

Ecole Queen Elizabeth Junior High

School Council of Wetaskiwin, Alberta Bylaws and Procedures

Purpose: Ecole Queen Elizabeth ~~Junior High~~ School Council will consult with and provide advice to the Principal on planning, school programs, communications and community relations.

Objectives: The objectives of the council, in keeping with the School Act and the School Council regulations are as follows:

- a) To provide advice to the staff and principal on issues of importance to the school community.
- b) To facilitate collaboration among all the concerned participants of the school community.
- c) To support an approach to schooling in which decisions are made collaboratively and at the school or classroom level where possible.
- d) To facilitate the development of a common vision for our school.
- e) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- f) To keep the school board informed- in cooperation with the principal- of the needs of the school.
- g) May assist with fundraising efforts.
- h) To facilitate communication with all educational stakeholders and the community.
- i) To actively support and assist with the social and extra-curricular activities at Ecole Queen Elizabeth ~~Jr. High~~ School.

Mission Statement: Parents, staff and community will unite to provide the students with the greatest possible opportunity to achieve high standards and pursue their individual interests and talents in a safe environment.

Membership:

The School Council will be composed of a minimum of ten and maximum of 14 members. *involve all who attend*

- A Chair, Vice Chair, Secretary/~~Treasurer~~ and ^{if possible} (at least one and maximum of two) a parent representative from each of the ~~three~~ grades. All these members must be parents/guardians of children attending Ecole Queen Elizabeth Jr. High ^{school} and not Staff members employed at Ecole Queen Elizabeth Jr. High School.
- A teacher appointed by vote by his/her peers
- The principal.
- A community member.
- ~~- A French Immersion Parent (min one and max two)~~
- All parents who attend

Procedures:

- The principal will inform the parents about the school council at the Annual General Meeting, to be called annually before the end of the previous school year or within the first 30 days of the new school year.
- Parents/ Guardians of children attending this school will choose the council, by majority vote at the Annual General Meeting which is open to all parents of children attending Ecole Queen Elizabeth Jr. High School
- To vote, parents must attend the Annual General Meeting.
- If it becomes necessary to replace a member of council or to add additional members, they must be nominated and follow the same voting procedure that is set out at the first organizational meeting of the year.
- If a school council is not elected at the first meeting (due to lack of parental attendance) , the principal must call a second meeting.
- If the required percentage of eligible parents fails to attend the second annual information meeting, the powers and duties of the school council will revert to the principal. The principal will then select parents and community members to serve on an advisory committee.
- The Teacher representative is appointed before the end of the previous school year or within the first 30 days of the new school year. The Principal presides over this decision.

Term of office:

The term of office for each member of the school council is one year. Members may be re-elected. No member will serve in a position for more that 3 consecutive years.

School Council Meetings:

- The school council will meet a minimum of 5 times during the year, not including the Annual General Meeting, or at the call of the Chairperson.
- Dates of meetings will be advertised in the school newsletter as well as posted at the office, local newspaper or by other means of communication such as school website/^{social media} etc.
- The meetings will be held at the school, and school council will have access to school support services needed for meetings.
- The meetings will not exceed two hours in length.
- Decisions are made by majority vote of ^{all attending} the elected members. The presiding member (Chairperson) shall have the deciding vote in case of a tie of the council.
- All parents are encouraged to attend the School council meetings to share ideas and bring forth concerns that relate to the educational environment of the school and the well being of their children.

Duties of the Council Members:

The Chairperson shall:

- Convene and preside at all meetings of the school council.
- Ensure that all decisions of the school council are carried out.
- Represent the school council to the school board.
- Prepare and submit an annual report to the school council and school board.
- Designate, in his/her absence, the vice chair or some other member of the school council to assume his/her responsibilities.
- Meet or communicate with principal to establish agendas for meetings

The Vice-chair shall:

- Assist the chairperson in carrying out his/her duties.
- Assume the responsibilities of the chairperson in the absence of the chairperson.
- Assume other duties and responsibilities as assigned by the school council.

The Secretary/ ~~Treasurer shall:~~

- Take, keep and arrange for the distribution of the minutes of the school council meetings.
- Look after the correspondence of the school council.
- ~~Ensure that accurate accounts, receipts and disbursements of the school council finances are maintained.~~
- ~~Prepare and submit an annual financial report to the school council as well as to the school board.~~
- Assume other duties and responsibilities as assigned by the school council.

Members of the School Council shall:

- Participate in meetings of the school council.
- Communicate information about the activities of the school council to students, teachers, parents, and community members.
- Communicate regularly with the groups they are representing, with parents, and with community members to obtain their views on education and other related issues.
- Perform other duties and responsibilities assigned by the school council.

Voting Procedure:

A motion may be ^{made} by any parents attending the council meeting. ~~The voting, however, will take place by the elected council. At any time the council may ask for a vote of attending parents/guardians to clarify an issue.~~ The motion will be carried by the majority of the quorum (51% of the ~~elected officers~~ ^{members present}).

Amendments to the Bylaws:

X The bylaws remain in force from year to year unless amended at the annual meeting that is held within the first 30 days of the school year.

The Bylaws of the school council may be amended by a two-thirds majority at the Annual General Meeting) of the school council, provided that notice of motion has been given to the school community at least 21 days in advance.

Conflict Resolution Procedures:

In accordance with the School Act, , the School Council will abide by the conflict resolution procedures outlined by the local school board

These bylaws and procedures were passed at the School Council meeting dated March 20, 1996

An additional Bylaw Amendment was passed at a meeting on Sept 7, 2000 and reads as follows.

**Bylaw Amendment
Queen Elizabeth Junior High School
Parent Council of Wetaskiwin, Alberta
As per vote held at Annual General Meeting of School council Sept 7, 2000**

Removal Bylaw:

The school council may by Special Resolution remove any elected member providing that the elected member has been notified twenty-one days in advance and is afforded the opportunity to be heard at a special meeting.

Special Resolution means a resolution of the School Council passed at a School Council meeting by a majority of a least 2/3 of the elected Members present at that meeting.

Grounds for removal could include but not be limited to the following:

- a) creating internal dissension affecting morale.
- b) Adversarial relationship with staff.
- c) Refusal to follow the policies of the board or to carry out responsibilities in accordance with the School Act and Alberta Educational Regulations.
- d) Disruption of the educational climate.
- e) Any fraudulent, criminal or unethical behaviour (as defined by the suggested code of ethics in the latest edition of the School Council Resource Manual)

These Bylaws were amended on Oct 1, 2009.

Chairperson: SHIRLEY PATTERSON S. Patterson

Vice Chairperson: Jackie Ouellette [Signature]

Secretary/Treasurer: ANITA HYDE-WILLIAMS [Signature]

Parent Representative: Kathy Keith [Signature]

Parent Representative: Jennifer Langford J. Langford