

St. John XXIII School Council Bylaws

VISION The vision of St. John XXIII School Council is to foster academic success, personal development and good citizenship by enhancing a positive learning environment through effective communication and parental participation within the St. John XXIII school community. This collaboration includes home, church and school.

VALUES

St. John XXIII School Council shall:

- encourage respect, participation, inclusion, and collaboration
- make decisions based on the good of the St. John XXIII School community as a whole
- respect the confidential nature of St. John XXIII school business
- value all opinions
- maintain positive interactions.

OBJECTIVES

The objectives of the St. John XXIII School Council are in keeping with the School Act, and the District School Council Handbook. School council:

1. provides advice, consultation and support to the principal on issues of importance to meet student needs
2. provides a forum for parents to learn about important issues that affect the (School Name) School community.
3. gives parents a voice in important educational decisions.

MEMBERSHIP

In accordance with Alberta Education Regulation and District School Council Handbook policies, the membership of the St. John XXIII School Council shall consist of:

1. voting members: all parents and/or legal guardians of students enrolled in St. John XXIII School
2. non-voting members: the principal and teachers of St. John XXIII School, may include members of the greater community
3. St. John XXIII School Council may appoint committees that consist of school council members and/or school community members. Committees report to St. John XXIII School Council.

GOVERNANCE

In addition to the principal and a teacher representative, the positions of the executive committee of the St. John XXIII School Council shall consist of a minimum of a Chair, Vice-Chair, Secretary (if there is no Secretary, then a Secretary will be appointed for each meeting to take minutes), Treasurer and Volunteer Coordinator, Community Coordinator, Members at Large.

All executive positions must be filled by, and elected by, parents and/or legal guardians of students enrolled at St. John XXIII School.

The terms of office shall run from the Annual General Meeting (AGM) to the end of that school year if the member is not returning, or until election at the AGM of the following school year.

The executive committee will carry out the day-to-day operation of the St. John XXIII School Council.

With the exception of the school council position filled by the principal, the St. John XXIII School Council may appoint members to fill vacancies if the position remains unfilled after being advertised.

DUTIES OF THE EXECUTIVE

1. **The Chair**, in consultation with the principal, plans meetings and prepares agendas, facilitates St. John XXIII School Council meetings, acts as spokesperson for the St. John XXIII School Council (unless otherwise delegated) and supports the St. John XXIII 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. John XXIII School Council.
2. **The Vice-Chair** assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair.
3. **The Secretary** keeps accurate minutes and records of St. John XXIII 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 relating to the St. John XXIII School Council, including resources, all meeting minutes, and any relevant documents are available to the public in an accessible location in St. John XXIII School.
4. **The Treasurer** shall receive all monies paid to 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.
5. **The Volunteer Coordinator** fills volunteer requests from teachers and school staff throughout the year.
6. **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. John XXIII School Council initiatives.

No member may hold more than one executive position at any time.

DECISION MAKING

1. Decisions at (School Name) School Council meetings must meet quorum and will be put to motion and the decision then made by a vote. Quorum is defined as a **minimum of four members** of council.
2. For each decision, a motion must be put forward, moved, seconded and passed by the majority of St. John XXIII School Council members present by a show of hands or ballot.

At any meeting of the School Council, St. John XXIII the chair may, without a vote by the St. John XXIII School Council, table to the next regular meeting any motion that he or she determines be delayed to permit adequate consultation by the members.

MEETINGS

1. St. John XXIII School Council meetings will be conducted as follows: the chair, in collaboration with the principal, will prepare an agenda for the meeting. It is the responsibility of the chair to manage the meeting in accordance with St. John XXIII School Council values.
2. Regular meeting dates will be determined by the principal and chair and/or the St. John XXIII School Council executive.
3. The St. John XXIII School Council will meet a minimum of six times during the school year, with the first meeting being held in September.
4. Meetings will take place at St. John XXIII School.

ANNUAL GENERAL MEETING (AGM)

- 1. An AGM or specially called meeting of the St. John XXIII School Council will be held within 20 days after the start of the school year, or at an appropriate time during the school year, as determined by the St. John XXIII School Council. Annual General will be held annually in May.
- 2. The meeting will be advertised throughout the school community at the beginning of the school year until the date of the AGM, or within 20 days prior to the AGM.
- 3. The business of the AGM shall include, but not be limited to:
 - a) Election of executive positions
 - b) Proposed operating procedure amendments
 - c) Summary of school council activities and/or accomplishments from the previous year

MINUTES and ANNUAL REPORT REQUIREMENTS

- 1. In accordance with School Councils Regulation, the St. John XXIII School Council, through the chair, prepares and provides the school board with an annual report submitted by September 30 that includes:
 - a) a summary of St. John XXIII school council’s activities of the previous year.
 - b) a copy of the minutes of each meeting.
- 2. The minutes and annual report will be made available to all members of the St. John XXIII school community.

AMENDMENTS TO THE OPERATING PROCEDURES

- 1. The operating procedures remain in force from year to year unless amended by a majority vote of St. John XXIII School Council.
- 2. Notice of proposed operating procedures amendments must be circulated with at least 14 days’ notice.

PRIVACY

- 1. St. John XXIII School Council shall adhere to the Personal Information Protection Act (PIPA).
- 2. St. John XXIII School Council shall not share personal information for purposes other than those of St. John XXIII 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 and Signature: Rita Wall
Secretary’s Name and Signature:
Principal’s Name and Signature: Melina Akins