

# Archbishop Jordan Catholic High School

## School Council BYLAWS

### Definitions

*In these bylaws:*

1. "ABJ" means Archbishop Jordan Catholic High School.
2. "EICS" means Elk Island Catholic Schools.
3. "Parents" means parents, guardians or legal custodians of a student or students registered at ABJ.
4. "School community" means parents, school administration (Principal & Assistant Principals), teacher representative, plus community members.
5. "SC Reg" means the Alberta *Education Act (2012)* and *School Councils Regulation (Alberta Regulation draft of Jan 31/2015 to replace Reg 113/2007)*.

### Name

The name of the council is the School Council of Archbishop Jordan Catholic High School.

### Archbishop Jordan Catholic High School Mission Statement

We, the constituents of Archbishop Jordan Catholic High School community, strive to create an environment that will support the intellectual, cultural, physical, social, emotional, and spiritual growth of the individual. In so doing, we believe that our efforts will enable our students, as Catholic citizens, to live rich and fulfilling lives in Christ and consequently contribute through their lifetime to the betterment of themselves, their community and society at large.

### ABJ School Council Mission Statement

The ABJ School Council strives to create an environment to support the academic and spiritual growth of the school community, which will enrich ABJ students and enable them to become Catholic Christian role models in society.

### Model of Governance [SC Reg 1(d) & 5(1) (b)]

The model of governance for ABJ School Council shall be "assembly" or "town hall" format, whereby decisions are made at regular open meetings of the entire school community and the Executive acts only to carry out the wishes of the assembly. In keeping with this model, all those present at the School Council meeting have full rights to participate in discussions and to vote.

### School Council Membership [SC Reg 7]

The ABJ School Council membership comprises:

- the Principal
- the Assistant Principals
- all parents of ABJ students
- a teacher representative
- an ABJ student council representative
- a community representative

### Roles and Responsibilities of the ABJ School Council & Its Members

- work together with, consult, advise and support ABJ, its administrators, teachers, students, parents, and the EICS Board
- support and encourage ABJ's and ABJ School Council's Mission Statements, policies, rules and regulations
- ensure the Catholic faith permeates the teaching environment at ABJ

- support ABJ in its efforts to provide a high standard of education as set forth by the Minister of Education and the EICS Superintendent, and to ensure that level of quality exists for Special Needs students as well
- provide parents with opportunities to support the education programs at ABJ and to express concerns
- facilitate collaboration among members of the school community
- encourage communication on school-related matters among parents, ABJ administration, community, parish and EICS Board by sharing newsletters, reports, suggestions, websites/ social media and information through an “open door” policy
- encourage parent participation in the education of the students by inviting community guest speakers and sharing information gleaned from them
- support ABJ's extracurricular and fundraising activities

### **School Council Executive – [SC Reg 8]**

The ABJ School Council Executive comprises:

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| • Chair (elected)                          | • Principal                              |
| • Vice-Chair (elected)                     | • Assistant Principal (or designate) (1) |
| • Secretary (parent volunteer)             | • community representative (1)           |
| • Members-at-Large (2) (parent volunteers) |  |

### **Roles and Responsibilities of School Council Executive**

#### *School Council Chair*

The Chair shall be a parent of a student attending ABJ School. The Chair must have leadership abilities, organizational skills and people skills, and be able to work collaboratively to ensure School Council initiatives are carried out effectively. The Chair must actively encourage others to become involved in meaningful ways in the School and the School Council.

#### *Chair duties:*

- call regular meetings of ABJ School Council
- prepare agendas for the meetings
- chair meetings and maintain decorum
- ensure the Minutes are recorded and maintained
- follow ABJ School Council *Bylaws* and operating procedures
- communicate with the Principal on a regular basis
- Facilitate regular communication with the school community, beyond those who attend meetings, by posting School Council information on the ABJ website, submitting articles to the school newsletter, etc.
- solicit input from all school community members
- strive to ensure the diversity of the school community is represented on School Council
- be informed about Elk Island Catholic Schools (EICS) Board policy that has an impact on School Council and the school community
- ensure ABJ School Council roles and responsibilities are clearly defined
- promote teamwork among the School Council, Principal, teaching staff and parents
- complete the Annual Report to the EICS Board

#### *Vice-Chair duties:*

- chair School Council meetings in the absence of the Chair
- work with and support the Chair in preparation of the agendas
- promote teamwork and assist the Chair in running effective meetings
- be informed about relevant ABJ School and EICS Board policies
- prepare for the potential of assuming the responsibility of Chair in the future

#### *Secretary duties:*

- record the Minutes at all School Council meetings and ensure the Minutes accurately reflect the direction agreed upon at the meetings
- file Minutes, correspondence, records and other School Council documents in a publicly accessible location (ABJ Library), in accordance with the *Personal Information Protection Act (PIPA)* and the Custody of Minutes and Official Documents section
- ensure notices of meetings and other School Council events are distributed appropriately
- have a working knowledge of the School Council's operating procedures

#### *Member(s)-at-Large duties:*

- be a parent of a student attending ABJ Catholic High School
- attend School Council meetings
- accept assignment of Executive tasks not specifically tied to a position

#### *Community Representative Duties:*

- play a strong role in bringing the community perspective into the school
- help the school and the School Council build partnerships with the larger community and act as a resource to promote cooperative ventures between community and school to enhance student learning

#### **Elections**

Elections for ABJ School Council positions take place at the final School Council meeting of the year. The first call-for-nominations for the Executive positions for the next school year shall happen at the second-last School Council meeting for the school year. Nominations may be submitted in writing to the Chair. Nominations are also accepted at the final School Council meeting.

At the last School Council meeting for the school year, the Principal shall run the elections for the Chair and the Vice-Chair. Then the presiding chair shall call for volunteers for the remaining executive positions. Voting shall be done in person by ballot (no proxies). Nominees must be present to be elected. The term of office is one year.

If an Executive member is unable to complete their term, written resignation may be submitted to the Executive committee. An Executive member who misses three consecutive meetings without reasonable excuse, or neglects their assigned duties for that period, may be deemed to have resigned from the Executive. In such situations, the position will be filled at the next School Council meeting.

#### **Meetings and Quorum [SC Reg 15, 16, 17]**

ABJ School Council shall hold its first General meeting within 30 days of the beginning of the school year. Quorum is established by the attendance of a simple majority of the School Council Executive. Meetings are held at Archbishop Jordan Catholic High School. Meetings are limited to a maximum of two (2) hours, unless an extension is agreed upon by a show-of-hands.

### ***General Meetings***

- held a minimum of six (6) times per year, to a maximum of ten (10) times per year, with the final meeting of the school year being designated as the Annual General Meeting
- submit agenda items to the Chair at least one (1) week prior to the meeting date
- individuals or groups wishing to make a presentation must submit their request in writing or by telephone call to the Chair for consideration ten (10) or more days prior to the meeting
- the Chair must recognize an individual before they may speak or make a motion
- motions or questions may be postponed to future meetings if more information needs to be obtained

### ***Special General Meetings***

- may be called by the Chair or the Principal, as deemed necessary
- may be called by request of at least five (5) members of the school community

### ***Executive Meetings***

- organizational meeting to be held prior to the first School Council General Meeting to establish the goals for the upcoming year
- additional Executive meetings may be called by the Chair, as deemed necessary

### ***Voting procedure***

- all members present have the right to vote at any meeting of ABJ School Council
- votes on issues other than elections shall be by show-of-hands
- a majority vote (over 50%) decides an issue
- a tie vote indicates further discussion and information is required before another vote occurs
- votes must be cast in person, not by proxy or other form

### ***Custody of Minutes and Official Documents [SC Reg 14]***

- All official School Council documents, including Minutes, correspondence, and the School Council annual reports shall be stored in the ABJ Library. Documents shall be accessible to the ABJ school community and EICS Board upon request to the Principal or Library staff.
- The Minutes must be kept for seven (7) years, in accordance with the *Education Act: School Councils Regulation 14(3)*.
- Recent Minutes shall be posted on the ABJ website under the School Council link. Note that parent names will be deleted in the web version of the Minutes (per School Council decision of Sept 15/14).

### ***Annual Reports [SC Reg 14]***

The ABJ School Council Chair must prepare and provide to the EICS Board by June 15 of each year a report that:

- summarizes the activities of the School Council in the current school year, and
- includes a financial statement detailing receipt, handling and use of any money by the School Council during the school year
- names the Executive members for the current school year

The Annual Report is available to all members of the school community and is stored in the School Council files in the ABJ Library. See “Custody of Minutes and Official Documents” for details.

**Code of Ethics and Conduct**

All ABJ School Council members shall:

- abide by the legislation that governs School Councils (*Alberta Education Act (2012)* and *School Councils Regulation (2015)*)
- be guided by the Mission Statements of ABJ and ABJ School Council
- endeavour to become familiar with ABJ and ABJ School Council policies and operating practices and act in accordance with them
- practice the highest standards of honesty, accuracy, integrity, and truth
- recognize and respect the personal integrity of each member of the school community
- declare any potential conflict-of-interest
- consider the best interests of all students
- participate in a positive atmosphere that encourages and values individual contributions
- adhere to democratic principles

**Internal Conflict Resolution [SC Reg 17(1) (h)]**

Where an unresolvable dispute arises among ABJ School Council members, the following procedures apply:

- Parties should communicate with each other and attempt to resolve the dispute in a dignified manner.
- If interpersonal communications fail, each party to the dispute shall submit their statement to the School Council Chair.
- Should no resolution result, the parties shall take their dispute in writing through the hierarchy of the Principal (or Assistant Principal) or Superintendent (as the situation warrants), and those parties shall attempt to resolve the dispute.
- If this fails, the Superintendent may submit a report in writing to the EICS Board of Trustees.
- The decision of the Board of Trustees shall be binding on all parties.

All parties to the dispute must allow sufficient time for the other parties to respond.

**Bylaws Amendment [SC Reg 17]**

Any member of ABJ School Council's community may propose amendments to the *Bylaws*. Amendments shall be proposed in writing to the Executive at any General or Special General Meeting. At the next General meeting, regardless of type, the proposed amendment shall be presented orally and debated. Bylaw amendments require two-thirds majority vote of the members present at the duly-constituted meeting where amendments are debated. The Chair and Vice-Chair shall sign off on any changes to the *Bylaws*.

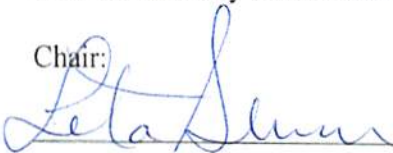
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ABJ School Council *Bylaws* originally prepared 2009 by Michelle Szott & Sabrina Hundal.

Revised & amended November 21, 2011

Revised February 2015. Amendments approved April 13, 2015

Chair:

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Vice-Chair:

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