

Archbishop Jordan Catholic High School

School Council

BY – L A W S

Definitions

In these by-laws:

1. 'ABJ' means Archbishop Jordan Catholic High School
2. 'Council" means Archbishop Jordan Catholic High School Council
3. 'Executive Committee' means the Principal, Assistant Principal(s) or Designates and the elected executive for the ABJ Council. Consisting of a Chair, Vice Chair, Secretary and maximum two Members at Large.
4. 'Parents' mean parents, guardians or legal custodians of a student or students registered at the school.
5. 'Member at Large' means a parent of a student attending ABJ High School.
6. 'School Community' means points 3 and 4 from above and community members.
7. 'EICS' is the acronym for Elk Island Catholic Schools
8. 'Assembly/town hall model of Governance' me decisions are made at regular open meetings of the entire school community and the executive members of the school council act only to carry out the wishes of the assembly.

Name

The name of this Council will be Archbishop Jordan Catholic High School Council,

School's Mission Statement

We, the constituents of the 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.

School Council's Mission Statement

To strive to create an environment which supports the academic and spiritual growth of the school community, which will enrich our students to become Christian Role Models within society.

Roles and Responsibilities of School Council is:

- To work together, consult, advise and support the EICS School Board, the Principals, Teachers, parents and students.
- To support and encourage the school's mission statement, policy, rules and regulations.
- To ensure that the Catholic faith is a priority in the everyday teaching of our students.
- To stimulate continuous improvement in meaningful involvement by all members of the school community.
- To facilitate the development of a common vision between council and the school.
- To facilitate collaboration among all the concerned participants of the school community.
- To facilitate as deemed necessary an evaluation of our council through surveys, discussions at school council meetings and then to communicate the results of this evaluation to the school community.
- To support the school in its efforts to provide the standard of education set forth by the Minister of Education, and to ensure the highest quality of education continues for the Special Needs students.
- To provide parents the opportunity to which they can express concerns and/or support the education standards.
- To receive reports, suggestions, updates, mentorship, the annual fiscal management report(s), general policies and organization of the school from the Principal.
- To receive reports, suggestions and Board organized information from participating parents, School Boards, community groups and the Parish on school related matters.
- To encourage continuous parent participation in the education of their children through inviting community guest speakers and sharing of information.
- To encourage communication between home and school through newsletters, meetings, telephone calls, websites and "open door" policy.
- To support any fundraising activities of the school as required.

- To encourage positive school involvement within the community and to support extracurricular activities and programs offered within the school.
- To support and promote the “Safe and Caring” program as established by the EICS Board.
- To support the school Emergency Lockdown Plan for the safety of students, staff and parents as established by the EICS Board.

Model of Governance:

Council shall operate under the “Assembly/town hall” model. This involves the election of members to the Executive, but regular meetings are open to all school community. In keeping with this model all present at the school council meeting will have full rights to enter discussions and their vote recorded.

Membership Composition:

Within the Assembly of Governance model, the school council shall consist of:

- A. All parents with children attending Archbishop Jordan Catholic High School
- B. Principal and all Assistance Principals/ Designates
- C. Teachers/Support Councilors
- D. Students

The Executive Committee shall be formed to expedite the management of the affairs of Council. The Executive Committee positions are as follows:

- A. Principal
- B. Assistance Principal (s)/Designate
- C. Chairperson - Elected
- D. Vice Chairperson - Elected
- E. Secretary
- F. Teacher Representative(s)
- G. Student Representative(s) (minimum of two meetings to be attended, whereas in their absence a written, ready to present report shall be accepted.)
- H. Two Members at Large
- I. Community Representative

Roles and Responsibilities of the School Council Members are:

School Council Chair

It is expected that the school council chairperson will be a parent of a child attending the school. The chair must have leadership abilities, organizational skills, people skills and can work collaboratively with others to ensure any school council initiated project/programs are carried out effectively. The chair must actively encourage others to become involved in meaningful ways within the School and School Council.

Chair Duties:

- calling regular school council meetings
- preparing agendas for school council meetings
- chairing and maintaining meeting decorum
- ensuring that minutes are recorded and maintained
- communicating with the principal on a regular basis
- ensuring there is regular communication with the school community, beyond those who attend meetings, by posting School council information on the ABJ website, newsletter, etc.
- following existing school council by-laws/operating procedures
- ensuring roles and responsibilities are clearly defined
- soliciting input from all school community /members
- staying informed about school board policy that impacts school council/school community
- striving to ensure the diversity of the school community is represented on school council
- promoting teamwork between the school council, principal, teaching staff and parents
- leading a school council self-evaluation (e.g., completing the annual report to the school board).

Vice Chair

Duties will be:

- chair meetings, in the event the chair is unavailable
- work with and support the chair in agenda preparation
- promote teamwork and assist the chair in the smooth running of the meetings
- keep informed of relevant school and school board policies
- prepare to assume the responsibility of chairperson in the future.

Secretary

Duties will be:

- act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the school council meeting
- keep minutes, correspondence, records and other school council documents (e.g., constitution and operating procedures) filed in an orderly fashion and publicly accessible, in accordance with the *Personal Information Protection Act* . See “Custody of Minutes and Official Documents” for details.
- have a working knowledge of the operating procedures of the school council
- ensure notice of meetings and other school council events is distributed.

Member(s) at Large

Duties will be:

- To attend the School Council meetings
- To be assigned any executive task not specifically tasked to any position

Community Member

Duties will be:

- The community representative will play a strong role in bringing the community perspective into the school.
- The member helps the school and school council build partnerships with the larger community and, in many instances, acts as a resource to promote cooperative ventures between community and school to enhance student learning.

Election of Council Executive and Term of Office

If an Executive member is not able to fulfill his/her position as written resignation is required to be submitted to the Executive Council. See “Election of Council Executive and Term of Office” for election process.

An elected Executive Committee member may be expelled from the Executive committee by missing three consecutive meetings and/or neglecting his/her duties as assigned for that period.

A. Voting Process for the School year:

Call for Nominations for the Executive positions for the next year shall happen at the second last School Council meeting of the year. The nomination can be submitted to the School Council Chair in writing, however, nominations off the floor at the final school council meeting will also be accepted.

Election of Executive will be determined at the final meeting of the school year. The voting shall be done via ballot. The Chairperson will be exempt from running the Election, the Principal will oversee the process. No proxy will be accepted, all nomination candidates must be present.

In the event of an Executive member not being able to continue his/her role within the School Council, upon written notification, an election will be held to determine a new member. This shall happen at the next School Council meeting.

B. Voting

1. All members present have the right to vote at any meeting of the Council.
2. Votes on issues other than election of officers will be by a show of hands .
3. The majority needed to pass a motion is at least 51%
4. In the case of a tie vote on an issue, the Chairperson casts the deciding vote.
5. Votes must be made in person and not by proxy or otherwise.

C. Meetings

1. Meetings will be held at Archbishop Jordan Catholic High School.
2. Members of the Council shall submit agenda items to the Chair 1 week prior to the meeting.
3. Individuals or Groups wishing to make a presentation at the meeting will be required to submit their written request or via phone call to the Chair 10 days or more prior to the meeting for consideration.
4. The Chair must recognize an individual before she/he may start speaking or makes a motion.
5. Motions or questions may be tabled to future meetings so that more information may be obtained.

6. Meeting times will be limited to two hours with a possible extension upon agreement by the show of hands of those present.
7. General meetings shall be held a minimum of 6 times with a maximum of 10 per year.
8. School Council is to hold it's first meeting within 30 days of the school year commencing.

Meetings of the Council

An Executive organizational meeting must be held prior to the first General School Council meeting to establish the goals for the upcoming year.

Ability to call a Special Meeting as deemed necessary by the Chair and the Principal.

Establishment of a Quorum

A quorum is established by attendance of a simple majority of the School Council Executive, which consists of the 5 Executive members: Chair, Vice Chair, Secretary, and 2 Members at Large.

Custody of minutes and official documents:

1. All official School Council documents, including monthly minutes, correspondence, and the Annual School Council Yearend Report will be stored in the School Library and will be accessible to the School Community of ABJ. Please contact the Principal or the Librarian for access to this information.
2. Copies of the minutes must be kept for a minimum of 7 years.
3. Minutes will be posted on the ABJ School's website under the School Council information link.

Internal Conflict Resolution

1. Where an irresolvable dispute arises among Council members, between the Council and the school community and/or between the Council and the school staff the following procedures will apply:

A. Each party to the dispute must submit the nature of the dispute in writing to the Superintendent of Schools.

B. The Superintendent of Schools or a designate shall attempt to resolve the dispute.

C. If the Superintendent or designate cannot resolve the issue, he/she will submit a report in writing to the Board.

D. The decision of the Board of Trustees will be binding on all parties.

2. All parties involved in the dispute must realize that time is of the essence through the whole process.

Code of Ethics and Conduct

All members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and school council
- endeavor to be familiar with school 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 conflict of interest
- encourage a positive atmosphere in which individual contributions are encouraged and valued
- apply democratic principles
- consider the best interests of all students

Amendment of the Bylaws

1. Any member of Council may propose an amendment.
2. Any member of Council proposing an amendment can provide the proposed amendment in writing to the Executive committee at any General or Special Meeting.
3. At the next meeting, regardless of its type, the proposed amendment shall be orally proposed and debated.
4. The By-law shall be amended by a two-thirds vote of the members present at the meeting where it is proposed and debated.

5. The Chairperson and Vice Chairperson shall have signing authority for any changes to the by-laws

Annual Reports

1. In accordance to the School Council regulations, the Council, through the Chair must prepare and provide the EICS School Board with an annual report, which will include:

A. Summary of the Council's activities for the year

B. Financial statement as presented and prepared by the Archbishop Jordan Catholic High School Business Manager.

C. Copies of the minutes of each meeting, if not sent to the EICS Board Office throughout the year as the minutes are completed.

D. Names and contacts of the Executive Council for that term

E. Names and contacts of the Executive Council for the next school term

2. The report is available to all members of the school community and a copy will be kept in the School Council binder. See "Custody of minutes and official documents" for further details.

Revised and amended: November 21, 2011

Originally prepared 2009 by:

Chair – Mrs. Michelle Szott

Vice-Chair – Mrs. Sabrina Hundal