

St. Isabella School Council Bylaws/Operating Procedures

ARTICLE I. NAMING

1. The name of the association shall be St. Isabella School Council.

ARTICLE II. PURPOSE

- 2.1 To provide advice and suggestions for improvement of school programs.
- 2.2 To provide a forum for parents to learn about important issues affecting the St. Isabella School Community.
- 2.3 To strengthen and promote communication between the school, the community and the parish in matters of general interest. (Note: the role of council is not to replace nor interfere with traditional direct communication between parents and principal or teacher.)
- 2.4 To strengthen and promote communication between parents and the Board of Trustees on Calgary Catholic School District ("the District") issues related to the education of children in school.
- 2.5 To assist the school financially and socially in such a manner as passed by council and in alignment with the school's Three-Year Plan.

ARTICLE III. MEMBERSHIP

- 3.1 Each parent, guardian, or legal custodian of a child registered at the school is a voting general member of council. St. Isabella School Council follows a Town Hall Governance Model.
- 3.2 All executive members shall be elected from the membership of council.
- 3.3 By virtue of the *School Act*, the principal of the school shall be a member of council without necessity of election or qualification of any kind.
- 3.4 The past chair of council shall be a member of council without the necessity of election or other qualification, for a one (1) year term immediately following his/her term as chair.
- 3.5 There is no remuneration for acting as a member of the council.
- 3.6 Executive members shall consist of:
Chair Vice-Chair Secretary Treasurer Past Chair
- 3.7 Special Members shall consist of:
Parish Liaison Community Liaison Members at Large
- 3.8 Standing Coordinators are:
Fundraising Coordinator Volunteer Coordinator

- b) The school council chair will provide a brief summary of the year's events.
- c) Executive shall be elected at the annual general meeting in accordance with the provisions of these Bylaws/Operating Procedures.

5.1.2 A notice of the annual general meeting shall be sent to all members of council a minimum of four (4) weeks prior to the date set for that meeting.

5.1.3 Quorum at the annual general meeting is defined as a total of 4 persons including 2 executive members, plus the principal or designate and 1 member at large.

5.2 REGULAR MEETINGS

5.2.1 The first council meeting in September shall be held within 20 school days of the start of the new school year. Thereafter, regular meetings to carry out the normal business of council shall be called by the chair 8 times per academic year, or upon request of the principal.

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

5.2.3 An agenda for each regular meeting will be distributed to all parents at least one week prior to each meeting and also be posted on the school website. Agenda items will be determined by the chair, executive and principal.

5.2.4 A quorum is defined as a total of 4 persons including 2 executive members, the principal or designate and 1 member at large.

5.2.5 The executive shall conduct meetings of the executive to enact school council business not requiring the attention of the general membership. Executive committee meetings shall be held a minimum of two (2) times per year with agenda items decided upon as necessary for budget discussions, business plan formation and other pertinent business.

5.3 CONDUCT OF MEETINGS

5.3.1 The chair shall normally chair meetings. In the absence of the chair, the vice-chair shall chair the meeting. If neither is present, a member of the executive 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 the end of that time if there is still no quorum, the meeting shall continue but no voting shall take place. If a quorum is lost during the meeting, the meeting shall continue but no voting shall take place.

5.3.4 Meetings shall be conducted in accordance with Bourinot's Rules of Order.

5.4 VOTING

5.4.1 Any voting general member of council shall be entitled to one (1) vote on a motion brought before any meeting of council.

5.4.2 A motion duly brought at any meeting shall pass with a simple majority of those members present and entitled to vote.

5.4.3 Voting on any motion at any meeting shall be by a show of hands unless otherwise moved.

5.4.4 For each decision, a motion must be put forward, moved, seconded and passed by the majority of St. Isabella School Council members present by a show of hands or secret ballot.

5.4.5 In the case of a tie vote, the vote is defeated.

5.4.6 In the case where a motion to vote by secret ballot is carried, the principal and another member of council will tally the votes.

ARTICLE VI. FINANCIAL

6.1.1 All expenditures are agreed to by a vote on a motion at a council meeting. Expenditures itemized in a budget approved via a motion at school council are considered approved and do not require a separate vote prior to payment. Supporting documentation is to be provided to authorized signers.

6.1.2 Notwithstanding Article 6.1.1, the Executive Council may approve only time sensitive expenditures of no more than \$300 of council funds by a simple majority vote. Larger amounts must be approved by the council.

6.1.3 Cheques must be signed by the principal and one other signing authority. Signing authority will consist of the principal, treasurer and chair.

6.1.4 Money raised by council during a school year shall be spent in that year unless money is allocated for a particular major expenditure as agreed upon by council, or unless allocated as required in Article 6.1.5.

6.1.5 Council shall maintain a minimum bank balance of five hundred dollars (\$500) to be passed on to the following year's council at the end of each fiscal year.

6.1.6 10% to a maximum of \$1000 of net proceeds raised in annual School Council fundraising activities may be considered to be donated to school(s) to be determined by Executive Council per school calendar year. The final recipient(s) and actual donation amount will be finalized and approved at Council's Annual General Meeting.

6.1.7 At the April council meeting, members shall discuss ideas regarding activities that council may undertake during the following school year. The treasurer will prepare a budget for review and vote at the annual general meeting in June.

6.1.8 This approved budget shall become the council's business plan for the following school year. It is expected that the activities outlined in the plan shall be council's focus for that school year. It is also recognized that the executive committee may have to make changes due to extenuating circumstances or opportunities. Council members shall be advised of any changes.

ARTICLE VII. DUTIES OF OFFICE

7.1 The principal is a member of council, and ensures that these same conduct business in accordance with the philosophy and guidelines set out by the district. He/she is a non-voting member.

7.1.1 No member may hold more than one executive position.

7.2 Specific job descriptions are to be kept on file by the vice-chair, and updated by outgoing executive members when required. The duties of executive members, and other designated members shall be as follows:

a) Past Chair – After his/her term of office, the past chair will remain on council in an advisory capacity to the current chair.

b) Chair – The chair shall be the head executive member of council, responsible for the overall functioning of council. The chair is responsible for working with the principal in scheduling regular council meetings and setting the agenda. The chair presides at meetings of council and committees and shall be a member ex-officio of all committees. The chair shall be a voting position. In the absence of the treasurer, the chair is also authorized to transact the banking activity of council. The chair will also act as liaison with the district, and represent council as required. The chair shall present a written report of activities of the executive committee at the June regular meeting. The chair shall also be responsible for submitting, in September, a written report to the district. This report shall summarize the activities of the council and must include the complete financial information of the council. The chair shall have the report signed off by the chair of the previous year. The chair is responsible for making the Annual Report available to all members of the St. Isabella school community on the school website.

- c) Vice-Chair – The vice-chair shall assist the chair and assume the duties of the chair in his/her absence. The vice-chair shall also review the Bylaws and Operating Procedures annually, and provide any recommendations for amendment to the executive members. The vice-chair is responsible for ensuring specific council job descriptions are up-to-date.
- d) Secretary – The secretary shall record and be custodian of the minutes of council and executive committee meetings. The secretary shall submit the written copy of the draft minutes within ten (10) school days to the principal and chair, and for distribution to all parents upon review and approval. The secretary is also responsible for maintaining the files of council in a space provided by the school. The secretary shall provide a digital copy for posting on the school website upon approval.
- e) Treasurer – The treasurer is responsible for administering and recording all financial information regarding council. The treasurer maintains the council bank accounts, manages all financial transactions, and is the custodian of all council funds in accordance with the district's accepted accounting principles. It is the treasurer's responsibility to count (with another council member) and deposit all money collected by the school for the council. The treasurer will reconcile the bank statements monthly and prepare a monthly financial statement to be submitted at each council meeting. At the end of his/her term, the treasurer will prepare an annual financial statement to be presented upon fiscal year end August 31st to be included along with the chair's report to the district. The treasurer shall prepare post event financial reports for presentation to council meetings.
- f) Committee Coordinators – The committee chairperson will be responsible for coordinating the functions of that specific committee, and providing informal progress reports at regular meetings. In addition, the committee chairperson will be required to keep a written account of activities of that committee which will be submitted to the principal and chair prior to the annual general meeting and filed for the information of committee members going forward. The report will include the general description of the activity and recommendations.
- g) Teacher Representative – The teacher representative will provide programming information and support student presentations to parents.

7.3 COMMITTEES AND REPRESENTATIVES

7.3.1 The members of standing committees and representatives will be obtained on a voluntary basis at the June and September meetings. Other (Ad Hoc) committees may be formed to perform specific functions. Ad hoc committees may be formed at any council meeting and are dissolved when the task is completed. The purpose of and terms of reference for an ad hoc committee shall be defined at the meeting of its formation.

7.3.2 All major initiatives undertaken by committee members and representatives require approval at a council meeting.

7.3.3 Committee chairs and representatives are encouraged to remain in said positions for a term of one year and remain available for consultation for future events, to maintain consistent and continuous planning within council.

7.3.4 All committees must work in conjunction with the school council chair and treasurer to pre-approve any and all expenditures within a school council approved budget.

7.4 Coordinators of Standing Committees:

a) Volunteer Coordinator – The function of the volunteer coordinator is to accumulate information on and maintain the records of school council volunteers, and disburse that information as required to committees in accordance with FOIP. The volunteer coordinator fills volunteer requests from teachers and school staff and special event/fundraising coordinators throughout the year.

b) Fundraising Coordinator – will provide information to the administration and council membership regarding all planned fundraising events for the school year. Is responsible for the organization of the fundraising committee and execution of all fundraisers of the council. Is required to provide the treasurer with information relating to fundraising proceeds and expenditures. Is responsible for providing the council with a post event report, and maintaining a file of events

to assist with planning and execution of future events. Is responsible for providing volunteer needs to the Volunteer Coordinator. The fundraising coordinator will chair all fundraising committee meetings. This role can be a shared role.

7.5 Special Members consist of:

- a) Parish Liaison – The parish liaison helps ensure that there is an adequate ongoing exchange of information between the parish and the school community. The parish liaison collaborates with school staff members to coordinate the activities regarding the reception of the sacraments and food drives as needed.
- b) Community Liaison – The community liaison communicates between the community associations and the school council to share information on school and community activities/events or concerns. This volunteer should be able to attend both regular council meetings and the community board meetings.
- c) Members at Large - may take on roles or duties as required, such as committee members or as assigned by the chair and/or executive committee, to support St. Isabella School Council initiatives.

ARTICLE VIII. CONFLICT OF INTEREST

8.1 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 motion pertaining to the matter.

ARTICLE IX. CONFLICT RESOLUTION PROCEDURES

9.1 In the event of an unresolved conflict amongst council members, council and executive members, and 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 X. PRIVACY

10.1. St. Isabella School Council shall adhere to the Freedom of Information Act (FOIP).

10.2. St. Isabella School Council shall not share personal information for purposes other than those of St. Isabella School Council business.

ARTICLE XI. AMENDMENT

11.1 A minimum of (4) weeks' notice of intent to change the Bylaws and Operating Procedures shall be made to the membership of the school council. The chair and principal shall give notice through the standard methods in use by the school for distributing information to parents.

11.2 The Bylaws and Operating Procedures may be amended by a two-thirds (2/3) majority vote of voting members present at the council meeting, after the minimum 4 weeks notice has passed. Bylaws will be reviewed one time per school year.


11.3 Amendments to the Bylaws and Operating Procedures shall be recorded in the minutes of the meeting. The principal, chair and secretary shall sign such minutes.

These Bylaws and Operating Procedures have been accepted by a majority of the members entitled to vote at a meeting of the St. Isabella School Council.

Signed this: 25th (day) of January (month) 2017 (year)

Kiley Martel

Chairperson's Name



Chairperson's Signature

NATALIE FUGLESTVEIT

Secretary's Name



Secretary's Signature

Ms. C. Lodermeier

Principal's Name



Principal's Signature

Originally written: June 9th, 2015

Amended on: December 16, 2015

Amended on: November 11, 2016