

Camilla School Council Association Bylaws (amended October 2013)

In these bylaws:

“School Community” means students, parents, teachers, administration, school board and any Community groups represented on Council.

“Members” means the Principal, the officers, and those persons who have been elected or appointed to fill School Council positions.

“Council” means the school council for the school

“Parents” means parents or guardians of students attending school.

“Regulation” means the School Councils Regulation under the School Act;

“School” means Camilla School.

1. The Council

.1 The Camilla School Council will consist of sixteen(16) voting members. They are:

- .1.1 2 parents of children enrolled in Grades 1-3
- .1.2 2 parents of children enrolled in Grades 4-6
- .1.3 2 parents of children enrolled in Grades 7-9
- .1.4 2 parents ‘At-Large’ who could have children enrolled at any grade
- .1.5 1 representative from Camilla LAC which would be appointed by the LAC executive
- .1.6 1 student representative from Grade 7-9
- .1.7 1 representative from staff administration
- .1.8 1 representative from the RQB Ag Society who is appointed by the Ag Society
- .1.9 1 representative from West Sturgeon Ag Society (WSAS) who is appointed by the Ag Society
- .1.10 1 representative from Camilla Headstart program which would be appointed by the Headstart Executive
- .1.11 1 parent ‘Fundraising Chair’ who could have children enrolled at any grade
- .1.12 1 parent ‘Grant Chair’ who could have children enrolled at any grade

.2 The School Council would also include the following non-voting members:

- .2.1 The Principal
- .2.2 A teacher representative which may be the principal
- .2.3 The School Board Trustee from Camilla School

1.3 All parents of children attending Camilla School are eligible to volunteer or be nominated for School Council.

.3 While parents who are employed by Camilla School are eligible for the elected positions, the majority of the elected representatives MUST BE parents who are not Camilla Employees.

2. The **Camilla School Society** as incorporated under the Societies Act shall operate as a sub-committee of the Camilla School Council. **This is the fundraising sub-committee of the council.**

3. **Elections** –are to be held in May of the current school year in a general meeting for all positions except the **student and teacher representatives who would be appointed through out the school year.**

3.1.1 voting will take place by secret ballot

3.1.2 all parents of Camilla School students are eligible to vote for the school council.

3.1.3 candidates for School Council can be nominated or volunteer to stand for election.

3.1.4. nominees must be informed and either accept or decline the nomination in order for that nomination to be valid.

3.1.5 all nominees must be in one week before the AGM.

3.1.6 the candidates in each grade division with the highest votes are elected

3.1.7 the 2 members at large will be elected from the next highest votes

3.1.8 all elected parent positions will be 2 year terms

3.1.9 The LAC, Headstart, RQB AG Board, **WSAS representative** are elected for a 1year term

4.1.0 in the event of a tie vote for any elected parent position, the remaining voting Council members will have a cote to fill the position.

4. Election of Officers/Directors

4.1 Positions

4.1.1 The Officers/Directors of the Council will be:

4.1.1.1 chair

4.1.1.2 vice-chair

4.1.1.3 secretary

4.1.1.4 treasurer

4.1.1.5 fundraising chair

4.1.1.6 grant chair

4.2 All Officers/Directors are elected on an annual basis usually at the last meeting of the school year by secret ballot by *voting Council Members (see 1.1)*.

4.2.1 Officers will manage the affairs of council

4.2.2 The School Council may by Special Resolution remove any Officer/Director for any cause that the council may deem reasonable, including non-fulfillment of duties, providing that the Officer/Director has been notified in writing 21 days in advance and is afforded the opportunity to be heard at the meeting.

4.2.3 No member of a school council shall receive any remuneration for acting as a member of council.

4.3 Duties:

4.3.1 Chairperson:

- 4.3.1.1 will convene and preside at all meetings of the school council
- 4.3.1.2 ensure that all decisions of the school council are carried out
- 4.3.1.3 represent the school council to the school board
- 4.3.1.4 prepare and submit an annual report to the school council and the school board by July 31st of the school year. (*see II*)
- 4.3.1.5 designate, in his/her absence the vice chair or some other member of the school council to assume their responsibilities

4.3.2 Vice Chairperson:

- 4.3.2.1 assist the chairperson in carrying out their duties
- 4.3.2.2 assume responsibilities of the chairperson in their absence
- 4.3.2.3 assume other duties and responsibilities as assigned by the school council

4.3.3 Secretary/Treasurer:

- 4.3.3.1 shall take, keep and arrange for the distribution of the minutes of the school council meetings, Annual General meetings, special meetings and officer/director meetings
- 4.3.3.2 look after the correspondence of the school council
- 4.3.3.3 ensure that accurate accounts, receipts and disbursements of school council finances are maintained.
- 4.3.3.4 prepare and submit an annual financial report to the school council and the school board.
- 4.3.3.5 assume other duties and responsibilities as assigned by the school council.

4.3.4 Fundraising Chairperson:

- 4.3.4.1 Raises money for the students of Camilla School
- 4.3.4.2 Supervises the affairs of the fundraising sub-committee
- 4.3.4.3 When present, chairs all general and special meetings of the sub-committee
- 4.3.4.4 Acts as a spokesperson for the sub-committee or can delegate this position.
- 4.3.4.5 Prepare and distribute an agenda for meetings.
- 4.3.4.6 Present a report on the results of all fundraising activities to SAC members

4.3.5 Grant Chairperson:

- 4.3.5.1 Report directly to the SAC Treasurer
- 4.3.5.2 Attend SAC general meetings and AGM.
- 4.3.5.3 Keep current on Alberta Gaming and Liquor Commission (AGLC) requirements for SAC to maintain qualification for consideration of Gaming Events by attending any AGLC training workshops.
- 4.3.5.4 Ensure all spending from the SAC Gaming account follows the rules for "Use of Proceeds as approved by AGLC for SAC.
- 4.3.5.5 Be responsible for completion and submission of Gaming License.
- 4.3.5.6 Be the mail contact for the AGLC correspondence
- 4.3.5.7 Responsible for organizing volunteers for the upcoming Gaming Event and ensuring all volunteer paperwork is collected for submission with the Gaming License Application.
- 4.3.5.8 Keep a copy of all records of correspondence and issue originals to the Treasurer.

5. Duties of Members of School Council:

5.1 Members of school council shall:

5.1.1 participate in meetings of the school council. Should a member miss 2 consecutive meetings without prior notification to the Chair, they will be notified of Council's intent to remove them if there is 3-consecutive occurrence (see removal 6.3)

5.1.2 communicate information about the activities of the school council to students, teachers, parents and community members

5.1.3 communicate regularly with the groups they are representing, with parents and with community members to obtain their views on education and related issues.

5.1.4 perform other duties and responsibilities assigned by the school council.

5.2 Council may appoint committees consisting of members and others from the School Community with either delegated powers of advisory responsibilities as determined by Council at the time of the committee's formation.

6. Memberships

6.1 In the event a position becomes vacant during the school year, the School council at its direction may choose a replacement to complete the remainder of the full term of the departing member.

6.2 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.

6.3 The School council may by special resolution remove any member for any cause that the Council may deem reasonable, including non-fulfillment of duties, providing that the Member has been notified in writing 21 days in advance and is afforded the opportunity to be heard at the meeting.

7. Duties of Principal

7.1 Attend meetings and:

7.1.1 inform his/her staff

7.1.2. act as liaison for the school council to the Sturgeon School Division

7.1.3 final approval of all proposed fundraising activities

7.1.4 provide objectives and clarity when applicable

8. Meetings

8.1 in the event of inclement weather and/or other cancellation, the Chair and the Principal may notify members by phone or email and post notice of cancellation on school doors. The meeting will automatically be re-scheduled to the following week- same day, same time or under the discretion of the Chair and Principal.

8.2 Regular Meetings:

- 8.2.1 Each meeting must have a quorum of one member more than half the number of voting members on the Council and no proceeding of the council is binding unless it is adopted at a meeting at which a quorum is present.
- 8.2.2 Meetings will be an open forum with the participation of any parents attending. However, only the voting members of the school council will be eligible to vote.
- 8.2.3 Any voting member of council may appoint a Proxy to vote in their absence at any meeting by notifying the Chair prior to the meeting.
- 8.2.4 The chair should place on the council meeting agenda all relevant items, including items discussed in advance with administration, which are in hand no less than 6 days prior to the Council meeting. If items are not received in time, they may only be placed on the Agenda by motion as an addition.
- 8.2.5 Agendas will be released 2 days prior to the date of the meeting, if at all possible.
- 8.2.6 The school council will normally meet a minimum of 10 times per school year.
- 8.2.7 Minutes of all meetings will be kept on file at the school and be made available at the school office for inspection by the School Community, upon request.
- 8.2.8 On any issue, if a petition signed by 25% of the Camilla School total population of parents is presented to the School council, an open meeting to discuss the issue and give the opportunity of all parents to vote on the issue will be held. The results of this vote will be binding for the term of that council.
- 8.2.9 The annual general meeting shall be held in May.

8.3 Order of Business at Council Organizational Meeting

- 8.3.1 Principal acts as chairman until the Chair is taken by the newly elected Chairman
- 8.3.2 Election of Chairman
- 8.3.3 Election of Vice Chairman and Secretary/Treasurer
- 8.3.4 Date and time of Regular Council meetings; the council will set the date, time and place of its regular meetings
- 8.3.5 Any other appropriate business

8.4 Order of Business at Council Meetings

- 8.4.1 Opening of meeting by Chairman (the agenda does not have to be approved by motion, but any items to be added to the agenda should be approved)
- 8.4.2 approval of past minutes – by motion
- 8.4.3 appointments with members of public, staff or students
- 8.4.4 action items – dealt with motion
- 8.4.5 adding action items to the agenda – by motion
- 8.4.6 information items, reports, correspondence.
- 8.4.7 closing of the meeting by Chairman – motion not required
- 8.4.8 the chairman should be able to depart from the order of business set forth on the Agenda with the consent of the majority of Council members present
- 8.4.9 when all items on the agenda have been dealt with, the Chairman should declare the meetings adjourned, if however, it is decided that the meeting should closed and not all items on the agenda have been dealt with a motion to adjourn stating a date and time for the next meeting is required.
- 8.4.10 all meetings will have a standing adjournment of 9:30 PM unless extended by motion

8.5 Annual General Meeting and Special Meetings

- 8.5.1 The AGM shall be held in May. The meetings will be advertised throughout the school and the community at least 21 days in advance via newsletters/notices.
- 8.5.2 A quorum for an AGM or special meetings shall be the same number of people as the quorum for a regular council meeting.
- 8.5.3 AGM will be an “open forum” where all parents may vote.
- 8.5.4 Special meetings of the school council may be called by the executive or at the written request of 10 parents of the Camilla school. The meetings will be advertised throughout the school and community at least 21 days in advance via newsletters/notices.
- 8.5.5 Special resolution means a resolution of the school council passed at a school council meeting by a majority of $\frac{3}{4}$ of the members present at that meeting. Special resolutions may be initiated by any member or parent by notifying the chair and principal in writing 21 days in advance of any council meeting.

9. Bylaws

9.1 Amendments to the bylaws

9.1.1 The bylaws remain in force from year to year unless amended at the Annual General meeting or by special resolution

9.1.2 bylaws of the school council may be amended by a $\frac{3}{4}$ majority of those in attendance at an Annual meeting of the school council or by special resolution.

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

10. Annual Report

10.1.1 in accordance with School council regulation, the school council through the Chair, must prepare and provide the school board with an annual report which includes:

- a. a summary of council activities for the year
- b. a financial statement
- c. copies of the minutes of each meeting

10.1.2 the secretary treasurer will audit (refute or approve) the financial statement

10.1.3 the school council shall make the report available to the School community

10.1.4 members have the right to inspect the books and records at any time at the school office or through the secretary or treasurer

10.1.5 school council may not be able to borrow money

11. Dissolution

11.1.1 In the event of dissolution of school council, any assets remaining after paying debts and liabilities be disbursed to eligible charitable or religious groups or purposes; or transferred in trust to a municipality to a charitable or religious group or purpose approved by the Board and Principal.

