

BY-LAWS OF THE SCHOOL COUNCIL FOR FORT SASKATCHEWAN ELEMENTARY SCHOOL

Name

1.1 The name of the school council is *Fort Saskatchewan Elementary School Council* (“the Council”)

Definitions

2.1 In the school by-laws:

- 2.1.1 “parent” means biological and/or adoptive parents of a child enrolled at Fort Saskatchewan Elementary School (“the school”).
- 2.1.2 “Kindergarten” means a kindergarten program offered at the school.
- 2.1.3 “Kindergarten parent” means biological and/or adoptive parent of a child enrolled in a kindergarten program at the school.
- 2.1.4 “guardian” means an individual who is not a parent, or school staff member that is responsible for the welfare of a child enrolled at the school. For the purpose of the by-law, a guardian is a parent.
- 2.1.5 “Kindergarten guardian” means an individual who is not a kindergarten parent, or school staff member that is responsible for the welfare of a kindergarten child enrolled at the school. For the purposes of the by-law, a kindergarten guardian is a kindergarten parent.
- 2.1.6 “school staff” means the principal, assistant principal(s) and teachers employed at the school.
- 2.1.7 “school community” means parents and kindergarten parents whose children are enrolled at the school, school staff members, and other persons who have an interest in the school.
- 2.1.8 “Regulations” means the School Councils Regulations, Alberta Regulation 171/98.

Mission and Role of the Council

- 3.1 The Council, in an advisory capacity role, will assist the school to help foster student learning in the school. **(Council needs to decide on their own mission statement, you may want it to include something about the breakfast program)**
- 3.2 In accordance with the Alberta School Act and the Regulation, the council will:
 - 3.2.1 advise the principal respecting any matter relating to the school;
 - 3.2.2 provide a forum that permits issues to be brought forward by parents, kindergarten parents and other members of the school community;
 - 3.2.3 establish special committees and associations as it deems necessary; and,
 - 3.2.4 ensure that the school’s by-laws continue to be in force from year to year, beginning with the 2010-11 school year.

4. **Membership of the Council**

4.1 The membership format of the council will follow a “Town Hall” model. The membership of the Council for each school year will consist of:

- 4.1.1 parents and kindergarten parents;
- 4.1.2 the principal of the school;
- 4.1.3 teacher(s) and assistant principal(s) employed at the school; and,
- 4.1.4 other members of the community who have an interest in the school.

5. **Meetings of the Council**

5.1 Annual general meeting of the Council (note this section as it will change how elections are held) (this could be done on meet the teacher night) (the notice would have to be sent out on the first day of school)

5.1.1 The previous school year’s chair of the Council, in consultation with the principal of the school, will call an annual general meeting within 30 days after the start of the school year.

5.1.1.1 For the purpose of calling and holding an annual general meeting in each new school year, the previous year’s chair will remain as chair of the Council until the new school year’s chair has been elected.

5.1.2 Notice of each annual general meeting will be given to parents, kindergarten parents and other members of the school community no later than 21 days before the date of the meeting. The notice will be provided in the manner determined by the previous year’s chair of the Council and the principal. The notice will indicate the matters to be dealt with at the annual general meeting, which will also include a reference to the election of Council officers.

5.1.3 At each annual general meeting, the chair, with input from other Council members in attendance at that meeting, will determine the number of scheduled regular meetings for each school year.

5.1.3.1 After each annual general meeting, the chair, with input from other Council members in attendance at that meeting, will schedule the time, date and place for the next scheduled regular meeting.

5.1.4 An agenda will be provided for each annual general meeting.

5.2 Regular Meetings of the Council

5.2.1 After each regular meeting, the chair, with input from Council members in attendance at that meeting, will set a time, date and place for each next scheduled regular meeting of the Council.

5.2.2 Notice of each scheduled regular meeting will be given to parents, kindergarten parents and other members of the school community no later than 21 days before

5.2.3 The secretary of the Council will distribute meeting information which includes minutes of the previous scheduled Council meeting, and any other pertinent material required for each scheduled regular meeting.

5.3 Special Meeting(s) of the Council

- 5.3.1 The Council officers may at any time give notice of a special meeting of the Council.
- 5.3.2 The notice of the special meeting will be given to parents, kindergarten parents and other members of the community at least 5 days before the special meeting. The notice will be provided in the manner determined by the Council officers, which will indicate the time, date and place of the meeting, and describe the matters to be dealt with.
- 5.3.3 The Council secretary will distribute any pertinent information for each special meeting.

5.4 Procedure at Council Meetings

- 5.4.1 Role of the chair and the secretary
 - 5.4.1.1 The chair will officiate over all Council meetings. If the chair is absent at any Council meeting, the vice chair will act as chair for that meeting.
 - 5.4.1.2 The secretary will be responsible for the minutes of each meeting, the secretary must have an alternate present as specified in section 6.4.4.4.
- 5.4.2 Council Voting Procedures
 - 5.4.2.1 Motions may be raised at any Council meeting.
 - 5.4.2.2 If voting on an issue is required, the motion must be moved and seconded.
 - 5.4.2.3 The chair will put the seconded motion before the Council for approval.
 - 5.4.2.4 Any motion that is voted on during a Council meeting must pass by a minimum majority of 51 percent.
 - 5.4.2.5 All Council members present at any Council meeting in which voting on a motion is required are eligible to vote.
 - 5.4.2.6 Council members present at any Council meeting are only permitted one vote per motion, which includes the election of Council officers, the Council's by-laws and other issues.
 - 5.4.2.7 Votes by proxy are not permitted.
 - 5.4.2.8 The chair of the Council will declare and enforce each motion based on the voting results for each motion.

6. Election and Duties of Council Officers

- 6.1 Council Officers will include:
 - 6.1.1 a chair;
 - 6.1.2 a vice-chair;
 - 6.1.3 a treasurer;
 - 6.1.4 a secretary; and,
 - 6.1.5 other officer(s), as deemed necessary and approved by the Council members as specified in sections 6.2.2.4.
- 6.2 Election of Council Officers
 - 6.2.1 The election of the chair of the Council is the first item of business at each annual general meeting. The principal of the school will chair the meeting until a new school year's chair is elected.

- 6.2.1.2 Only parents or kindergarten parents are eligible to be considered as the chair of the Council.
- 6.2.1.3 Any parent, kindergarten parent or other Council member in attendance at the annual general meeting may nominate a parent or an kindergarten parent as chair. Parents and kindergarten parents may also nominate themselves.
- 6.2.1.4 After the election of the chair of the Council, the newly elected chair immediately assumes the chair duties as specified in section 6.4.1.
- 6.2.1.6 The chair of the Council is prohibited to assume any other Council officer position.

6.2.2 Election of Other Council Officers

- 6.2.2.1 Other Council officers will be elected at each annual general meeting,
- 6.2.2.2 After the election of the chair, elections for the vice-chair, secretary, treasurer, and any other positions approved by the Council in section 6.1.5 will proceed.
- 6.2.2.3 Only a parent or a kindergarten parent in attendance at the annual general meeting is eligible to be considered as a vice-chair, secretary, treasurer, or other position approved by Council.
- 6.2.2.4 Any Council member may propose the addition of other Council officer positions at any Council meeting. If the position is approved in a manner, as specified in section 5.4, an election to fill that position will be held immediately.
 - 6.2.2.4.1 To be eligible to hold an officer position created in section 6.2.2.4, an individual must be a parent or an kindergarten parent.
 - 6.2.2.4.2 An officer position created under section 6.2.2.4 is dissolved at the beginning of the next school year's annual general meeting.
- 6.2.2.5 Any parent, kindergarten parent or other Council member in attendance at an annual general meeting may nominate any other parent or kindergarten parent. Individuals cannot be nominated if they already hold a Council officer position. Parents and kindergarten parents may also nominate themselves, unless they already hold a Council officer position.
- 6.2.2.6 The election procedure for other Council officers is specified in section 5.4.
- 6.2.2.7 After the election of Council officers, each elected Council officer will immediately assume their respective duties as specified in sections 6.4.2, 6.4.3, 6.4.4, or 6.4.5.

6.3 Length of term of Office

- 6.3.1 The length of term of office for each Council officer will be from when they are first elected at an annual general meeting until the next school year's annual general meeting.

6.4 Duties of the Council officers.

- 6.4.1 The chair will:
 - 6.4.1.1 officiate at all Council meetings;
 - 6.4.1.2 plan the agenda for the meetings and facilitate the meetings of the Council;
 - 6.4.1.3 act as a spokesperson for the Council, and decide all matters relating to rules of order of the meetings;
 - 6.4.1.4 enforce the Council's by-laws;
 - 6.4.1.5 put seconded motions to a vote; and,
 - 6.4.1.6 prepare and provide a report to the board of trustees of the Elk Island Public School Board by September 30 of each year in compliance section 12(1) of the regulation.

- 6.4.2 The vice-chair will:
 - 6.4.2.1 assist the chair with duties as assigned, and,
 - 6.4.2.2 assume the duties of the chair, if the chair is absent at any Council meeting.

- 6.4.3 The treasurer will:
 - 6.4.3.1 maintain the books and records prescribed by the Council relating to the financial matters of the Council;
 - 6.4.3.2 be responsible for the bank account of the Council;
 - 6.4.3.3 prepare and provide an annual financial statement of the Council to the chair; and,
 - 6.4.3.4 assist in the preparation of an agenda of a school Council meeting, if required.

- 6.4.4 The secretary will:
 - 6.4.4.1 prepare the minutes of each meeting of the Council, maintain a record of minutes for every scheduled Council meeting and provide relevant information relating to any Council meeting;
 - 6.4.4.2 provide all necessary information for each scheduled Council meeting;
 - 6.4.4.3 attend all council meetings, or ensure that and alternate is present, the alternate must meet the membership requirements as specified in section 4; and,
 - 6.4.4.4 ensure that a copy of all minutes from each year Council's meetings are provided to the incoming secretary of the Council at the beginning of each new school year.

- 6.4.5 Other Council officer(s) will have the duties as prescribed by the Council.

6.5 Council Officers Vacancies Within the School Year

- 6.5.1 If the chair position becomes vacant, a new chair will be elected at a special meeting of the Council.
- 6.5.2 With the exception of the principal, the chair, with input from other Council members, may appoint qualified parents or kindergarten parents on an interim basis to fill the vacancies until the next annual general meeting.

7. Special Committee(s) or Association(s) of the Council

- 7.1 The Council members may establish a special committee(s) or association(s) of the Council as it deems necessary to fulfil the mandate of the Council.
- 7.2 The Council members will assign duties to each established special committee or association of the Council.
- 7.3 Membership of a special committee may consist of parents or kindergarten parents of the school.
- 7.4 Officers of the Council must abide by the by-laws of any established association.
- 7.5 Committee members will report on their activities at any Council meeting, as required.

8. Conflict Resolution Process

- 8.1 Process
 - 8.1.1 The Council will apply the Elk Island Public School District conflict resolution procedure to address any disputes on policies proposed or adopted by Council.
- 8.2 Actions after Dissolution
 - 8.2.1 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. The principal will perform the duties of the chair and recording secretary with respect to notification of the next annual general meeting.

9. Council By-Laws of the school

- 9.1.1 Beginning with the 2010-11 school year, the Council by-laws do not come into force unless it is approved by a majority of parents and kindergarten parents in attendance at a special meeting of the Council called for that purpose.
 - 9.1.1.1 The voting procedure for approval of the Council's by-laws will follow the procedure as specified in section 5.4.
 - 9.1.1.2 Once the by-laws are approved, the chair will declare the by-laws in force.
- 9.1.2 The by-laws continued to be in force from year to year unless they are amended at any special meeting of the Council.
- 9.2 By-law amendment approval process
 - 9.2.1 Potential amendments to the by-laws may be raised at any regular meeting or at the annual general meeting.
 - 9.2.2 The by-law amendment approval process will follow the procedure as specified in section 9.1.

The Fort Saskatchewan Elementary School Council By-laws are approved by a majority of parents and ECS parents who are present and eligible to vote at a special meeting of the Council called for that purpose on _____, _____.

Chair of Council

Principal of
Fort Saskatchewan Elementary School