

**Vulcan Prairieview Elementary School**  
**School Council Bylaws**

*Amended at a special meeting called on November 28<sup>th</sup>, 2017*

*Motion by Marla Loyva, seconded by Tina Reimer*

*To present Bylaws as amended.*

**DEFINITIONS**

In all Bylaws of the School Council, unless the context otherwise specifies or requires:

**Act** means School Act;

**Annual General Meeting** means the meeting required to be held for election purposes;

**Certification of Establishment** means the document that certifies the proper establishment of this School Council and confirms the composition and size of the School Council as determined by the Parents at the Establishment Meeting;

**Community Representatives** means the persons appointed as Members who have an interest in the school;

**Constituency** means the group or unit of organizational structure of Parents, Students or Teachers that elected or appointed the Member;

**Members** include the Principal, the Officers, and those persons who have been elected or appointed to fill the School Council positions;

**Officers** means the Members that occupy the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer;

**Parents** means the parents, guardians, or legal custodians of a student or students registered at the school;

**Parent Room Reps** means the Parents elected by the Parents of Students of each unit of organizational structure in the School and includes each class;

**Principal** means principal as defined in the School Act and the School Councils Regulation;

**Regulations** means the regulations under the School Act;

**Resolution** means a decision made by a School Council through a majority of votes;

**School** means Vulcan Prairieview Elementary School;

**School Board** means the School Board of the School District in which the School is located;

**School Council** means the Members;

**Special Resolution** means a resolution of the School Council passed at a School Council meeting by a majority of at least 2/3 of the Members present at that meeting;

**Staff** means persons other than Teachers who are employed at the School;

**Statement of Philosophy** means a statement adopted by the School Council and Parents and includes a mission, a vision, guiding principles and objectives;

**Students** means the students enrolled in the School;

**Teachers** means those persons who are employed to teach students at the school;

All other capitalized terms used shall have the same meaning as is set out in the School Act, the Regulation or elsewhere in these Bylaws.

## **BYLAWS**

### **MEMBERSHIP**

The School Council will be composed of not less than eight (8) members as follows:

A majority of parents/guardians of children attending the school, who are not members of the school staff, elected by parents/guardians of children attending the school;

The Principal;

At least one teacher employed at the school, elected by peers;

One member of the community, appointed by and at the discretion of the school council, and is a voting member;

### **OFFICERS**

The officers of the School Council shall be:

Chairperson

Vice-Chairperson

Secretary

Treasurer

Principal

The Chairperson of the newly elected council shall be elected by the council members

All elected school council members are eligible to become Officers. The Chairperson must be an elected parent/guardian of a child attending the school.

### **DUTIES OF THE OFFICERS:**

#### **CHAIRPERSON:**

Convene and preside over all meetings of the School Council.

Represent the School Council to the School Board.

*With the help of the Treasurer, the Chairperson*, shall prepare and submit an annual report to the School council and the School Board.

Designate, in his or her absence, the Vice-Chairperson or some other member of the School Council to assume his or her responsibilities.

Prepare agendas in consultation with the Principal.

Ensure that the activities of the Council are in accordance with its aims and objectives.

Shall be ex-officio member of all committees; decide all matters relating to rules of order of the meetings.

Assume other duties and responsibilities as assigned by the School Council.

#### VICE-CHAIRPERSON

- Assist the Chairperson in carrying out his or her duties.
- Assume the responsibilities of the Chairperson in the absence of same.
- Shall be Chair of the Nominating Committee.
- Assume other duties and responsibilities as assigned by the School Council.

#### SECRETARY

- Record, maintain, and arrange for the distribution of the minutes of the School Council meetings.
- Give written notice of meetings, elections, and record voting on special resolutions.
- Attend to all correspondence of the School Council.
- Shall prepare ballots when needed.
- Assume other duties and responsibilities as assigned by the School Council.

#### TREASURER

- Maintain and ensure proper and accurate accounts, receipts and disbursements of School Council finances.
- Prepare and submit an annual financial statement to the school Council and the School Board.
- Preside at any and all meetings of the Financial Committee.
- Assume other duties and responsibilities as assigned by the School Council.

#### DUTIES OF MEMBERS OF THE SCHOOL COUNCIL:

- Participate in meetings of the School Council.
- Communicate information about the activities of the School Council to students, teachers, parents and community members.
- Communicate regularly with the committees they are representing to obtain their views.
- Perform other duties and responsibilities assigned by the School Council.
- It shall be the duty of a Member to act in a manner consistent with the Statement of Philosophy and in the best interest of the School and the Students and according to these Bylaws.

#### COMMITTEES:

- The Council shall establish committees each year as required.
- The Vice-Chairperson shall establish the Nominating Committee each year.
- One member of the School Council shall organize and be a member of that committee, preferably not as chairperson.
- The Chairperson of each committee shall submit a written report of its work, at the council's discretion, to each General Meeting.
- Committees may receive their mandate from the School Council, but ultimately council shall designate powers and mandates.

## **TERM OF OFFICE**

The term of office for all but three members of the School Council shall be one year. Those three members shall have two year terms, with positions of two-year terms to be decided by Council. Members may be re-elected, to a maximum of three consecutive terms per positions to be served.

The School Council may appoint qualified persons to fill vacancies in the School Council other than the Principal, until such vacancies have been filled by the appropriate Constituencies, or in the case of Officers, new Officers have been elected at the next Annual General Meeting.

The Principal will be a member of the council for so long as the principal remains principal of the School.

A Member may withdraw by notice in writing to the Chairperson and the Principal and if the withdrawing member is the Chairperson, by notice in writing to the Vice-Chairperson and the Principal.

The School Council may by Special Resolution remove any Member providing that the Member has been notified twenty-one (21) days in advance and is afforded the opportunity to be heard at the meeting.

No member of the School Council shall receive any remuneration for services rendered for the School Council.

## **ELECTIONS**

### **PARENTS**

The Vice-Chairperson shall establish the Nominating Committee of members to seek nominations. Prior to the Annual General Meeting at which elections are held, the Nominating Committee shall nominate at least one (1) candidate for each elected position.

A General Meeting shall be held each year for the purpose of electing the parent members as described in definitions.

Nominations for each School Council member shall be solicited from the floor at the General Meeting. At the close of the nominations, a Returning Officer (named by the Executive) shall conduct a vote.

Nominations for election may be made by any parent in attendance at the meeting, including those who are members of the Council. Only parents present at the meeting may vote for those nominated.

Elections will be by written ballot.

Each person entitled to vote will print on the ballot the name of each nominee that the person wishes to be elected to the Council.

The Secretary will ensure that only persons entitled to vote will have access to ballots, and that those persons are informed that the maximum number of votes they may cast is equal to the number of positions to be filled.

Any ballot that has a number of votes cast, which exceeds the number of positions to be filled, will be a spoiled ballot and will not be counted.

The Chairperson will declare as elected those persons who receive the greatest number of votes, until all vacant positions are filled.

The Secretary will retain all ballots for sixty (60) days following the election.

The new members elected will become members of Council immediately after the close of the General Meeting.

## TEACHERS

The Principal will ensure that one teacher employed in the School, will attend each general meeting .

## MEMBER OF THE SCHOOL COMMUNITY

The Chairperson will solicit names of potential appointees from Parents and Council members. The potential appointees will be discussed at a regular meeting of the Council. The Council will create a priority list of potential appointees and the Chairperson (or designate) will approach potential appointees in order of their priority until one accepts appointment.

## MEETINGS

### ANNUAL GENERAL MEETING

Every year the School Council shall hold an Annual General Meeting, which shall be open to all concerned participants within the School Community. Unless decided otherwise by the School Council, the purpose of the meetings shall be to:

- permit the Parents, subject to input and comment from the School Community, to amend, vary or rescind these Bylaws;
- permit the Parents, subject to input and comment from the School Community, to amend the size or composition of the School Council;
- receive the report of the outgoing Chairperson;
- permit the Parents and Members to consider for approval the financial statements for the previous year;
- receive from the Principal a report for the previous year, with a copy of the budget to each Council Member at least fourteen (14) days prior to the meeting, and the plan and budget for the upcoming year;
- receive a report on School fundraising activities for the previous year and a plan for the upcoming year;
- identify if elected or appointed by then, the members of the School Council; teachers, parents room reps and community representatives;

have the parents amend members, subject to input and comments from the School Community, affirm or modify the School Council Statements of Philosophy consisting of a mission, a vision, guiding principles and objectives;  
have the Parents and Members, subject to input and comment from the School Community, affirm, provide input, or comment upon, for considerations by the Principal, the School's mission statement, vision statement, objectives, business plan or similar documents, if any;  
receive a report on any formal evaluation conducted of the School or the School Council.

## COUNCIL MEETINGS

Council will determine at the first Council Meeting, the number of Council Meetings, date, place, and duration of those meetings for the school year. The Secretary will distribute this information to all parents.

All School Council meetings are Open Meetings, all parents, staff, and community members may attend as observers.

Any member of the Council may make a motion at any meeting, with a seconder required. Each Member shall have one (1) vote on every motion.

A motion is approved if a majority of Council Members present vote in favor.

Each Council Member shall have one vote, with a tie vote being defeated. *The chair will be the tie breaking vote.*

Every meeting except the *Annual Meeting* will have the first fifteen (15) minutes designated as "open chair". Any parent, staff or board members may address the Council to state briefly their opinions or concerns. No discussion of these concerns will occur at the meeting. A council member of designee will respond in writing to the expressed concerns, if warranted, before the next *Council Meeting*.

## SPECIAL MEETINGS

A special *Council Meeting* may be called by the Chairperson of the School Council as required. Notice will be given in the manner determined by the council, but must be given at least five (5) working days prior to the meeting. Notice will describe matters to be dealt with, time, date, and place of the meeting.

## AGENDA

The agenda will be prepared by the Chairperson and Principal and will be published and circulated to all members. *Members of the Council may suggest additional items to be added to the proposed agenda.*

Any Parent, Staff Member, Board Member or Community Member who wish to present an issue to the Council on which they are requesting action to be taken must submit a written request to the Chairperson at least eight (8)

days prior to the meeting. The request must clearly state the issue(s) and the reason(s) for the concern. This will allow the presentation to be put on the agenda.

## **QUORUM**

A Quorum constitutes the majority of Members of the School Council.  
A Quorum for all Annual meetings will consist of representation of a minimum of eight (8) Parents with children registered in the school.

## **ABSENCE OF QUORUM**

- In the absence of a Quorum, no motions may be considered or approved and if a majority of Parents wish the meeting to proceed in the absence of a Quorum, the Council will continue the meeting for purposes of discussion of issues.

## **RESOLUTION OF CONFLICT**

Where an internal School Council dispute arises, the School Council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations.

Should a conflict escalate to the point where the Parents cannot resolve it, it shall be referred to the School Board to be handled under the established policies.

Conflicts between the Council and Administration, Council and School Community, or Council and School that cannot be resolved will be referred to the School Board.

## **DISSOLUTION**

The Council may be dissolved by 2/3 vote of all voting Members of the Council.  
Should a Quorum not be found, all responsibilities shall dissolve to the Principal acting alone.

## **AMENDMENTS TO BYLAWS**

Proposed amendments must be presented to the School Council to be included at the Annual General Meeting or at an emergency Council Meeting.

At least fourteen (14) days notice must be given for amendments. The Secretary shall inform Parents of this notice.

A parent Council Member will present and second the motion at the appropriate meeting. This will be followed by a discussion and vote by all Members present.

A simple majority vote carries/defeats the motion.

## **GENERAL**

### **SIGNING AUTHORITY**

Three Officers of the School Council shall have signing authority. One signature each of the Chairperson and Treasurer shall be required on all legal documents, with the Secretary being an alternate signature.

### **FISCAL YEAR**

- The fiscal year for School Council shall be September 1<sup>st</sup> to August 31<sup>st</sup>.