

**St. Gabriel the Archangel School Council
Constitution
Last updated May 12, 2009**

ARTICLE 1 – NAME

The name of the School Council shall be St. Gabriel the Archangel School Council.

ARTICLE 2 – MISSION

To foster the well-being and effectiveness of our school community and to enhance student learning in all ways – academically, socially, spiritually, emotionally, and physically.

ARTICLE 3 - GOALS

The goals of the School Council, in keeping with the *School Act* and the *School Councils' Regulation*, are to:

- provide advice and input to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs
- stimulate continuous improvement in meaningful involvement by all members of the school community
- facilitate collaboration among concerned participants of the school community
- facilitate the development of a common vision of our school
- keep the school board informed-in cooperation with the principal-of the needs of the school
- provide advice, support, and work collaboratively with the school to enhance the learning experience
- facilitate, strengthen and promote communication with educational stakeholders, parish, and the community in matters pertaining to our school.
- increase parental support with children and teachers in the educational process of all children
- provide expertise and assistance for special events
- encourage parent education programs (workshops, forums, recreational activities)

**St. Gabriel the Archangel School Council
By Laws**

ARTICLE 4 – MEMBERSHIP

The membership of the School Council shall consist of:

- a) Parents/guardians of students enrolled in St. Gabriel the Archangel School from **Grades 7 – 12.**
- b) The parents/guardians elected as executives at the AGM
- c) The principal of St. Gabriel the Archangel School or the designate in case of absence of the principal
- d) One teacher representative from St. Gabriel the Archangel School, **appointed** by St. Gabriel the Archangel School teachers.
- e) One student representative each from Junior High and Senior High of St. Gabriel the Archangel School **selected by administration.**
- f) A community liaison, selected by the council (optional)
- g) A parish liaison (optional)

ARTICLE 5 – SCHOOL COUNCIL EXECUTIVE

The positions of the executive committee shall consist of:

- a) A chairperson, vice chairperson, secretary and treasurer.
- b) All executive positions must be filled by parents/guardians of students enrolled at St. Gabriel the Archangel School.
- c) Every member of the school council and/or parent of a student enrolled at St. Gabriel the Archangel School from **Grades 7 - 12** are eligible to be elected to an executive position on school council.
- d) The terms of office begin the month following the annual general and continue to the month following the next annual general meeting (e.g. June to June, with the manuals, etc., passed to the newly elected chair at the June meeting).
- e) The executive of school council will be elected by parents/guardians of students enrolled at St. Gabriel the Archangel School who are in attendance at the annual general meeting.
- f) The executive committee will carry out the day-to-day operation of the school council.

ARTICLE 6 – TERMS OF OFFICE

The term for all executive positions will be for the time period of one year. However, the term can be extended for an additional term. In this case, this person's name would be put forward at the AGM.

ARTICLE 7 – VACANCIES

With the exception of the School Council position filled by the principal, the school council may appoint school council members and/or school community members to fill vacancies until the election at the next annual general meeting.

ARTICLE 8 – ROLES

- a) **THE CHAIR**
The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated), and supports the school council. The chair serves as the Alberta School Councils' Association representative. The chair ensures the school board receives an annual report from school council.
- b) **THE VICE-CHAIR**
The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. In the absence of the Chair the Vice-Chair will facilitate school council meetings.
- c) **THE SECRETARY**
The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the St. Gabriel the Archangel School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location **on the St. Gabriel the Archangel School website.**

d) **THE TREASURER**

The treasurer keeps financial transactions of the School Council, reports to the school council and complies with school council and school board policies. Prepares and submits a yearend financial statement to the Board by September 30 of each school year detailing the transactions and activities of the previous year (September to August).

e) **TEACHER REPRESENTATIVE**

The teacher on School Council promotes a collaborative, collegial model of decision making at the school and for the school council. Provides support for the decisions of the school council. Shares professional knowledge with other School Council members. Encourages parents and community members to become involved in school activities. Shares school council activities and information with other staff and represents the teachers' perspective at council meetings and other council activities.

f) **STUDENT REPRESENTATIVE**

The student is the center of the education system. A student presents the student perspective on issues, helps design school policies, seeks other student's views to share with school council, and communicates School Council's information to fellow students.

g) **SCHOOL COUNCIL COMMITTEES**

A School Council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of School Council meetings to complete their assigned tasks. Some committees may be dissolved after its assignment is complete.

ARTICLE 9 – Committees

The School Council executive alone is not responsible for achieving the goals of the school council. This is the responsibility of all council members. Parents, teachers, or members of the community who are unable to attend regular council meetings may be willing to serve on long/short term specific task committees. Committees can enable a school council to accomplish more work in specific areas.

- Committees will be formed based on the goals and needs of the council
- Items requiring more lengthy discussion or research are assigned to a committee
- Committees may be formed at any time in the school year depending on need
- Committee purpose and mandate will be determined in conjunction with the school council
- Committees make decisions or recommendations, according to the mandate the school council gives them
- Committee members should:
 - Be willing to participate, both individually and as a team
 - Be willing to prepare reports for school council, as required
 - Set priorities and follow them through
 - Understand the expected time commitment and work towards consensus
 - Advise council if they require assistance

ARTICLE 10 – DECISION MAKING

- a) Decisions at School Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b) When a decision is made by a vote, the motion must be moved and seconded and passed by the majority of School Council members.
- c) Only those who are parents/guardians of a student enrolled at St. Gabriel the Archangel School and who are in attendance at the meeting have voting rights.
- d) Teacher representative and Student representatives are active participants in decision making discussions but do not have a vote.

ARTICLE 11 – Quorum

- a) Quorum will be attained when the majority of voting members present at a meeting are parents/guardians of students enrolled in St. Gabriel the Archangel School.

ARTICLE 12 – MEETINGS

- a) The first meeting of the School Council is held within **20** days of the commencement of each new school year.
- b) The School Council will meet a minimum of five (5) times during the school year. To be determined by the School Council Executive and Principal.
- c) Regular meeting dates will be determined by the elected members of the executive in consultation with the principal.
- d) Meeting dates will be published.
- e) Notification of a minimum of 7 days will be given for change in a scheduled meeting date.
- f) Meetings will take place at the school unless indicated with a 20 school day notice to change location.
- g) Special meetings of the school council may be called by the executive.
- h) The **chair** in collaboration with the principal will prepare the agenda for the general meetings.
- i) Meeting minutes will be made available to the school community by one or more of the following: Posted on the School Council page of the website, Copy in the School Council binder at the school, e-mail distribution to parents/guardians.

ARTICLE 13 – ANNUAL GENERAL MEETING (AGM)

- a) The annual general meeting of the school council will be held in the month of May of each school year.
- b) The meeting will be advertised within the school community at the beginning of the school year until the date of the AGM and/or in April and May newsletters.
- c) Election of school council executive positions will take place at the AGM.
- d) Funding requirements for the upcoming year may be presented to determine fundraising requirements for the upcoming year.
- e) The business of the AGM shall include:
 - election of school council executive members
 - proposed by-laws/operating procedures amendments.

ARTICLE 14 – ELECTION NOMINATIONS

- a) All parents/guardians of students attending St. Gabriel the Archangel School are eligible for election.
- b) Nominations can be submitted beginning in April and can continue up to and including at the AGM.

- c) All nominations must have the approval of the nominee.
- d) Nominations prior to the meeting must be submitted in writing to the chair of the current School Council either through the school council e-mail address (sgacouncil@gmail.com) or by leaving a letter at the school to be placed in the chair's mail slot.
- e) All nominees must be in attendance at the AGM. If the nominee is not able to attend written notification of their intent must be provided to the existing school council chair prior to the commencement of the AGM.

ARTICLE 15 – ELECTION

The current school council chair will conduct and oversee the election.

- a) Names of the nominees submitted prior to the AGM for each position will be read aloud by the chair.
- b) Chair will ask if there are any additional nominations; at which time nominations will be accepted from the attending members.
- c) The positions will be voted on individually in the following sequence:
 - Chair
 - Vice-Chair
 - Treasurer
 - Secretary
- d) Each position and the nominees will be posted to be visible to all members in attendance.
- e) If there is more than one nomination for a position each nominee will be given an opportunity to address the attending members.
- f) A blank voting sheet will be distributed for each position where there is more than one nominee.
- g) Proxy votes will not be accepted.
- h) Ballots will be collected and counted by the Principal and one other member in attendance at the meeting.
- i) In the case of a tie, each nominee remaining in contention will be allowed an opportunity to address the members and a second vote will be held for the position.
- j) If there are no nominees for a position this position will be left open. The elected council will attempt to fill the position.

ARTICLE 16 – ANNUAL REPORT

- a) In accordance with *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report submitted by September 30th that includes:
 - a summary of school council's activities of the previous year
 - a financial statement
 - a copy of the minutes of each meeting.
- b) The School Council will make the annual report available to all members of the school community.

ARTICLE 17 – AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

- a) The by-laws remain in force from year to year, unless amended at the AGM.
- b) The by-laws of the school council may be amended by a majority vote of the school council at an AGM.
- c) Notice of proposed by-law amendments must be circulated with the notice of the AGM.
- d) Amendments to the by-laws will be finalized by attending members of the AGM.

ARTICLE 18 – PRIVACY

- a) School Council shall not share personal information for purposes other than those of School Council business.

ARTICLE 19 – POLICIES

- a) School Council may develop policy for the duration of their term.
- b) The policies of school council will be reviewed at the Annual General meeting to determine if each policy will be implemented for the new school council and its term.

ARTICLE 20 – COMMUNICATIONS

- a) Maintain a School Council e-mail address to be published.
- b) Collect and maintain a database of parents' names, addresses, phone numbers and e-mail addresses, and inform everyone how this data will be used.
- c) Use e-mail to send meeting notices, event announcements, requests for help and updates on school issues.
- d) Create a school council newsletter.
- e) Provide council information to be included on the school website.
- f) Make sure the community knows and understands the goals of the school and School Council.
- g) Provide an opportunity for all parents/guardians of the school to have input into School Council goal setting by holding an annual information sharing event (brainstorming) and/or conducting an annual School Council Survey.
- h) Thank and recognize volunteer efforts often and publicly.

ARTICLE 21 – SCHOOL COUNCIL FUNDRAISING

- a) School Council will determine the need to fundraise for the school year in conjunction with the principal.
- b) School Council can fundraise and disburse said funds, which are to be kept in the School Council bank account.
- c) School Council's funds are in support of the school and will be subject to the school board's policy on School Council fundraising.
- d) School Council will discuss B Budget items (yearly items) either at the AGM or the meeting following to determine support for said items continuing in the new school year. All budget items are to be submitted to the principal in writing, who will determine if it is within the school budget and parameters for purchase; if it is determined that the school budget cannot support the request but would be valuable to the students of the school, the principal will submit these request to School Council for discussion and a vote will be taken to determine, approve or reject the request for funds. School Council will determine if the item is a recurring item that will be included in its B Budget.

- e) A Budget items (one-time purchases) would be determined at this time if available or as they come up to determine if there are excess funds that can support such items.
- f) All funds are allocated within the current school year and funds not dispersed by the end of June will revert back to the School Council bank account.
- g) All items approved for purchase within a school year must be purchased within said school year, unless it has been approved on the basis that it will not arrive until the next school year; otherwise, said funds revert back to the School Council bank account.

ARTICLE 22 – SCHOOL COUNCIL CODE OF CONDUCT

All School Council members shall:

- a) abide by the legislation that governs them
- b) be guided by the mission statement of the school and School Council
- c) endeavor to be familiar with school policies and operating practices and act in accordance with them
- d) practice the highest standards of honesty, accuracy, integrity and truth
- e) recognize and respect the personal integrity of each member of the school community
- f) declare any conflict of interest
- g) encourage a positive atmosphere in which individual contributions are encouraged and valued
- h) apply democratic principles
- i) consider the best interests of all students
- j) respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council
- k) not disclose confidential information
- l) limit discussions at School Council meetings to matters of concern to the school community as a whole
- m) use the appropriate communication channels when questions or concerns arise
- n) promote high standards of ethical practice within the school community
- o) accept accountability for decisions
- p) not accept payment for School Council activities.