

BYLAWS OF MANACHABAN SCHOOL COUNCIL

Amended October 2, 2001

1.0 BYLAWS ENACTMENT

The Manachaban School Council, a body pursuant to the School Act, Alberta Regulation 171/98 hereby enact the following general bylaws governing the organization and operation of the Manachaban School Council.

2.0 DEFINITIONS

“Act” means the School Councils Regulations, Alberta School Act 171/98 and its regulations as amended from time to time.

“Council” means a member of the Manachaban School Council Board of Directors.

“Council Executive” means the elected Members to fill the positions of Chair, Vice Chair, Secretary and Treasurer.

“Member” means a parent/s or legal guardian of a child/children enrolled in Manachaban School. Members also include the Principal, Assistant Principal and the Teachers of Manachaban School.

“Motion” means a decision made on behalf of the Members as a Council as defined in the latest edition of Robert’s Rules of Order.

“School” means Manachaban School, Cochrane, Alberta.

“Students” means all of the children enrolled in the School.

“School Community” means anyone in the community having an interest in the well being of the School.

“School Board” means Rocky View School Division No. 41.

“Standing Committee” means any committee appointed by the Board consisting of Council and others from the School Community.

“Council Meetings” are monthly meetings held at the School as set by the Chair and the Principal.

“Principal” means the Principal of Manachaban School;

“Assistant Principal” means the Assistant Principal of Manachaban School;

“Teacher” means a member of the teaching staff employed at Manachaban School.

3.0 CODE OF ETHICS

All Council Members shall:

- Endeavor to be familiar with the Society policies and operating practice and act in accordance with them;
- Not disclose confidential information;
- Practice the highest standards of honesty, accuracy, integrity and truth;
- Recognize and respect the personal integrity of each member of the School Community;
- Apply democratic principles according to Robert’s Rules of Order;
- Consider the best interests of all Students;
- Promote high standards of ethics;
- Declare any conflict of interest.

4.0 MEMBERSHIP AND ELECTIONS

ALL Council positions will be filled by election by the Members at the Annual General Meeting of the Council, and filled by Members only excluding those that are specially appointed by the Board in accordance to these Bylaws. All elected positions shall be decided by a majority vote. These positions are unpaid, volunteer positions only. The positions are for a one year term.

4.1 The Council Executive shall consist of the following:

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Treasurer

4.2 The School Council shall consist of the following:

- a) The Council Executive
- b) The Principal
- c) The Assistant Principal
- d) Two Teacher Representatives
- e) A Community Representative, who is not a Member or Student in the School.

- 4.3 The School Community shall consist of the following:
- a) The Students
 - b) The Parents of Students (Members)
 - c) The Principal
 - d) The Assistant Principal
 - e) The Teachers of the School
 - f) Members of the community, who have an interest in the School.
- 4.4 Standing Committee Members shall:
- a) be anyone in the School Community
 - b) elect a Chair from their group to attend Council Meetings.
- 4.5 Teacher Representatives:
- a) are elected by the teaching staff of the School.
- 4.6 Classroom Representatives
- a) are chosen by the Teachers;
 - b) must be a parent of a Student in the School;

5.0 VOTING

For the purpose of voting at meeting, all voting members must be a Member of the School and are entitled to one vote. All decisions of the School Council must be decided by voting on a motion. A motion must be clearly stated and recorded in the minutes of the meeting. If a vote is to be taken, then a motion must be seconded and moved. A majority must pass the motion. In the case of a tie the Chair shall be entitled to one vote. No proxy votes are permitted.

6.0 QUORUM

A quorum of all School Council meetings shall be five (5) members of the School Council, of which at least two (2) must be Executive and one (1) must be the Principal or Assistant Principal.

7.0 MEETINGS

All meetings of the School Council or Committees shall be governed by Roberts Rules of Order unless the conflict with these Bylaws in which case these Bylaws shall govern.

7.1 Regular Meetings

- a) Shall be held every month with a minimum of seven (7) to be held during the school year with dates to be set at the first meeting of

the year. The first meeting will be set by the Chair, in consultation with the Principal.

- b) Prior to each meeting, notice of such will be published in the School newsletter, along with a brief summary of any significant business that will be conducted at the meeting. This is the responsibility of the Chair.
- c) If circumstances require that a meeting time be changed or cancelled, the Chair, in consultation with the Principal, may do so.
- d) Nor error or omission in giving of notice of a regular School Council meeting shall invalidate such meeting or invalidate any decisions made at the meeting.
- e) All meetings will be held at the School, or other Rocky View School Division building as designated by the Chair.
- f) Any member of the School Community may place an item on the agenda by submitting it in writing to the Chair at least one week in advance of a scheduled meeting.
- g) Accurate minutes will be taken and kept by the Secretary of each meeting. These minutes shall be adopted at the next meeting of the Council as an accurate representation of the events of the meeting. Minutes will be posted on the designated School Council bulletin board.

7.2 Annual General Meeting

The Annual General Meeting shall be held in September. The meeting shall be advertised in the June and September School newsletters, with the purpose of the meeting to be:

- a) to receive the Principal's report for the previous year and the School Education Plan and School Budget for the upcoming year;
- b) receive and accept the Chair's summary of the School Council's activities for the year, which shall be included in the Annual Report;
- c) permit the School Community to amend, vary or rescind the Bylaws;
- d) Elect the Council Executive for the next school year.

7.3 Special Meetings

A special meeting shall be called by the Chair at the request of the Council or at the written request of twenty percent of the School Community. Only business specified in the notice shall be dealt with at a Special Meeting. All business must be stated clearly and duly recorded. Two Executive Members and the Principal must be present to constitute a Special Meeting. Notification of a Special Meeting must be posted on the Council Bulletin board and in the School newsletter at least two weeks prior to the meeting.

8.0 CONFLICT RESOLUTION

In the event of a dispute between School Council members, between School Council and the teaching staff, or between School Council and the Members, the Chair shall require the School Board to provide a facilitator to assist in the resolution of the conflict. All participants in the conflict shall participate with the facilitator in good faith until a resolution is obtained.

The procedure shall be initiated by the Chair at the written requires of 40 percent or more members of the Council, 40 percent or more members of the Teaching Staff or 20 percent or more Members.

In the event of a dispute between the School Council and the Principal or the Council and Rocky View School Division, the School Council will abide by whatever Provincial or School Division policies are currently in place.

9.0 AMENDMENT TO THE BYLAWS

The Bylaws of the School Council may be amended by a two thirds majority of those present at the Annual General Meeting of the School Council.

Notice of proposed bylaw amendments must be circulated amongst the Members for at least two weeks in advance of the meeting.

10.0 REPORTS

10.1 Annual Reports

The Council, through the Chair, must prepare and provide the School Board with an Annual Report by October 15th of the following school year. The annual report is to include:

- a) a summary of the Council's activities for the year;
- b) a financial statement for the year;
- c) copies of the minutes of each meeting of the Council held in the year.

A copy of the annual report must be available to all concerned participants in the School Community no later than November 15th of the following school year.


These Bylaws were passed at the Annual General Meeting of the School Council on November 6th, 2002.



Chair

BETH CHIN

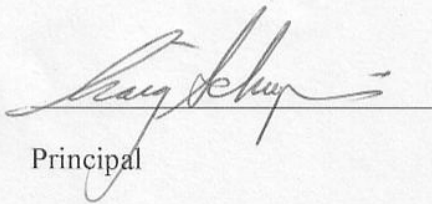
Print Name



Vice Chair

Sherry Bourson

Print Name



Principal

Craig Schwesinger

Print Name



Vice Principal
Assistant

Denise Burt

Print Name