

ST. ALBERT CATHOLIC HIGH SCHOOL COUNCIL BYLAWS

1: NAME

The name shall be the St. Albert Catholic High School Council.

2: MEMBERSHIP

St. Albert Catholic High School Council membership is comprised of the following:

- 2.1.1 The membership of the School Council will consist of all parents or the legal guardian of students attending St. Albert Catholic High School and:
- 2.1.2 The Principal of the school.
- 2.1.3 Minimum one Teacher elected or appointed by the teachers employed in the school as soon after the start of the school year as possible and report the name of the teacher to the Council at the Annual General Meeting.
- 2.1.4 One student elected by the students attending the school.
- 2.1.5 One member of the School Community, who is not the parent or guardian of a student attending St. Albert Catholic High School, appointed by the council.

2.2 Terms of Membership

- 2.2.1 The Principal will be a member of the Council for so long as the Principal remains the Principal of the school.
- 2.2.2 Parents and or legal guardians will remain members of the Council as long as they have a student enrolled full time (minimum 30 credits) at the school.
- 2.2.3 Elected Staff and Student representatives will remain members of the Council from the time of their election until another election is held prior to the next Annual General Meeting.
- 2.2.4 Members of the School Community will be members of the Council from the time of their appointment until the end of the next Annual General Meeting.
- 2.2.5 The Principal, Staff or Student Representative may designate an appropriate replacement to attend any meeting on his / her behalf.

2.3 Appointment of Member of the School Community

- 2.3.1 If a member of the School Community is to be appointed to the Council, the following procedure will be utilized:
 - 2.3.1.1 The Chair will solicit names of potential candidates from Council members.

- 2.3.1.2 The potential candidates will be discussed at a Regular Council Meeting.
 - 2.3.1.3 The Council will create a priority list of potential appointees.
 - 2.3.1.4 The Chair or the Chair's designate will approach potential candidates in order of their priority until one accepts the appointment.
- 2.4** Every member of the School Council shall be entitled to attend all meetings of the Council, and to vote at any meeting of the School Council. There shall be no proxy voting at Regular, Special or Annual General Meetings. This method of conducting the School meetings will be referred to as the "Town Hall" method.

3: ST. ALBERT CATHOLIC HIGH SCHOOL COUNCIL

- 3.1.1 St. Albert Catholic High School Council shall be governed by an Executive Committee elected at the Annual General Meeting. The term of office for each member of the Executive of the School Council is one year. Members may be re-elected to a maximum of three (3) consecutive years in one Executive position.
- 3.1.2 Committees of two or more may be established by the School Council as required to further the objectives of the Council and to maintain broad active participation and interest in the programs of St. Albert Catholic High School and the School Council.
- 3.1.3 Only one member of a family unit (for example a mother, father, or guardian) may be elected to the Executive in the same school year.
- 3.1.4 The absence of any Executive member from three consecutive meetings may constitute a vacancy subject to a vote by the Council.

4: EXECUTIVE COMMITTEE

- 4.1 From among the parent members of the Council there shall be elected annually at the Annual General Meeting, the following Executive Officers. President, Vice-President, Secretary, Treasurer and a minimum of at least one Executive Member at Large. These Officers, along with a member of the previous year's executive (usually the Past-President), and the Principal shall form the Executive Committee of The St. Albert Catholic High School Council. This committee shall serve until the completion of the next Annual General Meeting.

4.2 Duties of the Executive

4.2.1 The President shall chair all meetings of the School Council and all meetings of the Executive Committee, and shall call for the establishment of Ad Hoc Committees of the School Council as deemed necessary. The President of St. Albert Catholic High School Council must prepare and provide to The St. Albert Catholic School Board of Trustees annually a report in conformance with the Regulation.

(a) Setting out the activities of the School Council in the year.

(b) Include a financial statement relating to money handled by the Council in the year.

(c) Include a copy of the minutes for each meeting held during the year.

The President shall have no ordinary vote except in the case of an equality of votes where the President shall then cast a vote. If there is no President present, the Vice-President shall assume the chair. If neither is present, the members of the Council shall choose someone from among their numbers to chair the meeting.

4.2.2 The Vice-President shall assume and fulfill the duties of the President in the absence of the President. The Vice-President shall chair the Nominating Committee and Constitution Committee if these committees are deemed necessary and are formed. The Vice-President shall oversee special programs, functions and events as designated by the School Council.

4.2.3 The Secretary of the School Council shall record the minutes of all meetings of the School Council and Executive Committee, be responsible for preparation and distribution of the minutes to School Council members and maintain the records of all the activities and the business of the School Council. The Secretary shall also give written notice of the Annual General Meeting and written notice of any special meetings called in conformance with these bylaws.

4.2.4 The Treasurer, in consultation with the School Business Manager, shall take charge of and maintain the books and records prescribed by the School Council relating to the financial matters of the council. The Treasurer, in consultation with the School Business Manager, shall maintain a complete record of the bank accounts of the School Council. Two Parent Executive Committee Members as designated by the School Council will endorse all cheques of the School Council. The Treasurer, in consultation with the School Business Manager, shall be prepared at all meetings of the School Council or its Executive Committee, to disclose in writing, any change of the financial status of the School Council. The Treasurer, in consultation with the School Business Manager, shall submit

an annual report of the School Council's finances in writing each year at the Annual General Meeting.

- 4.2.5 Any and all other Officers of the School Council will have duties as prescribed by the Council.
- 4.2.6 In the event a member of the Executive Committee resigns or ceases to be a member of the School Council, the vacancy created may be filled for the unexpired portion of the term from among the members of the Council by election.
- 4.2.7 Ex-officio members of the Executive Committee shall include one member of the previous year's Executive (the Past-President unless not possible) and the School Principal or their designate.

4.3 VOTING AT ANNUAL GENERAL MEETING

- 4.3.1 At the Annual General Meeting of the Council, the Executive constituted by these bylaws will be elected.
- 4.3.2 Any parent may make nominations for election to any executive position. The nominee must be in attendance at the meeting and accept the nomination. Only parents present at the meeting may vote for those nominated.
- 4.3.3 Elections will be by written ballot. Each person entitled to vote would inscribe on the ballot the name of the person they wish to be elected to the executive position from the list of nominees.
- 4.3.4 The Council Secretary or designate, will ensure that only persons entitled to vote will have access to ballots.
- 4.3.5 The Chair will declare as elected those persons who receive the greatest number of votes for each executive position.
- 4.3.6 Should there be only one nominee for any of the Executive positions, the chair will declare that person elected by acclamation.
- 4.3.7 On a motion passed by the council, the Secretary, or designate, will destroy the ballots.
- 4.3.8 The newly elected members will assume their School Council Executive positions immediately following the adjournment of the Annual General Meeting.

5: FUNCTIONS OF ST. ALBERT CATHOLIC HIGH SCHOOL COUNCIL.

- 5.1 The School Council may participate in an advisory role in:
 - Determining the school's overall mission, philosophy, policies, rules and objectives.

- Determining what types of programs to offer, where options are available.
- Determining what extracurricular activities the school will offer.
- Determining standards of student conduct and discipline.
- Determining guidelines and principles for the school budget.
- Establishing criteria for selection of school staff including the principal.
- Planning in-service programs for School Council members.
- Establishing methods of reporting student achievement results to parents and to the public.
- Establishing methods of communicating with the public.
- The selection process for the principal and school staff.
- Promoting St. Albert Catholic High School in the community.
- Provide input and feedback on Board of Trustee policies.

5.2 The St. Albert Catholic High School Council

- 5.2.1 Holds regular meetings to discuss and develop recommendations on the above.
- 5.2.2 It works with the school as it endeavors to foster an atmosphere where students can develop spiritually, emotionally and academically.
- 5.2.3 It supports School Council activities through fund raising.
- 5.2.4 It represents the entire community of St. Albert Catholic High School in some matters relating to the Board of Trustees.
- 5.2.5 It provides a forum for discussion of school policy, programs, extracurricular activities, policies, facilities and finances.
- 5.2.6 It advises on the use of resources and agencies in the community to support school programs.
- 5.2.7 It promotes the place, image and accomplishments of St. Albert Catholic High School.
- 5.2.8 It assists the school in informing parents of school programs and activities.
- 5.2.9 It fosters ethnic, racial and cultural understanding and appreciation within the school and community.
- 5.2.10 It assists in promoting a safe neighbourhood environment for the physical well being of the students.

6: POLICIES.

- 6.1.1 The name of the School Council shall not be used to endorse any publications that are not identified with the functions of the School Council.
- 6.1.2 Lists of the names of members of the School Council shall not be made available to any concern for commercial purposes, but may be used for council purposes subject to individual approval.
- 6.1.3 The purpose of the Council is to participate in decisions about and advise on educational matters at the school and community level.

6.1.4 To maintain the primary role in determining the internal constitution and finances of St. Albert Catholic High School and St. Albert Catholic High School Council.

7: MEETINGS.

7.1: Annual General Meeting.

The School Council shall hold an Annual General Meeting as soon after the start of the school year as possible, every year, on a date to be set by the Principal. The Principal will Chair the Annual General Meeting. The teacher representative will act as Recording Secretary of the Annual General Meeting.

Notice of the Annual General Meeting will be given to parents and the school community at least seven (7) days in advance of the meeting. The notice will be given in the manner determined by the Council and will describe the matters to be dealt with at the Annual General Meeting.

The Annual General Meeting should also include a Financial Report of the School Council presented by the Treasurer if available or the School Business Manager.

The Annual General Meeting Agenda, will consist of no less than the following agenda items.

- I. Call to order
- II. Adoption of the Agenda
- III. Approval of Minutes of previous Annual General Meeting.
- IV. School Council President's Report.
- V. Financial Report of School Council.
- VI. Nominations for new Executive and balloting as necessary.
- VII. Presentation of new Executive.
- VIII. Adjournment.

Immediately following adjournment, the new Executive will assume their new duties to conduct the first regular meeting of the School Council for the new school year.

7.2 Special Meeting.

A special meeting of the School Council may be called either by the Council (advance written notice including the reasons for the meeting), or, by the Council upon the written request to the President of at least twenty

(20) members of the Council (which request shall specify the reasons for the meeting), and within seven (7) days of such written request to the President, the special meeting shall be held.

7.3 Regular Meetings.

The Council shall meet at least Four (4) times per year, dates and times to be set by the Executive Committee. Meetings are to be open to all members of the Council who may present business or a brief to the meeting.

7.4 Procedure at Meetings

7.4.1 In the absence of the President and Vice-President, the Council will choose by majority vote of the members present, an acting chair for the meeting.

7.4.2 In the absence of the Secretary, the Council will choose by majority vote of the members present, a recording secretary for the meeting.

7.5 Motions

7.5.1 Any member may make a motion and any member may second a motion at any meeting of the Council. If a motion is tabled and seconded, the Chair will put the motion before the Council.

7.5.2 If the majority of the Council votes to approve the motion proposed under 7.5.1, the motion will be considered adopted by the Council.

7.6 Voting on Motions

7.6.1 Every member of the Council present at the meeting will have one vote on every motion.

7.6.2 A member of the Council may abstain from voting on any motion.

7.6.3 A motion is approved if a majority of the Council members present at the meeting vote in favour of it.

8: NOMINATIONS.

8.1.1 The St. Albert Catholic High School Council shall at their Annual General Meeting, open the floor for nominations of each executive position.

8.1.2 The Chair, beginning with the President, shall call for nominations three (3) times from the floor, for each executive position. All nominations must be present at the Annual General Meeting to accept the nomination, or have submitted their acceptance of the nomination in writing to the Chair.

8.1.3 Following the third call for nominations, the Chair will declare nominations closed and if necessary, an election will be held for that position as prescribed in Article 4, Section 3.3. Should there be only one candidate nominated, the Chair shall declare the nominee elected by acclamation.

9: QUORUM.

9.1.1 For any meeting of the School Council, a quorum shall be five (5) members of the School Council present in person including ex-officio members.

9.1.2 In the absence of quorum, no motions may be tabled or approved.

9.1.3 If the majority of parents wish the meeting to proceed in the absence of quorum, the Council will continue the meeting for the purposes of discussion of issues, but section 9.1.2 will continue to apply.

10: FISCAL YEAR.

The fiscal year of the School Council shall be September first (1) to August thirty-first (31) inclusive.

11: CONFLICT RESOLUTION.

11.1.1.1 If at any time seven (7) parents or any three (3) members of the executive are of the opinion that the council is in a state of conflict such that its operation is significantly impaired or compromised, they may deliver a written petition signed by them to all Council members and the following will apply:

11.1.1.1 The Chair will call a Special Meeting of the Council.

11.1.1.2 The Secretary will provide seven (7) days written notice to all parents of the date, time, place and purpose of the special meeting.

11.1.1.3 At the Special Meeting, parents in attendance will have an opportunity to hear and discuss the issues in conflict.

11.1.1.4 On a motion, seconded by any Council Parent Member in attendance at the Special Meeting, a vote will be held respecting the dissolution of the Council and,

11.1.1.5 If a majority of the Council votes in favour of dissolution, the Council will be immediately dissolved.

12: DISSOLUTION.

If the School Council is dissolved, all roles and responsibilities of the School Council will become the responsibility of the Principal and school staff who will establish an advisory committee to perform the duties of the Council until the next Annual General Meeting. The Principal will perform the duties of both the Chair and the Secretary with respect to notification

of the next Annual General Meeting. In the case of "selecting the Principal", this responsibility will revert back to the Board of Trustees.

13: AMENDMENTS TO THE BYLAWS.

13.1.1 Amendments to the St. Albert Catholic High School Council Bylaws may be made at the Annual General Meeting, or a Special Meeting called for that purpose. All proposed amendments to the constitution must accompany the notice of meeting to the membership.

13.1.2 Members wishing to propose amendments to the constitution must submit such amendments in writing to the President at least seven (7) school days prior to the Annual Meeting or the Special Meeting (as the case may be) including explanations of the proposed amendments.

13.1.3 Any amendment to these bylaws must be approved by a majority of School Council members who are in attendance and who vote at the Annual General Meeting or the Special Meeting of the School Council called for the purpose of amending the bylaws.

14: RULES OF ORDER.

The rules contained in Robert's Rules of Order shall govern all matters of procedure not covered in these bylaws.

15: DEFINITIONS

15.1 In these bylaws:

15.1.1 "Council" means the St. Albert Catholic High School Council for St. Albert Catholic High School.

15.1.2 "Parents" means parents or legal guardian of students attending St. Albert Catholic High School.

15.1.3 "Board" means the Board of Trustees of the Greater St. Albert Catholic School Division.

15.1.4 "Act" refers to the Provincial School Act.

15.1.5 "Principal" refers to the staff member designated as Principal of the school by the Division Superintendent.

15.1.6 "Teacher" means a certified teacher employed by the school.

15.1.7 "Student" means a student with a full-time registration (30 credits or more) for the school year.

15.1.8 "School" means St. Albert Catholic High School.

- 15.1.9 “School Community” means persons, including students, parents, school staff and other persons who have, in the opinion of the majority of the members of the Council, an interest in the school.
- 15.1.9.10 “Regulation” means the School Councils Regulation as set under the School Act.
- 15.1.9.11 “School Business Manager” means that employee hired by the school administration to perform the day to day business operations of the school as prescribed by the administration.

16: DATE OF APPROVAL.

These bylaws were approved and adopted on the 16 day of March, 2005