

H.J. Cody School Council By-Laws

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H.J. Cody School Council By-Laws
(By-Laws are operating procedures)

1. NAME.

The name of the school council shall be H.J. Cody School Council.

2. MISSION.

To foster the well-being and effectiveness of our school community and to enhance student learning.

3. GOALS.

The goals of the school council, in keeping with the *School Act* and the *School Councils Regulations*, 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 policies, school improvement plans, programs and directions, and budget allocations to meet student needs.
- b) Stimulate continuous improvements in meaningful involvement within the school 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.

4. MEMBERSHIP.

Membership of the school council shall include:

- a) All parents or guardians of students enrolled in H.J. Cody School
- b) An H.J. Cody School administrator
- c) At least one of the teachers of H.J. Cody School, elected or appointed by the teachers of the school
- e) As a senior high school, at least one student who is enrolled at H.J. Cody School, elected or appointed by the students of H.J. Cody School.
- f) Any member may resign in writing at any time.

5. EXECUTIVE COMMITTEE.

The positions of the executive committee shall consist of:

- a) A chairperson, vice chairperson and secretary/ treasurer
- b) All executive positions must be filled by parents or guardians of students enrolled at H.J. Cody School
- c) Every member in good standing is eligible to be elected to an executive position
- d) The terms of office are from the Annual General Meeting to the following Annual General Meeting i.e. September through September
- e) The society will not have directors
- f) The executives of the school council are to be elected by members in good standing attending, in person, the Annual General Meeting
- g) The executive committee will carry out the day to day operations of the school council
- h) No executive committee member or any of the school council members shall receive remuneration.

6. DUTIES OF EXECUTIVE COMMITTEE.

a) THE CHAIRPERSON.

The chairperson 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 chairperson serves as the Alberta Home and School Councils' Association representative. The chairperson must ensure the School Board receives an annual report from the school council by September 30 of each year. This report shall consist of a summary of activities from the previous year, end-of-year financial statement and minutes of each meeting.

b) THE VICE-CHAIRPERSON.

The vice-chairperson assists the chairperson with duties, as assigned, and in the absence of the chairperson, assumes the duties of the chairperson. The vice-chairperson is the designated Personal Information Protection Act (PIPA)/ Privacy Officer of the school council and manages personal information in compliance with PIPA. The vice-chairperson assumes responsibility, in consultation with the school council, for the communication with the school for the newsletter.

c) THE SECRETARY/~~TREASURER~~

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 contact information of attending school council members in compliance with PIPA. The secretary ensures all materials relating to the H.J. Cody School Council, including all meeting minutes and any relevant documents, are available to the public in an accessible location at H.J. Cody School. Minutes from each school council meeting must be retained at the school for at least 7 years. ~~The secretary shall also keep financial transaction records of the school council, report these records to the council, while complying with school council by-laws and School Board policies. H.J. Cody School accounting procedures shall be followed.~~

7. ANNUAL GENERAL MEETING (AGM).

- a) The AGM 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 AGM announcement will be on the school sign at the beginning of the school year, or within 20 days of the AGM date
- c) Election of the school council executive positions will take place at the AGM
- d) All executive positions must be filled by parents or guardians of students enrolled in H.J. Cody School
- e) All school council members in good standing are eligible for election
- f) All school council members in good standing are eligible to vote in person
- g) The business of the AGM shall include:
 - 1. Election of school council executive members
 - 2. Proposed by-law amendments
 - 3. Motion to accept the financial statement of the previous year and presentation of annual report
 - 4. Plans, budget and policies for the fundraising society for the upcoming year.

8. MEETINGS.

- a) The model of governance shall be an assembly/town hall model, where most decisions are made at regular, open meetings of the entire school community and the executive members of the school council act only to carry out the wishes of the assembly
- b) The school council will meet a minimum of 6 times during the school year
- c) Regular meeting dates will be determined by school council members attending the AGM
- d) Meetings will take place at H.J. Cody School
- e) A QUORUM of at least 2 of the 3 executive positions and the school administrator is required for each meeting
- f) SPECIAL MEETINGS of the school council may be called by the executive or at the written request of 25 members
- g) SPECIAL MEETINGS shall be posted, including time and date, on the school website at least 48 hours prior to the special meeting
- h) All members in good standing are eligible to vote in person at all meetings, as well as at any special meetings.

9. DECISION MAKING.

- 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 decision is made by a vote, the motion must be moved and seconded and passed by a majority of at least 75% of the members in attendance
- c) All members in good standing attending meetings in person shall be allowed to vote, one vote per member.

10. VACANCIES.

- a) Members of the school council, including the executive, may resign at any time with written notification to the council
- b) With the exception of the school council position filled by the school administrator, the school council may appoint other school council members to fill vacancies until elections at the next Annual General Meeting.

11. COMMITTEES.

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

12. CODE OF ETHICS.

All school council members shall:

- Abide by the legislation that governs them
- Be guided by the mission statement of the school
- 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 interest 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 discussion 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.

13. EXPULSION.

- a) Any member, including the executive committee, not adhering to the Code of Ethics may be subject to expulsion from the council.
- b) A majority vote of at least 75% of the members in attendance is required to expel any member.

14. AMENDMENTS TO BY-LAWS.

- a) The by-laws remain in force from year to year, unless amended at the AGM or at a special meeting called for that purpose
- b) Notice of proposed by-law amendments must be circulated with the notice of the AGM
- c) If a special meeting is called to amend the by-laws, the time and date of such meeting is to be posted at least 48 hours prior to the meeting on the school website
- d) At least 75% of the members in attendance at the AGM or the special meeting must vote in favour of the Special Resolutions(s) in order to be passed.

15. POLICIES.

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

16. BORROWING.

The council does not have the power to borrow money.

17. SIGNING AUTHORITY.

The chairperson, vice chairperson and secretary/ treasurer shall have signing authority, of which 2 of the 3 signatures must be present.

18. AUDITING.

- a) The financial statements of the school council shall be audited once a year just prior to the AGM by at least two of the members of the executive committee, one of which may be the secretary/treasurer
- b) School council members have the right to inspect the council's financial statements at any time with 21 days written notice given to the treasurer
- c) The statements shall be viewed at H.J. Cody School.