

BYLAWS/OPERATING PROCEDURES OF ST. VINCENT DE PAUL SCHOOL COUNCIL

ARTICLE I - NAME

The name of the association shall be called **St. Vincent de Paul School Council**. School shall mean St. Vincent de Paul Elementary and Junior High School. School Community shall mean all the parents or legal guardians of children attending the school; all teachers and staff employed at the school; the Parish Priest or designate each from St. Luke's, St. Peter's and St. Pius X Catholic Churches. The abbreviated names "school council" and "school" are used throughout this document.

ARTICLE II - PURPOSE AND LIMITATIONS

The essence of 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. The specific roles of school council are:

1. To be a consultative and advisory body to the principal;
2. To increase parental involvement with children and teachers in the educational process;
3. To promote respect, participation, inclusion, and collaboration;
4. To assist the principal in promoting communications between the school and the parents of the school and the school community in matters of importance for the community;
5. To assist in supporting all school programming and required curriculum.
6. To provide a continuing vehicle to assist in the recognition and resolution of matters of concern to the school community;
7. To make decisions based on the good of the school community as a whole;
8. To encourage parent education programs such as workshops, forums, recreational activities.

As an advisory body, the school council shall not supercede the traditional methods of communications between parents and teacher, and parent and administration. Furthermore, these bylaws shall not supercede the authority of the School Act, the Calgary Catholic School District, nor the principal.

ARTICLE III - MEMBERSHIP

Membership in school council is intended to be inclusive of the larger school community. In particular, each parent having a child registered at the school, including kindergarten, is a member of school council and each staff member employed by the school is a member of

school council. The school council executive positions shall not be available to employees of the Calgary Catholic School District.

The school council may appoint committees that consist of school council members and/or school community members. Each committee shall have an appointed chairperson and report to the School Council.

There shall be no remuneration to members for school council activities.

ARTICLE IV – GOVERNANCE

Section I – Executive Composition

The executives of school council shall consist of a minimum of a Chair, Vice-Chair, Secretary, Treasurer and Principal. A Teacher Representative may also be included on the Executive Committee. The executives are elected in accordance with the provisions of this article, and must be parents or legal guardians of students enrolled at St. Vincent de Paul School.

Section II – Nominations

Candidates for the executive positions of school council may be nominated to any member of the executive, prior to the annual general meeting. Nominations for positions will also be accepted from the floor at the annual general meeting. Candidates shall not be nominated without their consent.

Section III – Election of Executives

Executives of the school council, except for the Principal and Teacher Representative, shall be elected by a majority of votes cast at the annual general meeting and shall serve until the next annual general meeting. Any vacancy occurring during the year may be filled by a vote at a general meeting of the school council.

Executives shall not serve more than two consecutive years in any one position. In the event there is no one available to fill a position, a relaxation of this clause will be in effect for the duration of one year.

Section IV – Duties

Principal

The Principal shall:

1. Have final authority and responsibility for all school activities.
2. Support and advise the school council from an administrative perspective.
3. In collaboration with the chair, set meeting dates of the school council and agendas.
4. Have the ultimate responsibility for all school budget decisions.

Chair

The Chair shall:

1. In collaboration with the principal, set meeting dates of the school council and the agendas.
2. Preside at and conduct all meetings of the executive and of the school council.
3. Manage the operations of the school council.
4. Ensure the business of the school council is conducted in accordance with these bylaws/operating procedures and manage overall functioning.
5. In the absence of the treasurer, be authorized to transact the banking activity of the council.
6. Be a member ex-officio of all committees.
7. Liaise regularly with the school administration on school council business.
8. Attend all Parent and Trustee meetings and reports back to council on information received.
9. Represent the school council at external functions.
10. Ensure executives and chairs of standing committees submit any required final reports prior to the annual general meeting.
11. Complete the annual Year-End school council report to the Board of Trustees and ensure it is submitted prior to September 30th.

Vice-Chair

The Vice-Chair shall:

1. Assume the duties of the chair in his/her absence.
2. Assume other duties as delegated by the chair.

Secretary

The Secretary shall:

1. Attend and keep accurate minutes of all meetings of the executive and of the school council.
2. Submit the written copy of the meeting minutes within 10 school days to the chair and principal for review and approval.

3. Maintain school council files and documents and keep accurate contact information of the executive committee members.
4. Ensure that all approved meeting minutes and documents are available to the public in an accessible location.
5. Transfer school council files to the new secretary at the end of his/her term of office.
6. In the absence of the secretary, his/her duties shall be carried out by another executive of the school council or delegate.

Treasurer

The Treasurer shall:

1. Receive all monies paid to school council.
2. Maintain the school council bank account.
3. Properly account for the funds of the school council in accordance with the district's accepted accounting principles.
4. Provide a detailed account of receipts and disbursements when requested.
5. Transfer school council files to the new treasurer at the end of his/her term of office.
6. Provide a financial report for every school council meeting.
7. Prepare an annual financial report, including a statement of the financial position of the school council at fiscal year-end (August 31st), to be included along with the chair's report to the district.
8. In the absence of the Treasurer, his/her duties shall be carried out by another officer of the school council.

Teacher Representative

The Teacher Representative shall:

1. Provide programming information and support student presentations to parents.

Committee Chairpersons

The Committee Chairperson shall:

1. Be responsible for coordinating the functions of that specific committee, and provide informal progress reports at regular meetings.
2. Keep a written summary of activities of that committee which will be submitted to the principal and chair prior to the annual general meeting.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings

Regular meetings shall be held to conduct school council business requiring the attention of the general membership.

These meetings shall be held at the school on a regular basis throughout the academic year. The exception being the first meeting in September, which is to be held within 20 school days of the start of the new school year. These meetings shall be open to all members.

Notice of regular meetings shall be sent to all members of council a minimum of 10 school days prior to the date of such meetings.

The chair and principal shall provide at least five days notice in writing of the agenda for all regular meetings and shall also be posted on the school website. The agenda will be set by the chair, the principal, and executive.

Notice to members shall be through standard methods in use by the school for distributing information to parents.

Meetings of the executive committee shall be held at the discretion of the chair and principal.

Section 2 - Annual General Meeting

The annual general meeting (AGM) is a general meeting where business requiring the attention of the general membership on an annual basis is conducted, in addition to regular business. The bylaws/operating procedures detailed herein for regular meetings shall be applicable to the annual general meeting.

The AGM shall be held no later than the end of June in each academic year. Notice of the date of the meeting will be communicated to the school community within 20 school days of the meeting. The AGM agenda shall be publicized a minimum of 10 school days before the meeting.

The following items shall be included in the annual general meeting:

1. Motion to accept the financial statement of the previous year.
2. Summary of school council activities and /or accomplishments from the year.
3. Proposed amendments to the bylaws and operating procedures.
4. Plan and budget for the upcoming school year.
5. Election of executive positions of school council in accordance with the provisions of these bylaws/operating procedures.

Section 3 – Conduct of Meetings

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 the meeting.
2. Meetings shall be conducted in accordance with generally accepted rules of order and procedure, such as Robert's Rules of Order.
3. Decisions at St. Vincent de Paul School Council meetings must be put to a motion and the decision then made by a vote.
4. For each decision, a motion or proposal must be put forward, moved, seconded and passed by the majority of the school council members present.
5. At any meeting of school council, the chair may, without a vote by the school council, table to the next regular meeting any motion that he or she determines be delayed to permit adequate consultation by the members.
6. The principal or his/her designate and one member of the executive must be present at all council and executive meetings.
7. A quorum at a regular meeting shall be six people, including the members of the executive who are present.
8. If there is no quorum present at the scheduled time of the meeting or at any point during the meeting, the meeting shall continue but no voting or motions shall be put forward unless there is a quorum.

ARTICLE VI – VOTING AT SCHOOL COUNCIL MEETINGS

All members of the school council present shall be entitled to one vote each on any motion put forward at a council meeting. Voting may be by a show of hands or secret ballot. The method used shall be at the discretion of the chair.

The principal and teacher representative are not entitled to vote.

In the event of a tie, the principal holds the right to veto and makes the final decision.

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

ARTICLE VII – FINANCIAL

Generally, expenditures shall be approved by a vote on a motion at a council meeting. Expenditures itemized in an approved budget are considered approved and don't require separate votes.

The executive committee may approve the expenditures of less than \$100 of council funds by a simple majority vote. Larger amounts require approval by the general membership.

Cheques must be signed by any 2 signatories: the principal, chair or treasurer.

Council shall consult with and advise the St. Vincent de Paul Educational Society as to the financial needs of the school.

ARTICLE VIII – COMMITTEES

Section 1 – Composition

Committee members shall be appointed by school council on a voluntary basis from the membership of the school council.

The school council shall appoint committee chairs for a period of up to two years, from and in consultation with committee members.

Section 2 – Standing Committees

Standing committees are appointed to perform a continuing function (e.g. Fundraising, Communication, Social, Staff Appreciation). The authority, responsibilities and reporting interval of each standing committee shall be approved by favourable resolution at a general meeting of the school council.

Section 3 – Ad Hoc Committees

Ad hoc committees may be formed to perform particular non-continuing 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 the committee shall be defined at the meeting of its formation.

Section 4 - Accounting of Committees

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.

All major initiatives undertaken by committee members and representatives require council approval.

ARTICLE IX - AMENDMENTS

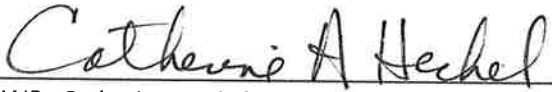
These bylaws/operating procedures may be amended by a simple majority of the members present at a general meeting of the school council.

A minimum of 14 days notice of intent to change the bylaws/operating procedures shall be made to the membership of the school council. The chair and principal shall make notice through the standard methods in use by the school for distributing information to parents.

Amendments to the bylaws/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. Vincent de Paul School Council.

Signed this: 20TH (day) of MAY (month), 2015 (year)



CHAIR Catherine Heckel



SECRETARY John Ludwick



PRINCIPAL Dan Farrell