

**Constitution / Bylaws of the
Seven Persons School Council**

December, 2004

Constitution/Bylaws of the Seven Persons School Council

ARTICLE 1: OUR MISSION

The Seven Persons Council fosters a partnership between the School and community to provide a safe, happy, and challenging learning environment for all students.

ARTICLE 2: OUR VISION

The Seven Persons School Council enhances the well-being and effectiveness of our school community.

ARTICLE 3: GOALS

- 3.01 To Strengthen and promote communication between the School and the parents and between the School and the community in matters of general interest.
- 3.02 To assist in recognition and solution of matters of concern to the school community.
- 3.03 To support and be involved in school programs and projects.
- 3.04 To provide advice for the improvement of school programs.

ARTICLE 4: GENERAL GUIDELINES AND RESPONSIBILITIES OF THE SCHOOL COUNCIL

- 4.01 Subject to sections 4.02 and 4.03, the School Council may at its discretion:
 - (a) Advise the Principal of the School and the Board (the Board of Trustees of Prairie Rose Division No. 8) respecting any matter relating to the School;
 - (b) Perform any duty or function delegated to the School Council by the Board;
 - (c) Consult with the Principal to enable students in the School to have the opportunity to meet the standards of education set by the Minister of Education of the province;
 - (d) Consult with the Principal so that the Principal may ensure that the fiscal management of the School is in accordance with the requirements of the Board and the Superintendent of the School division;
 - (e) Do anything that is authorized in The School Act;
 - (f) Subject to the regulations found in The School Act, make and implement policies in the school that the School Council considers necessary to carry out its mission.

- 4.02 The School Council shall only exercise the general guidelines and responsibilities in section 4.01 where it has been authorized to do so at a meeting of the School Council of which notice has been given in accordance with ARTICLE 8.
- 4.03 At the meeting of the School Council the Chair or Principal may, without a vote by the Council, table to the next regular meeting a motion that he or she deems should be delayed to permit adequate consideration of the motion by the school community.
- 4.04 To ensure each year all members of the School Council and interested parties receive a copy of the constitution.

ARTICLE 5: DECISION MAKING PROCESS

- 5.01 In recognition of a commitment to decision making, the decisions of the School Council shall be made as follows:
 - (a) 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. The responsibility of speaking ensures that all will benefit from the thinking of each other but accepting the responsibility to speak implies accepting the responsibility to listen;
 - (b) Final decision will be made by voting on a motion;
 - (c) Voting on a motion shall be on the basis of one vote for each Member actually in attendance and the majority of votes shall prevail. Voting by proxy shall not be permitted.

ARTICLE 6: SCHOOL COUNCIL RESPONSIBILITIES AND GOVERNANCE MODEL

- 6.01 Subject to the Act, the Regulations and these Bylaws, the School Council shall have the responsibility to manage the activities of the School Council.
- 6.02 Subject to any restrictions contained in the Act, the Regulations, these Bylaws, or conflicts with the Statement of Mission and Vision, the School Council may delegate to its Officers or committees appointed by the School Council, and of the School Council's responsibilities.
- 6.03 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.

ARTICLE 7: MEMBERS

- 7.01 Duty
 - (a) It shall be the duty of a Member to act in the manner consistent with the mission and vision, in the best interest of the School and the Students and according to these Bylaws and The Alberta Home and School Councils' Association Suggested Code of Ethics (attached).
 - (b) To actively encourage parents to be aware of and support the School Council

- (c) It is expected that the elected members be committed to the council and attend all meetings. If unable to attend, the chairperson should be notified.
- 7.02 Number
 - (a) The School Council shall consist of the number of Members as stipulated in Schedule A
- 7.03 A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment or these Bylaws.
- 7.04 Term
 - (a) An elected Member's term shall commence upon election at the first Annual General Meeting of the School year and continue for two (2) years.
 - (b) One-half of the Members are to be elected or re-elected at the first Annual Meeting of the School year, and the remaining School Council Members will serve on the School Council for a second year. Council Members will serve on a staggered two-year cycle.
 - (c) The elected School Council will determine their officers by election at the Annual General Meeting. The officers should be selected from Members in Good Standing of the School Council for the previous school year.
 - (d) A community Member's one year term shall commence upon election and continue until a new Member is elected or when the Member is re-elected at the General Meeting.
- 7.05 Withdrawal
 - (a) 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.
- 7.06 Members in Good Standing
 - (a) Members in Good Standing
 - (1) at least one student in Seven Persons School
 - (2) not missed more than three consecutive meetings, without just cause.
 - (b) A member who is not in Good Standing shall be notified at least twenty-one (21) days in advance of the next meeting and will be afforded the opportunity to be heard at the meeting.
- 7.07 Vacancies
 - (a) The School Council may elect qualified persons to fill vacancies in the School Council other than the Principal, Vice-Principal and staff member.

ARTICLE 8: MEETINGS

8.01 Annual General Meetings

- (a) An Annual General Meeting shall be held on the second Monday in September of each year for the purpose of electing the Members as described in Schedule A.
- (b) Each year the School Council positions, meeting date and time will be advertised in the first September Seven Persons School newsletter, the local newspaper, or at least tow (2) public postings.
- (c) A quorum for the Annual General Meeting is eight (8) members of the school community of which seven (7) must be parents of children attending Seven Persons School. The Principal or Vice-Principal must be in attendance.

8.02 Place of Meetings

- (a) Meetings of the School Council shall ordinarily be held at Seven Persons School

8.03 Calling of Meetings

- (a) Regular meetings will be held as often as deemed necessary by the School Council with a minimum of seven (7) meetings during the school year.
- (b) Upon receiving a written request for a meeting signed by at least one-fourth of the School Council, the Chair must ensure that a meeting of the School Council is held within fourteen (14) days of the request.

8.04 Regular Meetings

- (a) The School Council may appoint a day or days in any month or months for regular meetings. Even though no further notice shall be required for Members, the School Council shall ensure that concerned participants of the school community are made aware of these meetings.

8.05 Quorum

- (a) The quorum for the transaction of business at any regular meeting of the School Council shall be a majority of the number of voting Members.

8.06 Meeting Agenda

- (a) The Chair in conjunction with the Principal shall set the agenda for meetings of the School Council. The agenda will be sent out to Members prior to each meeting. Items may be added or omitted at the meeting prior to Member approval.

8.07 Community Member Appointment

- (a) At the April regular meeting the School Council shall establish a committee of members to seek nominations for community member who has an interest in the

School. The committee will review the nominations, contact the nominees for their consent and submit the names at the regular May meeting for election at the Annual General Meeting. This elected person shall be appointed and recorded as such in the first September council meeting minutes.

8.08 Records of School Council Meetings

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

8.09 Persons Entitled to be Present at School Council Meetings

- (a) All concerned participants of the School Community may be present at the meetings of the School Council.

ARTICLE 9: DUTIES OF OFFICERS

9.01 Chairperson

The Chair of the School Council shall:

- (a) Prepare the agenda for meetings in conjunction with the Principal;
- (b) call and chair meetings of the School Council;
- (c) be responsible for the overall functioning of the School Council;
- (d) prepare and provide the Board annually with a report setting out the activities of the School Council;
- (e) a liaison with the Board;
- (f) represent the School Council at external functions;
- (g) be an ex-officio member of all committees;
- (h) normally serve a maximum of two consecutive terms (each consisting of two (2) years)

9.02 Vice-Chairperson

The Vice-Chair shall:

- (a) assist the Chair and assume the duties of the Chair in his or her absence;
- (b) normally serve a maximum of two consecutive terms (each consisting of two (2) years).

9.03 Secretary

The Secretary shall:

- (a) record and be the custodian of the minutes of the School Council;
- (b) prepare and file correspondence of the School Council;
- (c) prepare and file correspondence of the School Council as required by the Chair;
- (d) normally serve a maximum of two consecutive terms (each consisting of two (2) years).

ARTICLE 10: COMMITTEES

10.01 The School Council may appoint ad hoc committees to perform particular non-continuing functions. The School Council shall designate the powers and terms of the committees.

10.02 Seven Persons School Parent Association

- (a) The Seven Persons School Parent Association is the committee responsible for raising funds to achieve the goals and meet the vision set out by the School Council. This committee will raise funds and allocate funds to support Seven Persons School.
- (b) A representative of the Seven Persons School Parent Association shall present an annual budget to the Annual School Community General Meeting, to the School Council, periodically review the financial aspects of the School Council's activities, be responsible for preparing the annual financial statements, and coordinate the fundraising activities in the school.

ARTICLE 11: CONFLICT RESOLUTION

11.01 Where an internal School Council dispute arises that appears irresolvable, the School Council will request the assistance of the Superintendent or their designate to serve as a mediator to the dispute.

11.02 Where the process identified in article 11.01 does not resolve the dispute, the process for resolving the dispute will be determined by Prairie Rose School Board policy.

ARTICLE 12: AMENDMENTS TO THE CONSTITUTION/BYLAWS

12.01 Every opportunity shall be made for the School Council to ensure that each member shall have reasonable opportunity to express his or her view for consideration of amendments to the Constitution (bylaws). It is expected that twenty-one (21) days prior notice will be given for all proceedings through two (2) public postings.

ARTICLE 13: REVIEW OF THE CONSTITUTION/BYLAWS

13.01 Review yearly the constitution/bylaws and recommend changes as required.

SCHEDULE A

SIZE OF SCHOOL COUNCIL AND QUALIFICATIONS OF MEMBERSHIP

1. The majority of members on the School Council must be parents of students attending Seven Persons School
2. The Council shall consist of a minimum of twelve (12) members to a maximum of eighteen (18) members depending on the interest in a given year. The Council shall be organized in the following manner.
 - a minimum of seven (7) parents of students attending the school. At least one (1) shall be a parent who is a member of the Seven Persons School Parent Association (voting member)
 - one (1) elected community member preferably without children attending Seven Persons School (voting member)
 - three (3) staff members of the School (non-voting members)
 - School Board Trustee (non-voting member)

In an attempt to be representative of the School's student population and geography, the following distribution of parents shall be used, if possible:

- one (1) shall be a parent who has a child in kindergarten;
- two (2) shall be parents who have children in grades 1 ó 3;
- two (2) shall be parents who have children in grades 4 ó 6;
- two (2) shall be parents who have children in grades 7 ó 9;
- one (1) shall be a parent who has a child at Seven Persons School and Eagle Butte High School

Of the three (3) staff members:

- one (1) shall be the Principal;
- one (1) shall be the Vice-Principal;
- one (1) shall be a rotating member. At the staff meeting in September teachers to fill this rotating position will be determined by the staff.

3. If there are fewer than seven (7) parents in attendance at an Annual General meeting or if an Annual General meeting is not successful in establishment of a School Council, the Principal may establish an advisory committee for that year.