

CJ Schurter School
School Council Constitution and By-Laws
February 2009

1. Name

The name of the school council shall be CJ Schurter School Council

2. Mission

Through a co-operational partnership, the CJ Schurter school council will work to enhance the educational experience of students at CJ Schurter through actively supporting the staff, parents and School Division.

3. Vision

The school council will assist CJ Schurter School in providing the best possible education for our children. The school council will involve parents in collaborative decision-making regarding policies, programs and services.

4. Objectives

The objectives of the council, in keeping with the School Act and the School Councils Regulations, are as follows:

- a) To provide advice on any matter relating to the school to the principal and/or school board.
- b) To provide advice (input) to the staff and principal on issues of importance such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions, and budget allocations to meet student needs.
- c) To stimulate continuous improvement and meaningful involvement by all community.
- d) To facilitate collaboration among all the concerned participants of the school community.
- e) To support an approach to schooling in which decisions are made collaboratively and whenever possible at the school and classroom level.
- f) To facilitate the development of a common vision for our school.
- g) To keep the school board informed – in cooperation with the principal of the needs of the school.
- h) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- i) To facilitate communication between parents, students, school staff and the community.
- j) To perform any duty delegated to it by High Prairie School Board, after approval by council and in accordance with delegation.
- k) To assist the school in keeping pace with the current technological development.

- l) To do all things conducive to the achievement of these objectives.

5. Membership

The membership of the school council shall consist of the following:

- a) Parents of students enrolled in CJ Schurter School.
- b) The principal of the school.
- c) One teacher representative elected or appointed by the school staff.

6. Officers

The school council will elect from its membership the following officers: Chair, Vice-Chair, Treasurer and Secretary.

- a) All executive positions must be filled by parents of students enrolled at CJ Schurter
- b) The officers will be elected by parents of students enrolled at CJ Schurter for a one year term at the Annual General Meeting of the school council in the school year or at the first meeting.
- c) The terms of office shall run from Annual General Meeting to Annual General Meeting.

7. Duties of the Officers

a) 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 as Alberta School Councils' Association representative.

b) Vice-Chair

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

c) Past Chair

The past chair acts as a source of reference for the Executive Committee.

d) Secretary

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members. All meeting minutes and any relevant documents are available to the public in an accessible location at CJ Schurter School.

e) Treasurer

The treasurer shall keep financial transactions of the school council, reports to the school council and complies with school council and school board policies.

8. Vacancies

With exception of the council position filled by the principal, the school council may appoint school council members and/or school community members to fill vacancies until the election at the next Annual General Meeting.

9. Committees

School Council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

10. Meetings

- a) The school council will meet a minimum of seven times during the school year.
- b) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council/
- c) Meetings will take place at the school unless indicated with a 5 school day notice to change location.
- d) Special meetings of the school council may be called by the executive.

11. Quorum

Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in CJ Schurter School.

12. Decision-Making

- a) Decisions at 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.
- b) If a vote is taken, the motion must be moved and seconded and then passed by a majority of CJ Schurter school council members present.

13. Reporting

Suggestions for improvement, change, and responses to policies, school events, etc. will be communication, to the principal via the written minutes of regular meetings. These suggestions as well as detail not included in the minutes, shall be given in written form to the principal who in turn, shall communicate in written form back to school council.

14. Annual General Meeting (AGM)

- a) The Annual General Meeting of the school council will be held within 40 school days after the start of the school year.

- b) The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
- c) Election of school council members and/or executive positions will take place at the AGM or the next school council meeting.
- d) All parents of students attending CJ Schurter School are eligible to vote at the AGM.
- e) All parents of students attending CJ Schurter are eligible to vote at the AGM.
- f) The business of the AGM shall include:
 - Election of school council members and/or executive members.
 - Proposed by-laws/operating procedures amendments.
 - Motion to accept a financial statement of the previous year.
 - Plans and budget for the upcoming year.
 - Discussions of any major issues in which all parents should have input, such as:
 - Changes to the vision or mission statement of the school.
 - Major changes in the school program and focus.
 - Formal evaluation of the school council.

15. Annual Report

- a) In accordance with school council regulation, the school council, through the chair, must prepare and provide the school board with an annual report by September 30 that includes.
 - A summary of school council's activities of the previous year.
 - A financial statement.
 - A copy of the minutes of each meeting.
- b) The school council will make the annual report available to all members of the school community.

16. Amendments' to the Bylaws

- a) The by-laws remain in force from year to year, unless amended at the AGM.
- b) The by-law of the school council may be amended by a majority vote of the school council at the AGM.
- c) Notice of proposed by-law amendments must be circulated with the notice of the AGM.

17. Code of Ethics

All school council members shall:

- 1. Abide by the legislation that governs them.
- 2. Be guided by the mission statement of the school and school council.
- 3. Endeavor to be familiar with school policies and operating practices and act in accordance with them.
- 4. Practice the highest standards of honesty, accuracy, integrity and truth.

5. Recognize and respect the personal integrity of each member of the school community.
6. Declare any conflict of interest.
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued.
8. Apply democratic principles.
9. Consider the best interests of all students.
10. Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council not disclose confidential information.
11. Limit discussions at school council meetings to matters of concern to the school community as a whole.
12. Use the appropriate communication channels when questions or concerns arise.
13. Promote high standards of ethical practice within the school community.
14. Accept accountability for decisions.
15. Not accept payment for school council activities.

18. Privacy

- a) School council shall adhere to the Personal Information Protection Act (PIPA).
- b) School council shall not share personal information for purposes other than those of school council business.

19. Policies

- a) The school council may develop policy for the duration of their term.
- b) The policies of school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and term.

20. Fundraising Society

- a) School council will communicate regularly with the fundraising society to support their activities and to solicit support for their school council activities.
- b) School council can develop to promote a productive open and transparent relationship with the fundraising society.

21. School Council Fundraising

- a) School council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b) School council can fundraise and funds can be kept in the school council bank account or given to the school.
- c) School council's funds given to the school will be subject to the school board's policy on school council fundraising.