

BY LAWS OF THE GENERAL STEWART ELEMENTARY SCHOOL COUNCIL
(2004-2005)

ARTICLE 1 NAME

- 1.01 The name of the school council shall be THE GENERAL STEWART ELEMENTARY SCHOOL COUNCIL.

ARTICLE 2 DEFINITIONS

- 2.01 In this document unless the context specifies or requires:

- a) “Act” means the School Act;
- b) “Annual Meeting” means the meeting required to be held in accordance with Article;
- c) “Community Member” means the person appointed as a Member who has an interest in the school;
- d) “Members” means those persons described in Article 6;
- e) “Officers” means the members that occupy the offices of Chair, Secretary and Treasurer and Vice Chair.
- f) “Parents” means parents, guardians or legal custodians of a student or students registered at the school or a child or children registered in kindergarten.
- g) “Principal” means principal as defined in the School Act and the School Councils Regulation;
- h) “Room Representative” means the parents elected by the members to represent each grade - kindergarten through Grade 5, inclusive;
- i) “School” means General Stewart Elementary School;
- j) “Special Resolution” means a resolution of the members passed by a majority of at least 2/3 of the voting members present at the meeting;
- k) “Students” means the students enrolled in the school;
- l) “Teachers” means those persons who are employed to teach students at the school;
- m) “Voting Members” means as per membership..

ARTICLE 3 & 4 MISSION/VISION STATEMENT

3.01 The mission of the school council is as follows:

General Stewart Elementary School Believes That

RESPECT

Is What Education Is All About

RESPECT Is Used As the Foundation for Everything We Strive to Do

R - RESPECT

E - EXCELLENCE

S - SKILLS

P - POSITIVE ENVIRONMENT

E - ENTHUSIASM

C - COOPERATION

T - TOGETHERNESS

Within an atmosphere of warmth and togetherness, care and concern, respect and trust, we will guide and assist the learning community of General Stewart Elementary School be the best they can be - intellectually, socially, emotionally, and physically.

ARTICLE 5 OBJECTIVES

5.01 The objectives of the school council are as follows:

- a) To provide advice 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 whenever possible at the school classroom level;
- e) To facilitate the development of a common vision for our school;
- f) To prepare an annual report of the school council's activities; and to submit the annual report to the school board;
- g) To keep the school board informed of the needs of the school in cooperation with the principal;
- h) To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning;
- I) To coordinate any fundraising activities in the school;
- j) To facilitate communication with all educational stakeholders and the community.

ARTICLE 6 MEMBERSHIP

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

- a) parents
- b) a teacher representative - teacher representatives to be alternated throughout the school year
- c) the principal of the school

- d) a community member
- 6.02 A parent, a teacher or community member may withdraw from membership upon written notice delivered to the school council.

ARTICLE 7 OFFICERS

- 7.01 The officers of the school council shall consist of a chair, a vice-chairperson, a secretary, a treasurer, and at least six (6) room representatives who shall be elected and serve as follows:
- a) Every parent is eligible to be elected as an officer of the school 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.
- 7.02 The Chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the school council and general supervising the school council. The Chair will present the annual report to the school board.
- 7.03 The Secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication and keeping an accurate list of names and addresses of the council members.
- 7.04 The Treasurer shall be responsible for keeping all financial transactions of the school council and presenting and account of the funds to members and preparing the accounts for an annual audit conducted by the Finance Department of Lethbridge School District # 51.
- 7.05 Each Room Representative shall be responsible for communicating the views of the parents of the grade represented by each to this school council, to communicate on a regular and ongoing basis the activities of the school council to the parents and to aid the chair and undertake the tasks assigned by the school council insofar as those tasks concern the grade represented by each representative.
- 7.06 The school council may appoint qualified persons to fill any vacancies of offices or other positions that it elects or appoints to hold the office or position until the next Annual Meeting.

ARTICLE 8 COMMITTEES

- 8.01 The school council may appoint committees of members and others with such responsibilities, delegated or advisory, as the school council may lawfully designate.
- 8.02 The Chair, or a designate thereof shall chair all committees.

ARTICLE 9 MEETINGS

- 9.01 The school council shall meet at least seven (7) times during the school year; one of which will be the annual meeting.
- 9.02 Regular meetings will be held on the third Wednesday of the month, or as designated by the Chair.
- 9.03 Meetings will take place at the school.
- 9.04 Special meetings may be called by the Chair or at the written request of 15 parents.
- 9.05 The quorum for the conducting of business at a meeting shall be five (5), one of whom must be an officer.
- 9.06 An ordinary resolution of the school council must be passed by a majority of voting members present on a show of hands.

ARTICLE 10 ANNUAL MEETING

- 10.01 The annual meeting of the school council shall be held not later than 60 days after the first instructional day of the school year.
- 10.02 The annual meeting will be advertised at least 21 days in advance in such manner as the Chair determines to be likely to come to the attention of the members.
- 10.03 An ordinary resolution at an annual meeting must be passed by a majority of the voting members present on a show of hands.

10.04 The business of the annual meeting shall include:

- a) the election of officers
- b) the financial statements for the previous year
- c) plans and budget for the upcoming year

ARTICLE 11 ANNUAL REPORT

11.01 The school council shall submit an annual report to the school board in the form required by the School Councils Regulation.

11.02 The annual report will be made available to any members.

ARTICLE 12 AMENDMENTS TO THE BY LAWS

12.01 The by laws remain in force from year to year unless amended as hereinafter provided.

12.02 The by laws may be amended by a special resolution at any meeting or at the annual meeting of the school council.

12.03 Notice of proposed by law amendments must be circulated with the notice of the meeting at which the proposed by law amendments will be considered; at least 21 days prior to the meeting.

ARTICLE 13 CONFLICT RESOLUTION PROCEDURES

13.01 The conflict resolution procedures adopted by the school board from time to time shall be deemed to form a part of these by laws.