

École J.E. Lapointe School Council Bylaws

NAME

1. The name of the school council shall be *Ecolè J.E. Lapointe School Council of Beaumont Alberta.*

EXECUTIVE MEMBERSHIP

1. Board of Directors, Executive Committee, Society or Board, shall mean the School Council.
2. The membership of the school council shall consist of:
 - 2.1. Four (4) to seven (7) parents of students enrolled in J.E. Lapointe School, elected by parents at a meeting called for this purpose.
 - 2.2. The principal of the school.
 - 2.3. One or more teachers from the school, elected by school staff.
 - 2.4. A community member appointed by the council.
3. To become an Executive Member a favorable vote must be passed by a majority of the members at the Annual Meeting of the council. Such voting shall be by shown hand, unless the meeting by resolution otherwise decides.
4. Any member wishing to withdraw from membership may do so upon notice in writing to the Executive through it's Secretary.
5. Any member upon a two-thirds vote of all members of the society may be expelled from membership for any cause which the society may deem reasonable.
6. The School Council shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the council.

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GOVERNANCE

1. The council will follow a "Town Hall Model" (Assembly Model) the definition of which is as follows: "Before communicating a position it is expected that the School Council and the members shall ensure that each concerned participant of the school community and constituency shall have a reasonable opportunity, in a timely manner, given the circumstance, to express views for consideration by the school council; usually at regular open meetings of the entire school community."
2. The school council acts only to carry out the wishes of the school community as articulated at that meeting or through some process that confirms the sufficient consensus of the school community on the issue. The school council may then communicate a position to the principal or school board for their own use when making decisions that affect the education of the students.

MISSION

The mission of our school council is to provide the school with the support needed to enhance student learning.

VISION

To promote and encourage the positive growth and development of our children.

OBJECTIVES

1. The objectives of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - 1.1. Provide advice (i.e.: input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, programs and directions and budget allocations to meet student needs.
 - 1.2. Stimulate continuous improvement in meaningful involvement by all members of the school community.
 - 1.3. Facilitate collaboration among concerned participants of the school community.
 - 1.4. Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level.

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OBJECTIVES cont'd...

- 1.5. Facilitate the development of a common vision for our school.
- 1.6. Facilitate a formal performance evaluation of our school council and to communicate the results of this evaluation to the school board and the school community.
- 1.7. Keep the school board informed - in cooperation with the principal - of the needs of the school.
- 1.8. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- 1.9. Coordinate fundraising activities in the school.
- 1.10. Facilitate communication with educational stake-holders and the community.
- 1.11. Ensure our school is safe, positive, and caring environment which enhances the dignity, self-esteem, and self-worth of all.
- 1.12. To assist in developing a well informed body.

OFFICERS

The officers of the school council consist of a chair, vice-chair, a secretary, and a treasurer

1. Every member of the school council is eligible to be elected as an officer of the Executive.
2. The officers will be elected for a one-year term at the first regular meeting of the school council in the school year.
3. The terms of office run from annual meeting to annual meeting.

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DUTIES OF THE OFFICERS

Chair

1. It is expected that the school council Chair will be a parent of a student attending the school as per the *Alberta School Council Resource Manual - Section 2; Alberta Home and School Councils' Association copyright 2006*.
2. The chair is responsible for calling regular school council meetings, planning the agenda for the meetings, facilitating the meetings, acting as spokesperson for the school council and generally supervising the school council. The chair serves as the Alberta Home and Schools Councils' representative and attends area meetings. The chair will present the annual report to the school board. The five officers, along with the principal, will serve as the executive committee of the school council.
3. In their absence the Vice-Chair shall preside at any such meetings, and in the absence of both, a chair may be elected by the meeting to preside thereat.

Vice-Chair

1. The vice-chair assists the chair with duties, as assigned, and, in the absence of the chair, assumes the duties of the chair.

Secretary

1. It shall be the duty of the Secretary to attend all meetings of the council and act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the school council meeting. They shall keep minutes, correspondence, records, and other school council documents filed in an orderly fashion and publicly accessible, in accordance with the *Personal Information Protection Act*.
2. The Secretary shall also keep a record of all the members of the Council and their addresses, send all notices of the various meetings as required.

Vice- Secretary

1. This position does not have to be filled.
2. The vice-secretary assists the secretary with duties, as assigned, and, in the absence of the secretary, assumes the duties of the chair.
3. In the absence of both, a secretary may be elected by the meeting to preside thereat.

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Treasurer

1. The Treasurer shall receive all money paid to the council and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Executive may order.
2. The treasurer is responsible for keeping accurate records of all financial transactions of the school council and to report to the school council on the receipt and expenditure of funds and ensure that records are available, upon request of the school board.
3. The Treasurer shall present a full detailed account of the receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the council and submit a copy of same to the Secretary for the records of the council. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.
4. The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in year shall be September 1 to August 31.
5. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer of officers having charge of same. Each member of the Board shall at all times have access to such books and records.

VACANCIES OF COUNCIL POSITIONS

1. With the exception of the school council position filled by the principal, the school council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next annual school community general meeting.

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COMMITTEES

1. The school council may appoint committees that consist of school council members and others from the school community with either delegated or advisory responsibilities.
2. Committees will report on their activities at the regular school council meeting.
3. A not-for-profit organization - Ecolè J.E. Lapointe Parent Advisory Association - is a body separate from the school council.
4. The school council will ask the Ecolè J.E. Lapointe Parent Advisory Association to raise any funds necessary to achieve the goals of the school council.
5. The school fundraising association (*Parent's Advisory Association*) will report on any fundraising activities that exist to the Parents Council.

MEETINGS

1. The school council shall meet at least seven (7) times during the school year.
2. Regular meetings will be held on the second Monday of the month or as deemed necessary by the executive committee.
3. Meetings will take place at the school.
4. Special meetings of the school council may be called by the executive or at the written request of ten (10) parents of the school community.
5. The quorum for meetings of the school council shall be set for both a representative and town hall style meeting.
6. The quorum for the general meetings will consist of five (5) parents. In the absence of a quorum the item being brought forward to vote shall be tabled to the next meeting.
7. Meetings shall be held without notice if a quorum of the Council is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Council; otherwise they shall be null and void.

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VOTING

1. 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.
2. If a vote is taken, the motion must be moved and seconded and pass by a 51% majority of the members.

ANNUAL MEETING

1. The society shall hold an annual meeting on or before October 31 of each instructional year.
2. The meeting will be advertised throughout the school and the community at least 21 days in advance.
3. Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.
4. All parents of students attending the school are eligible to vote at the annual meeting.
5. The business of the annual meeting shall include:
 - Election of representatives - Chair, Vice-chair, Secretary, Treasurer and Hot Lunch Co-ordinator.
 - Proposed by-law amendments.
 - Draft financial statement of the previous year.
 - Plans and budget for the upcoming year.
 - Discussions of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school
 - evaluation or discipline policy or other major changes in the school programs or focus
 - any formal evaluation of the school council.
6. The officers so elected shall form the school council and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice called such meeting.

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ANNUAL REPORT

1. In accordance with *School Councils Regulation*, the school council, through the chair, prepares and provides the school board with an annual report that includes:
 - summary of school council's activities for the year
 - financial statement
 - copies of the minutes of each meeting.
2. The school council will make the report available to all concerned members of the school community. It may be posted on the school Web site.

AMENDMENTS OF THE BY-LAWS

1. The by-laws remain in force from year to year, unless amended at the annual meeting.
2. The by-laws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.
3. Notice of proposed by-law amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION

1. In accordance with the *School Act*, the school council will abide by the conflict resolution procedures outlined by the local school board.