

Ecole Beau Meadow School

Bylaws of the School Council

DEFINITIONS

1. In all bylaws of school council, unless the context otherwise specifies or requires:
 - a) *Act* means the School Act;
 - b) *Annual Meeting* means the meeting required to be held in accordance with the Article 9;
 - c) *Community Representative* means the persons appointed as members who have an interest in the school;
 - d) *Members* include the Principal, the Officers and those persons who have been elected or appointed to fill the School Council position as outlined in the bylaws;
 - e) *Officers* means the Members that occupy the offices of Chair, Vice-Chair, Secretary and Treasurer;
 - f) *Parents* means parents, guardians or legal custodians of a student or students registered at the school or a child or children registered in an Early Childhood Program at the school;
 - g) *Principal* means Principal as defined in the School Act and the School Council Regulations;
 - h) *Regulations* means the regulations under the School Act;
 - i) *Resolution* means a decision made by a School Council through a majority of votes or Sufficient Consensus through the Decision Making Process;
 - j) *School* means Ecole Beau Meadow School;
 - k) *School Council* means the members;
 - l) *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 the meeting;

NAME

2. The name of the school council shall be *Ecole Beau Meadow School Council of Beaumont, Alberta*.

MISSION

3. The mission of our school council is to encourage communication and participation between Ecole Beau Meadow School, parents/guardians, staff, students and the community working together to enhance the quality of our children's education in a positive environment.

VISION

4. To provide input and assistance to the children, school and staff on program planning, school budget, policy, operations and any other matter pertaining to the education of children at Ecole Beau Meadow School with the understanding that this is an advisory body only.

To assist in developing a well informed parent body.

OBJECTIVES

5. The objectives of the council, in keeping with the School Act and the School Council Regulations are as follows;
 - a) To provide input to the principal on issues of importance to meet student needs such as the school philosophy, mission and vision, school discipline policies, programs and directions and budget allocations.
 - b) To stimulate continuous improvement 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 to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
 - e) To facilitate the development of a common vision for our school.
 - f) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning and to help organize and provide assistance to students in learning curriculum material.
 - g) To help co-ordinate fund-raising committees in the school.
 - h) To ensure our school is a safe, positive and caring environment which enhances the dignity and self worth of all.
 - i) To facilitate communication with all educational stake holders and the community.

MEMBERSHIP

6. a) The membership of the executive council will consist of:
 - i) four to nine parents of students enrolled in Ecole Beau Meadow School elected by parents at a meeting called for this purpose;
 - ii) the principal of the school;
 - iii) at least one teacher from the school, elected by school staff;
 - iv) an optional community member

- v) an optional support staff member.
- b) We have elected to proceed with the Town Hall Model. The membership of a Town Hall Meeting will consist of;
 - i) the parents of students enrolled in Ecole Beau Meadow School;
 - ii) the executive members;
 - iii) teachers of the school;
- c) Elections
 - i) Elections can be held by a show of hands or written ballot.
 - ii) The chair will declare as elected those persons who receive the greatest number of votes.
- d) It shall be the duty of a Member to act in a manner consistent with the Statement of Philosophy and in the best interests of the School and students and according to these Bylaws.
- e) A Member is disqualified if that person no longer meets the qualifications of the Act, the regulations, Certification of Establishment or these Bylaws (eg. a parent who no longer has a Student enrolled in the School or Early Childhood Services Program, or a Teacher that is no longer employed at the School).
- f) A Member may withdraw by notice in writing to the Chair and the Principal. If the withdrawing Member is the Chair, by notice in writing to the Vice-Chair and the Principal.
- g) 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.
- h) Records containing the minutes of all meetings, resolutions and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School Community who requests them.

OFFICERS

- 7. a) The officers of the executive shall consist of a chairperson, a vice chairperson, and a secretary.
 - i) every member of the council is eligible to be elected as an executive;
 - ii) a Member's one year term shall commence upon election and continue until a successor is elected;

- iii) there is no limit to the number of consecutive terms that a member may hold;
- iv) the terms of office shall run from Annual Meeting to Annual Meeting;

b) The duties of the executive members are as follows:

i) THE CHAIRPERSON

The chairperson shall be responsible for planning the agenda for the meetings, facilitating the meetings, acting as a spokesperson for the council and generally supervising the council.

The chairperson shall serve as an Alberta Home and Schools Councils' representative and attend area meetings. The chairperson will present the annual reports to the school board.

ii) THE VICE CHAIRPERSON

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

iii) THE SECRETARY

The secretary shall be responsible for keeping accurate minutes and records of the meetings, maintaining the minute book and taking care of all correspondence and communication.

VACANCIES

8. The position will be advertised in the school letter and an election will be held at the next council meeting at least twenty-one (21) days after the position has been advertised.

COMMITTEES

9. The School Council may appoint committees of members and others from the school community:

- a) Bylaw committee.
- b) Food Service committee

- c) Necessary committees will be established as required

MEETINGS

10. The council will determine with input from those attending the meetings, the number of regular meetings (minimum of 7), and time, date and place of those meetings for the school year.

SPECIAL MEETINGS

11. The executive may at any time give notice of a special meeting of the council. The notice will be given in the manner determined by the council, but must be given at least five (5) days before the meeting. The notice will state the time, date and place of the meeting and describe the matters to be dealt with.

PROCEDURE AT MEETINGS

12. QUORUM

- a) The quorum for the General Meetings will consist of four (4) parents;
- b) The quorum for the Executive will consist of three (3) elected members.

13. MOTIONS

- a) Any member of the Council may make a motion at any meeting, with no seconder required.
- b) Any Parent or ECS Parent may propose a motion for the Council to consider at any meeting. If another Parent or ECS Parent seconds the motion, the chair will put the motion before the Council.

VOTING PROCEDURES

- 14.
- a) 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;
 - b) If a vote is taken, the motion must be moved and seconded and passed by a fifty-one (51) per cent majority.
 - c) The principal has the right to exercise a veto on any decisions made.

ANNUAL GENERAL MEETING

15. a) The annual meeting of the school council shall be held not later than thirty (30) days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school and community at least twenty-one (21) days in advance;
- c) Nominations for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible to vote at the annual meeting;
- d) All members (as per membership) are eligible to vote at the annual meeting;
- e) The business of the annual meeting shall include:
- * the nominations and elections of representatives
 - * any proposed by law amendments
 - * financial statement of the previous year
 - * plans and budget for the upcoming year *
- discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus.

YEAR END GENERAL MEETING

16. a) The business of the year and general meeting shall include:
- * any formal evaluation of the school council
 - * review of any outstanding bylaw amendments

ANNUAL REPORT

17. a) 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 summary of Council's activities for the year
 - * a financial statement
 - * copies of the minutes of each meeting
- b) The school council shall make the report available to all concerned members of the school community by inclusion in the school council minute book.

AMENDMENTS TO THE BYLAWS

18. a) The bylaws remain in force from year to year unless amendments are made at the annual year end general meeting.
- b) The bylaws of the school council may be amended by a two-thirds majority at an annual general meeting of the school council.

c) Notice of the proposed bylaw amendments has to be circulated in the notice of the meeting at least twenty-one (21) days in advance.

CONFLICT RESOLUTION PROCEDURES

19. a) Internal Council Conflicts – If at any time, 7 Parents, or any 3 members of the Council, are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written petition signed by them to all Council members, and the following will apply:
- i) The chair will call a special meeting of the council
 - ii) The secretary will provide 5 days' written notice to all Parents and ECS parents of the date, time, place and purpose of the special meeting;
 - iii) At the special meeting, Parents and ECS Parents in attendance will have an opportunity to hear and discuss the issues in conflict;
 - iv) On motion, seconded, by any Council member, Parent or ECS Parent in attendance at the special meeting, a vote will be held respecting the dissolution of the Council; and
 - v) If a majority of Parents, ECS Parents and Council members vote in favor of the dissolution of the Council, the Council will be immediately dissolved.
 - vi) Action after dissolution – If a council is dissolved, the principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting, and the principal will perform the duties of the chair and recording secretary with respect to notification of the next annual general meeting.
- b) External Conflicts – Conflict between the school Council and School Administration

In accordance with S.17 (7.1) School Act. 1995, the school council will abide by the conflict resolution procedures outlined by the local school board.

Ratification Date: May 21, 1996