

# ANDREW SCHOOL COUNCIL Constitution

## **Name**

1. The name of the school council shall be ***The ANDREW SCHOOL Council of Box 390, Andrew, Alberta T0B 0C0.***

## **Mission**

2. The mission of our school council is to foster the well-being and effectiveness of our school community and to enhance student learning.

## **Vision**

3. Our School Council will facilitate communication amongst all of the concerned participants of our School Community so that we may work together, as parents, to create an effective learning environment and enable our Students to achieve their potential. All of the members of our School Community and our School Council will strive to uphold the guiding principles when making decisions, or providing advice, with respect to our School.

## **Guiding Principles**

4. The shared principles and values which will guide all activities of our School Council are as follows:
  - (A) We believe the Students are most likely to be successful learners when all the concerned participants of our School Council (Parents, Teachers, the Principal, Staff, Students and interested persons in the community at large) work together, or collaborate, as partners to support, enable, enhance, and promote the effectiveness of our School.
  - (B) We believe that each of the partners has a distinct and different role to play in educating a child, and that the best possible education for the Student cannot be attained unless each of the partners work together to honor, support and facilitate each other's role.
  - (C) We believe that effective partnerships are built on understanding, trust and mutual respect and that these are best fostered by honest and open communication between all of the concerned participants of our School Community.

(D) We believe that the success of our School is dependent upon all of the partners sharing a common vision for our School and working together to define and achieve that common vision.

(E) We believe that our School's common vision must:

(a) Be based on current, relevant and meaningful information which is gathered with integrity and understood by all;

(b) Focus on the collective needs of all the Students in our School; and

(c) Address the educational needs unique to the Students in the School, while staying within the parameters of the local and provincial standards and curriculum.

(F) We believe that effective communication strategies will be the cornerstone upon which our School Council is built. Therefore, we believe that:

(a) All concerned participants of our School Community must have the opportunity to provide information to our School Council in a variety of ways; surveys, committee work, attending School Council meetings, or any other manner which our School Council deems appropriate.

(b) All concerned participants of our School Community should be given reasonable opportunity to respond in a timely fashion depending on the circumstances of the issue at hand;

(c) No single participant of our School Community shall be compelled to respond, but every participant of our School Community shall be bound by the decision that is made; and

(d) Our School Council must communicate to all concerned participants of our School Community the reasons and justification for any decision made by our School Council and the principles upon which those decisions were based.

(G) We believe that with the responsible exception of confidential records, that all concerned participants of our School Community should have full and open access to all school, District and Alberta Education information on all aspects of public education.

(H) While we understand that the School Principal has the authority to determine which, if any, of the decisions made by our School Council will be implemented at our School, we believe that the Principal, as far as is reasonably practicable, should communicate to our School Council and if appropriate, to other concerned participants of our School Community, the reasons and justifications for any decisions made and the principles upon which those decisions were based.

(I) We believe that it is the responsibility of each member of our School Council to base all of his or her deliberations on the interests of “the common good” of all the Students in our School and act in the best interest of all the Students in our School.

### **Objectives**

5. The objective of the council, in keeping with the Education Act and the School Council Regulation, are as follows:

- (A) To provide advice (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.
- (B) To stimulate continuous improvements in meaningful involvement by all members of the school community.
- (C) To facilitate collaboration among all the concerned participants of the school community.
- (D) To support an approach in schooling in which decisions are made collaboratively and whenever possible at the school and classroom level.
- (E) To facilitate the development of a common vision for our school.
- (F) To keep the school board informed - in cooperation with the Principal - of the needs of the school.
- (G) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- (H) To support and participate in any fundraising activities in the school.

(l) To facilitate communication with all educational stakeholders and the community.

## **Membership**

6. (A) The membership of the council shall consist of the following:

(a) The parents of students enrolled in Andrew K-6.

(b) The principal of the school.

(c) Teachers of the school.

(d) Members of the community.

(e) Members surrounding the area of Andrew.

(B) For the purposes of voting at the general meeting the majority of voting members must be parents of the students enrolled in the school.

(C) The membership of the executive committee shall consist of the following:

(a) The Principal of the school.

(b) A teacher of the school - elected by staff.

(c) Three parents of students from the school elected by parents at a meeting called for this purpose.

(d) A community member selected by the council.

(D) A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certificate of Establishment or these bylaws. (eg.. a parent who no longer has a student enrolled in the School or Early Childhood Services Program: a Teacher that is no longer employed at the School, or a Student who is no longer enrolled at the School).

## **Officers**

7. The executive committee will elect from its membership the following officers: a chair, a vice-chair, a secretary, and a treasurer.

- (A) Every member of the council is eligible to be elected as an officer of the council.
- (B) The officers will be elected for a one-year term at the first regular meeting of the school council in the school year.
- (C) The terms of office shall run from Annual Meeting to Annual Meeting.
- (D) The past-chair will remain on the executive for one additional term.

### **Duties Of The Officers**

#### **8. (A) THE CHAIR**

The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair shall serve Alberta Home and School Councils' representatives and attend area meetings. The chair will present the annual report to the school board.

#### **(B) THE VICE-CHAIR**

The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.

#### **(C) THE SECRETARY**

The secretary shall be responsible for keeping accurate minutes and records of the meetings, and taking care of the correspondence.

#### **(D) THE TREASURER**

The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for auditing.

### **VACANCIES**

9. (A) With the exception of council position filled by the principle, the school council may appoint qualified persons to fill vacancies until the vacancy can be filled by the appropriate member or, in the case of new officers, are elected at the next annual school community general meeting.

## **COMMITTEES**

10. (A) A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibility.

## **MEETINGS**

11. (A) The first meeting of the school council shall be held 14 days after the Annual Meeting.

(B) The school council shall meet at least five times during the school year.

(C) Regular meetings will be held on the last Tuesday of the month, or as deemed necessary by the executive committee.

(D) Meeting will take place at the school or virtual platform is acceptable.

(E) Special meetings of the school council may be called by the executive.

(F) The quorum for meetings of the school council shall be set at four of the executive plus three other parents from the general membership.

## **VOTING PROCEDURES**

12. (A) Decisions at council meetings will be made by motions and votes.

(B) When a vote is taken, the motion must be moved, seconded and passed by 51 percent majority.

(C) The majority of voting members must be parents of students enrolled in the school.

## **ANNUAL MEETING**

13. (A) The annual meeting of the school council shall be held no later than September 30<sup>th</sup> of current school year.

(B) The meeting will be advertised throughout the school, virtually and community at least 21 days in advance.

(C) Election for the representative of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.

(D) All parents of students attending the school are eligible to vote at the annual meeting.

(E) The business of the annual meeting shall include:

- (a) The election representatives
- (b) Any purpose bylaw amendments.
- (c) Financial statements of the previous year.
- (d) Plans and budget for the upcoming year.
- (e) Discussion of any major issue in which parents should have input.

### **ANNUAL REPORT**

14. In accordance with School Council Regulations, the school council, through the chair, must prepare and provide the school board with an annual report which includes

(a) A summary of the council's activities for the year.

(b) A financial statement.

(c) Copies of the minutes of each meeting.

(B) The school council shall make the report available to all concerned members of the school community.

### **AMENDMENTS TO THE BYLAW**

15. (A) The bylaw remains in force from year to year unless amended at the annual meeting.

(B) The bylaws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.

(C) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

### **CONFLICT RESOLUTION PROCEDURES**

16. (A) In accordance with ***Educational Act***, the school council will abide by the conflict resolution procedure outlined by the local school board.

## **GENERAL**

17. (A). Fiscal Year: The school council may select an appropriate fiscal year for the Financial activities of the School Council.

(B.) Signing Authority: The Chair, Vice-Chair and the Treasurer shall have signing authority, with each cheque bearing any two of the three signatures.

(C). Records: Subject to the provision of the School Act and the policy of the School Board, the School Council shall maintain records of its minutes and proceedings available for inspection by concerned participants of the School Community, upon request.

## **DEFINITIONS**

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

(A) Act means the Education Act;

(B) Annual School Community General Meeting means the meeting required to be held in accordance with Article 13;

(C) 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;

(D) Community Representative means the person appointed as Member who have an interest in the School;

(E) Members include the Principal, the Officers, and those persons who have been elected or appointed to fill the School Council positions as outlined in Article 6.

(F) Officers means the Members that occupy the offices of Chair, Vice-Chair, Secretary, and Treasurer;

(G) Parents means parents, guardians or legal custodians of a student or students registered in an Early Childhood Service Program at the School



(H) Principal means principle as defined in the Education Act and School Councils Regulation:

(I) Regulations mean the regulations under the Education Act

(J) School means Andrew School

(K) School Board means the School Board of the Elk Island Regional School Division No.14

(L) School Council means the Members

(M) Special Resolution means the resolution of the School Council passed at a School Council meeting by a majority of at least  $\frac{2}{3}$  of the Members at that meeting

(N) Staff means person other than Teachers who are employed at the School

(O) Statement of Philosophy means a statement adopted by the School Council and Parents and included a mission, a vision, guiding principles and objectives

(P) Community member at large means those who are involved outside of the school community

(Q) Students means the students enrolled in the School

(R) Teachers means those persons who are employed to teach Students at the School

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