

## SANGUDO COMMUNITY SCHOOL COUNCIL BY-LAWS

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### **Name**

The name of the school council shall be Sangudo Community School Council of Sangudo, Alberta.

### **Mission**

The mission of our school council is to foster the well-being and effectiveness of our school community and to enhance learning.

### **Vision**

To support and encourage a community of leaders and learners.

### **Objectives**

The objectives of the school council, in keeping with the School Act and the School Council Regulations, are to:

- Provide advice (example: input) to the principal on issues of importance, such as the school philosophy, mission, vision, school discipline policies, programs and direction and budget allocations to meet student needs.
- To encourage greater parent or guardian participation in the education of their children.
- To promote parent or guardian understanding of the educational system.
- To work collaboratively, cooperatively and in communication with the various stakeholders in the educational system.
- Support an approach to schooling in which decisions are made collaboratively and wherever possible, at the school and classroom level.
- Facilitate a common vision for our school.
- Facilitate a formal performance evaluation to the school board and the school community.
- Keep the school board informed-in cooperation with the Principal of the needs of the school.
- Support the school in its efforts to focus teachers time and school resources.
- To receive reports from the Principal and other teaching staff regarding the school program, general rules and the organization of the school.
- The Council shall not discuss individual students, Board members, bus drivers, teachers, and other school staff. Such issues will be addressed through proper channels of communication.

## BY LAWS OF THE SANGUDO COMMUNITY SCHOOL

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### **Definitions**

By-law A law or rule governing the internal affairs of an organization

### **In these by-laws**

- “Council” means the Sangudo Community School Council
- “Parents” means parents or guardians of students attending the school.
- “Regulation” means the School Council’s Regulation under the School Act.
- “School” means Sangudo Community School
- “School Community” means the students enrolled in the school and their parents or guardians, the school staff, and other community members: persons who have a positive interest in the school.

### **Membership**

#### **Members of Council**

- The council will have members consisting of:
- The Principal of the School;

- A minimum of five (5) parents or guardians and a maximum determined at the Annual General Meeting of the council;
- One teacher representative employed in the school – varies from meeting to meeting on a rotational basis.
- One or more members of the School Community (if available), appointed by the Council.
- One (or more) Grade K-9 student(s) members (if available)

#### **Terms of Membership**

- The Principal will be a member of the School Council for so long as he/she remains principal of the school.
- Membership of the Council, with the exception of the Principal, will be from the Annual General Meeting to the next Annual General Meeting.
- Voting membership will be granted to those in attendance of first meeting or by written letter of intent at the Annual General meeting. **Membership may also be attained by attending at 2 consecutive meetings, where in the second meeting a motion may be made to grant the person membership until the next Annual General Meeting.**

#### **Elections**

- Nominations for election may be made by those attending the Annual General meeting. Only parents present at the meeting vote for those nominated.
- Elections will be made by written ballot, if there is more than one nomination and nominee is not selected by acclamation.
- Ballots will be counted by the Chair and the Principal.
- Elections will occur at the Annual General Meeting.

#### **Appointment of a Member of the School Community (if available)**

- The following procedure will be utilized:
- The Chair will solicit names of potential appointees from members.
- The potential appointees will be discussed at a regular meeting of the Council.
- The Council will create a priority list of potential appointees.
- The Chair or designate will approach potential appointees in order of their priority until one accepts appointment.

#### **Meetings**

##### **Annual General Meeting**

- **The Council will hold an Annual General Meeting within thirty (30) days prior to the end of the school year.**
- Notice of the Annual General Meeting will be given not less than twenty one (21) days prior to the date of the meeting. The written notice will be given by June of the current school year by the Council through the Principal. The notice will describe the matters to be dealt with including the election of officers.
- The Chair and Principal will determine the agenda for the meeting a minimum of seven (7) days prior to the meeting date. This will be done by fax, phone, e-mail or in person.

##### **Regular Meeting**

- At the Annual General meeting, the Council will determine the meeting calendar for the year. The Secretary will forward this to the school for their newsletter.
- Meetings are open to the public and will take place at the school.

##### **Special Meeting**

- The council may at any time give notice of a Special meeting. The notice will be given in the manner determined by the Council but must be given at least five (5) days before the meeting. The notice will state time, date, and place of the meeting and describe the matters to be dealt with.

### **Quorum**

- The quorum for any meeting will be four (4) members. The majority must be parents.

### **Voting Options**

- Voting should occur at regular meetings as required.
- If a vote is required outside of a meeting date, an email vote with details may be sent out to voting members and then later ratified at the meeting.
- Quorum must be achieved as stated above.

### **Absence of the Quorum**

- In the absence of the Quorum, no motions will be approved.
- If a majority of the parents wish the meeting to proceed in the absence of the quorum, the Council will continue the meeting for the purposes of discussion of issues only.

### **Motions**

- Any member except the Chair may propose a motion. If another member seconds the motion, the Chair will put the motion before the Council.
- Each member of the council will have one vote on every motion.
- A member of the Council may abstain from voting on any motion.
- A motion is approved if a majority of the Council members present at the meeting vote in favour of it.

### **Officers**

- The officers of the Council will be:
- The Chair;
- The Vice Chair;
- The Secretary

### **Duties (Unless otherwise determined by the School Council, the officers shall have the following duties:)**

#### **Chair:**

- The Chair Shall:
- Plan the agenda for the meetings with the Principal.
- Preside at the meetings of the School Council.
- Have general supervision of all activities of the School Council.
- Be the official spokesperson of the School Council.
- Prepare an annual report conforming to regulation.
- Chair will only have a vote in a tie situation.
- The Chair will attend public forums.

#### **Vice-Chair:**

#### **The Vice-Chair shall:**

- Assist the Chair with duties assigned.
- In the absence of the Chair, assume the duties of the Chair.

#### **Secretary**

#### **The Secretary shall:**

- Be responsible for keeping accurate minutes, records of the meeting and names of those in attendance.
- Take care of all correspondence and communication.
- Send meeting highlights to the school website, through the Principal.
- Send copy of minutes within two weeks of meeting.

**Resolution of Conflicts**

- In accordance with Section 17 (7.1) School Act 1995, the School Council will abide by the conflict resolution procedure outlined by the local School Board.

**Amendments to the by-laws**

- The bylaws remain in force from year to year unless amended at the first meeting of the year.
- The bylaws of school council may be amended by two-thirds majority at the first meeting of each school year.
- Notice of the proposed by-law amendments must be circulated two weeks in advanced.