

FATHER LEONARD VAN TIGHEN

PARENT COUNCIL BYLAWS

I. NAME: The name of the School Council shall be the "Father Leonard Van Tighem School Council of Lethbridge, Alberta".

II. DEFINITIONS: Father Leonard Van Tighem, OMI, School shall hereinafter be referred to as the "School".

The Holy Spirit Roman Catholic Separate School Division #4 shall hereinafter be referred to as the "Division".

The elected Board of Trustees of the Holy Spirit Roman Catholic Separate School Division #4 shall hereinafter be referred to as the "School Board".

The students, parents, the staff, the Council, the Division, the School Board and the Catholic Community of Lethbridge shall hereinafter be referred to as the "Stakeholders".

III. MISSION STATEMENT:

The Stakeholders at Father Leonard Van Tighem, OMI, School seek to develop a cooperative trust which will ensure excellence in the educational environment and thereby assist pupils in their continual development as they evolve into their roles as Catholic adults in a caring, Catholic based community.

Toward that end the Council seeks to assist the School in ensuring that our pupils gain:

- ? Skills and abilities which allow them to excel to the maximum of each pupil's potential.
- ? Respect, esteem, and responsibility for self and others.
- ? The desire, dedication and expertise to be a part of the betterment of mankind and the universal Catholic Community.

IV. VISION:

Communication...Making a Difference

The Council of Father Leonard Van Tighem will endeavour to communicate to the Stakeholders on all aspects of the School's and the Council's activities.

V. OBJECTIVES:

1. To acknowledge that parents have the ultimate responsibility for the education and religious development of their children.
2. To develop a cooperative and effective Christian relationship between home, school and parish centered on the Catholic faith.
3. To establish and nurture a partnership between children, parents, school staff and administration for the ongoing education of all partners.
4. 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.
5. To promote and support participation in the school and community activities.

6. To identify and obtain resources for the continued development of facilities, materials and activities.
7. To advocate student participation such that any disadvantage, physical, social or financial will not limit the participation of any student in school sponsored programs and activities.
8. Focus on the best interest of all students. The school council must ensure all students' needs are expressed, considered and addressed. No individual or group can be allowed to promote its own agenda or self-interest at the expense of others.
9. To support the school in its efforts to focus teacher's time and school resources on the essential tasks of teaching and learning.

VI. MEMBERSHIP:

The membership of the school council shall consist of the following:

1. The Principal
2. Associate Principal
3. One teacher from the school, elected by the school staff.
4. Chairperson
5. Associate-Chairperson
6. Past Chairperson
7. Secretary
8. Treasurer
9. Communications Coordinator
10. Community Events Coordinator
11. ESC Parent Representative

Elected members of School Council will conduct the day-to-day business of the council between regular and special meetings. School Council shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Past Chairperson, and Community Events Coordinator, Communications Coordinator, School Principal, Associate Principal, Teacher Representative and E.C.S. Parent Representative.

School Council will be elected each year during the June Annual General Meeting. Council members, other than the Principal, will serve a one-year term with the option of a second year term. No person other than the principal may serve more than two (2) consecutive terms in the same council position.

Council Responsibilities:

1. **Chairperson** shall be responsible for the following:
 1. Call and preside over all General, Executive or Special meetings.
 2. Cause the agenda to be prepared and circulated for all meetings.
 3. Act as an ex-officio member of all committees.
 4. Attend School Board Meetings as required.
 5. Delegate any of the above noted duties to another member of council as necessary to ensure the Council's affairs are properly handled.
 6. Prepare the annual report for the School Board.

1. **Vice-Chairperson** shall be responsible for the following:

1. Assume the duties of the Chairperson in their absence.
2. Assist the Chairperson as required.
3. Maintain liaison with the School Board and District.
4. Attend School Board Meetings as required.
5. Chair the Bylaws committee.
6. Serve on the Strategic Planning Committee.

1. **Secretary** shall be responsible for the following:

1. Record and maintain an accurate record of all general, executive and special meetings.
2. Cause this record to be typed into minute form and be distributed to all members of the Executive Committee and all members present at the meeting to which the minutes apply.
3. Keep an accurate record of names and addresses of council members.

1. **Treasurer** shall be responsible for the following:

1. Receive all monies paid to the School Council and deposit it in the Council's bank account(s).
2. 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 (2) of Chairperson, Treasurer, and/or Principal.
3. Maintain records of all financial transactions of the Council and present a written statement of same to be presented at each General Meeting.
4. Ensure that each disbursement made is covered by a resolution no later than the General Meeting following the transactions.
5. Prepare the books and records for the appointed auditor no later than July 31 of each year.

1. **Past Chairperson** shall be responsible for the following:

1. Assist the Chairperson as required.
2. Serve as a member of the Strategic Planning and Bylaws Committee.

1. **School Events Coordinator** shall be responsible for the following:

1. Coordinating upcoming School events with Council.
2. Set up committees with room representatives for each event and report their progress to Council at general meetings.
3. Assign room representatives events that their classes will be handling during the year.
4. Keep and maintain complete files of each event the School Council handles.

1. ***Communication Coordinator*** shall be responsible for the following:
 1. All communication from council to the community regarding meeting dates.
 2. The School Council newsletter.

1. ***The Principal*** shall be responsible for the following:
 1. Act as resource person to the council and the executive committee.
 2. Provide advice to the council as requested.
 3. Ensure that the policies of the District, Alberta Learning, the School Act and that of the council are not being violated.
 4. Act as the ex-officio member of all committees. This responsibility may be delegated to other staff members as required.

1. ***Associate Principal*** shall be responsible for the following:
 1. Act as resource person to council and the executive committee.
 2. Provide advice to the council as requested.
 3. To report school activities to council.

1. ***Teacher Representative*** shall be responsible for the following:
 1. Attend all general meetings and if not able to attend, provide a replacement to attend in their place.
 2. Act as a liaison between School Council, teachers and staff.

1. ***E.C.S. Representative*** shall be responsible for the following:
 1. Attend all general meetings and if not able to attend, to provide a replacement to attend in their place
 2. Act as a liaison between School Council, Teachers and staff.

VII. ROOM REPRESENTATIVES:

Room representatives will work with the Community Events coordinators and will be advised of the school council events that pertain to their classes. Representatives will be asked to form a parent committee to provide the necessary volunteers to carry out the tasks required. Room representatives will report any questions or concerns to the attention of the Community Events Coordinator.

IX. VACANCIES:

With the exception of the council position filled by the Principal and the Associate Principal, the School Council may appoint qualified persons to fill vacancies until the vacancy can be filled by the appropriate constituent, in the case of new officers, or until they have been elected.

X. COMMITTEES

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 the School Events Coordinator on their progress at the monthly meeting. All requests from committees must be brought before Council, and as a motion, voted upon by the Council.

The Parent Fundraising Association is a separate body from School Council and therefore is a "non-profit" organization.

XI. MEETINGS

1. Regular meetings will take place monthly, or as deemed necessary by the Executive Committee.
2. Meetings will take place at the school.
3. Special meetings of the council may be called by a written request of ten (10) parents of the school community.
4. The meetings of council will require a quorum to vote on business presented at the meeting. This is set at fifty (50) per cent of the membership of Council. Should there not be enough members for a quorum the Chairperson will reschedule the meeting to a later date.

XII. VOTING PROCEDURES:

1. Decisions at Council will be made by taking a vote on a clearly stated motion.
2. Said motion shall be seconded and passed by fifty-one (51) percent majority.
3. Voting privileges are for council members only. Only members of council can vote on a stated motion at council meetings.
4. Voting on a motion shall be on the basis of one vote for each member in attendance, and the majority shall prevail.
5. Voting by Proxy shall not be permitted.
6. Any motion that contradicts provincial laws and regulations, local policy or school council by-laws is out of order, even if the motion was voted on and passed by a majority vote.

XIII. FISCAL YEAR:

The fiscal year of the Council will be from July 1 to June 30 of the school year.

XIV REVIEW OF FINANCIAL RECORDS:

The books, accounts and records of the Secretary and the Treasurer shall be reviewed at least once each year by two (2) members of the council elected for that purpose.

The review shall be completed during the month of August of each year.

A completed and proper statement of the standing of the books for the previous year shall be submitted in writing by the two (2) elected members at the Annual General Meeting of the Council, which is held in June of each school year.

XV. AMENDMENTS:

"Special Resolution" may make amendments to these bylaws to the council.

A "Special Resolution" of the council is defined as follows: ***A resolution passed at a General Meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given and by a vote of not less than seventy-five (75) percent of the quorum.***