



→ Motion to accept May 11/11 AGM
→ Passed May 11/11 AGM
Our Lady of the Assumption

School Council Operational Procedures

(formerly known as By-Laws or Constitution)

NAME

1. The name of the school council shall be 'Our Lady of the Assumption **School Council**', hereinafter referred to as 'the Council'.

MISSION

2. The mission of the Council is to foster the well-being and effectiveness of our school community and to enhance student learning. The Council will promote an educational environment that is responsive to each child's individual needs academically, spiritually and socially.

VISION

3. The Council will facilitate communication amongst all of the concerned participants of our School Community so that we may work together, as partners, to create an effective learning environment and enable our Students to achieve their potential. All of the members of our School Community and our School Council will strive to uphold the Constitution when making decisions, or providing advice, with respect to our School.

OBJECTIVES

4. The objectives of the Council, in keeping with the School Act and the School Councils Regulation, are as follows:
 - (a) To develop a co-operative Christian relationship between home, school and community.
 - (b) To continuously promote and facilitate community support and participation in school activities.
 - (c) To enhance communication between home and school.
 - (d) To provide advice and support to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies, school improvement plans, programs and directions; and budget allocations to meet student needs.
 - (e) To keep the school board informed, in cooperation with the principal, of the needs of the school.
 - (f) To encourage greater parent participation in the education of their children.
 - (g) To promote parent understanding of the education system and the teaching process.

- (h) To provide parents with an organization through which they can express support for education.
- (i) To serve as a vehicle for communication between parents, school staff administration, the school division and community, to identify and express concerns and make recommendations regarding those concerns.
- (j) To receive reports from the principal on the school programs, general policies and organization of the school.

MEMBERSHIP

- 5. The membership of the Council (at Town Hall Meetings) shall consist of the following:
 - (a) the parents of students enrolled in the School
 - (b) the principal of the School
 - (c) **one** teacher of the school as selected by the teachers of the school.
 - (d) maximum of 2 members of the community as selected by Council.
- 5.1 For the purpose of voting at the general meeting the majority of voting members must be parents of students enrolled at the school.
- 5.2 The membership of the executive committee shall consist of the following:
 - (a) the principal of the school
 - (b) three parents (or four, in the case of a treasurer) of students from the school, elected by parents, at a meeting called for this purpose.

OFFICERS

- 6. The executive committee will elect, from its membership a Chair, Vice-Chair and Secretary and Treasurer (if required).
- 6.1 The duties of the Chair, Vice-Chair, Secretary and Treasurer will be as follows:
 - (a) THE CHAIR:
 - (i) plan meetings and prepare the agendas, facilitate school council meetings, act as spokesperson for the school council (unless otherwise delegated)
 - (ii) ensure that all decisions of Council are carried out
 - (iii) represent Council to the school board

- (iv) ensure the school board receives an annual report by September 30th of each year
- (v) designate, in absence her or his responsibilities
- (vi) act as ex-officio member of all committees
- (vii) assume other duties and responsibilities as assigned by Council.

(b) VICE CHAIR

- (i) assist the chairperson in carrying out her/his duties, as assigned
- (ii) assume the responsibilities of the chair in absence of the chair
- (iii) assume other duties and responsibilities as assigned by Council.

(c) SECRETARY

- (i) take, keep and distribute the minutes of the Council. The minutes should be distributed and made available on the school website within 10 days of the meeting.
- (ii) assume other duties and responsibilities as assigned by Council.

(d) TREASURER

- (i) as determined by the Council in the event the office of Treasurer is deemed necessary but shall include the following:
 - (a) Receive all monies paid to the School council and deposit them in the appropriate bank account(s);
 - (b) Make all disbursements for expenses incurred by the Council for its business, supported by appropriate invoices and receipts, by cheque bearing the signature of two of Chairperson, Treasurer, and/or Principal; *the appropriate people.*
 - (c) Maintain records of all financial transactions of the Council and present a written statement of same to be presented at each regular meeting;
 - (d) Ensure that each disbursement made is approved by a resolution no later than the regular meeting following the transaction;
 - (e) Prepare the books and records for review by the members selected pursuant to s. 7.3 no later than July 31 of each year.

6.2 The positions of Chair, Vice Chair and Secretary will be elected from the membership, and

- (a) Every member of Council is eligible to be elected as an officer of the Council except those persons employed in Assumption School;
- (b) the officers will be elected (with the exception of Treasurer) at the annual May meeting for a one-year term;
- (c) the terms of office shall run from June 1 to May 31, and, in the event of the election of a Treasurer, from the date of election to May 31;
- (d) The same executive position may not be held for more than two consecutive terms by the same council member.
- (e) In the event of the election of a Treasurer, the fiscal year of the Council shall be the same as the School Council Year.

REVIEW OF FINANCIAL RECORDS

- 6.3 In the event of the election to the position of Treasurer, and books, accounts and records of the Treasurer shall be reviewed at least once each year by two members of the council selected for that purpose

COMMITTEES

7. School Council may appoint committees consisting of members of the School Council and members of the community, with either delegated or advisory responsibility. These committees must report their progress at the monthly meeting.

DUTIES OF ALL COUNCIL MEMBERS

8. It shall be the duty of a Member to act in a manner consistent with the Council Constitution and in the best interests of the School and the Students.

VACANCIES

9. (a) With the exception of the Council position filled by the principal, the Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or in the case of new officers, are elected at the next Annual General Meeting.
- (b) In the case of Treasurer, Council may, if it so requires, open the office of Treasurer at any time during the school council year, and, upon notice being given the previous meeting, hold an election for the office of Treasurer on a regular meeting date.

MEETINGS

10. (a) The first meeting of the Council shall be held within 20 school days after the start of the school year.
- (b) Meeting of the Council shall be held monthly (September to June) at the school and at a time and date selected by the executive.
- (c) The quorum of the Council shall consist of 5 members.

VOTING PROCEDURES

11. (a) Decisions at Council meetings will be made by consensus as much as possible.
- (b) If a vote is taken, the motion must be moved and seconded and pass by a simple majority (51%).

ANNUAL MEETING AND SCHOOL COUNCIL YEAR

12. (a) The annual meeting must take place in the month of May.
- (b) The school council year will run June 1 to May 31st.

RELATIONSHIP BETWEEN SCHOOL COUNCIL AND PARENT FUNDRAISING SOCIETY

13. (a) The Parent Council Fundraising Society is a separate body from School Council and therefore is a "non-profit organization".
- (b) Notwithstanding (a) above, the School Council will work with the Parent Council Fundraising Society to promote the interests of both the Council and the Society for the betterment of the school community;
- (c) Members of the School Council Executive may sit as members of the Parent Council Fundraising Society, and vice versa.