

St. William

School Council Constitution and Bylaws

Revised May 17, 2018



Article I Name

The name of the Council shall be called, "St. William School Council", and heretofore referred to as "Council".

Article II Mission of the Council

The mission of the Council is as follows:

- a) To support and promote the Five Pillars of our School District: Catholicity, Fiscal Responsibility, Instructional Focus, Dignity and Worth, and Accountability
- b) To provide advice, consultation and support both to the District and to our school community so that the educational needs of our students may be better served
Note: The role of Council is not to replace or interfere with the traditional direct communication between parents and Principal or teachers.
- c) To provide a continuing vehicle to assist in the recognition and solution of matters of concern to the school community
- d) To increase parental involvement with students and teachers in the educational process
- e) To encourage and facilitate parent and family programs of an educational, recreational and social nature
- f) Functions as required by the Educational Laws of the Province of Alberta
- g) To help foster the values of respect, responsibility, caring, trust and family

Article III Code of Ethics of the Council: Members

- a) Shall emulate and be guided by the Calgary Catholic School District Mission
- b) Shall have direct, honest and respectful communication through the appropriate channels
- c) Shall be aware that the students are the focus and benefactors of Council and District collaborative efforts
- d) Shall abstain from voting if there is personal financial gain to be made
- e) Shall respect confidentiality in the school community
- f) No officer of the Council shall receive remuneration for his/her service

Article IV Membership

General membership of the Council:

- a) Parents, grandparents, guardians or legal custodian of a child registered in St. William School is a voting general member of Council
- b) Staff members of St. William School are bestowed privileges of motioning when attending the Council meetings
- c) Executive elected from membership of Council
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - Principal and Vice/Assistant Principal (not elected)
The Principal has final authority and responsibility on all Council activities

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Article V Nominations and Elections

- a) One month prior to elections (October meeting), the Chairperson or Vice Chairperson shall send descriptions of executive positions and committee descriptions with nomination forms to the oldest child at St. William. A copy will also be included as part of the first day of school paperwork.
- b) The elected positions are Chairperson, Vice Chairperson, Secretary and Treasurer. The remaining positions are more community or liaison related. If more than one parent is interested in joining one of the committees or sharing the liaison role, we encourage them to be involved. Following the voting of elected positions, volunteers will be accepted for remaining committees.
- c) Voting shall be done by secret ballot for each position, if required, and held in the following order: Chairperson, Vice Chairperson, Treasurer and Secretary.
- d) A Council member may be Chair of more than one committee.
- e) A simple majority vote from the membership attending the meeting is sufficient for acclamation. Principal and Vice Principal, and school staff have no voting privileges.
- f) Vacant positions shall be advertised in the June newsletter and on the school website and addressed at the September Council meeting.
- g) The term of office for the Executive Committee will be no more than two years. The new executives elected will be introduced at the October Council meeting and will begin their term following a transition in October.
- h) In case of moving, resignation, or death of an executive, the Council may assign or elect a replacement for that position. The Council will inform parents of the vacancy through school newsletter and emails via the room representatives.

Article VI Quorum and Meetings

- a) St. William School Council meeting will be conducted as follows:
 - i. The Chair, in collaboration with the Principal, will prepare and agenda for the meeting. It is the responsibility of the chair to manage the meeting in accordance with St. William Council values.
 - ii. An agenda of meeting will be made available to all members of Council at least seven (7) days prior to meeting.
- b) A minimum of six (6) meetings will be held between September 1 and June 30.
- c) Quorum shall consist of three (3) executives of the Council and a minimum of two (2) members at large, and one (1) School Administrator. A meeting may be held without quorum, but no voting shall take place. If voting is needed, then a second meeting shall be held no sooner than five (5) days later, with all executives notified. In case of an emergency meeting, (3) executive members and the Principal must be in attendance by phone or email. Voting via phone or email is permitted. The Council Chairperson will not vote unless required to break ties in voting.
- d) Any new topic or issues brought up at a Council meeting which are not on the agenda will be slated as new business and tabled until the next Council meeting.
- e) Motion/Voting: A topic is approached, a motion is moved, seconded, discussion ensues, and any amendments may be incorporated into the original motion. A vote is taken. A motion will be passed by a simple majority vote.

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- f) Generally, expenditures are agreed upon by a Council motion and corresponding vote. However, emergency decision up to two hundred (200) dollars may be made by the Principal and one of the other signing officers and ratified at a subsequent Council meeting.

Article VII Annual General Meeting (AGM)

- a) An AGM of the St. William Council will be held within 45 days after the start of the school year, or at an appropriate time during the school year, as determined by Council.
- b) 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.
- c) The business of the AGM shall include, but not limited to:
 - i) Election of executive positions
 - ii) Proposed operation procedure amendments
 - iii) Summary of school council activities and/or accomplishments from the previous year

Article VIII Executive

1. Chairperson

- a) Responsible for ensuring there are set regular meetings; create agenda and establish and purpose and direction for the meeting
- b) Send out supporting agenda prior to meeting
- c) Makes sure all material that supports the agenda topics is send out before the meeting for the members to review
- d) Facilitate meetings with a clear agenda for the year and the meeting
- e) Maintains school council files
- f) Manage all the volunteer positions on council ensure they are each completing their role and support them when necessary
- g) Ensure procedures are followed
- h) Work with the principal to develop a relationship and communication plan with the principal
- i) Act as spokesman for the school council at district and other meetings
- j) Complete year-end report

2. Vice Chairperson

- a) Assists the Chairperson with their duties when possible
- b) Chairs meetings in the Chairperson's absence

3. Secretary

- a) Takes minutes of all School Council Meetings
- b) Distributes completed school council meeting minutes in a timely manner after meetings

4. Treasurer

- a) Maintains the School Council bank accounts
- b) Ensures accurate accounting procedures are followed
- c) Manages all financial transactions of the council
- d) Prepares and sends out receipts to individual school donators on annual basis
- e) Prepares financial reports for school council meetings and year-end report

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Article IX Conflict Resolution Procedures

In accordance with the School Act, RSA 2000 and any amendments thereto, the School Council will abide by the conflict resolution procedures outlined by the Calgary Catholic School District.

Any member of Council who, either directly or indirectly, has a monetary, financial or other interests in any matter brought before Council shall disclose such interests to any meeting at which the member is in attendance, and such member shall not be entitled to vote upon any motion brought on the matter.

Article X Signing Officers

The Chair, Treasurer and Principal shall be the signing officers for the Council on all banking accounts and documents as follows:

- a) The Treasurer and the Principal have primary signing authority and must sign all banking documents; if the Principal or Treasurer is absent and a reimbursement is needed in a timely matter, the Chairperson and Assistant/Vice-Principal may have signing authority
- b) All correspondence from the Council must be approved by the Principal
- c) All correspondence from the Council shall be signed by the Chair or in the absence of the Chair, by the Vice Chairperson
- d) All correspondence from the Council that is sent on school letterhead shall be signed by the Principal and either the Chair or the Committee member

Article XI Reimbursements

All requests for reimbursements must be submitted to the Treasurer in the following manner:

- a) A cheque requisition form to be filled out with receipts attached at least a day before council meetings; this allows enough time for cheques to be drawn and ready for Council meeting
- b) Reimbursements to be transacted at Council meetings
- c) Reimbursements may be made outside of Council meeting if reimbursements are needed in a timely matter

Article XII Vacancies

With the exception of the Council position filled by the Principal or a teacher representative, the Council may appoint Council members and/or Committee members as required from time to time at any Council meeting throughout the year.

Article XIII Donations

In the event that donations are required for a school event or fundraiser, certain standards and procedures have been set up in regards to approaching merchants or donors and recording donations.

- a) All requests for donations must be approved by the Principal or Assistant/Vice-Principal
- b) All letters of requests are to be made on school letterhead
- c) All letters of request must be copied and placed in donation binder; this binder will be stored in the school office
- d) All donation requests and responses, whether there is a donation or rejection, must be recorded in the donation binder
- e) No merchant can be approached more than once in a school year without permission from the Principal or Assistant/Vice-Principal
- f) A thank-you card will be sent from the person requesting the donation to each merchant who donates an item; this will also be recorded in the donation binder

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- g) All unused donations will be returned to the Treasurer and stored in the school office
- h) A request to use unused donation cards by committees must be approved by the Treasurer and Principal

Article XIV Privacy

Council shall adhere to the Personal Information Protection Act (PIPA). Council shall not share personal information for purposes other than those of St. William school.

Bylaws are to be made available at every meeting for members to read through. Bylaws should be reviewed every year and presented to the Principal for approval and then Council. Bylaws may be amended, if a quorum is present, by a simple majority vote of the members in attendance at a Council meeting.

These Constitution and Bylaws were amended and adopted by a majority of the members on the

17 day of May, 2018

Debra Polischuk
Principal Name

[Signature]
Principal Signature

FRIN LUDWIG
Chairperson Name

[Signature]
Chairperson Signature