

THORHILD CENTRAL SCHOOL COUNCIL BY-LAWS

ARTICLE 1, Name

1. The name of this organization is the Thorhild Central School Council, Thorhild, Alberta hereinafter referred to as the school council.

ARTICLE 2, Mission and Vision

1. The Mission of our school council is to foster the well-being and effectiveness of all our school community and thereby enhance student learning, school climate and culture. The school community is defined as students enrolled in the school and their parents/guardians, the school staff, and other persons who have an interest in the school.
2. Our school council will facilitate communication and be a link between all 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 be the best they can be.

ARTICLE 3, Goals

1. The goals of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a) provide advice and recommendations 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, extracurricular activities, and budget allocations to meet student needs.
 - b) contribute input to the board on any or all policies affecting the school community and use of the facilities by the larger community.
 - c) meet the in-service and/or informational needs of school council members and parents or guardians.
 - d) establish and maintain effective communication between home, school, the board and the community in promoting education of Thorhild Central School students.
 - e) improve student achievement at Thorhild Central School.
 - f) develop strategies for parental involvement in the education of their children.
 - g) promote a school atmosphere that includes values such as respect, responsibility, co-operation, social skills, acceptance of others, equal opportunity, pride in self, family, school and community.
 - h) ensure a safe and healthy environment for all students and staff.

ARTICLE 4, Governance

1. Assembly/Town Hall Model - Most decisions are made at regular, open meetings of the entire school community and the executive members of the school council act only to carry out the wishes of the assembly.

ARTICLE 5, Membership

1. The majority of the members of a school council shall be parents/guardians of students enrolled in the school. A school council must include the following members:
 - a) the principal of the school.
 - b) parents/guardians of students enrolled in the school.
 - c) one teacher at the school, elected or appointed by the teachers at the school.
 - d) a student enrolled in the high school, elected or appointed by the students enrolled in the school. It may also include a student enrolled in junior high school, elected or appointed by the students enrolled in the school.
 - e) any community representatives, who are not parents of students enrolled in the school but who have an interest in the school.
 - f) the school council executive, as detailed in Article 6, Executive.

ARTICLE 6, Executive

1. The positions of the executive shall consist of Chair, Vice-Chair, Secretary, and three (3) Members at Large.
2. All executive positions must be filled by parents/guardians of students enrolled at Thorhild Central School. A school council member who is not a parent/guardian may be elected for a position if no parent/guardian is willing to be nominated.
3. Every member of the school council is eligible to be elected to an executive position on school council except those persons who are employed by Thorhild Central School.
4. The election of the executive positions shall be held each year at the annual general meeting.
5. Members holding an executive position who wish to resign must do so in writing to the Chair of the school council. If the Chair wishes to resign, he/she will provide his/her resignation in writing to the Vice-Chair of the school council.
6. The term of office shall be one (1) year and run from September 1 to August 31.

ARTICLE 7, Duties of the Executive

1. THE CHAIR:
 - a) prepare and plan the agenda for each meeting, through collaborative efforts between the principal of the school and the executive.
 - b) facilitates school council meetings and maintains meeting decorum.
 - c) follows existing school council by-laws.
 - d) stays informed about school board policy that impacts school council.
 - e) ensures there is regular communication with the school community, beyond those who attend meetings.
 - f) regular and ongoing communication with the school principal.
 - g) acts as spokesperson for the school council, unless otherwise delegated.
 - h) promotes teamwork between school council, principal and staff.
 - i) ensures the school board receives an annual report from school council.
2. THE VICE-CHAIR:
 - a) assists the Chair with duties, as assigned.
 - b) in the absence of the Chair, assumes the duties of the Chair.
 - c) promotes teamwork and assists the chair with meeting decorum.
 - d) assumes responsibility, in consultation with school council, for communicating with the fundraising society, the Thorhild & District Parent Advisory Committee.
 - e) keeps informed of relevant school and school board policies.
3. THE SECRETARY:
 - a) acts as a recorder at each meeting and ensures the minutes accurately reflect the directions agreed to at school council meetings.
 - b) distributes the minutes via the Thorhild Central School's website and/or newsletter and forwards a copy by email to the school for electronic filing (retention seven (7) years).
 - c) keeps minutes, correspondence, records, and other School Council documents filed in an orderly fashion and publicly accessible, in accordance with the *Personal Information Protection Act (PIPA)*.
 - d) ensures notice of meetings and other school council events are distributed.
 - e) keeps an accurate record of names and addresses of school council members in compliance with *PIPA*.
4. THE MEMBERS AT LARGE (3):
 - a) attend school council meetings.
 - b) communicate information of interest to the school council and the school community.
 - c) assist committees appointed by school council.

ARTICLE 8, Vacancies

1. With the exception of the school 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.

ARTICLE 9, Committees

1. School council may establish committees to be filled with volunteers at regular meetings as the need arises. Committee members shall include one parent/guardian of the school and may include persons who are not members of the School Council. Committee members should:
 - a) be willing to participate, both individually and as a team. Set priorities and follow them through.
 - b) report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

ARTICLE 10, Quorum

1. Quorum will be attained when there are five (5) parents/guardians of students enrolled in Thorhild Central School present at a meeting.

ARTICLE 11, Meetings

2. For any school year, the first meeting of the School Council is held twenty (20) school days after the start of the school year.
3. The school council will meet a minimum of seven times during the school year.
4. The dates of the regular meetings will be decided at the annual general meeting or at the first regular meeting of the school year.
5. Meetings will take place at the school unless indicated with a twenty (20) school day notice to change location.
6. Special meetings of the school council may be called by the executive or at a written request of five (5) parents/guardians of students enrolled at Thorhild Central School. Special meetings shall be governed by the same process as the regular meetings.

ARTICLE 12, Annual General Meeting (AGM)

1. The annual general meeting of the school council will be held in April in each school year.
2. The principal of the school shall set the AGM meeting date, time and location.
3. The meeting will be advertised throughout the school and the community within twenty (20) school days of the AGM date.
4. The election of school council members and/or executive members will take place at the AGM. The newly elected members will begin their term September 1.
5. All parents/guardians of students attending Thorhild Central School are eligible to vote at the AGM.
6. The business of the AGM shall include:
 - proposed by-laws amendments.
 - discussion of any major issues in which parents/guardians should have input, such as: changes to the vision or mission statement of the school; major changes in the school program focus; and formal evaluation of the school council.

ARTICLE 13, Voting Procedures

1. Decisions at school council meetings will be made by consensus as much as possible. The decision made by consensus must be clearly stated and recorded as such in the minutes of the meeting.
2. If a decision is made by a vote, the motion must be moved and seconded and passed by a 51 percent majority of school council members present. In case of a tie, the motion is lost.
3. The majority of the voting members must be parents/guardians of students enrolled at the school. Each parent/guardian is entitled to one vote.
4. Such votes must be made in person and not by proxy or otherwise.

ARTICLE 14, Annual Report

1. In accordance with *School Councils Regulation (113/2007)* and *Aspen View's Administrative Procedure 110*, the school council, through the Chair, prepares and provides the school board and superintendent with an annual report submitted by June 30 that includes:

- a) a summary of school council's activities of the school year.
 - b) a financial statement relating to money handled by the School Council in the school year, if any, and how the funds were used.
2. The report will be assembled after the last regular meeting of the school year and shall be available to all members of the school community.

ARTICLE 15, Financial Provisions

1. No member of a school council shall receive any remuneration for acting as a member of the school council.
2. For carrying out its goals, the school council may not borrow money.

ARTICLE 16, Fundraising Society

1. School council will communicate regularly with the fundraising society, Thorhild & District Parent Advisory Committee, Thorhild, Alberta, hereinafter referred to as the fundraising society, to support their activities and to solicit support for school council activities.
2. School council can develop policy to promote a productive open and transparent relationship with the fundraising society.
3. The fundraising society is run independently of the school council itself. Any motions arising from the minutes of the school council that involve financial need will be referred to the fundraising society, which is governed by its own by-laws.
4. An audit of the fundraising society will be completed yearly by two of the directors appointed by the fundraising society or by a duly qualified accountant.
5. Members of the school council have the right to inspect the books and records of the fundraising society in accordance with their bylaws.
6. It is the responsibility of the fundraising society to ensure this audit is complete and that all financial records are kept up-to-date and passed on to the newly elected treasurer each year.

ARTICLE 17, Amendments to the By-laws

1. The by-laws remain in force from year to year, unless amended at the AGM.
2. Any member may prepare an amendment to the by-laws and present it at the AGM for discussion.
3. The by-law amendments from the AGM meeting will be circulated within ten (10) school days of the AGM date to all members of the school community.
4. The by-laws amendments may be amended by a majority vote of the school council at the first regular meeting following the AGM. There must be at least twenty-one (21) school days between the AGM date and the first regular meeting date following the AGM.

ARTICLE 18, Code of Ethics

1. All school council members shall:
 - a) abide by the legislation that governs them.
 - b) be guided by the mission statement of the school and school council.
 - c) endeavour to be familiar with school policies and operating practices and act in accordance with them.
 - d) practice the highest standards of honesty, accuracy, integrity and truth.
 - e) recognize and respect the personal integrity of each member of the school community.
 - f) declare any conflict of interest.
 - g) encourage a positive atmosphere in which individual contributions are encouraged and valued.
 - h) apply democratic principles.
 - i) consider the best interests of all students.
 - j) respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
 - k) not disclose any confidential information.
 - l) limit discussions at school council meetings to matters of concern to the school community as a whole.

- m) use the appropriate communication channels when questions or concerns arise.
- n) promote high standards of ethical practice within the school community.
- o) accept accountability for decisions.

ARTICLE 19, Conflict Resolution Procedures

- 1. The school council is responsible to the parents/guardians and to the community it represents.
- 2. The school council advises and consults with other school partners. School council must reflect the priorities and attitudes of the school parents/guardians and the community at large. School councils do not make unilateral decisions about what happens in the school. They are participants in the decision making process along with teachers, the principal, and the school board. Ultimately, the principal and the school board must ensure that decisions made are in the best educational interest of the students of the school. Therefore, the principal, with the aid of the school board, if necessary, will resolve any internal conflict that may arise among school council members.
- 3. In accordance with *Aspen View Administrative Procedure 110 (11)*, the school board has an appeal process in place to resolve disputes between the principal and the school council.
- 4. In accordance with the section 22(8) of the *SCHOOL ACT 2000*, the school council will abide by the conflict resolution procedures as set out therein.


ARTICLE 20, Privacy

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

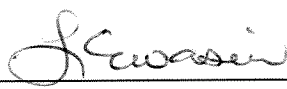
By-laws amended and revised at the AGM meeting on October 25, 2010. Written notice via November 5 TCS newsletter. These bylaws shall take effect commencing Friday, November 26, 2010.




Lou Hesse, Chair - Thorhild, Alberta



Jenny Patriquin, Vice Chair - Thorhild, Alberta



Lotty Ewasiw, Secretary - Thorhild, Alberta



Kim Carson, Principal - Redwater, Alberta

Witness: 