resolution procedures outlined by the Calgary Catholic School Board.

14. Amendments to the Bylaws. These Bylaws may be altered, rescinded or otherwise amended from time to time as long as 14 days written notice, including a discussion of the proposed changes, is given to all Members that this issue will be ~~being~~ brought to a vote.

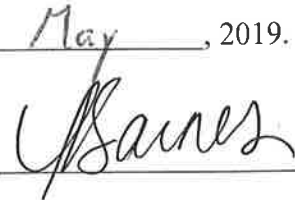
These bylaws will be made available to parents and administration by electronic and print media.

These Bylaws were amended and adopted by a majority of the Members on the 30 day of May, 2019.

These Bylaws are certified to be in force effective the 30 of May, 2019.



Chairperson



Secretary



Principal