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**GILBERT PATERSON COMMUNITY SCHOOL COUNCIL
BYLAWS
TOWN HALL MODEL
ESTABLISHED 1996**

*Bylaws Approved March 13, 1996
Amended May 12, 1999*

1. NAME

The name and location of the school council shall be:

Gilbert Paterson Community School Council
2109 12 Ave. S.

Lethbridge, Alberta T1K 0P1

Phone: 403-329-0125

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2. SCHOOL COUNCIL PURPOSE

Alberta Education's mandate for school councils is to give parents and the community more meaningful involvement in the work of our education system. Alberta Education's School Councils Handbook (March 1999) policy statement reads "In each school operated by a board, parents and the school community have an opportunity through the school council, as one means, to advise and consult with the principal and to advise the board on any matter relating to the school".

3. MEMBERSHIP

(a) The membership of the School Council shall consist of:

-any parent (guardian) of a student enrolled in Gilbert Paterson Community School

-the schools Principal and Assistant Principals

-teachers of the school

-support staff of the school

-members of the community who have an interest in the school and are appointed to the council.

All of the above stakeholders are entitled to speak and vote at all meetings of the School Council. However, for the purpose of voting at the council meetings, the majority of voting members MUST be parents or guardians of students enrolled in the school.

(b) The membership of the Executive Committee shall consist of:

- the Officers

- the Principal of the school

- the Assistant Principal (Elementary)

- two (2) teachers of the school, elected by school staff.

4. OFFICERS

The officers of the council shall consist of a chair, vice chair, secretary, treasurer and 2 parent representatives (1 elementary, 1 junior high school).

(a) The officers shall be elected by the members of the School Council at the September meeting of the council for a (1) year term from September to September.

- (b) Every parent (guardian) member of the School Council is eligible to be elected as an officer of the School Council.
- (c) A member may hold each office for no longer than 2 consecutive years.
- (d) All officers shall have signing authority with 2 signatures required for all financial transactions.

5. ***DUTIES OF THE OFFICERS***

The duties of the officers shall include, but not be limited to:

(a) **CHAIR**

- plan the agenda (in consultation with Principal) for meetings
- convene and facilitate the meetings
- act as a spokesperson on behalf of the council
- provide supervision to the council
- act as an ambassador/ liaison between professional staff and council where appropriate
- prepare and present the Annual Report to the School Board as prescribed by Lethbridge School District #51 Policy 414 School Councils by June 30th of each year
- sit, ex-officio, on all committees that may be convened
- include a summary of the minutes and the next meeting agenda in the regular school newsletter.

(b) **VICE CHAIR**

- assist the Chair with duties as assigned
- assume the duties of the Chair in his/her absence
- be responsible for the annual review of Bylaws

(c) **SECRETARY**

- keep accurate minutes and records of all meetings
- prepare and respond to correspondence on behalf of the School Council in consultation with the Chair and the Principal.

(d) **TREASURER**

- manage all financial transactions of the School Council
- maintain accurate accounts
- present a financial statement at all meetings of the School Council
- prepare an annual Financial Statement for inclusion in the Annual Report

(e) **PARENT REPRESENTATIVES**

- attend the School Council meetings and assist where required.

6. ***DISTRICT SCHOOL COUNCIL REPRESENTATIVES***

Two members of council shall be elected at the September meeting to represent the views of Gilbert Paterson Community School Council at the District School Council. Where possible, the representation shall include both elementary and junior high school parents (guardians).

Their duties shall include:

- (a) take information from council to the District School Council and report information from District School Council to council
- (b) attend all meetings of the District School Council
- (c) appoint an alternate council member for the meetings if unable to attend

7. VACANCIES

With the exception of the Council position filled by the Principal and other school staff personnel, the School Council may fill vacancies until the position(s) can be filled by the appropriate constituents or, in the case of new officers, are elected at the next School Council September meeting.

8. COMMITTEES

A School Council may establish committees consisting of council members and others from the school community with either delegated or advisory responsibilities as needed. All committees should elect a Chairperson to report back to the council.

9. MEETINGS AND VOTING

(a) The September meeting of the School Council shall be called no later than 30 days after the start of the school year. This meeting will be advertised throughout the school and the community at least 21 days in advance of the meeting. The business of this meeting will include the election of Executive Committee, the Annual Report from the Chair (as presented to Lethbridge School District #51) which includes a financial statement of the previous year and other pertinent business.

(b) The School Council shall meet at least SIX (6) times during the school year and in accordance with the dates set by the Executive Committee.

(c) Special meetings of the School Council shall be called by the Executive Committee, the Principal of the school, or at the written request of a minimum of 20 parents (guardians) from Gilbert Paterson Community School. Such a written request must be directed to the Executive Committee of the council and shall outline the nature of the concern.

(d) Other than the September meeting of the School Council, notice of meetings and the agenda of meetings is sufficiently given to parents if distributed to the students enrolled in the school at least four school days before the meeting and if mailed or delivered personally to a School Council member who does not have children enrolled in the school.

(e) Meetings will take place at the school.

(f) The quorum for meetings of School Council shall be set at SEVEN (7), FIVE (5) of whom must be parents (guardians) of students enrolled in GPCS

(g) Meetings shall be conducted in accordance with "Call to Order". If a vote is taken, the motion must be moved and seconded and be supported by more than half of the members present at a duly constituted meeting. In the event of a conflict between these bylaws and "Call to Order", these bylaws will prevail.

10. ANNUAL REPORT

(a) In accordance with "School Councils Regulation Alberta Regulation 171/98" and "Lethbridge School District #51 Policy 414 School Councils", the school council, through the chair, must prepare and provide the school board, through the Superintendent of Schools:

-School Council Annual Report (Form 414.1)

-School Council Balance Sheet (Form 414.2)

-School Council Statement of Receipts and Disbursements (Form 414.3)

(b) The School Council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the board on request.

(c) The School Council must retain the minutes for each meeting of the school council for at least 7 years.

11. GENERAL

- (a) No member of the School Council shall receive any remuneration for acting as a member of the School Council.
- (b) In these Bylaws parents shall include the parents (guardians) of the students enrolled in the school and parents (guardians) of students enrolled in a Kindergarten program at the school.
- (c) These Bylaws shall continue in force from year to year unless amended at a special meeting of the School Council called for that purpose and the amendment is approved by a majority of those who vote at that meeting. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 14 days in advance of the meeting.

12. CONFLICT RESOLUTION PROCEDURES

- (a) School Council should deal with matters of general concern to the school community. Issues which focus on individual staff members, individual students, or individual parents are to be redirected to the appropriate party in accordance with Lethbridge School District #51 policies.
- (b) (i) In the event of a dispute between members of the School Council which can not be resolved, either party may appeal the matter to the principal.
 - (ii) The appeal shall be in writing and signed by the appealing party and a copy of the appeal shall be provided to the other party.
 - (iii) Upon receipt of the appeal, the principal shall meet with the parties to attempt a resolution.
 - (iv) If that meeting does not result in a resolution, and if either party wishes to continue the process, the principal shall establish a Conflict Resolution Committee of 3 persons agreeable to both parties to conduct a hearing. Both parties will be given the opportunity to present their positions at the hearing. The Conflict Resolution Committee will then rule on the matter, and the decision of the committee shall be final.
- (c) In the event of a dispute between the principal and the School Council which cannot be resolved internally, the appeal process in Lethbridge School District #51 Policy 414 School Councils will be followed.
- (d) In the event of a dispute arising between the School Council and the school community which can not be resolved, the process for the dissolution of the School Council described in Lethbridge School District #51 Policy 414 School Councils will be followed.

13. REFERENCES

The following have been used to form a framework for these bylaws, and may be referred to in order to clarify any regulations governing these bylaws.

- (a) School Act Section 17
- (b) School Councils Regulation 171/98
- (c) School Councils Handbook, March 1999
- (d) Lethbridge School District #51 Policy, Regulations, and Procedures 414 School Councils