

Swan Hills School Parent Advisory Council By- Laws_2014

Swan Hills School Parent Advisory Council By-laws

1. Definitions

1.1. In these by-laws:

- 1.1.1 "School" means Swan Hills School
- 1.1.2 "Council" means the school council for the School;
- 1.1.3 "Parents" means parents or guardians of students enrolled in the School from ECS to grade 12;
- 1.1.4 "Regulation" means the School Council Regulations under the School Act;
- 1.1.5 "School Community" means students enrolled in the school, and their parents; students enrolled in an Early Childhood Services program at the school, and their parents; the school staff and other persons who have an interest in the school.
- 1.1.6 "Governance Model" means Town Hall Model where most decisions are made at regular, open meetings of the entire school community and the officers of the school council act only to carry out the wishes of the assembly.

2. Membership

2.1. General Membership

- 2.1.1. The General Membership will consist of:
 - 2.1.1.1. Parents and School Community
 - 2.1.1.2. Teacher Representatives
 - 2.1.1.3. Community Representative (Member at large)
 - 2.1.1.4. Student Representative
 - 2.1.1.5. The Principal and Associate Principal

2.2. Members of the Executive

- 2.2.1. The Executive will have the following members:
- 2.2.2. A minimum of three elected Parents
- 2.2.3. The Principal and Associate Principal

2.3. Term of Membership

- 2.3.1. The Principal will be a member of the council for so long as the principal remains principal of the School.
- 2.3.2. Parents and teachers will be members of the Council from the time of their election until another election is held at the next annual general meeting.
- 2.3.3. 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.

2.4. Election of the executive Council

- 2.4.1. At each Annual General Meeting of the Council, the number of parents required by these by-laws will be elected.
- 2.4.2. Nominations for Election may be made by any parent in attendance at the meeting, including those who are members of the Council. Only parents present at the meeting may vote for those nominated.

- 2.4.3. Elections will be conducted by nomination. Each person is entitled to nominate a person who wishes to be elected to the Executive Council.
- 2.4.4. The Secretary will ensure that only persons, those in attendance at the meetings, are informed that the maximum number of votes they may cast is equal to the number of positions to be filled.
- 2.4.5. Any vote which exceeds the number of positions to be filled is a spoiled vote and will not be counted.
- 2.4.6. The Chair will declare as elected those persons who receive the greatest number of votes until all vacant positions are filled.
- 2.4.7. Record of the vote will be recorded in the minutes of the meeting. These minutes will be recorded and stored both in print and electronic format on the School server.
- 2.4.8. The new members elected will become members of the Executive immediately after the close of the Annual General Meeting or the beginning of the new school term.

2.5. Election of Teachers

- 2.5.1. The Principal will ensure that a teacher(s) is elected by teachers employed in the School, as soon after the start of the school year as possible, and report the name(s) of the teachers to the Council at the Annual General Meeting.
- 2.5.2. The Teachers elected will become a member of the Council immediately following the Annual General Meeting or the beginning of the new school term.

2.6. Appointment of Member of the School Community

- 2.6.1. If a member of the School Community is to be appointed to the Council, the following procedure will be utilized:
 - 2.6.1.1. The Chair will solicit names of potential appointees from Parents and Council members;
 - 2.6.1.2. The potential appointees will be discussed at a regular meeting of the Council;
 - 2.6.1.3. The Council will create a priority list of potential appointees; and
 - 2.6.1.4. The Chair (or designate) will approach potential appointees in order of their priority until one accepts appointment.

3. Meetings

3.1. Annual General Meeting

- 3.1.1. The Council will hold an Annual General Meeting during the month of May each school year to elect parent representatives for the following school year.
- 3.1.2. Notice of the Annual General Meeting will be given to Parents and the school Community not less than 21 days before the date of the meeting. The notice will be given in the manner determined by the Council. The notice will describe the matters to be dealt with at the Annual General Meeting, which will include the election of the Executive Council.

3.2. Motions

- 3.2.1. Any parent may propose a motion for the council to consider at any meeting. If another parent seconds the motion, the chair will put the motion before the Council.

3.3. Voting on Motions

- 3.3.1. To be an eligible voter, an individual must attend one meeting in the current school year prior to the meeting which he/she is entitled to vote on motions.
- 3.3.2. Each voting member of the Council will have 1 vote on every motion;
- 3.3.3. A motion is approved if a majority of the Council present at the meeting vote in favour of it;
- 3.3.4. All motions, seconder and vote tallies will be recorded by the Secretary.

4. Officers

4.1. Positions

4.1.1. The officers of the executive will be:

- 4.1.1.1. The Chair;
- 4.1.1.2. The Vice-Chair;
- 4.1.1.3. The Secretary;
- 4.1.1.4. Such other officers as the Council may elect in accordance with 4.3.5.

4.2. Duty of the Officers

- 4.2.1. The Chair will be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the Council, and generally supervising the Council.
- 4.2.2. The Vice-Chair will assist the Chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair.
- 4.2.3. The Secretary will 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.
- 4.2.4. The Past Chair will be an advisor to the Council.
- 4.2.5. The other officers of the Council will have the duties prescribed by the Council.

4.3. Election of Officers

- 4.3.1. Officers will be elected as the first item of business at the Annual General Meeting. The Principal will chair the meeting until a Chair is elected, and the teacher member will be Recording Secretary until a Secretary is elected.
- 4.3.2. Members of the Council may nominate themselves or any other member for an position.
- 4.3.3. The election for Chair will be conducted first, then for the Vice-Chair, then for Secretary and then for any other position approved by a majority of the members of the Council present.
- 4.3.4. If the previous Chair does not assume the Chairpersonship at the Annual General Meeting they may, if they desire, assume the role of Past Chair.
- 4.3.5. Any member may propose additional officer positions at any meeting of the Council. If the position is approved by a majority of the members of the Council present, an election to fill that position will be held immediately, in accordance with the procedure for elections of officers.

5. Annual General Meeting

- 5.1. The purpose of this meeting shall be to:
 - 5.1.1. Receive the report of the out-going Chair;
 - 5.1.2. Elect officers of the School Council;
 - 5.1.3. Receive from the Principal a report for the previous year

- 5.1.4. Identify, if elected or appointed by then, the other members of the School Council: teachers, parent members and community representatives
- 5.1.5. Receive a report on any formal evaluation conducted of the School or the School Council.

6. Annual Report

- 6.1. The School Council, through the Chair, must prepare and provide the school board annual with an Annual Report:
 - 6.1.1. Summarizing the activities of the School Council for the previous year;
 - 6.1.2. Including copies of the minutes for the previous year.
- 6.2. The School Council shall make the Annual Report available to all concerned participants of the school community.

7. Conflict Resolution and Appeal Procedures

- 7.1. Between Principal and School Council
 - 7.1.1. Most disputes can be resolved through open and frank discussion and a clear understanding of roles and responsibilities. The first step in any dispute is for the participants to identify the specific areas of concern and then to attempt to resolve them
 - 7.1.2. In the event that a resolution is not readily available, the Board's general appeals policy will take effect.
 - 7.1.3. The communication and conflict resolution will follow the guidelines as set out in the Board's policy and communication protocol.
 - 7.1.4. Pursuant to the role, School Council does not deliberate specific personnel or student issues.

8. Code of Ethics

- 8.1. A member shall be guided by the mission statement of his or her school district.
- 8.2. A member shall endeavour to be familiar with school policies and operating practices and act accordance with them.
- 8.3. A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- 8.4. A member shall recognise and respect the personal integrity of each member of the school community.
- 8.5. A member shall encourage a positive atmosphere where the individual contributions are encouraged and valued.
- 8.6. A member shall apply democratic principles.
- 8.7. A member shall consider the best interests of all students.
- 8.8. A member shall respect the confidential nature of some school business and respect limitations this may place on the operations of the school council.
- 8.9. A member shall not disclose confidential information.
- 8.10. A member shall limits discussions at school council meetings to matters of concern to the school community as a whole.
- 8.11. A member shall use the appropriate communication channels when questions or concerns arise.
- 8.12. A member shall promote high standards of ethical practice within the school community.
- 8.13. A member shall accept accountability for decisions.

- 8.14. A member shall declare any conflict of interest.
- 8.15. A member shall accept no payment for school activities.

9. General

9.1. Records

9.1.1. Subject to the provisions of the School Act and policy of the School Board, the School Council shall maintain records of its; minutes and proceedings available for inspection by concerned participants of the School Community, upon request.

9.2. Effective Date

9.2.1. These by-laws or amendments to these by-laws shall come into force when approved by a majority of parents or students enrolled in the school who vote at a meeting of the School Council called for that purpose.

(Note: As mandated by-laws do not come into force until approved by parents in accordance with Regulations)

These by-laws are certified to be in force, effective this _____ day of _____, _____.

Signed at _____, AB.

Chair

Vice-Chair

Secretary