

FRIENDS OF COUNTY CENTRAL HIGH SCHOOL SOCIETY

Bylaws June 21, 2006

NAME

1. The name of the school council shall be The Friends of County Central High School.

MISSION

2. The Mission of our School Council is to foster the well-being and effectiveness of our school community and to enhance student learning.

VISION

3. Friends of County Central High School Parent Council will assist in providing a well rounded education for the students at CCHS.

OBJECTIVES

4. The objectives of the council, in keeping with the *School Act* and the School Councils Regulation, are as follows:
 - (a) To provide input to the staff and principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs
 - (b) To stimulate continuous improvement in meaningful involvement by all members of the school community
 - (c) To facilitate collaboration among all the concerned participants of the school community
 - (d) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level
 - (e) To facilitate the development of a common vision for our school
 - (f) To keep the school board informed – in cooperation with the principal – of the needs of the school
 - (g) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
 - (h) To coordinate fundraising activities in the school
 - (i) To facilitate communication with all educational stakeholders and the community

MEMBERSHIP

5. The membership of the council shall consist of the following:
 - (a) a minimum of seven parents of students enrolled in County Central High School which are elected by parents at a meeting called for this purpose
 - (b) the principal of the school
 - (c) two teachers of staff members from the school, which are elected by the school staff
 - (d) a community member selected by the council
 - (e) a member of the Senior High Student Council
 - (f) a member of the Junior High Student Council

OFFICERS

6. The officers of the council shall consist of a chair, vice chair, a secretary and a treasurer.
 - (a) Every member of the council is eligible to be elected as an officer of the council.
 - (b) The officers will be elected for a one-year term at the first regular meeting of the school council in the school year.
 - (c) The terms of office shall run from Annual Meeting to Annual Meeting.

DUTIES OF THE OFFICERS

7.
 - (a) **THE CHAIR**
The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally coordinating the council. The chair shall serve as Alberta Home and Schools Councils' representative and shall attend area meetings if possible.
 - (b) **THE VICE-CHAIR**
The vice-chair shall assist the chair with duties as assigned and , in the absence of the chair, assume the duties of the chair.
 - (c) **THE SECRETARY**
The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, chairing the Communication Committee, and keeping an accurate list of names and addresses of the council members.
 - (d) **THE TREASURER**
The treasurer shall be responsible for keeping all financial transactions of the council, chairing the financial committee, presenting an account of the funds to the members and preparing the accounts for auditing.

VACANCIES

8. (a) With the exception of the council position filled by the principal, the school 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 school community general meeting.

COMMITTEES

9. (a) A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.
- (b) **FINANCE COMMITTEE**
This committee shall be chaired by the treasurer, shall present the annual budget, shall be responsible for preparing the annual financial report and shall coordinate the fundraising activities of the council.
- (c) **COMMUNICATION COMMITTEE**
This committee, chaired by council secretary, is responsible for all communication by the council including notification of meetings and the council's newsletter.

MEETINGS

10. (a) The first meeting of the school council shall be held not more than 30 days after the Annual Meeting.
- (b) The school council shall meet at least seven times during the school year.
- (c) Regular meetings will be held on the third Wednesday of the month, or as deemed necessary by the executive committee.
- (c) Meetings will take place at the school.
- (e) Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community.
- (e) The quorum for meetings of the school council shall be set at 50 per cent of the membership + 1. *3 parents (changed Sept 26/13)*

ATTENDANCE

11. (a) If an elected member of the School Council misses 3 consecutive meetings, that member will be asked to resign his/her position and return as a member at large.

VOTING PROCEDURES

12. (a) Decisions at council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- (b) If a vote is taken, the motion must be moved and seconded and passed by a 51 per cent majority.

ANNUAL MEETING

13. (a) The annual meeting of the school council shall be held not later than 30 days after the first instructional day of the school year.
- (b) The meeting will be advertised throughout the school and the community at least 30 days in advance.
- (c) Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.
- (d) All parents of students attending the school are eligible to vote at the annual meeting.
- (e) The business of the annual meeting shall include:
 - the election of representatives
 - any proposed bylaw amendments
 - financial statement of the previous year
 - plans and budget for the upcoming year
 - discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus
 - any formal evaluation of the school council.

ANNUAL REPORT

14. (a) In accordance with School Councils Regulations, the school council, through the chair, must prepare and provide the school board with an annual report which includes:
- a summary of council's activities for the year
 - a financial statement
 - copies of the minutes of each meeting
- (b) The school council shall make the report available to all concerned members of the school community.

AMENDMENTS TO THE BYLAWS

15. (a) The bylaws remain in force from year to year unless amended at the annual meeting.
- (b) The bylaws of the school council may be amended by a two-thirds majority at an annual meeting of the school council.
- (c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION PROCEDURES

16. (a) In accordance with s.17 (7.1) *School Act*, 1995, the school council will abide by the conflict resolution procedures outlined by the local school board.

GENERAL

17. (a) FISCAL YEAR

The School Council's fiscal year for the financial activities of the School Council will coincide with the School Council's election year.

- (b) SIGNING AUTHORITIES

Any two (2) of the President, Vice President, Treasurer, or Secretary of the School Council may be authorized to sign cheques or execute agreements.

- (c) REMUNERATION

No Officer or member of the School Council shall receive any remuneration for his/her services.

(d) EFFECTIVE DATE

These Bylaws or amendments to these Bylaws shall come into force when approved by a two-thirds majority of Parents of Students enrolled in the school who vote at a meeting of the School Council called for that purpose.

(NOTE: As mandated in Regulation 15, Bylaws do not come into force until approved by Parents in accordance with the Regulations.)

(e) DISSOLUTION CLAUSE

Upon Dissolution of the Friends of County Central High School Society all assets remaining after paying debts and liabilities are to be split equally between the Junior and Senior High School Student's Union.

These Bylaws are certified to be in force effective the ___ day of _____, 2006.

Vulcan County Central Parent's Association

Chair

Secretary