

# **BYLAWS OF THE KATHYRN SCHOOL COUNCIL**

## **NAME**

1. The name of the school council shall be *Kathyrn School Council*.

## **MISSION**

2. The mission of our school council is to support the school community, in its quest for a quality education, in financial and advisory capacities and enhance the awareness and communication between its members.

## **OBJECTIVES**

3. The objectives of the council, in keeping with *Section 55 of the Education Act* and the School Councils Regulation, are as follows:
  - (a) To provide input to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
  - (b) To stimulate continuous improvement in meaningful involvement by all members of the school community.
  - (c) To facilitate collaboration among all the concerned participants of the school community.
  - (d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level.
  - (e) To facilitate the development and maintenance of a common vision for our school.
  - (f) To keep the school board informed – in cooperation with the principal – of the needs of the school.
  - (g) To support the school in its efforts to focus teachers' time and learning.
  - (h) To facilitate communication with all educational stakeholders and the community.

## **MEMBERSHIP**

4. (a). The membership of the Council shall consist of the following:
- I. The parents and caregivers of students enrolled in Kathryn School
  - II. The principal of the school
  - III. Teachers of the school

(b). For the purpose of voting at a general meeting the majority of voting members must be parents or caregivers of students enrolled in the school.

(c). The membership of the executive committee shall consist of the following:

- I. The principal of the school
- II. One teacher of the school
- III. Up to nine parents/caregivers of the students from the school elected by parents/caregivers at the May meeting of the school council.

## **OFFICERS**

5. The officers of the council shall consist of a chair, a vice-chair, a secretary and a treasurer.

(a) Every member of the council is eligible to be elected as an officer of the council.

(b) The officers will be elected for a one-year term at the May meeting of the school council.

(c) The terms of office shall run from Annual Elections Meeting to Annual Elections Meeting.

## **DUTIES OF THE OFFICERS**

### **6. (a) THE CHAIR**

The chair shall be responsible for planning the agenda for the meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair will present the annual report to the school board. It is the chair's responsibility that all stakeholders conduct themselves in a professional, productive and respectful manner.

### **(b) THE VICE-CHAIR**

The vice-chair shall assist the chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair.

### **(c) THE SECRETARY**

The secretary shall 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. The Secretary shall provide information for newsletters as needed.

### **(d) THE TREASURER**

The treasurer shall be responsible for presenting an account of the funds to the members and present an annual budget for the school council.

## **VACANCIES**

7. (a) With the exception of the council position filled by the principal, the school council may appoint qualified persons to fill vacancies until an election is held at the Annual Elections Meeting the second meeting of the school year (October).

## **COMMITTEES**

8. (a) The school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

## **MEETINGS**

9. (a) The school council shall meet at least six times during the school year.  
(b) Regular meetings will be held once a month during the regular school year or as deemed necessary by the executive committee.  
(c) Meetings will take place at Kathryn School.  
(d) Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community.  
(e) The quorum for meetings of the school council shall be set at 50% of the executive membership, inclusive of either Chair or Vice-Chair.

## **VOTING PROCEDURES**

10. (a) Decisions at council meetings will be made by consensus as much as possible. The decision made by consensus is by show of hands.  
(b) If a vote is taken, the motion must be moved and seconded and pass by a 51 % majority.

## **ANNUAL MEETING**

11. (a) The annual meeting of the school council shall be held in October.  
(b) The meeting will be advertised throughout the school and the community at least 21 days in advance.  
(c) All parents/caregivers of students attending the school are eligible to vote at the annual meeting.  
(d) The business of the annual meeting shall include:

- the election of representatives
- any proposed bylaw amendments
- financial statement of the previous year
- plans and budget for the upcoming year
- discussion of any major issues
- identify goals for the coming year
- any formal evaluation of the school council

## **ANNUAL REPORT**

12. (a) In accordance with School Council Regulation, the school council, through the chair, must prepare and provide The Rocky View School Division with an annual Report which includes:

- a summary of council's activities for the year
- a financial statement
- copies of the minutes of each meeting

(b) The school council shall make the report available to all concerned members of the school community.

## **AMENDMENTS TO THE BYLAWS**

13. (a) The bylaws remain in force from year to year unless amended at the annual meeting.

(b) The bylaws of the school council may be amended by two- thirds majority at an annual meeting of the school council.

(c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

## **CONFLICT RESOLUTION PROCEDURES**

14. (a) School council will work with Kathryn administration to resolve any conflicts that may arise.

BYLAWS OF THE KATHYRN SCHOOL COUNCIL AMMENDED ON  
October 13. IN THE YEAR 2020.

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PRINCIPAL

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CHAIR