

**ST. GABRIEL HIGH SCHOOL COUNCIL
BYLAWS**

1. NAME

The name of the School Council will be the “St. Gabriel High School Council”, herein referred to as the “Council”.

2. MISSION STATEMENT

The Council works with students, Parents, School Staff and School Community to facilitate a caring and safe environment where students can thrive within the context of the Catholic faith.

3. PURPOSE

As per the Alberta School Council Resource Manual (updated 2007), the Council may advise the Administration of the School on any matters relating to the School including, but not limited to, the following:

3.1 Planning

- 3.1.1 School’s overall mission statement, philosophy, policies, rules and objectives.
- 3.1.2 School’s improvement planning, including 3-year plans.
- 3.1.3 School jurisdiction policies (e.g. School fees, School Council policies).
- 3.1.4 Student attendance procedures, standards of student conduct and bullying issues.
- 3.1.5 School calendar and adjustments in School hours.
- 3.1.6 Guidelines and principles for the School budget.
- 3.1.7 In-service and/or information needs of Council members and Parents.
- 3.1.8 Facility renovations.

- 3.1.9 School volunteers.
- 3.1.10 Graduation and other School celebrations.

3.2 Communications and Community Relations

- 3.2.1 Methods of reporting student achievement results to Parents and the public.
- 3.2.2 Methods of communicating with the public.
- 3.2.3 Promotion of the School in the community.
- 3.2.4 AGM report to the School Board.

3.3 School Programming

- 3.3.1 Programs offered in the School.
- 3.3.2 Extracurricular activities offered in the School.
- 3.3.3 Standards of student conduct.

3.4 Services for students to help improve learning.

4. OBJECTIVES

- 4.1 To maintain and enhance communication between Parents, the School Administration, and the School Board.
- 4.2 To advise the Principal and the School Board respecting any matter relating to the School.
- 4.3 To support the School in providing a positive growth environment for students.
- 4.4 To promote activities that enhance the learning experience.
- 4.5 To promote meaningful participation of Parents in the School.

5. DEFINITIONS

- 5.1 "Administration" means the Principal and Vice-Principal.
- 5.2 "Bylaws" means procedures to be followed by Council.
- 5.3 "Council" means the School Council for St. Gabriel High School.
- 5.4 "Executive" means Chair, Vice-Chair and Secretary and other positions that might be deemed necessary for the current or future Councils. .
- 5.5 "Parent(s)" means parent(s)/guardian(s) of students attending St. Gabriel High School
- 5.6 "School" means St. Gabriel High School
- 5.7 "School Board" means the Greater St. Albert Roman Catholic Separate School District No. 734.
- 5.8 "School Community" means students, Parents, members of the School Staff, and other persons who have, in the opinion of the majority of the members of the Council, an interest in the School.
- 5.9 "Staff Rep" means a Teacher elected or appointed by the Teachers employed in the School to be a member of Council.
- 5.10 "Student Rep" means a student elected or appointed by the students attending the School to be a member of Council.
- 5.11 "Mature Student Rep" means a student, 18 years or older as of September 1 of the current school year, elected or appointed by the mature students attending the School to be a member of Council
- 5.12 "School Trustee Liaison" means the appointed representative from the current District Trustees.

6. MEMBERSHIP

6.1 MEMBERS OF COUNCIL

The members of the Council shall consist of:

- 6.1.1 All Parents
- 6.1.2 Executive Positions
- 6.1.3 Other Positions
- 6.1.4 Principal and Vice-Principal of the School
- 6.1.5 Staff Rep
- 6.1.6 Student Rep
- 6.1.7 Mature Student Rep
- 6.1.8 School District Trustee Liaison

6.2 TERMS OF MEMBERSHIP

- 6.2.1 Every Parent is a member of the Council for the duration of their children's enrollment at the School. However, students must be enrolled a minimum of two consecutive terms in an academic year in order for a parent to be eligible for membership on the Council.
- 6.2.2 The Principal will be a member of the Council as long as the Principal remains the Principal of the School.
- 6.2.3 Parents serving in Executive and Other Positions will serve on Council from the Annual General Meeting (AGM) until the next AGM.

- 6.2.4 Staff Reps will serve as members of the Council from the AGM until the end of the school year.
- 6.2.5 Students Reps will serve as members of the Council from the AGM until the end of the school year.
- 6.2.6 The Principal, Staff Rep, Student Rep or Mature Student Rep, if unable to attend any meeting, may designate an appropriate replacement.

7. CODE OF ETHICS

A member shall:

- 7.1 Be guided by the mission statement of the Council.
- 7.2 Endeavour to be familiar with School policies and operating practices and act in accordance with them.
- 7.3 Act with honesty, accuracy, integrity and truth.
- 7.4 Respect each member of the School Community.
- 7.5 Encourage a positive atmosphere where individual contributions are encouraged and valued.
- 7.6 Consider the best interests of all students.
- 7.7 Respect the confidential nature of School business.
- 7.8 Deal with matters related to the School Community as a whole.
- 7.9 Promote high standards of ethical practice within the School Community.
- 7.10 Accept accountability for decisions.
- 7.11 Declare any conflict of interest.
- 7.12 Accept no payment for School activities.

8. EXECUTIVE POSITIONS

The Executive shall consist of the following positions:

8.1 CHAIR

- 8.1.1 Preside over all meetings and maintain meeting decorum.
- 8.1.2 Prepare and distribute the meeting agenda, in consultation with the Principal.
- 8.1.3 Ensure minutes are recorded and maintained.
- 8.1.4 Strive to ensure the diversity of the School Community is represented at Council meetings.
- 8.1.5 Follow existing Council Bylaws.
- 8.1.6 Communicate with the Principal on a regular basis.
- 8.1.7 Ensure there is regular communication with the School Community, beyond those who attend meetings.
- 8.1.8 Solicit input from all Council members.
- 8.1.9 Stay informed about School Board policy that affects Council.
- 8.1.10 Promote teamwork between the Council, Principal and School staff.
- 8.1.11 Prepare an Annual Report to the School Board for submission by June 30th. Annual Report to be placed on the School website and presented at the AGM the following September.
- 8.1.12 Delegate another voting member of the Executive to represent the Council at School Board meetings, Council of Councils meetings, stakeholders' meetings, and other appropriate activities.
- 8.1.13 Oversee all incoming and outgoing correspondence from the Council.

8.2 VICE-CHAIR

- 8.2.1 Assume duties of Chair as requested by the Chair or in the absence of the Chair.
- 8.2.2 Monitor meetings for time and relevance.
- 8.2.3 Keep informed of relevant School and School Board policies.
- 8.2.4 Assist the Chair and undertake tasks assigned by the Chair.
- 8.2.5 Prepare to assume the responsibility of Chair in the future.

8.3 SECRETARY

- 8.3.1 Record minutes of the meetings and ensure the minutes accurately reflect the directions agreed to at the Council meeting.
- 8.3.2 Distribute minutes to Parents serving in Executive and Other Positions, Administration, Staff Rep, Student Rep, Mature Student Rep, and School Trustee Liaison, through email and website, within 21 days of each Council meeting. .
- 8.3.3 Ensure a copy of all Council meeting minutes, Council Bylaws, and Council 3-Year Plan is on file in the School office.
- 8.3.4 Have a working knowledge of the Council Bylaws.
- 8.3.5 Prepare a contact list of names and addresses of Parents serving in Executive and Other Positions. Distribute to these Parents, School Administration and School Secretaries.
- 8.3.6 Work with other members of Council to keep the Council Bylaws and Council 3-Year Plan up-to-date.

9. OTHER POSITIONS

Non-executive positions may consist of the following. Regular attendance at scheduled Council meetings is encouraged.

9.1 STUDENT SERVICES LIAISON

- 9.1.1 Communicate the needs of students in need, in co-operation with the School Counselor to School Council Executive and the broader school community.
- 9.1.2 Treat all families with confidentiality, dignity and respect.

9.2 STAFF APPRECIATION COORDINATOR

- 9.2.1 Co-ordinate a Staff Appreciation Luncheon once or twice per year, donated by volunteer Parents, in collaboration with Administration.

9.3 AD-HOC COMMITTEES

- 9.3.1 Committees will be formed as necessary to fulfill a specific task designated by the Council.
- 9.3.2 Committees will be disbanded once they have completed the task they were assigned.

10. ELECTIONS

- 10.1 Council Executive shall be elected each year at the September AGM.
- 10.2 The Principal shall run the elections.
- 10.3 Each elected position shall be a one-year term.
- 10.4 Each elected position may be held by the same person for unlimited terms.
- 10.5 Elections shall be advertised to Parents in June and again in September prior to the AGM.
- 10.6 Nominations or self-nominations must be submitted in writing or email to the School Principal ten (10) days prior to the AGM. Nominations or self-nominations may also be received verbally during the AGM and prior to election of the new Council Executive. A person may be elected to the Council Executive at the AGM if they are eligible according to the by-laws to be elected, if they are present at the meeting when being elected, and if they do not refuse the appointment. They may also become a member of the Council Executive if they were not present at the meeting, but consented in writing or email to the School Principal to act as a member of the Council Executive before the election.

- 10.7 Attendees present at the meeting may vote for those nominated, with the exception of Administration, Staff Rep and School Trustee Liaison.
- 10.8 Voting for each position will be made by secret ballot.
- 10.9 The Principal will declare as elected those persons who receive the greatest number of votes.
- 10.10 Should there be only one nominee for any of the Executive positions, the Principal will declare that person elected by acclamation.
- 10.11 Should any elected member be unable to fulfill the obligations of the position, the remainder of the elected members may appoint or elect a substitute who will act until elections are held in September at the next AGM.
- 10.12 Other Positions will be filled on a volunteer basis at the AGM.
- 10.13 On a motion passed by the Council, the Secretary or designate will destroy the ballots.

11. MEETINGS

11.1 ANNUAL GENERAL MEETING

- 11.1.1 The Council will hold the Annual General Meeting (AGM) no later than the third Wednesday in September.
- 11.1.2 Notice of the AGM will be given at the end of the previous school year and at least 7 school days prior to the AGM in the fall. The notice will be given in the manner determined by the Council and will describe the matters to be dealt with at the AGM.
- 11.1.3 The Principal shall chair the AGM.
- 11.1.4 The Principal shall appoint an attendee to act as recording secretary for the AGM.
- 11.1.5 Executive positions will be elected at this meeting.
- 11.1.6 All attendees shall be eligible to vote at the AGM, with the exception of the Principal, Staff Rep, Student Rep, Mature Student Rep and School Trustee Liaison.
- 11.1.7 A minimum of five (5) Parents shall constitute a quorum for the AGM.
- 11.1.8 The Annual Report, summary of activities of the Council during the previous school year, shall be presented by the outgoing Chair.
- 11.1.9 The AGM Agenda will consist of no less than the following agenda items:
 - 11.1.9.1 Call to Order
 - 11.1.9.2 Prayer
 - 11.1.9.3 Introductions
 - 11.1.9.4 Adoption of Agenda
 - 11.1.9.5 Approval of minutes of previous AGM
 - 11.1.9.6 School Council Annual Report from previous school year.
 - 11.1.9.7 Elections for new Executive
 - 11.1.9.8 Presentation of new Executive
 - 11.1.9.9 Establish meeting dates for the coming year
 - 11.1.9.10 Adjournment
- 11.1.10 Meeting minutes will be distributed to Parents serving in Executive and Other Positions, Administration, Staff Rep, Student Rep, Mature Student Rep, and School Trustee Liaison, within 21 days. Meeting minutes will also be kept in the School office and posted on the School website.

11.2 REGULAR MEETINGS

- 11.2.1 Immediately following adjournment of the September AGM, the new Executive will assume their new duties to conduct the first regular meeting of the Council for the new school year.
- 11.2.2 First order of business will be to obtain volunteers for the Other Positions of Council.
- 11.2.3 The Council shall hold regular meetings, a minimum of four times during the school year.
- 11.2.4 Regular meetings will take place at the School.
- 11.2.5 A minimum of three (3) Parents, two of which must be members of the Executive, shall constitute a quorum.

- 11.2.6 Suggested meeting dates for the following school year may be determined at the AGM and will be posted on the School website. Council may change the dates of meetings with 21 days notice.
- 11.2.7 Executive, Parents, Administration, Staff Rep, Student Rep, Mature Student Rep, and School Trustee Liaison All Parents and School staff members may place items on the meeting agenda.
- 11.2.8 Meeting minutes will be distributed to Parents serving in Executive and Other Positions, Administration, Staff Rep, Student Rep, School Trustee Liaison, and all other Parents in attendance within 21 days. Meeting minutes will also be kept in the School office and posted on the School website.

11.3 SPECIAL MEETINGS

- 11.3.1 The Chair may at any time give notice to the Council of a special meeting of the Council.
- 11.3.2 The written notice will be provided 7 days prior to the special meeting to all Council members and will include the proposed agenda, time, date and place of the meeting.
- 11.3.3 Attendance at special meetings shall be open to all members of the Council.
- 11.3.4 A minimum of three (3) Parents, two of which must be members of the Executive, shall constitute a quorum.
- 11.3.5 Council Bylaws may be amended at a special meeting.
- 11.3.6 Meeting minutes will be distributed to Parents serving in Executive and Other Positions, Administration, Staff Rep, Student Rep, School Trustee Liaison, and all other Parents in attendance within 21 days. Meeting minutes will also be kept in the School office and posted on the School website.

11.4 PROCEDURES AT MEETINGS

11.4.1 RULES OF DISCUSSION

- 11.4.1.1 At the discretion of the meeting Chair, any motion that is not voted on within 15 minutes from the time it is proposed may be tabled until the following meeting.
- 11.4.1.2 No members shall be allowed to speak more than once on any subject until all other members have been given the opportunity to speak.

11.4.2 QUORUM

- 11.4.2.1 A minimum of three (3) Parents, two of which must be members of the Executive, shall constitute a quorum.
- 11.4.2.2 In the absence of quorum, no motions may be considered or passed. If the majority of those present wish to hold a meeting, the meeting shall proceed for the purposes of discussion only.

11.4.3 ABSENCE OF EXECUTIVE MEMBERS

- 11.4.3.1 In the absence of the Chair, the Vice-Chair will assume the duties of the Chair.
- 11.4.3.2 In the absence of both the Chair and Vice-Chair, Council will choose by majority vote of the members present an acting Chair for the meeting, unless the Chair has designated an appropriate representative.
- 11.4.3.3 In the absence of the Secretary, Council will choose by majority vote of the members present a Secretary for the meeting.
- 11.4.3.4 By unanimous vote by the Executive, an executive member who has not attended two (2) consecutive regular meetings may be replaced.

11.4.4 MOTIONS

- 11.4.4.1 Any member of Council, with the exception of the Administration, Student Rep, Mature Student Rep, Staff Rep and School Trustee Liaison, may put forward a motion for Council to consider at any meeting.
- 11.4.4.2 All motions will be considered and voted on by Council.

11.4.5 VOTING ON MOTIONS

- 11.4.5.1 All members of Council, with the exception of Administration, Student Rep, Mature Student Rep, Staff Rep and School Trustee Liaison can vote at any meeting. If a member has more than one position on Council, their vote shall count only once.
- 11.4.5.2 Members of the Council must be present at the meeting to vote.
- 11.4.5.3 All motions before the Council must be seconded by a voting member of Council.
- 11.4.5.4 Voting for or against each motion will be by a show of hands.
- 11.4.5.5 Any member may abstain from a vote at any time.
- 11.4.5.6 A motion is approved if 60% of the voting members present vote in favor.

12. BYLAWS

- 12.1 The Bylaws remain in force from year to year unless amended at the AGM or a special meeting called for that purpose.
- 12.2 Proposed changes must be presented in writing at the previous regular meeting.
- 12.3 A motion to accept the amended Bylaws is approved if 60% of the voting members present vote in favour of the motion.
- 12.4 Amendments to the Bylaws must be accepted as presented, otherwise the motion to modify the existing Bylaws will be deemed to be defeated.
- 12.5 Bylaws will be posted on the School website.

13. CONFLICT RESOLUTION

13.1 BETWEEN THE ELECTED MEMBERS OF COUNCIL

If at any time an elected member of the Council is of the opinion that the Council is in a state of conflict, a written petition must be presented to all elected members of Council.

- 13.1.1 The Chair will call a special meeting of the Council.
- 13.1.2 A neutral person agreed upon by the conflicting parties shall chair the meeting.
- 13.1.3 At the conclusion of the special meeting, agreed upon action will be carried out by all parties.
- 13.1.4 If conflict remains unresolved, a follow up at a future meeting should be considered.

13.2 COUNCIL AT LARGE

If at any time three (3) members of the Council at large are of the opinion that Council is in a state of conflict, a written petition must be presented to all elected members of the Council.

- 13.2.1 The Chair will call a special meeting of Council to address the conflict.
- 13.2.2 A neutral person agreed upon by the conflicting parties shall chair the meeting.
- 13.2.3 When possible, a representative from the School Board should attend to provide unbiased information to all parties of the conflict.

- 13.2.4 At the conclusion of the special meeting, agreed upon action will be carried out by all parties.
- 13.2.5 If suggested action is not reasonably followed or the conflict cannot be resolved, the School Board will use their conflict resolution to resolve the conflict or recommend the Council be dissolved.

13.3 ACTION AFTER DISSOLUTION OF COUNCIL

If a Council is dissolved:

- 13.3.1 The Principal will establish an advisory committee to perform the duties of the Council until the next AGM.
- 13.3.2 The Principal will perform the duties of the Chair and Secretary with respect to notification of the next AGM.

13.4 BETWEEN COUNCIL AND THE SCHOOL BOARD

- 13.4.1 In accordance with the current Alberta education legislation, the Council will abide by the conflict resolution procedures outlined by the local School Board.

Signed this _____ day of February, 2014.

Chair

Principal

Secretary

Principal