

ST. TERESA OF AVILA SCHOOL COUNCIL BY-LAWS

Revised January 20th, 2020

NAME

1. The name of the school council shall be St. Teresa of Avila School Advisory Council.

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 in a faith filled community where Christ is made known to children.

GOALS

3. The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- a) 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, school improvement plans, programs and directions and budget allocations to meet student needs
- b) Stimulate continuous improvement in meaningful involvement by all members of the school community
- c) Facilitate collaboration among concerned participants of the school community
- d) Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e) Facilitate the development of a common vision for our school
- f) Facilitate a formal performance evaluation of our school council and communicate the results of this evaluation to the school board and the school community
- g) keep the school board informed—in cooperation with the principal—of the needs of the school h. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- i) Facilitate communication with educational stakeholders and the community

MEMBERSHIP

4. The membership of the school council shall consist of:
 - Parents of students enrolled in St. Teresa of Avila School (one of the parents should be a parent of a child in ECS program), elected by parents at the annual general meeting
 - The parents elected represent all of the school community
 - The principal of St. Teresa of Avila School

- One or more teachers from St. Teresa of Avila School, appointed or elected by St. Teresa of Avila teachers.

5. The positions of the executive committee shall consist of:

a) A chairperson, vice chairperson, secretary, treasurer and fundraising coordinator.

b) All executive positions must be filled by parents of students enrolled at St. Teresa of Avila School c. Every member of the school council and/or parent of a student enrolled at St. Teresa of Avila School or children in the ECS Program are eligible to be elected to an executive position on school council. d. The terms of office are the annual general meeting to the following annual general meeting. e. The executive of school council can be elected by parents of students enrolled at St. Teresa of Avila School attending the annual general meeting or at the first school council meeting by school council members.

DECISION MAKING

6. 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. If a decision is made by vote, the motion must be moved and seconded and passed by the majority of school council members.

QUORUM

7. Quorum will be attained when the minimum of five members are present, two of whom hold executive positions on parent council.

DUTIES OF THE EXECUTIVE

8. a) *THE CHAIR* plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Home and Schools Councils' representative. The chair ensures the school board receives an annual report from school council. The chair will ensure all council members receive a copy of the School Council By-laws.

b) *THE VICE-CHAIR* The vice-chair assist the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)¹ officer of school council and manages personal information in compliance with PIPA. PIPA – School Councils and fundraising societies operate under the Personal Information Protection Act (PIPA). PIPA legislation governs the collection and use of personal information for organizations that are not public bodies

c) *THE SECRETARY* keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the St. Teresa of Avila School Council including resources, all meeting minutes and any relevant documents are available to the public through the monthly school newsletter.

d) *THE TREASURER* keeps financial transactions of the school council, reports to the school council and complies with school council and school board policies.

e) *THE FUNDRAISING COORDINATOR* is responsible for seeking fundraising opportunities and presenting them to the council. The coordinator ensures the proper planning, organizing and execution of fundraising activities with support from the members of the council. The fundraising coordinator is also responsible for seeking community support for the council with assistance from the principal (ie. Donations/discounts for events). The elected individual is accountable for ensuring we are operating within the Red Deer Catholic fundraising bylaws Administration procedure No 203.

VACANCIES

9. With the exception of the school 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.

COMMITTEES

10. A 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.

MEETINGS

- a) The first meeting of the school council is held 20 school days after the annual general meeting.
- b) The school council will meet a minimum of seven times during the school year. (c) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.
- d) Meetings will take place at the school unless indicated with a 20 school day notice to change location.
- e) Special meetings of the school council may be called by the executive or at the written request of a minimum of 20 parents of students enrolled at St. Teresa of Avila School.

ANNUAL GENERAL MEETING (AGM)

- 11. a) The annual general meeting of the school council will be held within 20 school days after the start of the school year or at an appropriate time during the school year determined by the school council.
- 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 and classroom representatives will take place at the AGM
- d) All parents of students attending St. Teresa of Avila School are eligible to vote at the AGM.
- e) The business of the AGM shall include:
 - Election of school council members and/or executive members and classroom representatives.
 - Proposed by-laws/operating procedures amendments
 - Motion to accept financial statement of the previous year
 - Plans and budget for the upcoming year

- Discussion of any major issues in which parents should have input, such as: changes to the vision or mission statement of the school, major changes in the school program or focus, former evaluation of the school council.

ANNUAL REPORT

12. a) In accordance with School Councils Regulation, the school council through the chair, prepares and provides the school board with an annual report submitted by September 30th that includes:

- A summary of school council activities of the previous year
- A financial statement
- A copy of the minutes of each meeting

This report should become available to the entire school community through the parent council tab on the school webpage.

AMMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

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

CODE OF ETHICS

14. All school council members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and school council
- endeavour to be familiar with school policies and operating practices and act in accordance with them practice the highest standards of honesty, accuracy, integrity and truth
- recognize and respect the personal integrity of each member of the school community 🗣️
declare any conflict of interest
- encourage a positive atmosphere in which individual contributions are encouraged and valued 🗣️
apply democratic principles
- consider the best interests of all students
- 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
- limit discussions at school council meetings to matters of concern to the school community as a whole
- use the appropriate communication channels when questions or concerns arise promote high standards of ethical practice within the school community accept accountability for decisions
- not accept payment for school council activities

PRIVACY

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

POLICIES

16. a) 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 its term.

c) Present policy for 2020 term shall include: - Council will attempt to ensure that adequate monies to a minimum of \$1000.00 remains at the end of each year to initiate operations for the upcoming Council. - Council will support and promote student learning through the purchase of school technology based on the needs of the school.

SCHOOL COUNCIL FUNDRAISING

17. a) Funds raised from school council events such as fundraising must be maintained by the school in a designated account.

b) School council funds given to the school are subject to the school board's policy on school council procedure Administrative Procedure No. 203.