

Our Lady of the Angels School Council

Of Fort Saskatchewan, Alberta

Constitution and Bylaws

Preamble: “Our Lady of the Angels School Council” hereinafter called the “Council”

“Elk Island Catholic School Board” hereinafter called the “School Board”

1. Mission: The mission of the Council is to support staff, students and parents in a Catholic education environment and to nurture students on their journey of education and faith development.

2. Vision: Council will facilitate dialogue and communication amongst staff, students and parents so that we may work together, as partners, to create an effective Catholic learning environment. One which facilitates middle years education and is infused with Christ centered teaching for the whole child addressing their academic, spiritual, physical, social and emotional needs.

3. Objectives: The objectives of the council are as follows:

- a. To work together, with the broader School community, to ensure the best possible Catholic, Christian education for students in the School.
- b. To provide parents with an organization body through which they can express support for education and the school learning environment.
- c. To encourage greater parent participation in the education on their children.
- d. To promote parent understanding of the education system.
- e. To help foster a total Catholic, Christian atmosphere.
- f. To receive information from the Principal about the School program, general policies, and organization of the School.
- g. To collaborate with the Principal and the School Board about matters of concern which relate to the School’s operations.
- h. To collaborate with the School staff, through the Principal, about the instructional and support programs and services to students.
- i. To receive suggestions from parents and community groups about School related matters.

- j. To perform at its discretion, any additional duty or function deemed necessary in keeping with the School Act, the Council Regulations, and the School District Policy on School Councils.

4. Memberships:

- a. The membership of the Council may consist of the following:
 - i. Any parent/guardian of any student(s) enrolled at Our Lady of the Angels School
 - ii. The Principal of the School
 - iii. A teacher representative elected by staff
 - iv. A student representative invited by the school council to report on school activities
 - v. A non-parent community representative selected at large
 - vi. A representative from Pope John XXIII and John Paul II Schools.
- b. There shall be one parent representative per grade.

5. Executive Committee:

- a. The executive committee shall consist of the following offices:
 - i. Chair (or two Co-Chairs)
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Treasurer
 - v. Principal
 - vi. Teacher Representative
- b. Every parent member of Council is eligible to be elected as an officer of the Council.
- c. The officers shall be elected for a one-year term, which shall run from annual meeting to annual meeting.
- d. Vacancies in any office shall be filled by election at the next monthly meeting, and the electee shall serve for the remainder of the term of office.

6. Duties of the Officers:

a. The Chair

The Chair shall be responsible for planning the agenda for meetings and acting as the spokesperson for Council.

b. The Vice-Chair

The Vice-Chair shall assist the Chair with duties as assigned and in the absence of the Chair assume the duties of the Chair.

c. The 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. One copy of the approved minutes shall be retained in the Principal's office, the library and one copy files with the Secretary. The Secretary will complete the Annual Report to be signed by the Chair and forwarded to the School Board by August 31 of each year.

d. Treasurer

The Treasurer shall be responsible for keeping all financial transactions if the Council, presenting an accounting of the funds to members and preparing the accounts for auditing. The Treasurer will present the annual Financial Report to the School Board and to the School by August 31 of each year.

7. Committees:

- a. The council may appoint committees as required
- b. *District School Council Committee* – a representative may be appointed
- c. *Religious Education Support Committee* – a representative may be appointed

8. Meetings:

- a. The Council shall meet at least five times during the school year. Times will be set by Council at the proceeding Council Meetings.
- b. Meetings shall take place at the School.
- c. Special meetings of the Council may be called by the Executive.

- d. The quorum for meetings of the Council shall be at least **five** members, with the majority being parents.

9. Voting Procedures:

- a. Decisions at Council Meetings shall 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. All parents/guardians of students attending the School are eligible to vote at meetings
 - **one vote per family**
- c. For the purpose of voting at meetings, the majority of the voting members must be parents/guardians of students enrolled in the School.
- d. Both the Teacher Representative and the Principal will abstain from voting.

10. Annual Meetings

- a. The Annual Meeting of the Council shall be held in conjunction with and conducted during “Meet the Staff Night” and / or within **thirty** days after the first instructional day of the school year
- b. The meeting shall be advertised in the September Newsletter.
- c. The business of the Annual Meeting shall include:
 - i. The election of the officers of the Council
 - ii. Any proposed bylaw amendments
 - iii. Financial statement of the previous year, if any
 - iv. Plans and budget for the upcoming year, if any
 - v. A report from the previous Chair
 - vi. A report from the Principal for the previous year

11. Annual Report

- a. In accordance with the School Board Policy regarding “School Councils” the Council through the Chair must prepare and provide the school Board with an *Annual Report* which includes:
 - i. A summary of Council’s activities for the year
 - ii. A financial statement, if any
- b. The Council shall make the Report available to all concerned members of the school community.
- c. A copy of these reports will be placed in the school library.

12. Amendments to the Bylaws:

- a. The bylaws remain in force from year to year (unless amended at the Annual Meeting or at a special meeting of the Council.
- b. Notice of proposed bylaw amendments must be advertised in advance in the School Newsletter to interested members.
- c. Changes to bylaws must be passed by a majority.

13. Conflict Resolution:

The process for resolving a conflict at the school level shall be:

a. Set the Direction

- i. Ground rules to be established by the Chair so that discussion is orderly and focused.

b. Talk it out:

- i. Define the problem
- ii. Understand the issues from different perspectives
- iii. Identify needs and interests
- iv. Discuss assumptions and values

c. Options:

- i. Identify a range of options
- ii. Determine advantages and disadvantages
- iii. Choose solutions that are mutually satisfactory
- iv. Have a motion to decide the issue or
- v. Defer to a future meeting

When a conflict is referred to the School Board, the Council will abide by the School Board's policy on "Conflict Resolutions".