

C. Ian McLaren School Council Constitution

updated 2014

1. Name

The name of the school council shall be C. Ian McLaren School Council

2. Mission

The C. Ian McLaren School Council supports a high standard of education and academic excellence for our children. We strive to build a sense of pride and self worth in a happy, healthy, safe and welcoming environment that encourages life long learning. It is our intent that positive relationships will flourish and each individual will be respected as a person of great value. We are committed, through collaboration and consultation, to ensuring that all learners reach their greatest potential.

3. Goals

The goals of the council, in keeping with the Alberta School Act, Alberta Education, Alberta School Council Resource Manuel, Foothills School Division #8 Policy J-140 "School Council/Parent Advisory" and the School Councils Regulation, are as follows:

- a. provide advice (i.e. input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs
- b. and directions and budget allocations to meet student needs
- c. stimulate continuous improvement in meaningful involvement by all members of the school community
- d. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e. facilitate the development of a common vision for our school
- f. to facilitate a formal performance evaluation of our C. Ian McLaren School Council and to communicate the results of this evaluation to the school board and the school community
- g. to keep the school board informed - in cooperation with the principal - of council activities and needs of the school
- h. to support the school in its efforts to focus teacher's time and school resources on the essential task of teaching and learning
- i. to support fundraising activities
- j. to gather educational and societal data within and outside the school community for program enhancement to meet the changing needs of our students and community within the larger context of society
- k. facilitate communication with educational stakeholders and the community

4. Membership

The membership of the council shall consist of:

- a. the parents of students enrolled in C. Ian McLaren School
- b. the principal of C. Ian McLaren School
- c. teachers and support staff of C. Ian McLaren School
- d. there will be no membership, fees or dues
- e. any member wishing to withdraw from membership may do so upon giving verbal notice to the Board or through the Secretary to the Board
- f. any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause, which the society may deem reasonable

5.Executive

The positions of the executive committee shall consist of:

- a. A chairperson, vice chairperson, past chair, secretary and treasurer (if required)
- b. All executive positions must be filled by parents of students enrolled at C. Ian McLaren Elementary School.
- c. Every member of the school council and/or parent of a student enrolled at McLaren Elementary School or children in the Early Childhood Services Program are eligible to be elected to an executive position on school council.
- d. The executive will be elected annually at the annual general meeting of the C. Ian McLaren School Council in October. The term shall run from October to October.

5a.Governance

- a. The executive committee will prepare the agenda for the general meetings and circulate the minutes of the same.
- b. The executive committee will carry out the day-to-day operation of the school council.
- c. The executive committee will be responsible for keeping and using the society's seal.

5b.Decision-Making

- a. Decisions at the school council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If a decision is made by a vote, the motion must be moved and seconded and passed by the majority of school council members.

6.Duties of the Officers

The following members of the executive will serve as officers of the council. Their duties will be as follows:

- a. The Chair
 - The chair person shall be responsible for planning the meeting agendas in consultation with the principal, facilitating school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Home and Schools Councils' representative for C. Ian McLaren School and will attend area meetings. The chair ensures the school board receives and annual report from school council.
- 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 person. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.
- c. The Secretary
 - The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the C. Ian McLaren School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in C. Ian McLaren School.
- d. The Treasurer
 - The treasurer shall be responsible for keeping accurate financial transactions of the council, present an accurate of the funds to the members, present the annual budget, prepare a yearly financial statement and prepare the account for auditing.
- e. Other Officers as needed

- a. Principal - The principal will participate in development of agendas, act as a liaison between council members, participate in council activities, provide information and report on school operation.
- b. Casino Coordinator - Will supervise the organization and facilitation of the casino and the distribution of funds.
- c. Volunteer Coordinator - Will keep a list of classroom representatives and provide them with class information for fan-out purposes. Parent volunteers for other opportunities will be maintained and coordinated as necessary.
- d. Fund-Raising Coordinator - Will supervise the organization and facilitation of activities.
- e. Hot Lunch Coordinator - Will supervise the organization and facilitation of hot lunch.
- f. Parents at Large - Will be active participants in meetings and committees of the parent council.

7. Vacancies

With the exception of the council position filled by the principal, the school council may appoint school council members and/or school community members to fill vacancies until the election at the next Annual General Meeting.

8. Committees

The C. Ian McLaren School Council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

9. Meetings

- a. The C. Ian McLaren School Council shall meet in a town hall format allowing all members to vote. These meetings will be held at least seven times throughout the school year.
- b. Meetings will take place at the school and regular meeting dates will be agreed upon at the annual meeting and will be advertised throughout the school.
- c. Special meetings of the C. Ian McLaren School Council may be called by the executive or at the request of parents of the school community.
- d. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in C. Ian McLaren School.

10. Voting Procedures

- a. Decisions at council meetings, other than financial issues, will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. Appointment of Other Officers/Committees becomes so if they were present at the meeting when being appointed and did not refuse the appointment.
- c. If a vote is taken, as will be the case in financial decisions and election of executive, the motion must be moved and seconded and passed by a 51% majority.
- d. Such votes must be made in person and not by proxy or otherwise.
- e. See 13c for procedures for voting on by-law changes.

11. Annual General Meeting

- a. The annual general meeting of the C. Ian McLaren School Council shall be held no later than October 31st.

- b. The meeting will be advertised throughout the school community at least 21 days in advance, including a list of executive vacancies.
- c. Election of school council members and/or executive positions will take place at the AGM.
- d. All parents of students attending C. Ian McLaren School are eligible for election.
- e. All parents of students attending C. Ian McLaren School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - election of school council members and/or executive members
 - financial statement of the previous year
 - plans and budget for the upcoming year
 - discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school
 - major changes in the school program or focus
 - formal evaluation of the school council

12. Annual Reports

- a. In accordance with *School Council's Regulation*, the school council, through the chair prepares and provides the school board with an annual report submitted by October 31st that includes:
 - a summary of school council's activities of the previous year
 - a financial statement
 - a copy of the minutes of each meeting
- b. The C. Ian McLaren School Council shall make the report available to all concerned members of the school community.

13. Amendments to the By-Laws

- a. The by-laws remain in force from year to year
- b. The by-laws may be rescinded, altered or added to by a "Special Resolution".
- c. The by-laws of the C. Ian McLaren School Council may be amended by a majority vote of those in attendance at a Special Resolution meeting.
- d. Notice of proposed by-law amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

14. Code of Ethics

All school council members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and school council
- 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
- respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- not disclose confidential information
- limit discussions at school council meeting to matters of concern to the school community as a whole
- use the appropriate communication channels when questions or concerns arise
- promote high standards of ethical practice within the school community
- accept accountability for decisions
- not accept payment for school council activities

15. Privacy

- a. School council shall adhere to the Personal Information Protection Act (PIPA)
- b. School council shall not share personal information for purposes other than those of school council business.

16.Policies

- a. School council may develop policy for the duration of their term.
- b. The policies of school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

17.Fundraising Society

- a. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.
- b. School council can develop policy to promote a productive open and transparent relationship with the fundraising society.

18.School Council Fundraising

- a. School council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b. School council can fundraise and funds can be kept in a school council bank account or, given to the school.
- c. School council's funds given to the school will be subject to the schools board's policy on school council fundraising.
- d. School council shall not borrow money.