

# PENSON SCHOOL COUNCIL

## BYLAWS

SEPTEMBER 2006

## **I. MISSION:**

Penson School Council supports building citizenship in students, fostering an attitude of caring with high standards and expectations, challenging each student to reach his/her potential.

## **II. VISION:**

Working as part of the learning community of parents, students and staff who are very supportive of one another; Penson School Council will strive to develop competent and caring citizens.

## **III. ROLE OF PENSON SCHOOL COUNCIL:**

1. The School Council's mandate is to support and work toward ensuring the best possible education for all students within the school.
2. Provide a structure in which parents, principal, teachers, students and community members can talk about education in the community.
3. Provide a vehicle by which everybody in the school community has a voice in the educational issues and individual opinions are encouraged and valued.
4. Promote communication between all stakeholders.
5. Promote a safe and caring school environment.
6. Provide input for: mission, vision, philosophies, school operations, policies, strategic plans and programs.
7. Promotion of the school in the community.

## **IV. TERMS OF MEMBERSHIP:**

The School Council Executive will be selected by elections through nominations or volunteering at the Annual General Meeting held in September of each school year. The positions voted for are Chair, Vice-chair, Secretary and Treasure.

The voting members of Penson School Council will consist of the following representatives:

- Chair
- Vice – Chair
- Secretary
- Treasurer
- Parents who are grade reps, one per grade
- A student representative-from Junior High

The non-voting members of Penson School Council will consist of the following representatives:

- Principal
- Teacher Representative
- All parents not listed above (parent, guardian or legal custodian of a student registered at Penson School is eligible)
- Peace Wapiti School Division #76 Board Members
- One or more community representatives appointed by school council

## **V. EXECUTIVE:**

The School Council executive will consist of: the chairperson, the vice-chairperson, the secretary, and the treasurer. The term of membership will be from the time of the election until an election is held at the next annual general meeting. If a vacancy occurs during the year, it will be filled by vote of the executive until the next annual general meeting.

## **VI. DUTIES OF THE EXECUTIVE:**

**Chairperson:** The chair shall be responsible for planning the agenda for the meetings, facilitating the meeting as spokesperson for the Council, and generally supervising the Council. Consistent attendance at regular meetings is essential. The Chair may also act as an ex-officio member of all committees.

**Vice-Chairperson:** The vice-chair shall assist the chair with duties as assigned, and in the absence of the chair, the chair duties. Consistent attendance at regular meetings is essential.

**Secretary:** The secretary shall be responsible for keeping accurate minutes and records of the meeting, take care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members, Consistent attendance at regular meetings is essential.

**Treasurer:** The treasurer shall be responsible for keeping all financial transactions of the Council, presenting an account of the funds to the members, and preparing the accounts for audit Consistent attendance at regular meetings is essential.

## **VII. DUTIES OF MEMBERS:**

**Parent Grade Representatives:** The Parent Grade Representatives shall actively seek to understand the views of the constituents who elected them and:

- communicate the views of the Parents of their grade to the School Council
- communicate, on a regular and ongoing basis, the activities of the School Council to the Parents of their grade
- aid the Chair and undertake tasks assigned by the Chair or the School Council
- assist in any committee so assigned by the School Council

**Student Representative:** The Student Representative shall actively seek to understand the views of the constituents who elected him and:

- communicate the views of the Students to the School Council
- communicate, on a regular and ongoing basis, the activities of the School Council to the Students
- aid the chair and undertake tasks assigned by the Chair or the School Council
- assist in any committee so assigned by the School Council

**Members in Common:** The Members in Common shall actively seek to understand the view of the constituents who elected them and:

- communicate the views and activities of the School Council within the community
- aid the Chair and undertake tasks assigned by the Chair or the School Council
- assist in any committee so assigned by the School Council

**Community Representative:** The Community Representative shall act as liaison with the wider community and offer any special skills or expertise that might benefit the School Council or the greater School Community.

**Teacher Representative:** The Teacher shall actively seek to understand the views of those constituents who elected them and:

- communicate the views of the Teachers who elected them to the School Council
- communicate on a regular and ongoing basis, the activities of the School council to the teachers who elected them
- aid the Chair and the School Council and assist in any School Council committees
- encourage parents and the school community to become involved in school activities

## **VIII. DUTY:**

It shall be the duty of all Members to act in a manner consistent with the Statement of Vision and in the best interest of the School and the Students according to these Bylaws.

## **IX. DISQUALIFICATION:**

A Member is disqualified if that person no longer meets the qualification of the Act, the Regulations, Certification of Establishment, or these Bylaws.

## **X. TERM:**

A Member's term shall commence upon election or appointment and continue until a successor is elected or appointed. While Members may be re-elected, no single appointment shall exceed 15 months.

## **XI. WITHDRAWAL:**

A member may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair and the Principal.

## **XII. REMOVAL:**

The School Council may, by Special Resolution, remove any Member providing that the Member has been notified twenty-one (21) days in advance and is afforded the opportunity to be heard at the meeting.

## **XIII. VACANCIES:**

The Vice-Chair will assume the responsibilities of the Chair in the event of a vacancy in the Chair position. The School Council may appoint qualified persons to fill vacancies in the School Council; other than the Principal, the Teacher Representative and the Student Representative, until such vacancies have been filled by the appropriate Constituencies. The Principal is responsible for ensuring that the Teacher Representative and Student Representative positions are filled in the appropriate manner.

## **XIV. COMMITTEES:**

Committees will be established as determined by the School Council on a needs basis.

## **XV. MEETINGS:**

- Regular meetings of the School Council will be held a minimum of 4 times per year or as deemed necessary by the School Council
- Special meetings of the School Council may be called by the executive or at the written request of 10 parents of the School community. Special meetings must be called with a minimum 72 hours notice to Council members.
- Meetings will take place at Penson School in the library or other predetermined locations
- The quorum for the transaction of business at regular meetings of the School council shall be set at 30 percent of the voting membership, excluding student membership (4 of the 11 voting members)

## **XVI. PERSONS ENTITLED TO BE PRESENT:**

All concerned participants of the School Community may be present at the meetings of the School Council.

## **XVII. RECORDS OF SCHOOL COUNCIL MEETINGS:**

Records containing the minutes of all meetings, resolutions and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School Community who requests them.

## **XVIII. VOTING PROCEDURES:**

- Voting on a motion shall be on the basis of one vote for each voting Council Member actually in attendance and the majority of votes shall prevail. Voting by proxy shall not be permitted.
- If a vote is taken, the motion must be moved and seconded and passed by a 51% of the voting membership present.
- To rescind a motion or repeal a motion, a 2/3 majority is necessary.

## **XIX. DECISION MAKING PROCESS:**

- Every concerned participant of the School Community shall be given the opportunity and responsibility of initiating and then leading the discussion in the direction of a decision that needs to be made.
- After dialogue about a particular issue has taken place and everyone has been given legitimate opportunity to state their case and be listened to, the Chair will bring closure to the decision. If a small number of people were not in agreement such disagreement should not hold up the majority taking action.

- Important decisions and decisions requiring school council funds will be voted on.

## **XX. CONFLICT RESOLUTION PROCEDURES:**

If concerns arise that cannot be resolved between the principal and the School Council, either party may submit a request to the Superintendent for a review, as per PWSD policy.

- The Annual General Meeting of the School Council shall be held in September.
- The meeting will be advertised at least 21 days in advance.
- Elections for all positions on the School Council will take place at the Annual General Meeting except those of the Student Rep and the Teacher Rep. These members will be elected by their peers.
- All parents of students attending Penson School are eligible for elections.
- All parents of students attending Penson School, who are present at the Annual General Meeting are eligible to vote at the AGM.
- The business of the Annual General Meeting shall include:
  - a motion be passed to establish a School Council for the Current year
  - the election of executive and stated representatives
  - any proposed bylaw amendments
  - financial statement of the previous year
  - annual reports
  - Principal's Report
  - discussion of any major issue in which all parents should have input

## **XXII. ANNUAL REPORT:**

- In accordance with School Councils Regulation, the School Council, through the chair, must prepare and provide the School Board with an annual report which includes:
  - a summary of council's activities for the year
  - a financial statement
  - copies of minutes of each meeting
- The School Council shall make the report available to all concerned members of the School Community.

## **XXIII. AMENDMENTS TO THE BYLAWS:**

- The bylaws remain in force from year to year unless amended at the Annual General Meeting.
- The bylaws of the School Council may be amended by a two-thirds majority at the Annual General Meeting.

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

#### **XXIV. SCHOOL COUNCIL POWERS AND GOVERNANCE MODEL:**

- Subject to the Act, the Regulation and these Bylaws, the School Council shall have the power to manage the activities of the School Council.
- Subject to any restriction contained in the Act, the Regulation, these Bylaws or conflicts with the Statement of Vision, the School Council may delegate to its Executive or committees appointed by the School Council, any of the School Council's powers.
- The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School Community and shall use the Decision-Making Process to make decisions.
- It shall be the duty and responsibility of the School Council to manage School Council activities by following the governance model outlined below.

#### **REPRESENTATIVE GOVERNANCE MODEL**

In the following, a representative governance model, each Member has the delegated authority of his or her Constituency to responsibly determine and represent the views of the Constituency and the School Community to the Principal, the School and the School Board. The School Council acts like a Board of Directors to conduct day-to-day business and reports back to the wider School Community one (1) or more times a year.

Each Member will actively seek information from and consult with his or her Constituency and concerned participants of the School Community before expressing a representative position.

When determining a representative position, a member shall act in the best interest of the Students and the School and not merely represent the views of his or her Constituency.

#### **XXV. FISCAL YEAR:**

The School Council may select an appropriate fiscal year for the financial activities of the School Council.

#### **XXVI. SIGNING AUTHORITY:**

The Treasurer and chair of the School Council are authorized to sign checks or execute agreements and the School Council may appoint any additional signing authorities.

**XXVII. EFFECTIVE DATE:**

These Bylaws or amendments to these Bylaws shall come into force when approved by a majority of Parents of Students enrolled in the School who vote at a meeting of the School Council called for that purpose.

These Bylaws are certified to be in force effective the \_\_\_\_ day of \_\_\_\_\_.2006.

Penson School Council